

AGENDA

**Regular Board Meeting
June 30, 2022
5:30 P.M.
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From May 26, 2022

EXECUTIVE DIRECTOR’S REPORT – May 2022

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports- May 2022 for Fixed Route & Shared Ride
- ❖ Capital & Operating Purchase Reports – May 1-31, 2022
- ❖ Capital & Operating Purchase Reports – June 1-30, 2022

Operations Committee

Dave Edinger

Human Resource Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS – NEPA MPO Representative & Alternate Appointments
Geisinger Contract

EXECUTIVE SESSION –

RESOLUTIONS –

Resolution 2022-4 Updates to the Monroe County Transit Bylaws

Resolution 2022-5 Adopt policy for Board Member & Key Staff Standards of Conduct

QUESTIONS/COMMENTS –

ADJOURNMENT –

****The next meeting of the Board of Directors will be on July 28, 2022****

**BOARD MINUTES
MONROE COUNTY TRANSPORTATION AUTHORITY
P.O. BOX 339
SCOTRUN, PA 18355**

Thursday, May 26, 2022 @ 5:30 P.M.

The scheduled meeting of the Monroe County Transportation Authority (MCTA) Board of Directors was held in the Boardroom at MCTA after due and proper notice. There were 9 Board Members present. The meeting was called to order at 5:30 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 st Vice Chairman	Richard Schlameuss, Asst Executive Director
John Hoback, 2 nd Vice Chairman	Joan Davidge, Chief Financial Officer
JoAnn Baratta, Treasurer	Walter Quadarella, Rural Ops & Maint. Manager
Eric Koopman, Asst. Treasurer	Robert Gress, HR/Safety Manager
David Edinger, Secretary	Guy LaBar, Shared Ride Manager
Robert Huffman	Iris Rivera, Recording Secretary
Mary Claire Megargle	Helen Yanulus, Governmental Support Administrator
Maria Candelaria (arrived @ 5:38pm)	Marc Wolfe, Solicitor (arrived @ 5:34pm)

PUBLIC COMMENT:

Public comment was provided by resident Florence Metzgar.

APPROVAL OF MINUTES:

The minutes from the April 28, 2022 meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported that Fixed Route continues on point with ridership & revenue thanks to the Kalahari route guarantee. Unfortunately, the Kalahari route guarantee will be ending May 31st; Kalahari will no longer be needing the service. In Shared Ride, trips and revenue are slowly coming back; trips per hour are holding steady at two plus trips per hour YTD. Road calls were a little high in both Fixed Route & Shared Ride.

FINANCIAL REPORT:

JoAnn reported that in Fixed Route, although revenue is high, driver wages are a little over budget due to the route guarantee. CNG and fuel are about the same, pretty much even. The hospitalization line is a little high. There is a surplus in the marketing line that will be used for the West End fair. We also have a nice surplus in vehicle insurance. Peggy commented that the CNG line has a surplus, but since we'll have to pay the GGE, we really have a \$17,000 deficit. In Shared Ride the farebox is starting to look a little better due to ridership slowly coming back. Revenue is a little under budget for the month, but driver wages are in a surplus due to low ridership; fuel is a little high due to the high fuel prices. Peggy mentioned that she will be looking at the 1st QTR numbers of the FY22-23 budget to see if a budget revision is going to be needed.

The **Capital & Operating Purchase Reports** for Period 10, April 1-30, 2022 were reviewed and ratified, subject to audit.

The **Capital & Operating Purchase Reports** for Period 11, May 1-26, 2022 were reviewed and ratified, subject to audit.

The **Budget Variance Reports** for Period 10, April 1-30, 2022 for Fixed Route were reviewed and approved subject to audit.

The **Budget Variance Reports** for Period 10, April 1-30, 2022 for Shared Ride were reviewed and approved subject to audit.

OPERATIONS:

Peggy reported that Stantec was on site; the management team spent 3 days with them going over specs for the new building. Stantec will be coming back to present drafts of the ideas proposed, with interior drawings. Peggy mentioned that she would like mechanics and drivers to participate in the discussion to see what ideas they have about how things can flow or function better. PennDOT's main goal with the project is to get covered parking for the fleet. Peggy received a phone call informing her that they are resurrecting the hotel project with access off MCTA Drive onto Flute Road. Enforcer Lane will be downgraded to secondary road for emergency traffic only, with a gate. The easement agreement was signed back in 2018.

HUMAN RESOURCES:

Bob reported that we hired more drivers; a few of them will be doing the NPS which officially starts Memorial Day weekend. There were no PPL or W/C claims to report for April. The new 3 year union contract was reviewed and accepted by all members. A policy for the use and storage of the Executive Director's signature stamp has been created and is in place.

COMPLIANCE:

The resolutions for the updates made to the MCTA Bylaws and the policy for Board Members & Key Staff Standards of Conduct have been tabled to the June 30, 2022 meeting because Peggy has to send them to the Commissioners first. The next Compliance Committee meeting is TBD.

MARKETING:

Rich reported that there was training done for the NPS which officially starts Memorial Day weekend. A brochure has been created for the new Microtransit service; there are a few revisions that need to be made but it should be completed soon. Tony is already working on the brochure for the new summer trippers coming up.

OLD BUSINESS:

None

NEW BUSINESS:

ATU Contract 7/1/2022-6/30/2025

EXECUTIVE SESSION:

None

RESOLUTIONS:

Resolution 2022-4 Updates to the MCTA Bylaws was tabled until the June 30, 2022 meeting.
Resolution 2022-5 Policy for Board Members & Key Staff Standards of Conduct, tabled until 6/30.

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:58 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM May 26, 2022

01-05-2022 – Motion to approve the minutes from the April 28, 2022 Board Meeting,
MOTION CARRIED- JB/JH

02-05-2022 – Motion to approve the Capital Purchases for April 1-30, 2022, subject to audit.
MOTION CARRIED – WM/JH

03-05-2022 – Motion to approve the Operating Purchases for April 1-30, 2022, subject to audit.
MOTION CARRIED – WM/JH

04-05-2022 – Motion to approve the Capital Purchases for May 1-26, 2022, subject to audit.
MOTION CARRIED – JH/DE

05-05-2022 – Motion to approve the Operating Purchases for May 1-26, 2022, subject to audit.
MOTION CARRIED – JH/DE

06-05-2022 – Motion to approve the FR Budget Variance Report for April 1-30, 2022,
Subject to audit
MOTION CARRIED – JB/WM

07-05-2022 – Motion to approve the SR Budget Variance Report for April 1-30, 2022,
Subject to audit
MOTION CARRIED – JB/JH

08-05-2022 – Motion to approve the revised terms for the new labor contract.
MOTION CARRIED – JH/WM

09-05-2022 – Motion to adjourn
MOTION CARRIED – DE/JH



Fixed Route Goals FY2021-2022

1 Ridership

		GOAL		
		Total Trips	Operating Plan	
MAY	16,862	14,838		(4 wk)
APR	20,339	14,838		(4 wk)
MAR	20,153	18,547		(5 wk)

FY21-22 YTD
195,341

2 Budget

		GOAL		
		Actual Expense	MCTA Budget	
MAY	\$253,173	\$259,293		(4 wk)
APR	\$244,481	\$259,293		(4 wk)
MAR	\$288,307	\$324,117		(5 wk)

FY21-22 YTD
\$3,033,033

		GOAL		
		Actual Revenue	MCTA Budget	
MAY	\$52,969	\$20,098		(4 wk)
APR	\$29,450	\$20,098		(4 wk)
MAR	\$29,702	\$25,122		(5 wk)

FY21-22 YTD
\$392,421

3 Trips/VRH

		GOAL		
		Trips/VRH	PennDOT Performance	
MAY	8.97	8.70		(4 wk)
APR	10.62	8.70		(4 wk)
MAR	10.74	8.70		(5 wk)

FY21-22 YTD
9.57

4 Road Calls by VRM

		GOAL		
		Road Calls/VRM	Same as FY20/21 (12,000)	
MAY	2.00	2.71		(4 wk)
APR	4.00	2.75		(4 wk)
MAR	3.00	2.68		(5 wk)

FY21-22 YTD
41.00



Shared Ride Goals FY2021-2022

1 Ridership

		GOAL		
		Total Trips	Operating Plan	
MAY	4,887	5,250	(4 wk)	
APR	5,024	5,250	(4 wk)	
MAR	5,280	6,563	(5 wk)	

FY21-22 YTD
52,531

2 Budget

		GOAL		
		Actual Expense	MCTA Budget	
MAY	\$164,646	\$180,331	(4 wk)	
APR	\$177,376	\$180,331	(4 wk)	
MAR	\$228,632	\$225,414	(5 wk)	

FY21-22 YTD
\$ 2,132,310

		GOAL		
		Actual Revenue	MCTA Budget	
MAY	\$11,632	\$15,082	(4 wk)	
APR	\$12,661	\$15,082	(4 wk)	
MAR	\$11,090	\$18,853	(5 wk)	

FY21-22 YTD
\$ 142,049

3 Trips/VRH

		GOAL		
		Trips/VRH	Operating Plan	
MAY	2.02	2.00	(4 wk)	
APR	2.19	2.00	(4 wk)	
MAR	2.16	2.00	(5 wk)	

FY21-22 YTD
2.13

4 Road Calls by VRM

		GOAL		
		Road Calls/VRM	Same as FY20/21 (17,000)	
MAY	2.00	3.28	(4 wk)	
APR	5.00	3.18	(4 wk)	
MAR	3.00	3.54	(5 wk)	

FY21-22 YTD
36.00