

AGENDA

Regular Board Meeting

July 28, 2022

5:30 P.M.

MCTA Board Room, 1st Floor

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From June 30, 2022

EXECUTIVE DIRECTOR’S REPORT – 4th QTR FY21-22

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports- June 2022 for Fixed Route & Shared Ride
- ❖ Capital & Operating Purchase Reports – June 1-30, 2022
- ❖ Capital & Operating Purchase Reports – July 1-27, 2022

Operations Committee

Dave Edinger

Human Resource Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS –

QUESTIONS/COMMENTS –

ADJOURNMENT –

****The next meeting of the Board of Directors will be on August 25, 2022****

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

Thursday, June 30, 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 7 Board Members present. The meeting was called to order at 5:35 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 st Vice Chairman	Joan Davidge, Chief Financial Officer
Eric Koopman, Asst. Treasurer	Walter Quadarella, Rural Ops & Maint. 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	Marc Wolfe, Solicitor

PUBLIC COMMENT:

Public comment was provided by resident Florence Metzgar.

APPROVAL OF MINUTES:

The minutes from the May 26, 2022 meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported that Fixed Route is still doing well, trips & revenue continue to be high. In March & April trips per hour were at an all time high of 8.97 thanks to the Kalahari route guarantee. Road calls are down in Fixed Route. In Shared Ride trips are improving but are still struggling to come back to pre-COVID numbers causing revenue to continue to be low; expenses were low which is good. Road calls were also down in Shared Ride.

FINANCIAL REPORT:

Fixed Route: Joan reported that we used less ACT44 thanks to the Kalahari route guarantee. We also drew down a couple of payments for the NPS, so the revenue line was high. Diesel was a little high as rising fuel costs continue. The hospitalization line was under budget YTD and the marketing and small tools line were also under budget. As mentioned before the surplus in the marketing line will be used for the West End Fair in August.

Shared Ride: Shared Ride is showing a deficit in revenue and it is not all due to low ridership, it is also due to the delay in starting the Microtransit service which had to be pushed back to FY22-23. Fuel cost is higher in Shared Ride because SR vehicles do double the miles the FR does. Health insurance costs are down and we're even getting a \$35,000 credit back because we did so well with health insurance in FY21-22. Expenses and driver wages are also down due to the low ridership. Mileage Reimbursement for the MATP clients is on the rise due to more MA clients driving themselves to their appointments.

The **Capital & Operating Purchase Reports** for Period 11, May 1-31, 2022 were reviewed and ratified, subject to audit.

The **Capital & Operating Purchase Reports** for Period 12, June 1-29, 2022 were reviewed and ratified, subject to audit.

The **Budget Variance Reports** for Period 11, May 1-31, 2022 for Fixed Route were reviewed and approved subject to audit.

The **Budget Variance Reports** for Period 11, May 1-31, 2022 for Shared Ride were reviewed and approved subject to audit.

OPERATIONS:

Stantec will be here on July 1st to do a thorough walk through of the existing building to see what needs to be replaced or updated. The assessment will determine whether it's worth fixing and updating this building or it would be more cost efficient to put a second story on the new maintenance building. The proposed design for the new building went from 120,000 sq. ft. to 86,000 sq. ft.

HUMAN RESOURCES:

Wayne reported. The union contract was signed and will be ratified at this meeting. Wayne also reported that the Board would be going into executive session to review the Executive Director's performance review with pay increase.

COMPLIANCE:

Peggy presented the updates to the MCTA Bylaws and the Standards of Conduct policy for Board approval. The next Compliance Committee meeting is TBD.

MARKETING:

Peggy reported that the marketing committee is working on many projects, but the main focus right now is launching the new Microtransit service which is due to roll out August 1st.

OLD BUSINESS:

None

NEW BUSINESS:

The NEPA MPO representative & alternate appointments and the Geisinger contract.

EXECUTIVE SESSION:

The Board went into Executive session from 6:31pm to 6:40pm to discuss personnel matters.

RESOLUTIONS:

Resolution 2022-4 Amendments to the MCTA Bylaws were adopted by the Board.
Resolution 2022-5 Policy updates for Board Members & Key Staff Standards of Conduct were adopted by the Board.

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:46 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM June 30, 2022

01-06-2022 – Motion to approve the minutes from the May 26, 2022 Board Meeting,
MOTION CARRIED- RH/WM

02-06-2022 – Motion to approve the Capital Purchases for May 1-31, 2022, subject to audit.
MOTION CARRIED – WM/EK

03-06-2022 – Motion to approve the Operating Purchases for May 1-31, 2022, subject to audit.
MOTION CARRIED – WM/EK

04-06-2022 – Motion to approve the Capital Purchases for June 1-29, 2022, subject to audit.
MOTION CARRIED – WM/DE

05-06-2022 – Motion to approve the Operating Purchases for June 1-29, 2022, subject to audit.
MOTION CARRIED – WM/DE

06-06-2022 – Motion to approve the FR Budget Variance Report for May 1-31, 2022,
Subject to audit
MOTION CARRIED – EK/DE

07-06-2022 – Motion to approve the SR Budget Variance Report for May 1-31, 2022,
Subject to audit
MOTION CARRIED – EK/DE

08-06-2022 – Motion to ratify the union contract as it was executed.
MOTION CARRIED – WM/MCM

09-06-2022 – Motion to approve the Executive Director’s performance review with wage increase for FY22/23.
MOTION CARRIED –WM/RH

10-06-2022 – Motion to approve the NEPA representative & alternate appointments for FY22-23.
MOTION CARRIED – RH/DE

11-06-2022 – Motion to adopt resolution 2022-4, amendments to the MCTA Bylaws.
MOTION CARRIED – DE/RH

12-06-2022 – Motion to adopt resolution 2022-5, Updated policy for Board Member & Key Staff
Standards of Conduct.
MOTION CARRIED – MCM/EK

13-06-2022 – Motion to approve that the existing slate of Board officers remain the same for FY22-23.
MOTION CARRIED – WM/MCM

14-06-2022 – Motion to adjourn
MOTION CARRIED – WM/EK



Fixed Route Goals FY2021-2022

1 Ridership

		GOAL		
		Total Trips	Operating Plan	
JUN	18,951	18,547		(5 wk)
MAY	16,862	14,838		(4 wk)
APR	20,339	14,838		(4 wk)

FY21-22 YTD
214,292

2 Budget

		GOAL		
		Actual Expense	MCTA Budget	
JUN	\$316,900	\$324,117		(5 wk)
MAY	\$253,173	\$259,293		(4 wk)
APR	\$244,481	\$259,293		(4 wk)

FY21-22 YTD
\$3,349,933

		GOAL		
		Actual Revenue	MCTA Budget	
JUN	\$26,874	\$25,122		(5 wk)
MAY	\$52,969	\$20,098		(4 wk)
APR	\$29,450	\$20,098		(4 wk)

FY21-22 YTD
\$419,295

3 Trips/VRH

		GOAL		
		Trips/VRH	PennDOT Performance	
JUN	10.33	8.70		(5 wk)
MAY	8.97	8.70		(4 wk)
APR	10.62	8.70		(4 wk)

FY21-22 YTD
9.63

4 Road Calls by VRM

		GOAL		
		Road Calls/VRM	Same as FY20/21 (12,000)	
JUN	1.00	2.63		(5 wk)
MAY	2.00	2.71		(4 wk)
APR	4.00	2.75		(4 wk)

FY21-22 YTD
42.00



Shared Ride Goals FY2021-2022

1 Ridership

GOAL

	Total Trips	Operating Plan	
JUN	5,283	6,563	(5 wk)
MAY	4,887	5,250	(4 wk)
APR	5,024	5,250	(4 wk)

FY21-22 YTD
57,814

2 Budget

GOAL

	Actual Expense	MCTA Budget	
JUN	\$220,335	\$225,414	(5 wk)
MAY	\$164,646	\$180,331	(4 wk)
APR	\$177,376	\$180,331	(4 wk)

FY21-22 YTD
\$ 2,352,645

GOAL

	Actual Revenue	MCTA Budget	
JUN	\$14,072	\$18,853	(5 wk)
MAY	\$11,632	\$15,082	(4 wk)
APR	\$12,661	\$15,082	(4 wk)

FY21-22 YTD
\$ 156,121

3 Trips/VRH

GOAL

	Trips/VRH	Operating Plan	
JUN	2.01	2.00	(5 wk)
MAY	2.02	2.00	(4 wk)
APR	2.19	2.00	(4 wk)

FY21-22 YTD
2.11

4 Road Calls by VRM

GOAL

	Road Calls/VRM	Same as FY20/21 (17,000)	
JUN	3.00	3.56	(5 wk)
MAY	2.00	3.28	(4 wk)
APR	5.00	3.18	(4 wk)

FY21-22 YTD
39.00