

# **AGENDA**

**Regular Board Meeting  
August 28<sup>th</sup>, 2025  
5:30 PM  
MCTA Board Room, 1<sup>st</sup> Floor**

ROLL CALL –

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From July 31<sup>st</sup>

EXECUTIVE OFFICE REPORT –

COMMITTEE REPORTS –

Finance Committee	JoAnn Baratta
Operations Committee	David Edinger
HR and Safety Committee	Wayne Mazur
Compliance Committee	John Hoback
Legislative Committee:	Robert Hay
Marketing Committee	Robert Huffman

UNFINISHED BUSINESS –

NEW BUSINESS – Motion to authorize Board Chair, Board Secretary and CEO to sign documentation, with MCTA solicitor approval, necessary for the building addition project to be put out to bid.

EXECUTIVE SESSION –

RESOLUTIONS –

QUESTIONS/COMMENTS –

ADJOURNMENT –

**\*\* The next meeting of the Board of Directors will be on September 25<sup>th</sup>, 2025 \*\***

**BOARD MINUTES  
MONROE COUNTY TRANSPORTATION AUTHORITY  
PO BOX 339  
SCOTRUN, PA 18355**

Thursday, July 31<sup>st</sup> @ 5:30 PM

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. Eight (8) Board members were present. The meeting was called to order at 5:30 PM.

**BOARD MEMBERS PRESENT**

**STAFF PRESENT**

Wayne Mazur, Chairman	Richard Schlameuss, Chief Executive Officer
John Hoback, Vice Chairman	Iris Navarro, Chief Operating Officer
JoAnn Baratta, Treasurer	Gosia Sobieszczuk, Chief Financial Officer
David Edinger, Secretary	Cheryl McPherson, HR Manager
Robert Huffman	Walter Quadarella, Operations & Maint. Manager
Mary Claire Megargle	Guy LaBar, Shared Ride Manager
Robert Hay	Lawrence Gebo, Safety Manager
Robert Bryant	Helen Yanulus, Grants & Comm. Manager
	Stacey-Ann Chin, Accounting Manager
	Lyndia Meade, Shop Steward
	Jill Nagy, Solicitor
	Justin Cueva, Interim Recording Secretary

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES:**

The minutes from the meeting held on June 29<sup>th</sup>, 2025, were reviewed and approved.

**EXECUTIVE OFFICE REPORT:**

RS: Presented the new schedule for Fixed Route buses. The service changes include two new routes, the yellow and purple. The green route will be retired. It also increases service headway from 90 minutes to 60 minutes. Additionally, routes in E. Stroudsburg and Stroudsburg will run until 10:30 PM in hopes of increasing ridership. A website created by RS is currently live with the new schedules; there's also advertising for the new routes through Facebook, newspaper ads, and a promotional video.

**FINANCIAL REPORT:**

JB: Reported that we are in good standing for the new building, and we are working on acquiring a line of credit. The budget for FY25-26 was sent to Kissinger to be entered into our Sage database.

**OPERATIONS:**

RS: Reported that the new building project's bidding process has been delayed due to the environmental review being conducted too far in the past to remain valid. The new review uncovered the presence of an endangered bat species and a flower that attracts a species of endangered butterflies. Ultimately, it has set the project back at least a month. The bid is set to be out by early October, and groundbreaking is expected to start in December. WQ: Reported that we are to receive two new SR vehicles in August, four in September, and the remaining vehicles in October. In addition, five new CNG buses are expected next year, each valued at approximately \$685,000. The cost of these buses will be fully covered by PennDOT.

**HUMAN RESOURCES AND SAFETY:**

LG: Seven anonymous observations were conducted for FR drivers, resulting in a generally positive report with a few incidents appropriately addressed. Approximately 300 observations were completed which is below average; this was due to the safety officer's unavailability. There were 10 FR road calls this month and 136 YTD due to an aging bus fleet.

CM reported there were five new SR drivers hired in June; 11 interviews are scheduled, with two offers sent to candidates. Two employees are currently on FMLA. The employee handbook is under revision using ChatGPT as a tool to improve clarity and accessibility. Drivers are also participating in trauma-based customer service training through CTAA.

**COMPLIANCE:**

JH: The committee did not meet. JH commented that he was impressed with the report provided from the anonymous reports on the FR drivers. RS: Reported that he created a portal for all staff to make announcements, comments, and links to resources.

**LEGISLATIVE:**

BH: There was nothing new to report.

**MARKETING:**

HY: Reported that trippers were selling out very fast with the new fall brochures. The scenic boat ride was cancelled due to lack of interest on behalf of Silver Birches. Additionally, the sign that was at NCC was refurbished and filled with brochures and will be placed in Keystone Hall at NCC. MCTA will have a booth at the West End Fair on Monday, Tuesday, and Wednesday. We have finally reached over one thousand followers on Facebook!

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

The Substance Abuse Policy updates approval was tabled.

**EXECUTIVE SESSION:**

None.

**RESOLUTIONS:**

Resolution 2025-5 MCTA Board Local Match approval for FY25-26 was approved.

Resolution 2025-6 Adoption of Standards of Conduct Board/Key Management was adopted.

**QUESTIONS/COMMENTS:**

None.

**ADJOURNMENT:**

The meeting was adjourned at 6:16 PM.

Signed By: \_\_\_\_\_  
Secretary/Assistant Secretary

## **MOTIONS**

### **July 31<sup>st</sup>, 2025**

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|------------|---|
| 01-07-2025 | Motion to approve minutes from the June 26 <sup>th</sup> , 2025, Board Meeting.<br>MOTION CARRIED – RHa / JH  |
| 02-07-2025 | Motion to approve the Budget & Variance Report Fixed Route from JUNE 2025.<br>MOTION CARRIED – JB / JH  |
| 03-07-2025 | Motion to approve the Budget & Variance Report Shared Ride from JUNE 2025.<br>MOTION CARRIED – JB / DE  |
| 04-07-2025 | Motion to ratify LOCAL SHARE ACCOUNT COOPERATION AND FUNDING<br>PROCEDURES AGREEMENT FOR THE MCTA TRANSIT facility<br>IMPROVEMENTS PROJECT with the Pocono Mountains Industrial Development<br>Authority<br>MOTION CARRIED – RH / RHa |
| 05-07-2025 | Resolution 2025-5 MCTA Board Local Match FY25-26<br>MOTION CARRIED – JH / RH  |
| 06-07-2025 | Resolution 2025-6 Adoption of Standards of Conduct to Board & Key<br>Management<br>MOTION CARRIED – RHa / RH  |
| 07-07-2025 | Motion to adjourn<br>MOTION CARRIED – JH / RH   |