

AGENDA

**Regular Board Meeting
November 16th, 2023
5:30 PM
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From September 28, 2023

EXECUTIVE OFFICE REPORT – September 2023

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports - September 2023 for Fixed Route & Shared Ride
- ❖ Balance Sheet as of September 30, 2023

Operations Committee

Dave Edinger

HR Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

UNFINISHED BUSINESS –

NEW BUSINESS – Approval of Board Meeting Schedule 2024 & MCTA Holidays 2024

EXECUTIVE SESSION –

RESOLUTIONS –

QUESTIONS/COMMENTS –

ADJOURNMENT –

****The next meeting of the Board of Directors will be on December 14th, 2023****

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

Thursday, September 28th @ 5:30PM

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 5:30PM.

BOARD MEMBERS PRESENT

STAFF PRESENT

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| Richard Mutchler, Chairman | Richard Schlameuss, CEO |
| Wayne Mazur, 1 st Vice Chairman | Margaret Howarth, EDE |
| John Hoback, 2nd Vice Chairman | Iris Rivera, COO |
| JoAnn Baratta, Treasurer | Joan Davidge, CFO |
| Eric Koopman, Asst. Treasurer via teleconference | Water Quadarella, Rural Ops & Maint. Manager |
| David Edinger, Secretary | Robert Gress, HR & Safety Manager |
| Robert Huffman | Guy LaBar, Shared Ride Manager |
| Maria Candelaria | Helen Yanulus, Communication & Grants Manager |
| Mary Claire Megargle | Gosia Sobieszczuk, Recording Secretary |
| | Jill Nagy, Solicitor via teleconference |

PUBLIC COMMENT:

Public comment was provided by Janice Smith-Hughes - resident of Pocono Farms, representing Caring Professionals Resolutions.

APPROVAL OF MINUTES:

The minutes from the August 31st meeting were reviewed and approved.

EXECUTIVE OFFICE REPORT:

RS reported that FR ridership exceeded goals, expenses were below budget, and revenues were above budget. SR ridership is above goals. Both expenses and revenues were under budget. PonyPlus ridership, the expenses, and the revenues are all below budget; next month we should start seeing an increase in ridership.

FINANCIAL REPORT:

JB reported that we have updated PLGIT to include RS, and we are working on getting new CDs. Triannual report is being submitted. We are working on ULEG questions from PennDOT. Cost per route analysis will be presented at the meeting in November. JD informed that we are working on purging files from archives and prepared a list of items prior to FY15-16 to be destroyed. The list is available from JD for review. JB presented the balance sheet and budget variance reports for FR and SR for August 2023.

FR (AUGUST)

FR revenues for August were under budget, but YTD are above budget. FR expenses for August are under budget, but YTD above budget (due to the VIA expense). MC asked about the \$57k NPS expense YTD line item: JD explained that it's a seasonal expense, but the budget is spread out throughout 12 months. RS added that NPS was a big success (over 15,000 riders compared to 5,000 in the previous year), and we are looking to expand the services next year.

SR (AUGUST)

SR revenues both for August and YTD are under budget. PH is working on the fare increase structure to be implemented as of 1-1-24. SR expenses are both under budget for August and YTD.

OPERATIONS:

DE/RS reported that we had a meeting with PennDOT regarding the new building this afternoon. We are still trying to find a solution using the smaller budget allowance to accommodate all departments' needs.

HUMAN RESOURCES:

BG reported that 1 SR driver left, and we have 3 new hires and 2 more prospects. We are looking to cooperate with MCTI on new hires. We had a PA safety audit, and we are confirmed in compliance. We are planning a holiday party on Sunday December 3rd (5-8pm) at a restaurant in East Stroudsburg. We are closed on Sundays. No W/C claims, 1 liability claim. We are updating our cell phone policy for the garage to include devices.

COMPLIANCE:

JH informed that the committee met to discuss compliance.

MARKETING:

HY reported that the trippers are a big success (all Fall trippers are sold out), and TG is working on trippers for 2024 (11 reserved). We've had good media coverage regarding our new VIA app and new service Care Connect. We are present on social media platforms and are getting more followers. We are present at various community meetings. We provided a cooling station for first responders to a fire in the neighborhood on September 7th (90F weather). JH recognized the great work of the department.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

RS reminded of the Board training next Thursday, October 5th at 5:30PM. The Board confirmed approval of Jill Nagy as Solicitor (letter of acceptance sent 6/29/23).

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

RS reminded that there will be no October Board meeting. The next Board meeting will be held on November 16th.

ADJOURNMENT:

The meeting was adjourned at 6:06PM.

Signed by _____
Secretary/Assistant Secretary

MOTIONS
September 28, 2023

01-09-2023 – Motion to approve minutes from the August 31, 2023, Board Meeting.

MOTION CARRIED – DE/JH

02-09-2023 - Motion to approve the Fixed Route Budget Variance report for August 2023,
subject to audit.

MOTION CARRIED – JB/WM

03-09-2023 - Motion to approve the Shared Ride Budget Variance report for August 2023,
subject to audit.

MOTION CARRIED – JB/DE

04-09-2023 - Motion to ratify engagement of Jill Nagy of Summers Nagy as solicitor.

MOTION CARRIED – JH/DE

05-09-2023 - Motion to adjourn.

MOTION CARRIED – WM/JH