

AGENDA

Regular Board Meeting

January 25th, 2024

5:30 PM

MCTA Board Room, 1st Floor

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From December 14, 2023

EXECUTIVE OFFICE REPORT – November and December 2023

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports – November and December 2023 for Fixed Route & Shared Ride
- ❖ Balance Sheet as of November 30 and December 31, 2023

Operations Committee

Dave Edinger

HR Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

UNFINISHED BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS –

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors will be on **February 29th, 2024**

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

Thursday, December 14th @ 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. There were 7 Board members present. The meeting was called to order at 5:31 PM.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Richard Schlameuss, CEO
Wayne Mazur, 1 st Vice Chairman	Margaret Howarth, EDE
John Hoback, 2 nd Vice Chairman via teleconference	Iris Navarro, COO
JoAnn Baratta, Treasurer	Water Quadarella, Rural Ops & Maint. Manager
David Edinger, Secretary	Robert Gress, HR & Safety Manager
Maria Candelaria	Guy LaBar, Shared Ride Manager
Mary Claire Megargle	Gosia Sobieszczuk, Recording Secretary
	Jill Nagy, Solicitor

PUBLIC COMMENT:

Public comment was provided by citizen Florence Metzgar.

AUDIT REPORT FY22-23:

The audit report was presented by auditors from Reinsel, Kuntz, Leshner. The Hard copies were distributed to the board and staff. The auditors walked us through the financial statements and key pages of the audit reports. Overall, MCTA's Finance Department was praised for their great work.

APPROVAL OF MINUTES:

The minutes from the November 16th meeting were reviewed and approved.

EXECUTIVE OFFICE REPORT:

RS presented the Executive Office Report for October 2023. FR ridership was above goal and expenses were below budget. However, the revenues, vehicle revenue hours (VRH) and vehicle revenue miles (VRM) were below expectations. SR report shows strong performance, with ridership above goal and expenses below budget.

FINANCIAL REPORT:

JB reported that the committee met on Tuesday. The cost per route analysis was reviewed.

FR (SEPTEMBER)

FR revenues are under budget. We will have a route guarantee in winter and inside-bus advertising in the next 3 months. FR expenses in October and YTD are below budget. Issues with CNG buses were reported: when broken, CNG buses are out of service for 1-2 months because of the warranty process.

SR (SEPTEMBER)

SR revenues were under budget; but a fare increase is coming January 1st, 2024. SR expenses both for October and YTD were under budget.

OPERATIONS:

DE reported that there are updates on the NYC train coming to the Poconos. RS reported that we have samples of building materials and colors available to review.

HUMAN RESOURCES:

BG reported no W/C claims and 1 liability claim. We will be transitioning to Safety Pool. SR is understaffed – we need more SR drivers.

COMPLIANCE:

JH informed that there will be an organizational meeting the following week.

MARKETING:

RS presented the marketing report prepared by HY. We continue our strong presence in social media and in the community. We are planning for next year's events. PH praised the department for doing a great job.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

RS asked if any Board members need updated tablets – any inquiries to be provided before next Board meeting.

EXECUTIVE SESSION:

None

RESOLUTIONS:

Resolution 2023-12 Local Match for CCA2023-24 was adopted.

QUESTIONS/COMMENTS:

JB informed that there will be a financial education session provided to MCTA employees on January 17th (2 sessions).

ADJOURNMENT:

The meeting was adjourned at 6:27 PM.

Signed by _____
Secretary/Assistant Secretary

MOTIONS
December 14, 2023

01-12-2023 – Motion to approve minutes from the November 16, 2023, Board Meeting.

MOTION CARRIED – MG/JH

02-12-2023 – Motion to approve Audit Report FY22-23.

MOTION CARRIED – WM/MG

03-12-2023 – Motion to approve the Fixed Route and Shared Ride Budget Variance reports for October 2023, subject to audit.

MOTION CARRIED – JB/DE

04-12-2023 - Motion to approve Resolution 2023-12 Local Match for CCA2023-24

MOTION CARRIED – JH/JB

05-12-2023 - Motion to adjourn.

MOTION CARRIED – DE/WM