

AGENDA

**Regular Board Meeting
January 27, 2022
5:30 P.M.
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – Approve for December 16, 2021

EXECUTIVE DIRECTOR’S REPORT – 2nd QTR 2021

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports- November 2021 for Fixed Route & Shared Ride
- ❖ Budget Variance Reports- December 2021 for Fixed Route & Shared Ride
- ❖ Capital & Operating Purchase Reports – December 1-31, 2021
- ❖ Operating Purchase Reports – January 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 February 24, 2022****

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

Thursday, December 16, 2021 @ 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 6 Board Members present. The meeting was called to order at 5:30 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Richard Schlameuss, Assistant Executive Director
JoAnn Baratta, Treasurer	Joan Davidge, Chief Financial Officer
Eric Koopman, Asst. Treasurer	Walter Quadarella, Rural Ops & Maint. Manager
David Edinger, Secretary	Robert Gress, HR/Safety Manager
Robert Huffman	Guy LaBar, Shared Ride Manager
Mary Claire Megargle	Iris Rivera, Recording Secretary
	Marc Wolfe, Solicitor

PUBLIC COMMENT:

No public comment.

APPROVAL OF MINUTES:

The minutes from the November 18, 2021 meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Rich reported on the ridership for Fixed Route and Shared Ride. Ridership in Fixed Route continues to be high due to the Route Guarantee but ridership in Shared Ride continues to trend low.

FINANCIAL REPORT:

JoAnn reported that there is a surplus in Fixed Route due to Kalahari still buying passes for their employees and driver wages were a little high. In Shared Ride ridership continues to be low and the Microtransit service is not due to start until Spring of 2022. Fuel is under budget in Shared Ride due to the low ridership, but expenses were a little high due to the purchase of new tablets to replace the old ones.

The **Capital & Operating Purchase Reports** for Period 5, November 1-30, 2021 were reviewed and ratified, subject to audit.

The **Operating Purchase Reports** for Period 6, December 1-16, 2021 were reviewed and ratified, subject to audit.

The **Budget Variance Reports** for Period 4, October 1-31, 2021 for Fixed Route & Shared Ride were reviewed and approved subject to audit.

OPERATIONS:

The Operations Committee did not meet. Dave reported that PennDOT is getting a new engineering company for the LDP project. Walter reported that one of the CNG compressors is down, so we're only running one compressor. Trillium worked on it and now they are waiting for parts. The new building cameras are being installed; we're also adding more cameras to cover some blind spots we had around the building. The same company will also be installing the new alarm system.

HUMAN RESOURCES:

Bob reported that there was one W/C claim when a driver fell and one PPL claim when a SR bus hit an overhang.

COMPLIANCE:

The Compliance Committee did not meet. The next Compliance Committee meeting is TBD.

MARKETING:

Rich reported that starting on December 22nd, we will be providing the route guarantee again for Shawnee to transport their employees. This service will continue until March 2022. Also, Kalari has requested Sunday service to transport their employees; we will be starting that service in January.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 5:55 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM December 16, 2021

01-12-2021 - Motion to approve the minutes from the November 18, 2021 Board Meeting,
MOTION CARRIED- DE/RH

02-12-2021 – Motion to approve the Capital Expenses for November 1-30, 2021, subject to audit.
MOTION CARRIED – JB/DE

03-12-2021 – Motion to approve the Operating Expenses for November 1-30, 2021, subject to audit.
MOTION CARRIED – JB/DE

04-12-2021 – Motion to approve the Operating Expenses for December 1-16, 2021, subject to audit.
MOTION CARRIED – DE/MM

05-12-2021 – Motion to approve the FR Budget Variance Report for October 1-31, 2021,
Subject to audit
MOTION CARRIED – JB/DE

06-12-2021 – Motion to approve the SR Budget Variance Report for October 1-31, 2021,
Subject to audit
MOTION CARRIED – JB/EK

07-12-2021 – Motion to adjourn
MOTION CARRIED – RH/EK



Fixed Route Goals FY2021-2022

1 Ridership

	GOAL		
	Total Trips	Operating Plan	
DEC	15,609	18,547	(5 wk)
NOV	14,572	14,838	(4 wk)
OCT	15,660	14,838	(4 wk)

FY21-22 YTD
107,516

2 Budget

	GOAL		
	Actual Expense	MCTA Budget	
DEC	\$295,696	\$324,117	(5 wk)
NOV	\$266,581	\$259,293	(4 wk)
OCT	\$288,947	\$259,293	(4 wk)

FY21-22 YTD
\$1,730,241

	GOAL		
	Actual Revenue	MCTA Budget	
DEC	\$18,977	\$25,122	(5 wk)
NOV	\$26,322	\$20,098	(4 wk)
OCT	\$21,528	\$20,098	(4 wk)

FY21-22 YTD
\$212,936

3 Trips/VRH

	GOAL		
	Trips/VRH	PennDOT Performance	
DEC	9.16	8.70	(5 wk)
NOV	8.30	8.70	(4 wk)
OCT	8.65	8.70	(4 wk)

FY21-22 YTD
9.53

4 Road Calls by VRM

	GOAL		
	Road Calls/VRM	Same as FY20/21 (12,000)	
DEC	2.00	2.45	(5 wk)
NOV	4.00	2.52	(4 wk)
OCT	4.00	2.61	(4 wk)

FY21-22 YTD
28.00



Shared Ride Goals FY2021-2022

1 Ridership

	GOAL		
	Total Trips	Operating Plan	
DEC	4,698	6,563	(5 wk)
NOV	4,791	5,250	(4 wk)
OCT	5,046	5,250	(4 wk)

FY21-22 YTD
29,612

2 Budget

	GOAL		
	Actual Expense	MCTA Budget	
DEC	\$206,939	\$225,414	(5 wk)
NOV	\$206,923	\$180,331	(4 wk)
OCT	\$186,179	\$180,331	(4 wk)

FY21-22 YTD
\$ 1,203,263

	GOAL		
	Actual Revenue	MCTA Budget	
DEC	\$11,050	\$18,853	(5 wk)
NOV	\$13,290	\$15,082	(4 wk)
OCT	\$12,720	\$15,082	(4 wk)

FY21-22 YTD
\$ 88,190

3 Trips/VRH

	GOAL		
	Trips/VRH	Operating Plan	
DEC	2.18	2.00	(5 wk)
NOV	2.15	2.00	(4 wk)
OCT	2.16	2.00	(4 wk)

FY21-22 YTD
2.14

4 Road Calls by VRM

	GOAL		
	Road Calls/VRM	Same as FY20/21 (17,000)	
DEC	4.00	3.04	(5 wk)
NOV	3.00	3.13	(4 wk)
OCT	3.00	3.31	(4 wk)

FY21-22 YTD
18.00