

AGENDA

Regular Board Meeting

January 28, 2021

5:30 P.M.

VIA ZOOM VIDEO CONFERENCE

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – Approve for December 17, 2020

EXECUTIVE DIRECTOR’S REPORT – November 2020

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

* Financials for November 1-30, 2020

* Capital & Operating Purchase Reports subject to audit for December 1-31, 2020

* Capital & Operating Purchase Reports subject to audit for January 1-28, 2021

Operations Committee

Dave Edinger

Human Resource Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2021-1, FFY20-21 Certs & Assurances

QUESTIONS/COMMENTS –

ADJOURNMENT –

****The next meeting of the Board of Directors is scheduled for February 25, 2021****

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

Thursday, December 17, 2020 @ 5:30 P.M.

The scheduled meeting of the Monroe County Transportation Authority (MCTA) Board of Directors was held via Zoom Video Conference 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	Margaret Howarth, Executive Director
John Hoback, 2 nd Vice Chairman	Richard Schlameuss, Asst. Executive Director
JoAnn Baratta, Treasurer	Joan Davidge, Chief Financial Officer
Eric Koopman, Asst. Treasurer	Robert Gress, HR/Safety Manager
David Edinger, Secretary	Guy LaBar, Shared Ride Manager
Maria Candelaria (Joined @ 5:34)	Iris Rivera, Recording Secretary
	David Horvath, Solicitor

PUBLIC COMMENT:

No public comment.

APPROVAL OF MINUTES:

The minutes from the November 19, 2020 meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy presented the Executive Director's report for October for Fixed Route & Shared Ride. Ridership is still down in both FR & SR causing expenses and revenue to be down in both. We are still using the CARES Act for support. There were no road calls in November for both Fixed Route and Shared Ride.

FINANCIAL REPORT:

The Finance Committee met on 12/17. JoAnn reported that in Fixed Route and Shared Ride revenue, expenses, and driver wages continue to be down. We are not using ACT44 funds, we have only been using the CARES funds. Vehicle insurance was high due to the 3 new CNG's. The CNG's had to be added to the insurance even though they were not on the road yet.

The **Capital & Operating Purchase Reports** for Period 5, November 1-30, 2020 were reviewed and ratified, subject to audit.

The **Budget & Variance Reports** for October 1-31, 2020 for Fixed Route and Shared Ride were reviewed and ratified, subject to audit.

OPERATIONS:

The Operations committee reported that the wash bay is still being worked on, and it seems to be moving a bit faster now. The wash bay unit itself has already been ordered, and delivery is expected in early January.

HUMAN RESOURCES:

Bob reported that he has been conducting staff training, but it's going slow because classes have to be kept small due to COVID. There were no new W/C claims in November, but there are 2 employees still out on W/C (1 FR and 1 SR). There was 1 new PPL in November for Shared Ride. The part-time safety person will be starting in January, that person will be helping out with the driver observations.

COMPLIANCE:

The compliance committee met on December 9th via telephone. The committee discussed and reviewed Certification#12, Enhanced Mobility for Seniors & the Disabled, and Certification#13, State of Good Repair. The next compliance meeting is TBD.

MARKETING:

Rich reported that we are working on a new project called Micro-Transit, which is like Uber for transit. This service provides service to areas where Fixed Route is not possible. The Marketing committee also purchased face masks with the company logo, which they will be distributing to all employees, and the public to encourage mask wearing. The team is also working on graphics to brand the building. Tony is already working on trippers for summer 2021.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE SESSION:

None

RESOLUTIONS:

Resolution 2020-6 Local Match CCA20-21 was rescinded.

Resolution 2020-9, CCA FY20-21 Local Match Assurance was adopted by the Board.

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:19 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM December 17, 2020

12-01-2020 - Motion to approve the minutes from the November 19, 2020 Board Meeting,
MOTION CARRIED- JH/EK

12-02-2020 - Motion to approve the Operating Purchases for November 1-30, 2020
Subject to audit
MOTION CARRIED- JB/JH

12-03-2020 – Motion to approve the Capital Purchases for November 1-30, 2020
Subject to audit
MOTION CARRIED – JB/EK

12-04-2020 – Motion to approve the FR Budget & Variance Report for October 1-31, 2020
Subject to audit
MOTION CARRIED – JB/JH

12-05-2020 – Motion to approve the SR Budget & Variance Report for October 1-31, 2020
Subject to audit
MOTION CARRIED – JB/EK

12-06-2020 - Motion to rescind Resolution 2020-6 Local Match CCA20-21
MOTION CARRIED- EK/JB

12-07-2020 – Motion to adopt Resolution 2020-9, CCA FY20-21 Local Match Assurance
MOTION CARRIED – EK/JH

12-08-2020 – Motion to adjourn
MOTION CARRIED –JB/JH



EXECUTIVE DIRECTOR'S REPORT



FIXED ROUTE				NOV 2020	SHARED RIDE				FLEX CONNECT		
OTP= 81%	(Monthly)	Monthly Goals ↑ ↓	FY20/21 YTD Average		FY20/21 YTD Average	Monthly Goals ↑ ↓	(Monthly)	OTP= 95%	MONTHLY TRIPS (80)		
1. RIDERSHIP (70% of JUL-FEB trend FY19/20) 173,592/yr:					1. RIDERSHIP (70% of JUL-FEB trend FY19/20) 60,196/yr:				1. RIDERSHIP FLEX Orange:		
Monthly Goal: 14,268	9,915	↓	-20.50%		-21.43%	↓	3,819	Monthly Goal: 4,948	Flex Orange Monthly Goal: 157	49	
=(173,592÷365 x 30) YTD Avg					=(60,196÷365 x 30) YTD Average				Same every month (based on \$26.75/trip avg)		
2. EXPENSE/VRH \$101.81: PennDOT Performance Rpt					2. EXPENSE/VRH \$61.47: PennDOT Performance Rpt				2. RIDERSHIP FLEX Violet:		
Monthly Goal: \$101.81	\$148.11	↑	\$139.07		\$82.60	↑	\$87.02	Monthly Goal: \$61.47	Flex Violet Monthly Goal: 226	31	
Same every month					Same every month (Use total Rev on BUDVAR)				Same every month (based on \$16/trip avg)		
3. REVENUE/VRH \$10.90: PennDOT Performance Rpt					3. Federal Cares 5307 Annual Budget ≤ \$666,000:				3. RIDERSHIP FLEX Yellow:		
Monthly Goal: \$10.90	\$6.69	↓	\$7.86		108.99%	↓	\$53,880	Monthly Goal: ≤ \$55,500	Flex Yellow Monthly Goal: 116	0	
Same every month (Use Revenues only, no Subsidies)					(Fund use to budget)		Number needs to be as close to 0 as possible (with less reliance on additional FR subsidy)		Same every month (based on \$20/trip avg)		
4. \$3,471,000/yr. BUDGET:					4. BUDGET \$2,551,000/yr:						
Monthly Goal: \$285,288	87.42%	↑	87.41%		77.91%	↓	79.69%	Monthly Goal: \$209,671			
=(3,471,000÷365 x 30)					=(2,551,000÷365 x 30)						
5. ROAD CALLS: ≥ 12,000					5. ROAD CALLS: ≥ 17,000						
NOV Total FR Miles: 31,074	31,074	↑	61.90%		193.35%	↑	56,590	NOV Total SR Miles: 56,590			

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Five Months Ending November 30, 2020

		Period to Date - November			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	6,226.74	9,230.77	(3,004.03)	35,507.83	50,769.23	(15,261.40)
'4113-0-1	Billed Fixed Route	120.00	461.54	(341.54)	1,022.00	2,538.46	(1,516.46)
'4151-0-1	Office Sales - Tickets & Pass	3,891.00	4,615.38	(724.38)	22,825.25	25,384.60	(2,559.35)
'4170-0-1	Advertising Revenue FR	-	-	-	-	-	-
'4510-0-1	Grants Federal 5311	76,923.00	76,923.00	-	423,077.00	423,077.00	-
'4511-0-1	Grants Federal 5307	-	-	-	-	-	-
4512-0-1	Grants Federal 5307 CARES-FR	146,698.00	128,375.00	18,323.00	656,510.00	706,061.00	(49,551.00)
'4520-0-1	Grants State Act 44-FR	-	24,615.00	(24,615.00)	0.12	135,385.00	(135,384.88)
'4570-0-1	Grants Local F/R	14,530.00	14,530.00	-	79,914.00	79,914.00	-
4576-0-1	Grants Local - County Relief Block Grant-FR	-	-	-	40,437.70	23,760.00	16,677.70
'4590-0-1	Other Revenue F/R	1,000.00	8,231.00	(7,231.00)	12,361.98	45,269.00	(32,907.02)
'4591-0-1	Route Guarantee	-	-	-	-	-	-
'4996-0-1	Interest Income -FR	22.18	18.46	3.72	117.48	101.54	15.94
	Total Revenue	249,410.92	267,000.15	(17,589.23)	1,271,773.36	1,492,259.83	(220,486.47)
'5010-1-1	Wages: Mechn-FR	20,975.56	20,307.69	(667.87)	106,043.12	111,692.31	5,649.19
'5010-2-1	Wages: Drivr-FR	46,216.84	51,231.00	5,014.16	250,619.24	290,769.00	40,149.76
'5050-1-1	Fica: Mechn-FR	1,788.98	1,846.15	57.17	9,106.59	10,153.83	1,047.24
'5050-2-1	Fica: Drivr-FR	4,001.87	4,846.15	844.28	21,009.65	26,653.83	5,644.18
'5052-1-1	PAUC: Mechn-FR	-	138.46	138.46	17.06	761.54	744.48
'5052-2-1	PAUC: Drivr-FR	20.72	392.31	371.59	170.21	2,157.69	1,987.48
'5096-1-1	Pension: Mechn-FR	1,269.45	1,218.46	(50.99)	6,424.69	6,701.54	276.85
'5096-2-1	Pension: Drivr-FR	2,447.81	3,240.00	792.19	13,192.03	17,820.00	4,627.97
'5330-2-1	Complimentary Transportation-ADA	3,148.00	3,553.85	405.85	18,173.00	19,546.17	1,373.17
5331-2-1	Flex - Orange:Trans-FR	1,256.00	2,746.15	1,490.15	15,137.00	15,103.83	(33.17)
5332-2-1	Flex - Yellow:Trans-FR	-	148.62	148.62	-	817.40	817.40
5333-2-1	Flex - Violet:Trans-FR	536.00	138.46	(397.54)	2,284.00	761.54	(1,522.46)
'5610-1-1	Parts: Garge-FR	5,171.81	6,230.77	1,058.96	25,533.03	34,269.23	8,736.20
'5612-1-1	Filters: Garge-FR	703.73	807.69	103.96	3,916.70	4,442.31	525.61
'5630-2-1	Purchased Tires: Trans-FR	1,540.00	1,846.15	306.15	7,821.36	10,153.83	2,332.47
5650-2-1	Electric: CNG:Trans-FR	1,388.10	530.77	(857.33)	5,518.19	2,919.23	(2,598.96)
5651-2-1	Fuel: CNG Expense:Trans-FR	-	7,522.62	7,522.62	-	41,374.40	41,374.40
'5652-2-1	Fuel Expense: Trans-FR	11,857.43	9,230.77	(2,626.66)	42,562.53	50,769.23	8,206.70
'5653-2-1	Taxes:Trans-FR	49.04	55.38	6.34	275.95	304.60	28.65
'5654-2-1	Motor Oil: Trans-FR	-	923.08	923.08	3,099.95	5,076.94	1,976.99
'5656-2-1	Antifreeze: Trans-FR	-	276.92	276.92	605.00	1,523.06	918.06
'5659-1-1	Other Fluids FR :Garage	1,761.40	323.08	(1,438.32)	2,741.40	1,776.94	(964.46)
'5910-6-1	Professional Fees: Transportation Study-FR	-	576.92	576.92	-	3,173.06	3,173.06
'6010-6-1	Wages: Admin-FR	37,327.52	42,461.54	5,134.02	186,676.25	233,538.46	46,862.21
'6030-1-1	Vacation Pay: Garge-FR	2,425.82	1,707.69	(718.13)	11,088.91	9,392.31	(1,696.60)

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Five Months Ending November 30, 2020

		Period to Date - November			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'6030-2-1	Vacation Pay: Trans-FR	4,101.36	3,461.54	(639.82)	16,909.20	19,038.46	2,129.26
'6030-6-1	Vacation Pay: Admin-FR	1,531.84	2,700.00	1,168.16	17,281.22	14,850.00	(2,431.22)
'6032-1-1	Sick Pay: Garge-FR	190.94	207.69	16.75	428.92	1,142.31	713.39
'6032-2-1	Sick Pay: Trans-FR	178.32	807.69	629.37	1,248.24	4,442.31	3,194.07
'6032-6-1	Sick Pay: Admin-FR	532.78	415.38	(117.40)	1,084.03	2,284.60	1,200.57
'6034-1-1	Holiday Pay: Garge-FR	-	784.62	784.62	2,202.09	4,315.40	2,113.31
'6034-2-1	Holiday Pay: Trans-FR	1,069.92	1,569.23	499.31	6,776.16	8,630.77	1,854.61
'6034-6-1	Holiday Pay: Admin-FR	-	1,615.38	1,615.38	4,297.77	8,884.60	4,586.83
'6039-1-1	Other Paid Absences: Garge-FR	-	230.77	230.77	213.98	1,269.23	1,055.25
'6039-2-1	Other Paid Absences: Trans-FR	1,248.24	392.31	(855.93)	1,604.88	2,157.69	552.81
'6039-6-1	Other Paid Absences: Admin-FR	141.40	553.85	412.45	2,699.19	3,046.17	346.98
'6050-6-1	Fica on Wages: Admin-FR	2,924.69	3,692.31	767.62	15,718.98	20,307.69	4,588.71
'6052-6-1	PAUC on Wages: Admin-FR	43.56	231.23	187.67	286.42	1,271.77	985.35
'6054-6-1	FICA on 3rd Party Sick Pay	-	46.15	46.15	-	253.83	253.83
'6090-1-1	Hospitalization: Garge-FR	3,589.02	3,461.54	(127.48)	18,002.55	19,038.46	1,035.91
'6090-2-1	Hospitalization: Trans-FR	9,055.04	15,000.00	5,944.96	72,676.62	82,500.00	9,823.38
'6090-6-1	Hospitalization: Admin-FR	7,443.53	8,538.46	1,094.93	37,112.89	46,961.54	9,848.65
'6092-1-1	Life Insurance: Garge-FR	367.28	170.77	(196.51)	918.20	939.23	21.03
'6092-2-1	Life Insurance: Trans-FR	981.33	484.62	(496.71)	2,306.32	2,665.40	359.08
'6092-6-1	Life Insurance: Admin-FR	479.62	253.85	(225.77)	1,206.65	1,396.17	189.52
'6093-6-1	Employee Assistance Program FR	-	27.69	27.69	1,828.00	152.31	(1,675.69)
'6094-1-1	Uniforms: Garge-FR	118.75	184.62	65.87	1,213.89	1,015.40	(198.49)
'6094-2-1	Uniforms: Trans-FR	566.06	553.85	(12.21)	3,269.05	3,046.17	(222.88)
'6096-6-1	Pension: Admin-FR	2,109.93	2,312.31	202.38	11,503.76	12,717.69	1,213.93
'6098-1-1	Bonus/Gifts: Garge-FR	-	530.77	530.77	1,800.00	2,919.23	1,119.23
'6098-2-1	Bonus/Gifts: Trans-FR	-	346.15	346.15	39.98	1,903.83	1,863.85
'6098-6-1	Bonus/Gifts: Admin-FR	(150.00)	1,384.62	1,534.62	(625.51)	7,615.40	8,240.91
'6152-3-1	Building Contract Service-FR	1,395.30	2,307.69	912.39	10,312.77	12,692.31	2,379.54
'6153-3-1	Building Supplies & Materials-FR	-	-	-	-	-	-
'6154-3-1	Building:Repairs & Maintenance-FR	978.60	1,615.38	636.78	10,547.05	8,884.60	(1,662.45)
'6159-3-1	Building - Other FR	-	-	-	-	-	-
'6215-6-1	Staff Travel: Admin-FR	-	230.77	230.77	-	1,269.23	1,269.23
'6251-6-1	Board Seminars: Admin-FR	-	-	-	-	-	-
'6253-6-1	Staff Seminars: Admin-FR	681.10	115.38	(565.72)	2,494.07	634.60	(1,859.47)
'6310-6-1	Telephone: Admin-FR	658.79	761.54	102.75	3,267.52	4,188.46	920.94
'6330-6-1	Electric: Admin-FR	949.30	1,153.85	204.55	4,670.67	6,346.17	1,675.50
'6350-6-1	Non-Elec. Heat: Admin-FR	503.77	923.08	419.31	1,851.99	5,076.94	3,224.95
'6360-6-1	Cable TV: Admin-FR	81.05	73.85	(7.20)	396.01	406.17	10.16
'6370-6-1	Water Expense: Admin-FR	156.76	461.54	304.78	1,219.04	2,538.46	1,319.42

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Five Months Ending November 30, 2020

Account #	Account Name	Period to Date - November			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6390-6-1	Garbage Removal: Admin-FR	151.26	623.08	471.82	1,968.72	3,426.94	1,458.22
'6530-4-1	Advertising: Promo-FR	-	-	-	-	-	-
'6531-4-1	Legal Notice Adv: Promo-FR	93.32	69.23	(24.09)	93.32	380.77	287.45
'6550-4-1	Marketing: Promo-FR	793.25	923.08	129.83	2,334.60	5,076.94	2,742.34
'6551-4-1	Schedules Expense: Promo-FR	-	923.08	923.08	825.00	5,076.94	4,251.94
'6552-4-1	Tickets & Passes: Promo-FR	-	92.31	92.31	-	507.69	507.69
'6710-5-1	Vehicle Insurance: In&Sf-FR	23,949.89	21,692.31	(2,257.58)	131,347.75	119,307.69	(12,040.06)
'6720-5-1	In House Claims-FR	6,649.69	253.85	(6,395.84)	9,677.03	1,396.17	(8,280.86)
'6736-5-1	Workmans Comp Ins: In&Sf-FR	3,794.79	3,553.85	(240.94)	18,973.95	19,546.17	572.22
'6751-5-1	Safety Equipment: In&Sf-FR	17,133.44	1,153.85	(15,979.59)	49,816.19	30,106.17	(19,710.02)
'6752-5-1	Safety and Training - FR	-	1,384.62	1,384.62	1,770.00	7,615.40	5,845.40
'6800-1-1	Consumable Supplies: Garge-FR	811.95	784.62	(27.33)	3,275.70	4,315.40	1,039.70
'6800-2-1	Consumable Supplies: Trans-FR	-	-	-	38.03	-	(38.03)
'6800-6-1	Consumable Supplies: Admin-FR	888.73	415.38	(473.35)	4,534.88	2,284.60	(2,250.28)
'6850-6-1	Postage: Admin-FR	122.98	138.46	15.48	484.58	761.54	276.96
'6910-6-1	Professional Fees: Admin-FR	3,295.75	5,538.46	2,242.71	20,522.24	30,461.54	9,939.30
'6911-6-1	Legal Expense: Admin-FR	665.00	738.46	73.46	3,653.76	4,061.54	407.78
'6912-6-1	Labor Attorney: Admin-FR	-	392.31	392.31	-	2,157.69	2,157.69
'6913-6-1	Drug Screens - FR	-	230.77	230.77	905.60	1,269.23	363.63
6915-6-1	Maintenance/Service Agreements:Admin-FR	1,776.22	3,076.00	1,299.78	3,104.22	7,916.00	4,811.78
'6916-6-1	Auditor: Admin-FR	-	1,250.77	1,250.77	14,400.01	6,879.23	(7,520.78)
'6930-1-1	Small Tools & Equip.: Garge-FR	-	184.62	184.62	1,344.38	1,015.40	(328.98)
'6930-6-1	Small Tools & Service Agrmnts: Admin-FR	293.39	1,615.38	1,321.99	2,645.34	8,884.60	6,239.26
'6951-1-1	Towing Expense: Garge-FR	-	115.38	115.38	-	634.60	634.60
'6952-2-1	License Renewals & Physicals: Trans-FR	731.99	392.31	(339.68)	1,488.99	2,157.69	668.70
'6954-2-1	Communication: Trans-FR	571.33	553.85	(17.48)	3,291.62	3,046.17	(245.45)
'6970-6-1	Dues/Memb/Subsc/: Admin-FR	1,723.50	403.38	(1,320.12)	2,372.42	2,218.60	(153.82)
'6999-6-1	Other Expense Admin - FR	55.00	461.54	406.54	107.91	2,538.46	2,430.55
'7996-6-1	Bank Charges-FR	94.61	138.46	43.85	413.66	761.54	347.88
'8000-1-1	Capital Expense Paid With Operating Fund:Ga	-	-	-	3,604.72	-	(3,604.72)
	Total Expenses	249,410.45	267,000.57	17,590.12	1,271,773.08	1,492,259.59	220,486.51
	Net Income from Operations	0.47	(0.42)	0.89	0.28	0.24	0.04

Monroe County Transportation Authority							
Budget Variance Report for Shared Ride							
For the Five Months Ending November 30, 2020							
		Period to Date - November			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	4,688.25	8,076.92	(3,388.67)	23,533.25	44,423.06	(20,889.81)
4113-0-2	Billed Shared Ride	4,729.85	6,392.31	(1,662.46)	20,817.25	35,157.69	(14,340.44)
4170-0-2	Advertising SR	-	-	-	-	-	-
4512-0-2	Grants Federal 5307 CARES-SR	53,880.00	51,231.00	2,649.00	307,088.00	281,769.00	25,319.00
4520-0-2	Grants State Act 44-SR	-	-	-	-	-	-
4550-0-2	Grants Lottery - SR	37,615.05	58,153.85	(20,538.80)	198,993.50	319,846.17	(120,852.67)
4553-0-2	Grants PWD-SR	15,717.05	21,923.08	(6,206.03)	89,655.30	120,576.94	(30,921.64)
4560-0-2	Medical Assistance Grant	50,439.00	50,439.08	(0.08)	193,012.33	277,414.94	(84,402.61)
4996-0-2	Interest Income -SR	7.27	14.77	(7.50)	53.30	81.23	(27.93)
	Total Revenue	167,076.47	196,231.01	(29,154.54)	833,152.93	1,079,269.03	(246,116.10)
5010-1-2	Wages: Mechn-SR	13,983.70	13,384.62	(599.08)	70,695.40	73,615.40	2,920.00
5010-2-2	Wages: Drivr-SR	41,945.57	54,230.77	12,285.20	201,662.72	298,269.23	96,606.51
5050-1-2	Fica: Mechn-SR	1,192.65	1,153.85	(38.80)	6,071.04	6,346.17	275.13
5050-2-2	Fica: Drivr-SR	3,589.03	4,615.38	1,026.35	18,197.52	25,384.60	7,187.08
5052-1-2	PAUC: Mechn-SR	-	81.23	81.23	11.37	446.77	435.40
5052-2-2	PAUC: Drivr-SR	47.72	541.85	494.13	402.76	2,980.17	2,577.41
5096-1-2	Pension: Mechn-SR	846.30	812.31	(33.99)	4,283.13	4,467.69	184.56
5096-2-2	Pension: Drivr-SR	1,426.50	3,230.77	1,804.27	7,347.87	17,769.23	10,421.36
5320-2-2	MA Outside Transportation	-	-	-	-	-	-
5340-2-2	MA Mileage Reimburse-In County	2,311.50	3,000.00	688.50	9,669.04	16,500.00	6,830.96
5342-2-2	MA Mileage Reimburse-Out Cnty	1,875.75	923.08	(952.67)	8,191.00	5,076.94	(3,114.06)
5610-1-2	Parts: Garge-SR	2,874.67	2,538.46	(336.21)	11,085.89	13,961.54	2,875.65
5612-1-2	Filters: Garge-SR	141.74	138.46	(3.28)	850.52	761.54	(88.98)
5630-2-2	Purchased Tires: Trans-SR	5,087.65	2,076.92	(3,010.73)	4,257.28	11,423.06	7,165.78
5652-2-2	Fuel Expense: Trans-SR	10,575.18	11,538.46	963.28	34,456.48	63,461.54	29,005.06
5653-2-2	Taxes:Trans-SR	62.41	69.23	6.82	351.21	380.77	29.56
5654-2-2	Motor Oil: Trans-SR	-	392.31	392.31	504.98	2,157.69	1,652.71
5656-2-2	Antifreeze: Trans-SR	-	62.77	62.77	302.50	345.23	42.73
6010-6-2	Wages: Admin-SR	37,327.52	42,461.54	5,134.02	186,676.25	233,538.46	46,862.21
6030-1-2	Vacation Pay: Garge-SR	1,617.22	923.08	(694.14)	7,392.61	5,076.94	(2,315.67)
6030-2-2	Vacation Pay: Trans-SR	408.48	1,084.62	676.14	5,274.24	5,965.40	691.16
6030-6-2	Vacation Pay: Admin-SR	1,531.85	2,700.00	1,168.15	17,281.25	14,850.00	(2,431.25)
6032-1-2	Sick Pay: Garge-SR	127.30	132.00	4.70	285.96	726.00	440.04
6032-2-2	Sick Pay: Trans-SR	-	369.23	369.23	1,209.44	2,030.77	821.33
6032-6-2	Sick Pay: Admin-SR	532.78	415.38	(117.40)	1,084.03	2,284.60	1,200.57
6034-1-2	Holiday Pay: Garge-SR	-	406.15	406.15	1,468.07	2,233.83	765.76
6034-2-2	Holiday Pay: Trans-SR	136.16	530.77	394.61	2,587.04	2,919.23	332.19
6034-6-2	Holiday Pay: Admin-SR	-	1,615.38	1,615.38	4,297.79	8,884.60	4,586.81

Monroe County Transportation Authority							
Budget Variance Report for Shared Ride							
For the Five Months Ending November 30, 2020							
		Period to Date - November			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
6039-1-2	Other Paid Absences: Garge-SR	-	115.38	115.38	142.66	634.60	491.94
6039-2-2	Other Paid Absences: Trans-SR	136.16	161.54	25.38	544.64	888.46	343.82
6039-6-2	Other Paid Absences: Admin-SR	141.40	553.85	412.45	2,699.22	3,046.17	346.95
6050-6-2	Fica on Wages: Admin-SR	2,924.69	3,692.31	767.62	15,718.98	20,307.69	4,588.71
6052-6-2	PAUC on Wages: Admin-SR	43.56	230.77	187.21	286.45	1,269.23	982.78
6054-6-2	FICA on 3rd Party Sick Pay	-	46.15	46.15	-	253.83	253.83
6090-1-2	Hospitalization: Garge-SR	2,392.69	2,307.69	(85.00)	12,001.72	12,692.31	690.59
6090-2-2	Hospitalization: Trans-SR	1,632.95	3,750.00	2,117.05	14,831.17	20,625.00	5,793.83
6090-6-2	Hospitalization: Admin-SR	7,443.54	8,538.46	1,094.92	37,112.89	46,961.54	9,848.65
6092-1-2	Life Insurance: Garge-SR	244.84	115.38	(129.46)	612.10	634.60	22.50
6092-2-2	Life Insurance: Trans-SR	245.33	115.38	(129.95)	576.57	634.60	58.03
6092-6-2	Life Insurance: Admin-SR	479.62	253.85	(225.77)	1,206.65	1,396.17	189.52
6093-6-2	Employee Assistance Program SR	-	69.23	69.23	1,992.00	380.77	(1,611.23)
6094-1-2	Uniforms: Garge-SR	211.08	115.38	(95.70)	1,571.28	634.60	(936.68)
6094-2-2	Uniforms: Trans-SR	605.32	646.15	40.83	3,892.50	3,553.83	(338.67)
6096-6-2	Pension: Admin-SR	2,109.93	2,312.31	202.38	11,503.77	12,717.69	1,213.92
6098-1-2	Bonus/Gifts: Garge-SR	-	346.15	346.15	1,200.00	1,903.83	703.83
6098-2-2	Bonus/Gifts: Trans-SR	621.38	323.08	(298.30)	621.38	1,776.94	1,155.56
6098-6-2	Bonus/Gifts: Admin-SR	(150.00)	1,384.62	1,534.62	(625.51)	7,615.40	8,240.91
6253-6-2	Staff Seminars: Admin-SR	291.90	46.15	(245.75)	291.90	253.83	(38.07)
6310-6-2	Telephone: Admin-SR	386.88	438.46	51.58	4,449.58	2,411.54	(2,038.04)
6330-6-2	Electric: Admin-SR	511.15	623.08	111.93	2,514.93	3,426.94	912.01
6350-6-2	Non-Elec. Heat: Admin-SR	295.87	553.85	257.98	1,087.68	3,046.17	1,958.49
6360-6-2	Cable TV: Admin-SR	47.60	46.15	(1.45)	232.56	253.83	21.27
6370-6-2	Water Expense: Admin-SR	92.06	276.92	184.86	715.90	1,523.06	807.16
6390-6-2	Garbage Removal: Admin-SR	11.91	369.23	357.32	1,079.28	2,030.77	951.49
6710-5-2	Vehicle Insurance: In&Sf-SR	10,191.44	9,230.77	(960.67)	55,927.90	50,769.23	(5,158.67)
6720-5-2	In House Claims-SR	-	60.00	60.00	1,057.52	330.00	(727.52)
6736-5-2	Workmans Comp Ins: In&Sf-SR	5,174.71	4,846.15	(328.56)	25,873.55	26,653.83	780.28
6800-1-2	Consumable Supplies: Garge-SR	265.31	253.85	(11.46)	1,084.22	1,396.17	311.95
6800-6-2	Consumable Supplies: Admin-SR	292.10	138.46	(153.64)	1,355.01	761.54	(593.47)
6850-6-2	Postage: Admin-SR	195.00	253.85	58.85	717.37	1,396.17	678.80
6910-6-2	Professional Fees: Admin-SR	929.57	1,615.38	685.81	5,874.14	8,884.60	3,010.46
6912-6-2	Labor Attorney: Admin-SR	-	253.85	253.85	-	1,396.17	1,396.17
6913-6-2	Drug Screens - SR	179.20	115.38	(63.82)	1,056.80	634.60	(422.20)
6916-6-2	Auditor: Admin-SR	-	830.77	830.77	9,599.99	4,569.23	(5,030.76)
6930-1-2	Small Tools & Equip.: Garge-SR	-	32.31	32.31	31.48	177.69	146.21
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	174.71	553.85	379.14	1,105.75	3,046.17	1,940.42
6951-1-2	Towing Expense: Garge-SR	-	161.54	161.54	-	888.46	888.46

Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Five Months Ending November 30, 2020

Account #	Account Name	Period to Date - November			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
6952-2-2	Licnese Renewals & Physicals: Trans-SR	294.00	253.85	(40.15)	1,554.00	1,396.17	(157.83)
6954-2-2	Communication: Trans-SR	644.31	623.08	(21.23)	3,688.14	3,426.94	(261.20)
6970-6-2	Dues/Memb/Subsc/: Admin-SR	374.50	138.46	(236.04)	1,728.47	761.54	(966.93)
6999-6-2	Other Expense Admin-SR	-	-	-	-	-	-
7996-6-2	Bank Charges-SR	-	9.08	9.08	(12.00)	49.94	61.94
7998-7-2	Bad Debt - SR	-	-	-	351.70	-	(351.70)
	Total Expenses	167,076.39	196,230.77	29,154.38	833,151.73	1,079,269.25	246,117.52
	Net Income from Operations	0.08	0.24	(0.16)	1.20	(0.22)	1.42

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE MONROE COUNTY TRANSPORTATION AUTHORITY**

**AUTHORIZING THE EXECUTION OF ALL DOCUMENTS
AND AGREEMENTS NECESSARY FOR THE
AUTHORITY TO APPLY AND QUALIFY FOR FEDERAL
TRANSIT ADMINISTRATION GRANTS AND
COOPERATIVE AGREEMENTS**

ADOPTED: January 28, 2021

WHEREAS, this Authority requires Federal Transit Administration ("FTA") Grants and Cooperative Agreements for operational and capital funding requirements; and

WHEREAS, the Federal Transit Administration has adopted certain rules and regulations with respect to FTA Grants and Cooperative Agreements including, without limitation, a requirement that the Executive Director and the Attorney for the Authority execute Certifications and Assurances to the FTA which Certifications and Assurances are legally binding upon this Authority. The Certifications and Assurances to the FTA include, among other things, that the Authority and its authorized representative(s) have adequate authority under applicable law to: (i) execute and file the Application for Federal Assistance on behalf of the Authority; (ii) execute and file the required Certifications, Assurances, and Agreements on behalf of the Authority binding on the Authority; and (iii) execute Grant Agreements and Cooperative Agreements with the *FTA on* behalf of the Authority; and

WHEREAS, the Board of Directors of this Authority upon the recommendation of the Authority's Management desires to authorize all actions necessary and appropriate for this Authority to qualify for and continue to receive FTA Grants and Cooperative Agreements.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Monroe County Transportation Authority that:

1. The Executive Director and Attorney for this Authority are hereby authorized to execute the FTA Certifications and Assurances found in their respective capacities and to deliver the same to the FTA.

2. The Executive Director of the Authority is hereby authorized and directed to execute all necessary documents and agreements to qualify for and receive FTA Grants and Cooperative Agreements. In extension of the foregoing and for the foregoing purposes the Executive Director of the Authority is hereby authorized to:

(a) execute and file applications for Federal assistance on behalf of this Authority;

(b) execute and file required certifications, assurances, and agreements on behalf of this Authority binding on this Authority;

(c) execute Grant Agreements and Cooperative Agreements with the FTA on behalf of this Authority.

3. In extension of the foregoing and for the foregoing purposes the Chairman, Vice Chairman, Treasurer, and Secretary of the Board of Directors of this Authority and the Executive Director of this Authority are hereby authorized to:

(a) provide assurances that this Authority will comply with all applicable Federal statutes, regulations, executive orders, FTA circulars, and other Federal administrative requirements in carrying out any project supported by an FTA Grant or Cooperative Agreement.

4. This Authority further agrees to comply with the terms and conditions of any such Grant or Cooperative Agreement issued for any project funded by the FTA and agrees to comply with all Federal laws, regulations, policies and administrative practices currently in effect and as the same may be modified from time to time that may affect the implementation of any project funded by the FTA.

5. The Executive Director is authorized to prepare for the consideration of the Board of Directors of this Authority all policies, rules and regulations of this Authority necessary for this Authority to comply with and remain in compliance with all FTA Grant and Cooperative Agreement requirements including, without limitation, drug free workplace policies, nondiscrimination policies, procurement policies, and any other actions necessary for this Authority to comply with and remain in compliance with FTA rules, regulations and requirements.

MONROE COUNTY TRANSPORTATION AUTHORITY SECRETARY'S CERTIFICATION

THE UNDERSIGNED does hereby certify and declare that the foregoing is a true and correct copy of the Resolution of the Board of Directors of the Monroe County Transportation Authority adopted at an electronic Board meeting held January 28, 2021 pursuant to due and proper notice, and with a quorum of the Board being present and voting, upon motion duly made, seconded, and unanimously carried the aforementioned Resolution was adopted by the Board of Directors.

Secretary (Assistant)
Monroe County Transportation Authority