

# AGENDA

**Regular Board Meeting  
December 12<sup>th</sup>, 2024  
5:30 PM  
MCTA Board Room, 1<sup>st</sup> Floor**

ROLL CALL –

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From November 21<sup>st</sup>, 2024

EXECUTIVE OFFICE REPORT –

COMMITTEE REPORTS –

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

UNFINISHED BUSINESS –

NEW BUSINESS – Motion to approve the purchase order to procure five (5) 35' Gillig CNG buses for an approximate cost of \$656,000 per vehicle for a grand total not to exceed \$3,280,000.

EXECUTIVE SESSION –

RESOLUTIONS –

QUESTIONS/COMMENTS –

ADJOURNMENT –

\*\* The next meeting of the Board of Directors will be on January 30<sup>th</sup>, 2025 \*\*

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

Thursday, November 21<sup>st</sup> @ 5:39 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 5:39 PM, after Public Hearing was held for the purpose of enacting a fixed route fare increase effective January 1, 2025 at 5:30pm. Blue Ridge Cable TV-13 was present and recorded until 6:09pm.

**BOARD MEMBERS PRESENT**

**STAFF PRESENT**

Wayne Mazur, Chairman	Richard Schlameuss, CEO
John Hoback, 1 <sup>st</sup> Vice Chairman	Iris Navarro, COO
Joann Baratta, Treasurer <small>late 5:34pm</small>	Joan Davidge, CFO
Eric Koopman	Walter Quadarella, Maint.and Operations Manager
David Edinger	Lawrence Gebo, Safety Manager & Maint. Asst.
Mary Claire Megargle	Helen Yanulus, Grants & Comm. Manager
Robert Hay	Lyndia Meade-Jonas, Shop Steward
Robert Bryant	Gosia Sobieszczuk, Recording Secretary

**ANNOUNCEMENTS:**

Two (2) new Board Members were introduced.

**AUDIT REPORT FY23-24:**

The audit report was presented by auditors from Reinsel, Kuntz, Leshner and resulted with no findings. 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. The Finance Department was praised for the great work.

**PUBLIC COMMENT:**

None.

**APPROVAL OF MINUTES:**

The minutes from the September 26<sup>th</sup>, 2024, meeting were reviewed and approved.

**EXECUTIVE OFFICE REPORT:**

RS: Presented with an online version of the reports and informed that the reports and historical data will be available to the Board Members on a regular basis.

**FINANCIAL REPORT:**

JB: The Committee met on Tuesday November 19<sup>th</sup>. The Finance Department finalized the new chart of accounts set up and filed the 1<sup>st</sup> quarter Progress Reports with PennDOT. We are preparing for the new fare system. JB walked us through three (3) months of Budget Variance Reports (July, August and September). FR & SR are both under budget monthly and YTD – we will start introducing new services budgeted for.

**OPERATIONS:**

The Committee met this afternoon with the (2) new Board Members in attendance. WQ: Hoping to get (4) new NFR buses in December. RS: Reported that we are trying to join the procurement for Gillig FR buses.

**HUMAN RESOURCES AND SAFETY:**

LG: Reported on new hires, training, observations and claims.

**COMPLIANCE:**

JH: We will work on implementation of goals and how to communicate the vision within the organization. T-shirts with “Team Pony” and “Pocono Pony moves Monroe” were distributed to all employees.

**MARKETING:**

HY: Updated on trippers, social media and community outreach. The upcoming projects: “Tap & Dash” (the new fare box system) and text alert for internal purposes.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

Hours of Service Compliance Policy, MCTA Board Meeting Schedule for 2025 and the MCTA Holidays for 2025 were presented and approved.

**EXECUTIVE SESSION:**

None.

**RESOLUTIONS:**

Resolution 2024-9 for Fixed Route Fare Increase 2025 was reviewed and approved.

**QUESTIONS/COMMENTS:**

RS: Annual holiday party will be held in January.

**ADJOURNMENT:**

The meeting was adjourned at 6:49 PM.

Signed by \_\_\_\_\_  
Secretary/Assistant Secretary

**MOTIONS**  
**November 21<sup>st</sup>, 2024**

01-11-2024 – Motion to Approve Audit Report FY23-24

MOTION CARRIED – JH/DE

02-11-2024 – Motion to approve minutes from the September 26<sup>th</sup> Board Meeting

MOTION CARRIED – JH/EK

03-11-2024 – Motion to approve Budget Variance Report for Fixed Route for the three months ending September 30, 2024, subject to audit

MOTION CARRIED – JB/JH

04-11-2024 – Motion to approve Budget Variance Report for Non-Fixed Route for the three months ending September 30, 2024, subject to audit

MOTION CARRIED – JB/DE

05-11-2024 – Motion to approve Hours of Service Compliance Policy

MOTION CARRIED – JH/RHa

06-11-2024 – Motion to approve to approve MCTA Board Meeting Schedule 2025

MOTION CARRIED – DE/EK

07-11-2024 – Motion to approve to approve MCTA Holidays 2025

MOTION CARRIED – EK/BHa

08-11-2024 – Motion to approve to approve Resolution 2024-9 Fixed Route Fare Increase 2025

MOTION CARRIED – JH/DE

09-11-2024 - Motion to adjourn.

MOTION CARRIED – DE/EK