

AGENDA

Regular Board Meeting

December 14th, 2023

5:30 PM

MCTA Board Room, 1st Floor

ROLL CALL

OPENING – Pledge of Allegiance

AUDIT REPORT FY22-23 – Presented by auditors from Reinsel, Kuntz, Leshner

PUBLIC COMMENT –

MINUTES – From November 16, 2023

EXECUTIVE OFFICE REPORT – October 2023

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

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

Operations Committee

Dave Edinger

HR Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

UNFINISHED BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2023-12 Local Match for CCA2023-24

QUESTIONS/COMMENTS –

ADJOURNMENT –

****The next meeting of the Board of Directors will be on January 25th, 2024****

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

Thursday, November 16th @ 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 via teleconference
John Hoback, 2 nd Vice Chairman	Iris Navarro, COO
JoAnn Baratta, Treasurer	Joan Davidge, CFO via teleconference
Eric Koopman, Asst. Treasurer	Water Quadarella, Rural Ops & Maint. Manager
David Edinger, Secretary	Robert Gress, HR & Safety Manager
Maria Candelaria	Guy LaBar, Shared Ride Manager
	Gosia Sobieszczuk, Recording Secretary
	Jill Nagy, Solicitor

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

The minutes from the September 28th meeting were reviewed and approved.

EXECUTIVE OFFICE REPORT:

RS presented the Executive Office Report for September 2023. FR ridership was at the expected lower level, it should increase with the upcoming route guarantee for Great Wolf Lodge. The expenses and revenues were both under budget. The number of trips per vehicle revenue hours (VRH) were under monthly performance goal. SR ridership was above goal. Both the expenses and revenues were under budget. The number of trips per VRH were above the monthly performance goal. Both FR and SR road calls, per vehicle revenue miles (VRM) were below monthly allowance.

The Microtransit performance was under goal, after introducing the new VIA app this month. Overall, the performance is better than expected.

FINANCIAL REPORT:

JB reported that the committee met on Tuesday. We have opened 4 CDs with PLGIT for 6 months. The triennial report is complete, except for one last item still pending approval. We're still working on the cost per route analysis and on the FY22-23 audit; the audit will be reported in December. MCTA surplussed several SR buses which had met their useful life, along with some vehicle parts.

FR (SEPTEMBER)

FR revenues were slightly under budget, with less Act 44 needed than budgeted. We purchased more parts as the fleet is getting older. We spent less on fuel as prices went down. The hospitalization costs are showing above budget due to various adjustments, allocations, and more insurance claims. Building maintenance is above budget due to the sprinkler inspection done in September. And, service agreements are above budget due to the VIA expense. Overall, the expenses are below budget in FR.

SR (SEPTEMBER)

SR revenues are below budget, and we used less Act 44 than budgeted. We're looking into a SR fare increase. The fuel expense is showing well below budget, thanks to lower prices per gallon. Overall, the expenses are below budget in SR. And both budget variance reports look good.

OPERATIONS:

DE reported that the committee met recently. WQ informed that FR buses need various repairs that will be covered by warranty (thanks to the extended warranty purchased). Also, SR buses need more parts replaced due to the aging fleet. RS reported that we had a meeting with PennDOT last week regarding the new building, and it's still a work in progress. The site design will be presented at the beginning of December.

HUMAN RESOURCES:

BG informed that the committee met this afternoon and updated six job descriptions. It was reported that we had one resignation (mechanic), we hired new SR drivers that are in training, and there were two accidents. We will be reviewing the safety policies with Jill Nagy. We are planning the holiday party on December 3rd, 5-8pm (invitations to Board members were distributed).

COMPLIANCE:

JH informed that compliance is up to date. New updates will be released in January 2024.

MARKETING:

RS presented the marketing report prepared by HY. The trippers remain very popular. The new CareConnects program was featured in the media. We continue to expand and monitor our presence in social media and in the community.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

The Board approved the 2024 Board Meeting schedule and the 2024 MCTA Holidays.

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 5:57 PM.

Signed by _____
Secretary/Assistant Secretary

MOTIONS
November 16, 2023

01-11-2023 – Motion to approve minutes from the September 28, 2023, Board Meeting.

MOTION CARRIED – WM/JH

02-11-2023 - Motion to approve the Fixed Route Budget Variance report for September 2023,
subject to audit.

MOTION CARRIED – JB/DE

03-11-2023 - Motion to approve the Shared Ride Budget Variance report for September 2023,
subject to audit.

MOTION CARRIED – JB/MC

04-11-2023 - Motion to approve the 2024 Board Meeting Schedule and 2024 MCTA Holidays.

MOTION CARRIED – JH/EK

05-11-2023 - Motion to adjourn.

MOTION CARRIED – DE/JH