

AGENDA

**Regular Board Meeting
December 15, 2022
5:30 P.M.
VIA ZOOM**

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From November 17, 2022

EXECUTIVE DIRECTOR’S REPORT

- ❖ PennDOT Performance Review 2021 (Draft Action Plan due 1/5/23)
(Final Action Plan with Board/PennDOT comments due 3/1/23)
Resolution needed at MCTA Board meeting 2/2023
- ❖ Triennial RIR Documents due to Calyptus by 1/27/23
(On site portion of review will be between APR-AUG 2023- TBD)

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ FY21/22 Audit Approval
- ❖ Budget Variance Reports- October 2022 for Fixed Route & Shared Ride
- ❖ Balance Sheet as of October 31, 2022

Operations Committee

Dave Edinger

HR Committee

Wayne Mazur

- ❖ Safety Plan Update
- ❖ EEO Plan Update
- ❖ Title VI Policy Update
- ❖ Holiday Schedule Review- 12/24/22 & 12/31/22

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS – Approve Board Meetings Schedule 2023 & MCTA Holidays 2023

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2022-8, Safety Plan Update

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors will be on **January 26, 2023**

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

Thursday, November 17, 2022 @ 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 7 Board Members present. The meeting was called to order at 5:34 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 st Vice Chairman	Richard Schlameuss, Asst. Exec 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
Maria Candelaria	Helen Yanulus, Governmental Support Admin.
	Marc Wolfe, Solicitor

AUDIT REPORT:

FY21-22 audit report was presented by CPA's Tim Kraft & Luke Byrne from RKL.

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

The minutes from the September 29, 2022 meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported that ridership in Fixed Route was down in September in part because the Kalahari route guarantee ended; expenses are also down. Revenue is showing a bit low due to the timing of payments, since the budget is based on projections it shows higher. In Fixed Route, trips per hour are above goal by about 7% and road calls were down. In Shared Ride, ridership was up in September due to the new Microtransit service. Expenses and revenue were both down but trips per hour are on the rise in Shared Ride.

FINANCIAL REPORT:

JoAnn reported that in Shared Ride revenue is still low due to ridership and we used more ACT44 in September. Wages are under budget; overall Shared Ride is under budget YTD. Peggy mentioned that the best way to boost ridership in Shared Ride is to get more seniors to ride. Rich said that Tony is doing outreach and getting more seniors to go on trippers. In Fixed Route, revenue was under budget. Mechanic wages were under budget; driver wages were showing over budget due to September being a five week pay month. Peggy mentioned that we acquired two 1 year blocks of CNG fuel and explained how combining blocks of CNG fuel will help reduce the natural gas expense. Driver wages will be lower in Fixed Route next month due to service reductions that were made in September. Overall, Fixed Route expenses are down YTD.

OPERATIONS:

The Operations Committee did not meet. Walter reported that we disposed of a few vehicles through Municibid. Walter said that the boiler is not working and there are problems with the air conditioning units on the roof. The estimates are high and there are issues getting the parts needed; Walter's working to get it resolved soon.

HUMAN RESOURCES:

Bob reported that the mandatory driver training is almost done. There was only 1 W/C claim to report for the past 2 months. The employees were polled about their preference between having a party and receiving a sequence of gift cards, and the gift cards won. The EEO and Safety Plan updates will be brought before the Board for approval at the December meeting.

COMPLIANCE:

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

MARKETING:

Rich reported that we're wrapping up the trippers for this year, the last three will be to Coopers Seafood House, the Casino and the final one will be to Christkindlmarkt. All the trippers were sold out.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE SESSION:

The Board went into Executive Session @ 6:53pm to discuss an employment issue.

RESOLUTIONS:

Resolution 2022-7, CCA FY22-23 Application for Local Match was adopted by the Board.

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 7:22 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM November 17, 2022

01-11-2022 – Motion to approve the minutes from the September 29, 2022 Board Meeting,
MOTION CARRIED- RH/EK

02-11-2022 – Motion to approve the Shared Ride Budget Variance Report
for September 1-30, 2022, subject to audit.
MOTION CARRIED – JB/WM

03-11-2022 – Motion to approve the Fixed Route Budget Variance Report
for September 1-30, 2022, subject to audit.
MOTION CARRIED – JB/DE

04-11-2022 – Motion to adopt Resolution 2022-7, CCA FY22-23 Application for Local Match
MOTION CARRIED – RH/JB

05-11-2022 – Motion to adjourn
MOTION CARRIED – WM/JB