

AGENDA

Regular Board Meeting

February 24, 2022

5:30 P.M.

MCTA Board Room, 1st Floor

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – Approve for January 27, 2022

EXECUTIVE DIRECTOR’S REPORT – January 2022

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

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

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

Thursday, January 27, 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 5 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
JoAnn Baratta, Treasurer	Joan Davidge, Chief Financial Officer
David Edinger, Secretary	Walter Quadarella, Rural Ops & Maint. Manager
Robert Huffman	Robert Gress, HR/Safety Manager
Mary Claire Megargle	Guy LaBar, Shared Ride Manager
	Iris Rivera, Recording Secretary
	Helen Yanulus
	Marc Wolfe, Solicitor

PUBLIC COMMENT:

Public comment was given by citizen Florence Metzgar.

APPROVAL OF MINUTES:

The minutes from the December 16, 2021 meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported Fixed Route is meeting the ridership goal and was under budget in expenses. Revenue continues to be high due to the route guarantee and the sale of MoGo cards to Kalahari. Road calls were a little high in October & November, but are down in December. In Shared Ride ridership is still trending low, although there is an increase in PWD riders for work purposes. In October & November trips per hour met their goal in Shared Ride even though ridership was low. Road calls are doing better in Shared Ride.

FINANCIAL REPORT:

JoAnn reported that in November there was a surplus in Fixed Route due to the Kalahari route guarantee, but wages were over budget. In December, Flex ridership was up and we used less CNG and more diesel. In the month of November Shared Ride expenses and wages were under due to the low ridership. In December billed Shared Ride and the farebox were down due to low ridership, but the PWD ridership was up. There is a surplus in driver wages, and in vehicle insurance. The microtransit service is due to start soon and hopefully will increase ridership in Shared Ride.

The **Capital & Operating Purchase Reports** for Period 6, December 1-31, 2021 were reviewed and ratified, subject to audit.

The **Operating Purchase Reports** for Period 7, January 1-27, 2022 were reviewed and ratified, subject to audit.

The **Budget Variance Reports** for Period 5, November 1-30, 2021 for Fixed Route & Shared Ride were reviewed and approved subject to audit.

The **Budget Variance Reports** for Period 6, December 1-31, 2021 for Fixed Route & Shared Ride were reviewed and approved subject to audit.

OPERATIONS:

Peggy reported that the Operations Committee will be meeting in February, between the 7th and the 11th, to go over some things that PennDOT sent for review. Once the committee reviews them, they will present them to the Board. Walter reported that all of the building cameras have been installed, so the security project is complete. Walter also reported that two of the CNG's are down and we're waiting for parts.

HUMAN RESOURCES:

Bob reported that there were two admin resignations and two Shared Ride drivers also left in January. We're looking to hire a couple part-time drivers. There were no W/C claims in December and only one PPL.

COMPLIANCE:

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

MARKETING:

Helen presented the proposed signage for the new microtransit vehicles. The Marketing Committee is also working on revamping the marketing plan. We are trying new branding ideas on social media to get some exposure by promoting businesses on our bus routes and trying to get the public involved.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:45 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM January 27, 2022

01-01-2022 - Motion to approve the minutes from the December 16, 2021 Board Meeting,

MOTION CARRIED- DE/RH

02-01-2022 – Motion to approve the Capital Purchases for December 1-31, 2021, subject to audit.

MOTION CARRIED – DE/RH

03-01-2022 – Motion to approve the Operating Purchases for December 1-31, 2021, subject to audit.

MOTION CARRIED – DE/RH

04-01-2022 – Motion to approve the Operating Purchases for January 1-27, 2022, subject to audit.

MOTION CARRIED – MCM/DE

05-01-2022 – Motion to approve the FR Budget Variance Report for November 1-30, 2021,

Subject to audit

MOTION CARRIED – JB/RH

06-01-2022 – Motion to approve the FR Budget Variance Report for December 1-31, 2021,

Subject to audit

MOTION CARRIED – JB/DE

07-01-2022 – Motion to approve the SR Budget Variance Report for November 1-30, 2021,

Subject to audit

MOTION CARRIED – JB/DE

08-01-2022 – Motion to approve the SR Budget Variance Report for December 1-31, 2021,

Subject to audit

MOTION CARRIED – JB/RH

09-01-2022 – Motion to adjourn

MOTION CARRIED – RH/DE



Fixed Route Goals FY2021-2022

1 Ridership

		GOAL	
		Total Trips	Operating Plan
JAN	14,941	14,838	(4 wk)
DEC	15,609	18,547	(5 wk)
NOV	14,572	14,838	(4 wk)

FY21-22 YTD
122,457

2 Budget

		GOAL	
		Actual Expense	MCTA Budget
JAN	\$267,319	\$259,293	(4 wk)
DEC	\$295,696	\$324,117	(5 wk)
NOV	\$266,581	\$259,293	(4 wk)

FY21-22 YTD
\$1,730,241

		GOAL	
		Actual Revenue	MCTA Budget
JAN	\$27,439	\$20,098	(4 wk)
DEC	\$18,977	\$25,122	(5 wk)
NOV	\$26,322	\$20,098	(4 wk)

FY21-22 YTD
\$240,375

3 Trips/VRH

		GOAL	
		Trips/VRH	PennDOT Performance
JAN	8.64	8.70	(4 wk)
DEC	9.16	8.70	(5 wk)
NOV	8.30	8.70	(4 wk)

FY21-22 YTD
9.41

4 Road Calls by VRM

		GOAL	
		Road Calls/VRM	Same as FY20/21 (12,000)
JAN	2.00	2.47	(4 wk)
DEC	2.00	2.45	(5 wk)
NOV	4.00	2.52	(4 wk)

FY21-22 YTD
30.00



Shared Ride Goals FY2021-2022

1 Ridership

	Total Trips	Operating Plan	
JAN	3,876	5,250	(4 wk)
DEC	4,698	6,563	(5 wk)
NOV	4,791	5,250	(4 wk)

FY21-22 YTD
33,488

2 Budget

	Actual Expense	MCTA Budget	
JAN	\$193,687	\$180,331	(4 wk)
DEC	\$206,939	\$225,414	(5 wk)
NOV	\$206,923	\$180,331	(4 wk)

FY21-22 YTD
\$ 1,396,950

	Actual Revenue	MCTA Budget	
JAN	\$9,104	\$15,082	(4 wk)
DEC	\$11,050	\$18,853	(5 wk)
NOV	\$13,290	\$15,082	(4 wk)

FY21-22 YTD
\$ 97,294

3 Trips/VRH

	Trips/VRH	Operating Plan	
JAN	2.03	2.00	(4 wk)
DEC	2.18	2.00	(5 wk)
NOV	2.15	2.00	(4 wk)

FY21-22 YTD
2.13

4 Road Calls by VRM

	Road Calls/VRM	Same as FY20/21 (17,000)	
JAN	2.00	2.65	(4 wk)
DEC	4.00	3.04	(5 wk)
NOV	3.00	3.13	(4 wk)

FY21-22 YTD
20.00