

AGENDA

Regular Board Meeting

May 28, 2020

5:30 P.M.

VIA ZOOM VIDEO CONFERENCE

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – Approve for May 7, 2020

EXECUTIVE DIRECTOR’S REPORT – FR, SR & Flex for April 2020

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

* Financials for April 1-30, 2020

* Operating Purchases subject to audit for April 1-30, 2020

* Operating Purchases subject to audit for May 1-28, 2020

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 is scheduled for **June 25, 2020**

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

Thursday, May 7, 2020 @ 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 6 Board Members in attendance. The meeting was called to order at 5:30 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 st Vice Chairman	Richard Schlameuss, Asst. 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
Maria Candelaria	Guy LaBar, Shared Ride Manager
	Iris Rivera, Recording Secretary
	Marc Wolfe, Solicitor

PUBLIC COMMENT:

No public comment.

The minutes from February 27, 2020 were reviewed and approved.

EXECUTIVE DIRECTOR’S REPORT:

Peggy presented the Executive Director’s report for February and March for Fixed Route & Shared Ride. Ridership, revenues and on-time performance were good in February for both Fixed Route and Shared Ride. In March, ridership and revenues came down in both Fixed Route and Shared Ride due to the COVID-19 pandemic.

FINANCIAL REPORT:

The Finance Committee reported for February and March. In February, expenses were a little high in Shared Ride and in Fixed Route the ADA complementary has had low ridership. In March, expenses, revenues and ridership are down in both Fixed Route and Shared Ride due to COVID-19.

The **Capital Purchase Reports** for Period 8, February 1-29, 2020 were reviewed and approved, subject to audit.

The **Operating Purchase Reports** for Period 8, February 1-29, 2020 were reviewed and approved, subject to audit.

The **Operating Purchase Reports** for Period 9, March 1-31, 2020 were reviewed and approved, subject to audit.

The **Operating Purchase Reports** for Period 10, April 1-30, 2020 were reviewed and approved, subject to audit.

The **Budget & Variance Reports** for February & March for Fixed Route & Shared Ride were reviewed and approved, subject to audit.

The **Budgets for Fixed Route & Share Ride** for FY20-21 were presented to the Board; they were reviewed and approved.

OPERATIONS:

Walter reported that now that the state is slowly starting to re-open, the CNG project should resume construction soon; but Trillium must have an approved COVID-19 plan in place before they can continue with the CNG project. Walter also reported that we are looking into acquiring CNG buses for Shared Ride. The wash bay project is now about 60% complete.

HUMAN RESOURCES:

Bob reported that he is in discussions with insurance agents for insurance renewals. He also reported that the maintenance department is doing an excellent job sanitizing buses daily and all employees are wearing face masks and getting their temperatures taken when they report to work. There was only one accident to report for March.

COMPLIANCE:

The compliance committee did not meet in March. The next Compliance Committee meeting is TBD.

MARKETING:

Rich reported that we may or may not do NPS this summer, it depends on when the county is cleared to re-open. The West End Fair is still TBD as well. We will also be doing some refreshing of the Fixed Route materials on the buses.

OLD BUSINESS:

None

NEW BUSINESS:

1. Board member Brian LaVacca's resignation due to relocation.
2. The use of video conferencing for Board Meetings

EXECUTIVE SESSION:

None

RESOLUTIONS:

1. Resolution 2020-3 for FTA Certs & Assurances FFY2020 was ratified by the Board.
2. Resolution 2020-4 for Local Match Operating was adopted by the Board.

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

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

Signed by _____
Secretary/Assistant Secretary

MOTIONS FROM May 7, 2020

5-01-2020 - Motion to approve the minutes from the February 27, 2020 Board Meeting,
MOTION CARRIED- WM/RH

5-02-2020 – Motion to approve the Operating Purchases for February 1-29, 2020
Subject to audit
MOTION CARRIED – WM/DE

5-03-2020 - Motion to approve the Capital Purchases for February 1-29, 2020,
Subject to audit
MOTION CARRIED- WM/DE

5-04-2020 – Motion to approve the Operating Purchases for March 1-31, 2020
Subject to audit
MOTION CARRIED – DE/WM

5-05-2020 - Motion to approve the Operating Purchases for April 1-30, 2020,
Subject to audit
MOTION CARRIED- WM/DE

5-06-2020 - Motion to approve the Shared Ride Budget & Variance Report, February 1-29, 2020,
Subject to audit
MOTION CARRIED- JB/DE

5-07-2020 - Motion to approve the Shared Ride Budget & Variance Report, March 1-31, 2020,
Subject to audit
MOTION CARRIED- JB/DE

5-08-2020 – Motion to approve the Fixed Route Budget & Variance Report, February 1-29, 2020,
Subject to audit
MOTION CARRIED – JB/WM

5-09-2020 - Motion to approve the Fixed Route Budget & Variance Report, March 1-31, 2020,
Subject to audit
MOTION CARRIED- JB/DE

5-10-2020 - Motion to approve the Fixed Route Budget for FY20-21,
MOTION CARRIED- WM/RH

5-11-2020 – Motion to approve the Shared Ride Budget for FY20-21,
MOTION CARRIED – RH/WM

5-12-2020 - Motion to approve the use of video, telephonic or a combination of both
to conduct Board Meetings when necessary,
MOTION CARRIED- JB/WM

5-13-2020 - Motion to ratify Resolution 2020-3 FTA Certs & Assurances FFY2020,
MOTION CARRIED- RH/WM

5-14-2020 - Motion to approve Resolution 2020-4 Local Match Operating for FY20-21
MOTION CARRIED- RH/DE

5-15-2020 – Motion to adjourn
MOTION CARRIED – WM/RH