

AGENDA

Regular Board Meeting

May 30th, 2024

5:30 PM

MCTA Board Room, 1st Floor

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From April 25th

EXECUTIVE OFFICE REPORT – April 2024

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports – April 2024 for Fixed Route & Shared Ride
- ❖ Balance Sheet as of April 30, 2024

Operations Committee

David Edinger

HR Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

UNFINISHED BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2024-6 Safti Property/Liability Pool
Resolution 2024-7 Safti Workers Compensation Fund

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors will be on June 27th, 2024

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

Thursday, April 25th @ 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. Seven (7) Board members were present. The meeting was called to order at 5:31 PM.

BOARD MEMBERS PRESENT

STAFF PRESENT

Wayne Mazur, 1 st Vice Chairman	Richard Schlameuss, CEO
John Hoback, 2 nd Vice Chairman via teleconference late 5:36pm	Margaret Howarth, EDE
JoAnn Baratta, Treasurer	Iris Navarro, COO
David Edinger, Secretary	Joan Davidge, CFO
Robert Huffman	Cheryl McPherson, HR Manager
Maria Candelaria	Water Quadarella, Rural Ops & Maint. Manager
Mary Claire Megargle	Guy LaBar, Shared Ride Manager
	Lawrence Gebo, Safety Manager & Maint. Asst.
	Helen Yanulus, Grants and Communic. Manager
	Gosia Sobieszczuk, Recording Secretary
	Jill Nagy, Solicitor via teleconference

PUBLIC COMMENT:

Public comments were provided by Florence Metzgar.

APPROVAL OF MINUTES:

The minutes from the February 29th and March 19th, 2024, meetings were reviewed and approved.

EXECUTIVE OFFICE REPORT:

RS: Due to the presentation of the budget FY 24-25, the Executive Office Report will be provided by email.

FINANCIAL REPORT:

JB: The committee met twice to review separately February and March reporting. New updates: introduction of Sage Intelligence, CDs coming due, PT accounting assistance interviews.

FEBRUARY

FR

Revenues and expenses under budget for month and YTD. Surplus on diesel and admin wages. Over budget on FR drivers' wages and FR parts.

SR

Revenues and expenses under budget for month and YTD. Surplus on fuel, SR parts and admin wages. Over budget on SR drivers' wages.

MARCH

FR

Revenues and expenses over budget for the month and under budget YTD. Surplus on diesel and admin wages. Over budget on FR drivers' wages and FR parts and tires.

SR

Revenues and expenses under budget for month and YTD. Surplus on fuel, SR parts and admin wages. Over budget on SR drivers' wages.

BUDGET 24-25

The new budget FY 24-25 was presented and discussed:

- Higher ridership and more services (more routes on FR, add Saturday and out-of-county service on SR).
- Different budget structure and cost allocation: will be challenging to compare FY24-25 to 23-24.
- Subsidies: will use Act 44 deferred. If the legislation to subsidy more transit authorities is approved by the governor, more services will be added.
- Revenues: introduction of FR credit card processing system. Looking into the increase in FR fares.
- Expenses: budgeted based on hours, miles and VOMS, or actual costs. The expenses will be applied to programs, and cost will be analyzed.

OPERATIONS:

DE informed that we are continuing to work on the expansion project. WQ: we received one (1) new SR bus, two (2) others might be available in Q4. RS: we will be looking to get FR buses soon.

HUMAN RESOURCES:

WM welcomed new HR Manager, Cheryl McPherson, to the team. CM informed that she attended job fairs and is working on prospects. Regarding safety, LG will present a report next month.

COMPLIANCE:

JH: 21 certifications to review. The committee updated three (3) and will continue working on it.

MARKETING:

HY: National Driver Application Day on March 18 had a great social media reaction. PPTA's Rider Application Day will be on May 8 (free fare). Upcoming events: Monroe County Children's Roundtable on April 30, Monroe County Office of Emergency Management and Control on May 4, and Touch a Truck event by Pocono Township on June 1.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

None

EXECUTIVE SESSION:

None

RESOLUTIONS:

(3) Resolutions were presented and approved:

Resolution 2024-3 Updates to PTASP Policy

Resolution 2024-4 Certifying Temporary Suspension of Fixed Route Fares

Resolution 2024-5 Local Match for Operating FY24-25.

QUESTIONS/COMMENTS:

None.

ADJOURNMENT:

The meeting was adjourned at 6:58 PM.

Signed by _____
Secretary/Assistant Secretary

MOTIONS
April 25, 2024

01-04-2024 – Motion to approve minutes from the February 29th Board Meeting.

MOTION CARRIED – DE/RH

02-04-2024 – Motion to approve minutes from the March 19th Board Meeting.

MOTION CARRIED – MC/JH

03-04-2024 Motion to approve the Shared Ride Budget Variance report for February 2024,
subject to audit.

MOTION CARRIED – JB/DE

04-04-2024 – Motion to approve the Fixed Route Budget Variance report for February 2024,
subject to audit.

MOTION CARRIED – JB/MC

05-04-2024 – Motion to approve the Fixed Route Budget Variance report for March 2024,
subject to audit.

MOTION CARRIED – JB/MM

06-04-2024 Motion to approve the Shared Ride Budget Variance report for March 2024,
subject to audit.

MOTION CARRIED – JB/DE

07-04-2024 Motion to approve the Budget for FY 24-25

MOTION CARRIED – RH/JB

08-04-2024 – Motion to approve Resolution 2024-3 Updates to PTASP Policy

MOTION CARRIED – DE/RH

09-04-2024 – Motion to approve Resolution 2024-4 Certifying Temporary Suspension
of Fixed Route Fares

MOTION CARRIED – MM/MC

10-04-2024 – Motion to approve Resolution 2024-5 Local Match for 24-25

MOTION CARRIED – JB/DE

11-04-2024 - Motion to adjourn.

MOTION CARRIED – RH/MM