

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

Thursday, June 27, 2019 @ 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 in attendance. The meeting was called to order at 5:30 P.M.

BOARD MEMBERS PRESENT

STAFF PRESENT

Wayne Mazur, 1 st Vice Chairman	Margaret Howarth, Executive Director
John Hoback, 2 nd Vice Chairman	Richard Schlameuss, Asst. Executive Director
JoAnn Baratta, Treasurer	Joan Davidge, Chief Financial Officer
David Edinger, Secretary	Walter Quadarella, Rural Ops & Maint. Manager
Brian LaVacca, Asst. Secretary	Guy LaBar, Shared Ride Manager
Robert Huffman	David Horvath, Solicitor
Maria Candelaria	Iris Rivera, Recording Secretary

PUBLIC COMMENT:

None

The minutes from May 30, 2019 were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported that Fixed Route made the monthly goal and it looks like we will meet our yearly average goal. Shared Ride's monthly ridership was met, but year-to-date we are slightly under.

FINANCIAL REPORT:

JoAnn said that there were no capital purchases to report. In Fixed Route the revenue is under budget, but we did get some revenue from Kalahari for the route guarantee service and we're expecting revenue from National Park Service to come in. Driver wages were about 10% over budget in FR. Shared Ride is under budget in both revenue and expenses. The revenue loss was due to the harsh winter months. Driver wages in Shared Ride are good. Fuel is a little over budget, but once the 50/50 split for fuel starts in FY19-20 it will be better for Shared Ride. The auditors will be here the week of August 5th and the Triennial Review visit is scheduled for September 12th & 13th.

The **Regular Purchase Reports** for Period 11, May 1-31, 2019 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 12 June 1-27, 2019 were reviewed and ratified, subject to audit.

OPERATIONS:

Walter reported that they are installing radios, decals & cameras in the new Shared Ride buses. Also, the property perimeter fence will be replaced in FY19-20. The bid opening for the garage modifications was today, June 27th, Walter said he expects the bid will be awarded soon and we should see work start sometime in August. Trillium is picking who they want to award the work to.

HUMAN RESOURCES:

The HR committee had an abbreviated meeting because Bob is on vacation. The union contract was approved and signed. There was a 3% increase across the board for all union members, holidays & vacations stayed the same, probation is still 90 days and the insurance opt out allowance was increased to \$350 per month.

COMPLIANCE:

The committee did not meet. However, the committee is still going through the Certs and Assurances; checking 2018 and updating 2019. The committee plans to meet in August to review Certification#3 Lobbying, Certification#4 Private Sector Protections and Certification#5 Transit Asset Management Plan.

MARKETING:

Rich reported that we will be retiring the Orange, Yellow and Violet Routes and starting Flex Connect Service on July 8th. This service will provide transportation to the Orange, Yellow & Violet service areas. Flex Connect is a Fixed Route service provided by Shared Ride buses. It's meant to transport riders to locations where they can connect to a Fixed Route bus. The loss of the above-mentioned routes will allow us to use the time to provide Sunday service on the Red, Blue and Silver Routes. We will also be able to extend times to provide hourly service. The Marketing Committee continues to work on the 40th Anniversary celebration and we are preparing for the West End Fair which is the week of August 18th - 24th; where we will again partner with the Area Agency on Aging. Rich mentioned that we are in talks with ESU to provide the on-campus shuttle service for their students. It looks like it would probably be more for FY20/21. The route guarantee service that we are proving to Kalahari is going well. The agreement is for \$67,000 thru September 30, but it may be extended a little longer because it started later than expected.

OLD BUSINESS:

The parcel by the WaWa in town is still up for sale. The project is still in the air however; there has been prompting, but no movement. Maureen Madden came up with RACP funds and wants a Park & Ride lot; MCTA would partner with Maureen Madden if we could put a transfer/ticket station there.

NEW BUSINESS:

None

EXECUTIVE SESSION:

None

RESOLUTIONS:

Resolution 2019-5 Local Match CCA FY19-20, was adopted by that Board.

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:21 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM June 27, 2019

6-01-19 - Motion to approve the minutes from the May 30, 2019 Board Meeting,
MOTION CARRIED- JH/MC

6-02-19 – Motion to approve the Regular Purchases for May 1-31, 2019,
Subject to audit
MOTION CARRIED – JH/DE

6-03-19 - Motion to approve the Regular Purchases for June 1-27, 2019,
Subject to audit
MOTION CARRIED- JH/BL

6-04-19 - Motion to approve the Budget & Variance Report for Fixed Route for May 2019,
Subject to audit
MOTION CARRIED- JB/DE

6-05-19 – Motion to approve the Budget & Variance Report for Shared Ride for May 2019,
Subject to audit
MOTION CARRIED – JB/JH

6-06-19 – Motion to adopt the language that was presented for the union contracts for
Fixed Route & Shared Ride,
MOTION CARRIED- JH/DE

6-07-19 - Motion to approve the ratified resolution; Resolution 2019-4
for the Revolving Line of Credit agreement,
MOTION CARRIED- JH/DE

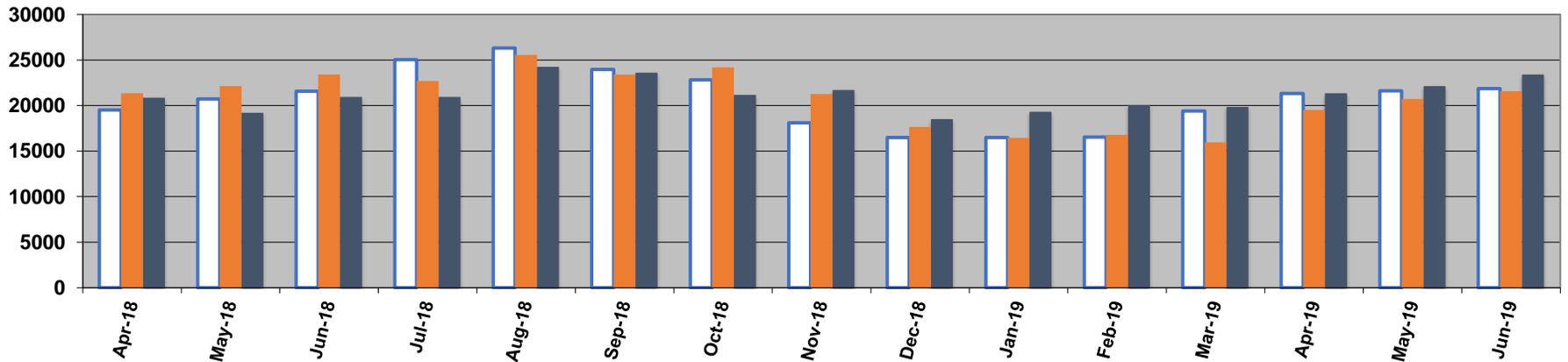
6-08-19 – Motion to adopt Resolution 2019-5 Local Match CCA FY19-20,
MOTION CARRIED- JH/JB

6-09-19 – Motion to adjourn
MOTION CARRIED – DE/JH

MONROE COUNTY TRANSPORTATION **FIXED ROUTE** RIDERSHIP STATISTICS

17-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	18-19
TOTAL FULL FARE	5,591	6,585	6,873	6,295	6,594	6,102	6,016	5,509	5,098	4,887	4,865	5,317	5,797	5,862	5,457	
TOTAL SENIORS	2,000	2,328	2,250	2,221	2,426	2,117	2,321	1,490	1,461	1,499	1,441	1,875	2,237	2,302	2,446	
TICKETS (BLUE)	424	445	497	518	545	422	483	414	345	444	447	566	522	576	419	
STUDENTS	3,263	2,420	2,483	5,664	6,244	5,478	4,062	3,089	2,520	2,347	2,742	3,556	4,302	3,523	3,931	
FEDERAL (GREEN)	404	365	373	341	420	391	379	253	154	303	290	318	359	269	215	
TRANSFERS (ON)	3,571	3,466	3,400	3,498	3,858	3,739	3,965	3,061	2,656	2,839	2,845	3,208	3,453	3,105	2,993	
MISC. TRIPS	4,260	5,119	5,698	6,505	6,218	5,714	5,605	4,279	4,260	4,185	3,909	4,572	4,657	5,971	6,412	
FARE CARD SOLD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL RIDERS	19513	20728	21574	25042	26305	23963	22831	18095	16494	16504	16539	19412	21327	21608	21873	
	21358	22120	23402	22690	25555	23401	24193	21256	17666	16441	16783	15954	19513	20728	21574	
	20863	19208	20954	20954	24251	23611	21161	21702	18500	19314	20038	19857	21358	22120	23402	

TOTAL MONTHLY FIXED ROUTE TRIPS



MONROE COUNTY TRANSPORTATION **SHARED RIDE** RIDERSHIP STATISTICS

FY 17-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	FY18-19
LOTTERY/SENIORS	3,593	3,703	3,645	3,588	3,901	3,367	4,019	3,240	2,993	3,025	2,820	3,412	3,820	3,767	3,446	
LOTTERY MA	351	339	354	373	345	307	465	366	272	327	316	401	407	422	404	
FULL FARE	18	12	12	14	20	16	18	11	8	4	7	6	8	10	8	
MISC. SUBSIDIES	2	5	6	4	6	2	4	6	4	2	2	1	6	4	6	
ADA	389	344	290	333	367	335	401	332	340	370	335	431	440	498	392	
PWD	1,222	1,170	1,201	1,209	1,319	1,249	1,493	1,233	1,060	1,202	1,277	1,398	1,479	1,389	1,137	
MATP	1,926	2,023	1,905	1,627	1,773	1,622	1,863	1,641	1,480	1,630	1,415	1,603	1,469	1,427	1,411	
MATPO	2	6	8	14	6	4	12	5	6	6	0	16	12	17	3	
TOTAL RIDERS	7,503	7,602	7,421	7,162	7,737	6,902	8,275	6,834	6,163	6,566	6,172	7,268	7,641	7,534	6,807	
	6876	7465	7413	6701	8016	7107	7770	7344	6358	6803	6361	6012	7503	7602	7421	
	6315	6245	6484	5984	6889	6622	6581	6581	5966	6013	6080	6802	6876	7465	7413	

TOTAL MONTHLY SHARED RIDE TRIPS

