

AGENDA

Regular Board Meeting

August 27, 2020

5:30 P.M.

VIA ZOOM VIDEO CONFERENCE

ROLL CALL

OPENING – Pledge Allegiance to the Flag

PUBLIC COMMENT –

MINUTES – Approve for July 30, 2020

EXECUTIVE DIRECTOR’S REPORT –

COMMITTEE REPORTS –

Finance Committee	JoAnn Baratta
Operations Committee	Dave Edinger
Human Resource Committee	Wayne Mazur
Compliance Committee	John Hoback
Marketing Committee	Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2020-8 Adopt Agency Safety Plan

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors is scheduled for **September 24, 2020**

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

Thursday, July 30, 2020 @ 5:30 P.M.

The scheduled meeting of the Monroe County Transportation Authority (MCTA) Board of Directors was held via Zoom Video Conference after due and proper notice. There were 6 Board Members present. The meeting was called to order at 5:32 P.M.

BOARD MEMBERS PRESENT

STAFF PRESENT

Richard Mutchler, Chairman	Margaret Howarth, Executive Director
John Hoback, 2 nd Vice Chairman	Richard Schlameuss, Asst. Executive 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
Maria Candelaria	Iris Rivera, Recording Secretary
	Marc Wolfe, Solicitor

PUBLIC COMMENT:

No public comment

The minutes from June 25, 2020 were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy presented the Executive Director's report for May & June for Fixed Route & Shared Ride. Although ridership is slowly coming back in both, revenue and expenses continue to be down due to COVID-19. On a positive note, we did meet our goal for road calls in SR for FY19-20.

FINANCIAL REPORT:

The Finance Committee met on 7/28. JoAnn reported that there were no capital purchases in June or July. Ridership, revenue, expenses are still down, and wages were under budget in both Fixed Route & Shared Ride in June. Fuel consumption is also down in both FR & SR due to the low ridership. However, trends are starting to show ridership slowly starting to go up in both FR & SR.

The **Operating Purchase Reports** for Period 12, June 1-30, 2020 were reviewed and ratified, subject to audit.

The **Operating Purchase Reports** for Period 1, July 1-30, 2020 were reviewed and ratified, subject to audit.

OPERATIONS:

Walter reported that the CNG station is almost completed, they tested the gas and it was good. They will be doing the paving work in about a week. The wash bay bid opening will be on August 13th. Walter mentioned we will be getting 8 CNG buses for Shared Ride and 4 more buses for Fixed Route.

HUMAN RESOURCES:

Bob reported that one W/C claim was reopened in June but there were no PPL claims in June. Bob will be presenting the Safety Plan to the Board in August for approval.

COMPLIANCE:

The compliance committee reviewed the safety requirements and MCTA is meeting all requirements. The next meeting is scheduled for August when they will review Certification#8 Urbanized Area Formula Grants and Certification#9 Formula Grants for Rural Areas.

MARKETING:

The marketing committee is working on a promo for the new CNG buses, with a ceremony to launch the 3 buses and the new CNG station. There will be a contest to name the 3 new buses and new CNG promotional vests will be given to all staff. The committee is also working on re-doing the COVID-19 signage on the buses.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:12 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM July 30, 2020

7-01-2020 - Motion to approve the minutes from the June 25, 2020 Board Meeting,
MOTION CARRIED- EK/JH

7-02-2020 – Motion to approve the Operating Purchases for June 1-30, 2020
Subject to audit
MOTION CARRIED – JH/EK

7-03-2020 - Motion to approve the Operating Purchases for July 1-30, 2020,
Subject to audit
MOTION CARRIED- JH/EK

7-04-2020 - Motion to approve the Fixed Route Budget & Variance Report
for May 1-31, 2020,
Subject to audit
MOTION CARRIED- JB/JH

7-05-2020 - Motion to approve the Shared Ride Budget & Variance Report
for May 1-31, 2020,
Subject to audit
MOTION CARRIED- JB/JH

7-06-2020 - Motion to approve the Fixed Route Budget & Variance Report
for June 1-30, 2020,
Subject to audit
MOTION CARRIED- JB/JH

7-07-2020 - Motion to approve the Shared Ride Budget & Variance Report
for June 1-30, 2020,
Subject to audit
MOTION CARRIED- JB/JH

7-08-2020 – Motion to adjourn
MOTION CARRIED – JH/EK

