

## AGENDA

**Regular Board Meeting  
September 28th, 2023  
5:30 PM  
MCTA Board Room, 1<sup>st</sup> Floor**

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From August 31, 2023

EXECUTIVE OFFICE REPORT – August 2023

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports- August 2023 for Fixed Route & Shared Ride
- ❖ Balance Sheet- August 2023

Operations Committee

Dave Edinger

HR Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

UNFINISHED BUSINESS –

NEW BUSINESS – Board Member Training 10/5/2023 @ 5:30pm

EXECUTIVE SESSION –

RESOLUTIONS –

QUESTIONS/COMMENTS – There is no Board Meeting in October.

ADJOURNMENT –

**\*\*The next meeting of the Board of Directors will be on November 16, 2023\*\***

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

Thursday, August 31<sup>st</sup> @ 5:30PM

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 present. The meeting was called to order at 5:33PM.

<b>BOARD MEMBERS PRESENT</b>	<b>STAFF PRESENT</b>
Richard Mutchler, Chairman late 5:44PM	Richard Schlameuss, CEO
Wayne Mazur, 1 <sup>st</sup> Vice Chairman	Iris Rivera, COO
David Edinger, Secretary	Water Quadarella, Rural Ops & Maint. Manager
Robert Huffman	Robert Gress, HR & Safety Manager
Maria Candelaria	Guy LaBar, Shared Ride Manager
Mary Claire Megargle	Helen Yanulus, Communication & Grants Manager
	Gosia Sobieszczuk, Recording Secretary
	Jill Nagy, Solicitor

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES:**

The minutes from the July 27<sup>th</sup> meeting were reviewed and approved.

**OPERATIONS:**

DE reported that the committee met this afternoon and discussed the purchase and installation of (4) roof geothermal HVAC units for the admin building. Per RS, the current units are not working properly and need replacement. ETA is 22 weeks.

**HUMAN RESOURCES:**

Per WM, the committee met this afternoon. BG reported that 1 FR driver left, and the position was filled by a PT SR driver who was promoted to the FT position.

BG presented the resolution to adopt the MCTA Hours of Service Compliance Policy. BG reported 2 WC claims. Flu shots will be scheduled soon. MCTA is monitoring the COVID status. Protective gear is available for MCTA employees.

**COMPLIANCE:**

RS informed that there were no updates to report.

**MARKETING:**

HY distributed new brochures for trippers. We had a successful West End Fair with lots of applications handed out to the public. We have new events coming up. We are working on the Customer Satisfaction Survey – that will be ready in spring, and it will focus on 4 areas: FR, SR, trippers, and PonyPlus.

Due to issues with Ecolane. PonyPlus is starting a new app (Via) on September 1<sup>st</sup>. It was well marketed via notices, posters, and direct emails to riders. We also had media coverage on Fox56 TV, Pocono Record, Blue Ridge, and Mass Transit. As of today, we already have trips scheduled through the new app.

The National Park Service has exceeded the goal and reached more than 13,000 trips, thanks to the Raymondskill Falls Shuttle, which services a section of the park that is closed off to public traffic.

**EXECUTIVE OFFICE REPORT:**

The Executive Directors' Report was renamed the Executive Office Report. RS reported that FR ridership exceeded goals, and expenses and revenues were above budget. SR ridership is strongly above goals. Both expenses and revenues are under budget. The PonyPlus report was presented: the ridership, the expenses, and the revenues are all below budget. With the switch to the new app, we might experience a decrease in ridership in the coming months due to the implementation process.

**FINANCIAL REPORT:**

RS presented the balance sheet and budget variance reports for FR and SR for July 2023. Following a new procurement procedure. We are asking the Board to approve the contract with Rogers Mechanical Company of Boyertown, PA, for (4) new HVAC units in the amount of \$185,319. This project will be funded 100% by PennDot. We will have approximately \$5k in additional costs for permits. We are getting Pocono Pony polo T-shirts for the Board members and admin staff.

**FR (JULY)**

FR revenues are above budget thanks to increased ridership, which equates to an increase in farebox collections and tickets sales, and NPS activity. Expenses were over budget due to the VIA app expense.

**SR (JULY)**

SR ridership is strongly above goal. The revenues are under budget, but we are looking into a fare increase. Expenses are significantly under budget. We are getting (7) more SR vehicles. We are also starting a new service through Sanofi in partnership with the United Way to provide services to riders who don't qualify for any other programs.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

RS informed that we will have a training funded by PennDot at MCTA on October 5<sup>th</sup>. Details on the exact schedule will follow.

**EXECUTIVE SESSION:**

None

**RESOLUTIONS:**

RS presented 1 Resolution that was reviewed and approved:

Resolution 2023-11 to Amend Service Hours Compliance Policy

**QUESTIONS/COMMENTS:**

None

**ADJOURNMENT:**

The meeting was adjourned at 6:09PM.

Signed by \_\_\_\_\_  
Secretary/Assistant Secretary

**MOTIONS**  
**August 31, 2023**

01-08-2023 – Motion to approve minutes from the July 27, 2023, Board Meeting.

MOTION CARRIED – RH/MM

02-08-2023 - Motion to approve the Fixed Route Budget Variance report for July 2023,  
subject to audit.

MOTION CARRIED – RM/RH

03-08-2023 - Motion to approve the Shared Ride Budget Variance report for July 2023,  
subject to audit.

MOTION CARRIED – RM/DE

04-08-2023 - Motion to approve contract over \$25,000 for AC Units for Admin Building.

MOTION CARRIED – RM/RH

05-08-2023 - Motion to approve Resolution 2023-11 – Amend Service Hours Compliance Policy

MOTION CARRIED – RM/DE

06-08-2023 - Motion to adjourn.

MOTION CARRIED – DE/RH