

# **AGENDA**

**Regular Board Meeting**

**August 26, 2021**

**5:30 P.M.**

**MCTA Board Room, 1<sup>st</sup> Floor**

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – Approve for July 29, 2021

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 –

QUESTIONS/COMMENTS –

ADJOURNMENT –

**\*\*The next meeting of the Board of Directors will be on September 30, 2021\*\***

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

Thursday, July 29, 2021 @ 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 8 Board Members present. The meeting was called to order at 5:38 P.M.

<b>BOARD MEMBERS PRESENT</b>	<b>STAFF PRESENT</b>
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 <sup>st</sup> Vice Chairman	Richard Schlameuss, Asst. Director
John Hoback, 2 <sup>nd</sup> Vice Chairman	Joan Davidge, Chief Financial Officer
Erik Koopman, Asst. Treasurer	Walter Quadarella, Rural Ops & Maint. Manager
David Edinger, Secretary	Robert Gress, HR/Safety Manager
Robert Huffman	Guy LaBar, Shared Ride Manager
Maria Candelaria	Iris Rivera, Recording Secretary
Mary Claire Megargle	Helen Yanulus
	Marc Wolfe, Solicitor

**PUBLIC COMMENT:**

No public comment.

**APPROVAL OF MINUTES:**

The minutes from the June 24, 2021 meeting were reviewed and approved.

**EXECUTIVE DIRECTOR'S REPORT:**

Peggy reported that Fixed Route ridership continues to look good due to the Kalahari route guarantee and the NPS. Shared Ride continues to show a 19% decrease in ridership. Road calls were a little high in Fixed Route for the month of June, but overall were low in both FR & SR for the year. Peggy inquired about the reason the CNG electric bill is so high and it's because the power that is pulled by the CNG station is a bigger draw making the compressor expensive to run. We also need to select a power supplier through costars to get more competitive pricing, but we can't do that until January 2022.

**FINANCIAL REPORT:**

The purchase reports were not available for the meeting but will be presented at the next meeting. Joan reported that Fixed Route revenue is up due to the Kalahari route guarantee. Wages and hospitalizations were under budget. CNG fuel was also under budget, but we ended the year over budget in insurance premiums due to the 3 new CNG buses. We were having issues drawing down the NPS money, but were finally able to draw down for April, May, June and July. In Shared Ride we came in under budget for the year due to low ridership. We did not use ACT44, we only used the CARES funding. We will be using deferred money for next fiscal year, so we won't need to use the CARES funds. Parts, tires and fuel were also under budget due to low ridership. Expenses continue to be low in both FR & SR caused by the COVID effect.

The **Budget & Variance Reports** for June 1-30, 2021 for Fixed Route and Shared Ride were reviewed and ratified, subject to audit.

**OPERATIONS:**

Walter reported that there is a national shortage of rubber and motor oil. Vendors are limiting the amount of motor oil they are releasing, and tire makers said that they will let us know when we can purchase tires again. 4 of the 5 micro-transit buses have arrived. The wash bay has been completed.

**HUMAN RESOURCES:**

Bob reported that Fixed Route lost 2 drivers; one driver retired and the other one resigned. The Fixed Route floater position has now become full-time. There have been no W/C claims in that past 2 months. ACT65 was passed, so starting with the September meeting we must make sure that the Board meeting agendas are posted on our website and in the lobby with anything the Board will be voting on. Once the agendas are posted no changes can be made.

A move to reappoint the current Slate of Officers was presented. The motion was passed and approved unanimously.

**COMPLIANCE:**

The Compliance Committee met on July 28<sup>th</sup>, and they will be taking a closer look at procurement. The governor made an amendment to the Sunshine Act. The Sunshine Act revisions will take effect the end of August. The committee will also be taking a look at our bylaws. The next Compliance Committee meeting is TBD.

**MARKETING:**

Rich reported that our new microtransit program will be called "Shortstop". The E-signs will be going up soon at a few locations around the county as follows: Walmart E. Stroudsburg & Mt. Pocono, Giant, ESU and NCC. The NPS shuttle is doing well and will run until October this year. The West End Fair sign-up sheet is open for volunteers to sign up, this year the fair hours will be 2:00pm to 9:30pm. The Kalahari route guarantee continues to do well, and they would like us to increase the service. Trippers are back and have sold out.

**OLD BUSINESS:**

The PIR for Ecolane has been completed. They will also be providing some additional training onsite for dispatch and drivers on August 17<sup>th</sup>.

**NEW BUSINESS:**

Welcome to our new Board Member, Mary Claire Megargle.

**EXECUTIVE SESSION:**

None

**RESOLUTIONS:**

None

**QUESTIONS/COMMENTS:**

None

**ADJOURNMENT:**

The meeting was adjourned at 6:30 p.m.

Signed by \_\_\_\_\_

Secretary/Assistant Secretary

## **MOTIONS FROM July 29, 2021**

07-01-2021 - Motion to approve the minutes from the June 24, 2021 Board Meeting,  
MOTION CARRIED- WM/MC

07-02-2021 – Motion to approve the FR Budget & Variance Report for June 1-30, 2021,  
Subject to audit  
MOTION CARRIED – EK/DE

07-03-2021 – Motion to approve the SR Budget & Variance Report for June 1-30, 2021,  
Subject to audit  
MOTION CARRIED – DE/WM

07-04-2021 – Motion to approve the reappointment of the Slate of Officers.  
MOTION CARRIED – RH/MCM

07-05-2021 – Motion to adjourn  
MOTION CARRIED – WM/EK