

# AGENDA

**Regular Board Meeting  
September 28, 2017  
5:30 P.M.  
MCTA Board Room, 1<sup>st</sup> Floor**

ROLL CALL

OPENING - Pledge Allegiance to the Flag

PUBLIC COMMENT -

MINUTES - Approve for August 31, 2017, meeting

COMMITTEE REPORTS -

Finance Committee	JoAnn Baratta
* Financials for August 1-31, 2017	
* All Purchases subject to audit for August 1-31, 2017	
* All Purchases subject to audit for September 1-28, 2017	

Operations Committee	Dave Edinger
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Human Resource Committee	Wayne Mazur
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Compliance Committee	John Hoback
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Marketing Committee	Robert Huffman
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OLD BUSINESS -

NEW BUSINESS -

EXECUTIVE DIRECTORS REPORT -

EXECUTIVE SESSION -

RESOLUTIONS -

QUESTIONS/COMMENTS -

ADJOURNMENT-

**\*\*The next meeting of the Board of Directors is scheduled for October 26<sup>th</sup>, 2017\*\***

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

Thursday, August 31, 2017 @ 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 in attendance. The meeting was called to order at 5:32 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
JoAnn Baratta, Treasurer	Robert Gress, HR/Safety Manager
Eric Koopman, Asst. Treasurer	Walter Quadarella, Rural Operations/Trans. Mgr.
David Edinger, Secretary	Guy LaBar, Shared Ride Manager
Brian LaVacca, Asst. Secretary	David Horvath, Solicitor
Robert Huffman	Iris Rivera, Recording Secretary

**PUBLIC COMMENT:**

There was one visitor, Ms. Florence Metzgar. Ms. Metzgar had various complaints pertaining to scheduling issues in Shared Ride and getting late to appointments. She also had kudos for various FR & SR drivers which she presented to the Board. All complaints & kudos will be logged and complaints will be resolved accordingly.

The minutes from July 27, 2017 were reviewed and approved.

**FINANCIAL REPORT:**

The Financial reports were presented by JoAnn Baratta. JoAnn mentioned that the auditors are still working on some minor issues and that we are waiting for the CCA 17/18 local match from the Commissioner's. Also, some of the wraps on the Fixed Route buses need to come off because we are not getting any revenue for them.

The **Regular Purchase Reports** for Period 1, July 1-31, 2017 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 2, August 1-31, 2017 were reviewed and ratified, subject to audit.

The **Budget & Variance Reports** for Shared Ride for July 1-31, 2017, were reviewed and approved, subject to audit.

The **Budget & Variance Reports** for Fixed Route for July 1-31, 2017, were reviewed and approved, subject to audit.

**OPERATIONS:**

The Operations Committee reported that the CNG project doesn't look so good because UGI is not cooperating. The ROW Agreement is still being worked on... Peggy will be contacting the hotel people and RJ Hess.

**HUMAN RESOURCES:**

The HR Committee reported that the EEO Plan is completed. Bob also reported that 2 employees retired in August (Kristian Berger and William Goodrich) and that they are hoping for 4 new hires in September. Flu Shots will be on September 19<sup>th</sup>, 11:00-2:30 and on September 28<sup>th</sup>, 3:30-6:30.

**COMPLIANCE:**

The Compliance Committee reported that they met and that they have completed Certs 4 and 5. They will continue with 6 & 7 next month. The committee's next meeting will be on September 18<sup>th</sup>.

**MARKETING:**

The Marketing Committee reported that the West End Fair was a success. The National Park Service is ending on Labor Day weekend and the trips will be around the 3,000 mark. The next Marketing meeting is scheduled for September, 14<sup>th</sup>.

**OLD BUSINESS:**

Amended Resolution for the CCA 17/18 Local Match

**NEW BUSINESS:**

None

**EXECUTIVE DIRECTOR'S REPORT:**

A revamped Executive Director's Report was presented to the Board which the Board approved.

**EXECUTIVE SESSION:**

None

**RESOLUTIONS:**

Resolution 5 - Amended Resolution for CCA 17/18 Local Match  
Resolution 5 was presented for approval to replace Resolution 4.

**QUESTIONS/COMMENTS:**

None

**ADJOURNMENT:**

The meeting was adjourned at 6:04 p.m.

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

Secretary/Assistant Secretary

## **MOTIONS FOR AUGUST 31, 2017**

8-01-17 - Motion to approve the minutes from the July 27, 2017, Board Meeting,  
MOTION CARRIED- JB/JH

8-02-17 - Motion to approve the Regular Purchases for July 1-31, 2017,  
Subject to audit  
MOTION CARRIED – WM/JB

8-03-17 – Motion to approve the Regular Purchases for August 1-31, 2017,  
Subject to audit  
MOTION CARRIED – JH/RH

8-04-17 – Motion to approve the Budget and Variance Report for Fixed Route for  
Period ending July 31, 2017-Subject to audit  
MOTION CARRIED – JB/WM

8-05-17 – Motion to approve the Budget and Variance Report for Shared Ride for  
Period ending July 31, 2017-Subject to audit  
MOTION CARRIED – JB/DE

8-06-17 – Motion to adopt an abbreviated EEO Plan  
MOTION CARRIED – WM/JH

8-07-17 – Motion to adopt the amended Resolution for Local Match for the CCA Grant App  
MOTION CARRIED – WM/JH

8-08-17 – Motion to adjourn  
MOTION CARRIED – JH/WM

**Monroe County Transportation Authority**  
**Budget Variance Report for Fixed Route**  
**For the Two Months Ending August 31, 2017**

		Period to Date - August			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	15,343.25	12,500.00	2,843.25	26,168.28	25,000.00	1,168.28
'4113-0-1	Billed Fixed Route	600.00	1,100.00	(500.00)	1,200.00	2,200.00	(1,000.00)
'4151-0-1	Office Sales - Tickets & Pass	8,351.78	10,000.00	(1,648.22)	16,373.54	20,000.00	(3,626.46)
'4170-0-1	Advertising Revenue FR	-	1,250.00	(1,250.00)	-	2,500.00	(2,500.00)
'4510-0-1	Grants Federal 5311	42,025.00	42,025.00	-	84,050.00	84,050.00	-
'4511-0-1	Grants Federal 5307	79,030.00	53,539.58	25,490.42	128,689.00	107,079.16	21,609.84
'4520-0-1	Grants State Act 44-FR	173,151.98	150,063.67	23,088.31	311,673.77	300,127.34	11,546.43
'4570-0-1	Grants Local F/R	13,597.42	13,597.42	-	27,194.84	27,194.84	-
'4590-0-1	Other Revenue F/R	6,550.99	5,700.00	850.99	6,650.99	11,400.00	(4,749.01)
'4996-0-1	Interest Income -FR	11.59	15.00	(3.41)	31.70	30.00	1.70
	<b>Total Revenue</b>	<b>338,662.01</b>	<b>289,790.67</b>	<b>48,871.34</b>	<b>602,032.12</b>	<b>579,581.34</b>	<b>22,450.78</b>
'5010-1-1	Wages: Mechn-FR	21,328.24	21,500.00	171.76	39,012.84	43,000.00	3,987.16
'5010-2-1	Wages: Drivr-FR	79,618.49	67,425.00	(12,193.49)	143,558.76	134,850.00	(8,708.76)
'5050-1-1	Fica: Mechn-FR	1,828.24	1,750.00	(78.24)	3,377.39	3,500.00	122.61
'5050-2-1	Fica: Drivr-FR	6,559.83	5,500.00	(1,059.83)	11,937.80	11,000.00	(937.80)
'5052-1-1	PAUC: Mechn-FR	52.69	200.00	147.31	97.37	400.00	302.63
'5052-2-1	PAUC: Drivr-FR	66.52	600.00	533.48	115.87	1,200.00	1,084.13
'5096-1-1	Pension: Mechn-FR	1,210.27	1,750.00	539.73	2,065.15	3,500.00	1,434.85
'5096-2-1	Pension: Drivr-FR	3,630.65	4,500.00	869.35	6,048.88	9,000.00	2,951.12
'5330-2-1	Complimentary Transportation-ADA	7,354.00	7,250.00	(104.00)	12,929.00	14,500.00	1,571.00
'5610-1-1	Parts: Garge-FR	(1,301.18)	6,250.00	7,551.18	9,504.63	12,500.00	2,995.37
'5612-1-1	Filters: Garge-FR	1,231.08	825.00	(406.08)	2,101.24	1,650.00	(451.24)
'5630-2-1	Purchased Tires: Trans-FR	1,587.74	2,250.00	662.26	3,127.74	4,500.00	1,372.26
'5652-2-1	Fuel Expense: Trans-FR	25,683.88	20,425.00	(5,258.88)	48,361.44	40,850.00	(7,511.44)
'5653-2-1	Taxes:Trans-FR	161.65	125.00	(36.65)	307.67	250.00	(57.67)
'5654-2-1	Motor Oil: Trans-FR	545.00	800.00	255.00	911.00	1,600.00	689.00
'5656-2-1	Antifreeze: Trans-FR	-	125.00	125.00	-	250.00	250.00
'5659-1-1	Other Fluids FR :Garage	722.30	425.00	(297.30)	722.30	850.00	127.70
'5910-6-1	Professional Fees: Transportation Study-FR	-	1,500.00	1,500.00	-	3,000.00	3,000.00
'6010-6-1	Wages: Admin-FR	45,172.39	40,000.00	(5,172.39)	83,360.57	80,000.00	(3,360.57)
'6030-1-1	Vacation Pay: Garge-FR	2,452.13	2,000.00	(452.13)	3,646.72	4,000.00	353.28
'6030-2-1	Vacation Pay: Trans-FR	4,558.40	2,500.00	(2,058.40)	7,931.12	5,000.00	(2,931.12)
'6030-6-1	Vacation Pay: Admin-FR	3,895.27	2,625.00	(1,270.27)	9,005.03	5,250.00	(3,755.03)
'6032-1-1	Sick Pay: Garge-FR	-	200.00	200.00	192.55	400.00	207.45
'6032-2-1	Sick Pay: Trans-FR	2,442.00	1,000.00	(1,442.00)	4,064.88	2,000.00	(2,064.88)
'6032-6-1	Sick Pay: Admin-FR	1,426.57	375.00	(1,051.57)	1,762.01	750.00	(1,012.01)
'6034-1-1	Holiday Pay: Garge-FR	-	675.00	675.00	846.72	1,350.00	503.28
'6034-2-1	Holiday Pay: Trans-FR	325.60	1,350.00	1,024.40	2,604.80	2,700.00	95.20
'6034-6-1	Holiday Pay: Admin-FR	163.94	1,250.00	1,086.06	1,933.61	2,500.00	566.39
'6039-1-1	Other Paid Absences: Garge-FR	-	143.00	143.00	61.33	286.00	224.67
'6039-2-1	Other Paid Absences: Trans-FR	325.60	210.00	(115.60)	961.44	420.00	(541.44)
'6039-6-1	Other Paid Absences: Admin-FR	314.34	310.00	(4.34)	385.86	620.00	234.14

**Monroe County Transportation Authority**  
**Budget Variance Report for Fixed Route**  
**For the Two Months Ending August 31, 2017**

		Period to Date - August			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'6050-6-1	Fica on Wages: Admin-FR	3,790.02	3,050.00	(740.02)	7,146.66	6,100.00	(1,046.66)
'6052-2-1	PAUC on Wages: Trans-FR	119.45	-	(119.45)	198.55	-	(198.55)
'6052-6-1	PAUC on Wages: Admin-FR	18.01	260.00	241.99	44.66	520.00	475.34
'6054-6-1	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	70.00	70.00
'6090-1-1	Hospitalization: Garge-FR	4,694.21	1,750.00	(2,944.21)	4,824.60	3,500.00	(1,324.60)
'6090-2-1	Hospitalization: Trans-FR	23,992.97	14,500.00	(9,492.97)	25,538.59	29,000.00	3,461.41
'6090-6-1	Hospitalization: Admin-FR	14,986.27	8,375.00	(6,611.27)	15,885.58	16,750.00	864.42
'6092-1-1	Life Insurance: Garge-FR	153.70	220.00	66.30	455.60	440.00	(15.60)
'6092-2-1	Life Insurance: Trans-FR	431.48	450.00	18.52	1,294.44	900.00	(394.44)
'6092-6-1	Life Insurance: Admin-FR	268.24	275.00	6.76	840.30	550.00	(290.30)
'6093-6-1	Employee Assistance Program FR	-	150.00	150.00	750.00	300.00	(450.00)
'6094-1-1	Uniforms: Garge-FR	258.48	425.00	166.52	717.08	850.00	132.92
'6094-2-1	Uniforms: Trans-FR	500.45	825.00	324.55	1,329.58	1,650.00	320.42
'6096-6-1	Pension: Admin-FR	1,998.55	2,375.00	376.45	3,381.14	4,750.00	1,368.86
'6098-1-1	Bonus/Gifts: Garge-FR	476.00	385.00	(91.00)	1,820.00	770.00	(1,050.00)
'6098-2-1	Bonus/Gifts: Trans-FR	-	175.00	175.00	-	350.00	350.00
'6098-6-1	Bonus/Gifts: Admin-FR	(138.01)	550.00	688.01	(288.01)	1,100.00	1,388.01
'6152-3-1	Building Contract Service-FR	2,798.83	2,000.00	(798.83)	3,748.83	4,000.00	251.17
'6153-3-1	Building Supplies & Materials-FR	-	40.00	40.00	-	80.00	80.00
'6154-3-1	Building:Repairs & Maintenance-FR	567.22	2,000.00	1,432.78	2,482.27	4,000.00	1,517.73
'6159-3-1	Building - Other FR	189.00	-	(189.00)	189.00	-	(189.00)
'6215-6-1	Staff Travel: Admin-FR	165.46	2,000.00	1,834.54	2,444.79	4,000.00	1,555.21
'6251-6-1	Board Seminars: Admin-FR	-	875.00	875.00	-	1,750.00	1,750.00
'6253-6-1	Staff Seminars: Admin-FR	-	1,750.00	1,750.00	-	3,500.00	3,500.00
'6310-6-1	Telephone: Admin-FR	730.54	700.00	(30.54)	2,097.85	1,400.00	(697.85)
'6330-6-1	Electric: Admin-FR	2,259.04	775.00	(1,484.04)	2,259.04	1,550.00	(709.04)
'6350-6-1	Non-Elec. Heat: Admin-FR	(7.97)	550.00	557.97	(28.89)	1,100.00	1,128.89
'6360-6-1	Cable TV: Admin-FR	58.18	50.00	(8.18)	116.36	100.00	(16.36)
'6370-6-1	Water Expense: Admin-FR	173.48	200.00	26.52	556.27	400.00	(156.27)
'6390-6-1	Garbage Removal: Admin-FR	387.13	330.00	(57.13)	771.65	660.00	(111.65)
'6530-4-1	Advertising: Promo-FR	-	300.00	300.00	37.34	600.00	562.66
'6531-4-1	Legal Notice Adv: Promo-FR	-	100.00	100.00	-	200.00	200.00
'6550-4-1	Marketing: Promo-FR	7,102.98	1,821.00	(5,281.98)	17,095.92	3,642.00	(13,453.92)
'6551-4-1	Schedules Expense: Promo-FR	-	1,250.00	1,250.00	145.74	2,500.00	2,354.26
'6552-4-1	Tickets & Passes: Promo-FR	29.98	1,000.00	970.02	1,584.98	2,000.00	415.02
'6554-4-1	Special Events: Promo-FR	-	-	-	-	-	-
'6710-5-1	Vehicle Insurance: In&Sf-FR	21,281.69	21,666.67	384.98	42,595.88	43,333.34	737.46
'6720-5-1	In House Claims-FR	-	500.00	500.00	108.71	1,000.00	891.29
'6736-5-1	Workmans Comp Ins: In&Sf-FR	6,605.02	6,750.00	144.98	13,292.33	13,500.00	207.67
'6752-5-1	Safety and Training - FR	1,770.00	1,000.00	(770.00)	1,770.00	2,000.00	230.00
'6800-1-1	Consumable Supplies: Garge-FR	204.75	800.00	595.25	1,127.59	1,600.00	472.41
'6800-2-1	Consumable Supplies: Trans-FR	43.98	10.00	(33.98)	106.64	20.00	(86.64)



**Monroe County Transportation Authority  
Budget Variance Report for Shared Ride  
For the Two Months Ending August 31, 2017**

		Period to Date - August			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	12,106.41	12,104.50	1.91	21,860.53	24,209.00	(2,348.47)
4113-0-2	Billed Shared Ride	6,698.90	7,000.00	(301.10)	14,362.55	14,000.00	362.55
4170-0-2	Advertising SR	-	1,000.00	(1,000.00)	-	2,000.00	(2,000.00)
4520-0-2	Grants State Act 44-SR	20,181.85	17,490.50	2,691.35	25,817.34	34,981.00	(9,163.66)
4530-0-2	Grants State-SR	-	-	-	-	-	-
4553-0-2	Grants PWD-SR	25,089.10	21,750.00	3,339.10	47,404.30	43,500.00	3,904.30
4550-0-2	Grants Lottery - SR	81,758.95	65,000.00	16,758.95	150,703.30	130,000.00	20,703.30
4560-0-2	Medical Assistance Grant	69,393.42	69,393.42	-	138,786.84	138,786.84	-
4590-0-2	Other Revenue S/R	-	100.00	(100.00)	-	200.00	(200.00)
4996-0-2	Interest Income -SR	8.00	40.00	(32.00)	79.40	80.00	(0.60)
	<b>Total Revenue</b>	<b>215,236.63</b>	<b>193,878.42</b>	<b>21,358.21</b>	<b>399,014.26</b>	<b>387,756.84</b>	<b>11,257.42</b>
5010-1-2	Wages: Mechn-SR	16,757.90	17,100.00	342.10	30,652.94	34,200.00	3,547.06
5010-2-2	Wages: Drivr-SR	77,409.46	56,000.00	(21,409.46)	138,181.72	112,000.00	(26,181.72)
5050-1-2	Fica: Mechn-SR	1,436.47	1,335.00	(101.47)	2,653.66	2,670.00	16.34
5050-2-2	Fica: Drivr-SR	6,567.11	5,000.00	(1,567.11)	11,869.81	10,000.00	(1,869.81)
5052-1-2	PAUC: Mechn-SR	41.40	150.00	108.60	76.51	300.00	223.49
5052-2-2	PAUC: Drivr-SR	492.54	675.00	182.46	936.87	1,350.00	413.13
5096-1-2	Pension: Mechn-SR	950.92	1,500.00	549.08	1,622.62	3,000.00	1,377.38
5096-2-2	Pension: Drivr-SR	1,242.52	1,750.00	507.48	2,125.84	3,500.00	1,374.16
5320-2-2	MA Outside Transportation	2,281.00	1,500.00	(781.00)	5,790.00	3,000.00	(2,790.00)
5340-2-2	MA Mileage Reimburse-In County	2,490.60	2,750.00	259.40	5,101.56	5,500.00	398.44
5342-2-2	MA Mileage Reimburse-Out Cnty	940.31	1,250.00	309.69	1,947.06	2,500.00	552.94
5359-2-2	Miscellaneous Outsource	-	-	-	-	-	-
5610-1-2	Parts: Garge-SR	(2,366.88)	3,000.00	5,366.88	3,709.40	6,000.00	2,290.60
5612-1-2	Filters: Garge-SR	277.88	250.00	(27.88)	411.67	500.00	88.33
5630-2-2	Purchased Tires: Trans-SR	2,228.23	2,350.00	121.77	2,050.22	4,700.00	2,649.78
5652-2-2	Fuel Expense: Trans-SR	13,605.80	13,500.00	(105.80)	24,566.13	27,000.00	2,433.87
5653-2-2	Taxes:Trans-SR	107.76	125.00	17.24	205.11	250.00	44.89
5654-2-2	Motor Oil: Trans-SR	500.00	500.00	-	635.00	1,000.00	365.00
5656-2-2	Antifreeze: Trans-SR	-	45.00	45.00	-	90.00	90.00
5659-1-2	Other Fluids SR : Garage	-	-	-	-	-	-
6010-6-2	Wages: Admin-SR	45,172.39	40,000.00	(5,172.39)	83,360.58	80,000.00	(3,360.58)
6030-1-2	Vacation Pay: Garge-SR	1,926.67	1,500.00	(426.67)	2,865.28	3,000.00	134.72
6030-2-2	Vacation Pay: Trans-SR	1,864.80	1,350.00	(514.80)	4,432.40	2,700.00	(1,732.40)
6030-6-2	Vacation Pay: Admin-SR	3,895.28	2,625.00	(1,270.28)	9,005.05	5,250.00	(3,755.05)
6032-1-2	Sick Pay: Garge-SR	-	175.00	175.00	151.29	350.00	198.71
6032-2-2	Sick Pay: Trans-SR	621.60	425.00	(196.60)	745.92	850.00	104.08
6032-6-2	Sick Pay: Admin-SR	1,426.57	350.00	(1,076.57)	1,762.01	700.00	(1,062.01)
6034-1-2	Holiday Pay: Garge-SR	-	560.00	560.00	665.28	1,120.00	454.72
6034-2-2	Holiday Pay: Trans-SR	248.64	550.00	301.36	1,118.88	1,100.00	(18.88)
6034-6-2	Holiday Pay: Admin-SR	163.95	1,250.00	1,086.05	1,933.63	2,500.00	566.37
6039-1-2	Other Paid Absences: Garge-SR	-	117.00	117.00	48.19	234.00	185.81



**Monroe County Transportation Authority  
Budget Variance Report for Shared Ride  
For the Two Months Ending August 31, 2017**

		Period to Date - August			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
6039-2-2	Other Paid Absences: Trans-SR	365.12	75.00	(290.12)	1,211.84	150.00	(1,061.84)
6039-6-2	Other Paid Absences: Admin-SR	314.34	310.00	(4.34)	385.86	620.00	234.14
6050-6-2	Fica on Wages: Admin-SR	3,790.03	3,050.00	(740.03)	7,146.68	6,100.00	(1,046.68)
6052-2-2	PAUC on Wages: Trans-SR	-	-	-	-	-	-
6052-6-2	PAUC on Wages: Admin-SR	18.02	260.00	241.98	44.68	520.00	475.32
6054-6-2	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	70.00	70.00
6090-1-2	Hospitalization: Garge-SR	3,688.30	1,500.00	(2,188.30)	3,809.64	3,000.00	(809.64)
6090-2-2	Hospitalization: Trans-SR	5,508.23	3,250.00	(2,258.23)	5,539.99	6,500.00	960.01
6090-6-2	Hospitalization: Admin-SR	14,986.27	8,375.00	(6,611.27)	15,818.95	16,750.00	931.05
6092-1-2	Life Insurance: Garge-SR	120.76	180.00	59.24	367.78	360.00	(7.78)
6092-2-2	Life Insurance: Trans-SR	215.68	225.00	9.32	647.04	450.00	(197.04)
6092-6-2	Life Insurance: Admin-SR	268.24	275.00	6.76	775.52	550.00	(225.52)
6093-6-2	Employee Assistance Program SR	-	150.00	150.00	750.00	300.00	(450.00)
6094-1-2	Uniforms: Garge-SR	203.10	337.50	134.40	563.43	675.00	111.57
6094-2-2	Uniforms: Trans-SR	702.68	1,050.00	347.32	2,104.70	2,100.00	(4.70)
6096-2-2	Pension: Trans-SR	-	-	-	-	-	-
6096-6-2	Pension: Admin-SR	1,998.55	2,375.00	376.45	3,526.14	4,750.00	1,223.86
6098-1-2	Bonus/Gifts: Garge-SR	374.00	315.00	(59.00)	1,430.00	630.00	(800.00)
6098-2-2	Bonus/Gifts: Trans-SR	250.00	250.00	-	250.00	500.00	250.00
6098-6-2	Bonus/Gifts: Admin-SR	(138.01)	550.00	688.01	(38.01)	1,100.00	1,138.01
6152-3-2	Building Contract Service-SR	-	-	-	-	-	-
6154-3-2	Building:Repairs & Maintenance-SR	-	-	-	-	-	-
6215-6-2	Staff Travel: Admin-SR	-	-	-	-	-	-
6253-6-2	Staff Seminars: Admin-SR	-	100.00	100.00	-	200.00	200.00
6310-6-2	Telephone: Admin-SR	487.02	450.00	(37.02)	1,251.62	900.00	(351.62)
6330-6-2	Electric: Admin-SR	1,566.02	525.00	(1,041.02)	1,566.02	1,050.00	(516.02)
6350-6-2	Non-Elec. Heat: Admin-SR	(5.31)	375.00	380.31	(19.25)	750.00	769.25
6360-6-2	Cable TV: Admin-SR	38.78	35.00	(3.78)	77.56	70.00	(7.56)
6370-6-2	Water Expense: Admin-SR	115.65	125.00	9.35	330.39	250.00	(80.39)
6390-6-2	Garbage Removal: Admin-SR	258.09	220.00	(38.09)	514.43	440.00	(74.43)
6550-4-2	Marketing: Promo-SR	-	-	-	-	-	-
6710-5-2	Vehicle Insurance: In&Sf-SR	3,182.06	3,250.00	67.94	6,331.62	6,500.00	168.38
6720-5-2	In House Claims-SR	-	300.00	300.00	72.47	600.00	527.53
6736-5-2	Workmans Comp Ins: In&Sf-SR	2,061.82	2,000.00	(61.82)	4,041.35	4,000.00	(41.35)
6752-5-2	Safety and Training - SR	-	-	-	-	-	-
6800-1-2	Consumable Supplies: Garge-SR	157.49	425.00	267.51	624.02	850.00	225.98
6800-2-2	Consumable Supplies: Trans-SR	-	55.00	55.00	105.84	110.00	4.16
6800-6-2	Consumable Supplies: Admin-SR	208.29	725.00	516.71	715.34	1,450.00	734.66
6850-6-2	Postage: Admin-SR	361.76	348.92	(12.84)	1,266.24	697.84	(568.40)
6910-6-2	Professional Fees: Admin-SR	2,013.04	1,250.00	(763.04)	2,998.51	2,500.00	(498.51)
6912-6-2	Labor Attorney: Admin-SR	-	125.00	125.00	-	250.00	250.00
6913-6-2	Drug Screens - SR	213.05	175.00	(38.05)	1,236.50	350.00	(886.50)

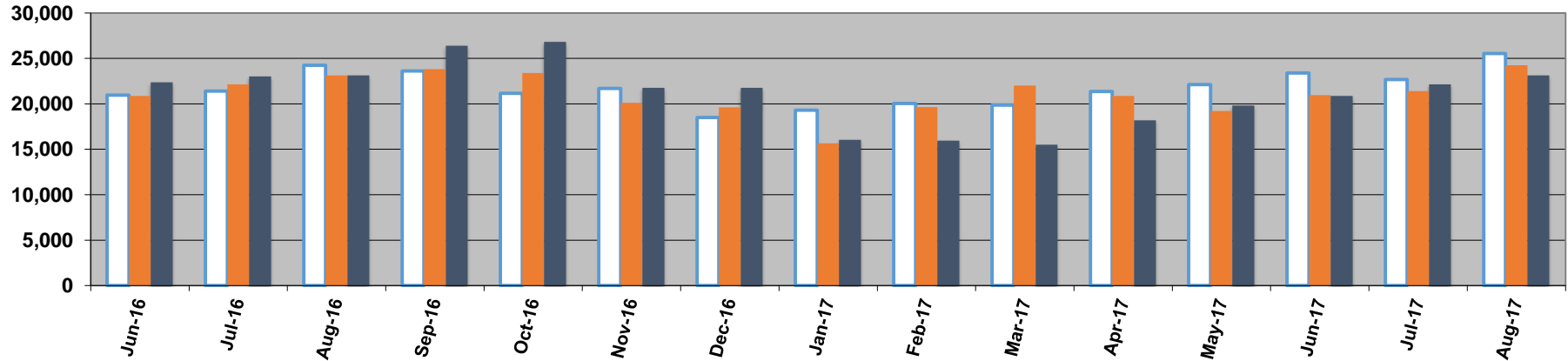
**Monroe County Transportation Authority**  
**Budget Variance Report for Shared Ride**  
**For the Two Months Ending August 31, 2017**

		Period to Date - August			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
6915-6-2	Maintenance/Service Agreements:Admin-SR	13.75	100.00	86.25	27.50	200.00	172.50
6916-6-2	Auditor: Admin-SR	6,525.00	925.00	(5,600.00)	7,875.00	1,850.00	(6,025.00)
6930-1-2	Small Tools & Equip.: Garge-SR	39.01	175.00	135.99	69.61	350.00	280.39
6930-2-2	Small Tools & Equip.: Trans-SR	-	-	-	-	-	-
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	-	-	-	-	-	-
6951-1-2	Towing Expense: Garge-SR	-	200.00	200.00	600.00	400.00	(200.00)
6952-2-2	Licnese Renewals & Physicals: Trans-SR	235.00	350.00	115.00	550.00	700.00	150.00
6954-2-2	Communication: Trans-SR	1,054.49	1,250.00	195.51	2,054.98	2,500.00	445.02
6970-6-2	Dues/Memb/Subsc/: Admin-SR	36.66	150.00	113.34	38.91	300.00	261.09
7996-6-2	Bank Charges-SR	14.50	-	(14.50)	14.50	-	(14.50)
	<b>Total Expenses</b>	<b>231,524.40</b>	<b>193,878.42</b>	<b>(37,645.98)</b>	<b>415,302.03</b>	<b>387,756.84</b>	<b>(27,545.19)</b>
	<b>Net Income from Operations</b>	<b>(16,287.77)</b>	<b>-</b>	<b>(16,287.77)</b>	<b>(16,287.77)</b>	<b>-</b>	<b>(16,287.77)</b>

## MONROE COUNTY TRANSPORTATION **FIXED ROUTE** RIDERSHIP STATISTICS

15-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	17-18
<b>TOTAL FULL FARE</b>	6,253	6,155	6,930	6,657	5,928	5,974	5,692	5,658	5,317	5,631	5,467	6,470	6,935	6,272	6,981	
<b>TOTAL SENIORS</b>	2,239	2,186	2,250	2,300	1,863	2,077	1,658	1,739	1,975	1,876	2,431	2,707	2,842	2,605	2,862	
<b>TICKETS (BLUE)</b>	455	538	535	543	519	528	463	467	421	453	509	532	633	554	546	
<b>STUDENTS</b>	2,301	2,294	3,236	3,828	3,494	3,482	2,390	2,491	3,162	2,908	2,893	2,260	2,590	2,407	3,424	
<b>FEDERAL (GREEN)</b>	450	419	551	482	466	475	367	486	426	534	464	442	479	452	526	
<b>TRANSFERS (ON)</b>	4,284	4,258	5,271	5,056	4,546	4,544	3,970	4,071	4,161	4,092	4,043	4,281	4,272	3,997	4,663	
<b>MISC. TRIPS</b>	4,972	5,547	5,478	4,745	4,345	4,622	3,960	4,402	4,576	4,363	5,551	5,428	5,651	6,403	6,553	
<b>FARE CARD SOLD</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL RIDERS</b>	<b>20,954</b>	<b>21397</b>	<b>24251</b>	<b>23611</b>	<b>21161</b>	<b>21702</b>	<b>18,500</b>	<b>19,314</b>	<b>20038</b>	<b>19857</b>	<b>21358</b>	<b>22120</b>	<b>23402</b>	<b>22690</b>	<b>25555</b>	
	20,863	22156	23135	23816	23407	20117	19,612	15,666	19646	22018	20863	19208	20954	21397	24251	
	22,362	23022	23133	26391	26815	21768	21,768	16,036	15949	15494	18189	19816	20863	22156	23135	

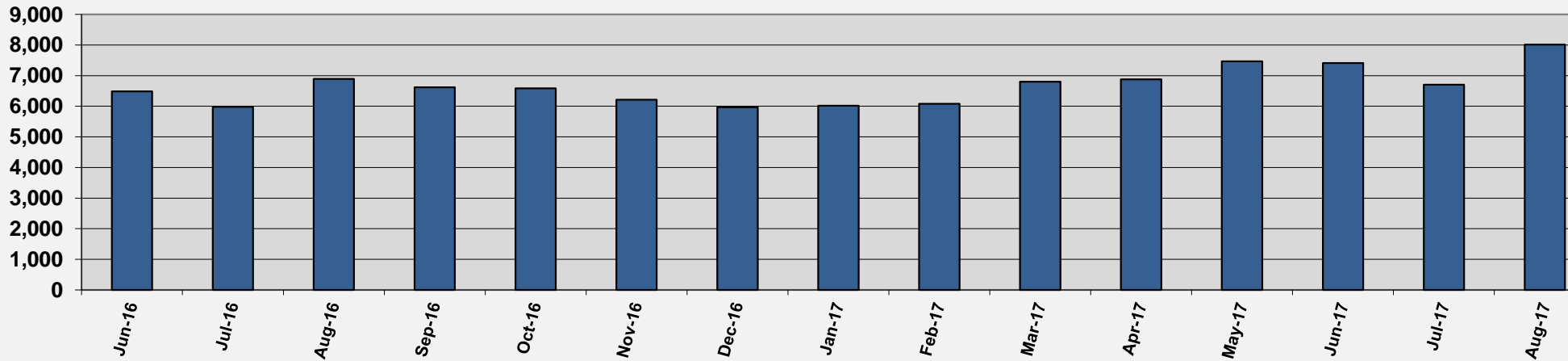
### TOTAL MONTHLY FIXED ROUTE TRIPS



## MONROE COUNTY TRANSPORTATION SHARED RIDE RIDERSHIP STATISTICS

	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
<b>SENIORS</b>	3,331	3,087	3,363	3,082	3,149	2,821	2,695	2,638	2,512	2,963	3,193	3,476	3,506	3,345	4,017
<b>MA65</b>	209	203	221	265	239	225	198	161	198	251	226	310	329	280	316
<b>FULL FARE</b>	0	0	14	18	20	20	10	16	10	16	16	18	18	14	18
<b>MISC. SUBSIDIES</b>	0	8	14	7	8	8	8	20	44	30	38	2	4	4	10
<b>ADA</b>	273	295	341	349	347	345	318	355	391	375	340	358	337	265	341
<b>PWD</b>	835	878	1,118	1,223	1,253	1,199	1,047	1,102	1,147	1,284	1,210	1,326	1,272	1,128	1,262
<b>MATP</b>	1,834	1,505	1,806	1,674	1,563	1,589	1,690	1,707	1,758	1,871	1,845	1,961	1,941	1,653	2,052
<b>MATPO</b>	2	8	12	4	2	6	0	14	20	12	8	14	6	12	0
<b>TOTAL RIDERS</b>	6,484	5,984	6,889	6,622	6,581	6,213	5,966	6,013	6,080	6,802	6,876	7,465	7,413	6,701	8,016

**TOTAL MONTHLY SHARED RIDE TRIPS**





**Committee Name:** Finance Committee

Date: 8/29/17 2:30 pm - 4:30 pm

Chairperson: JoAnn Baratta  
MCTA Staff Liaison: Joan Davidge

- 1) Members Present: JoAnn Baratta, Peggy Howarth, Joan Davidge  
\_\_\_\_\_
- 2) Members Absent: \_\_\_\_\_
- 3) Topics Discussed:  
a- Budget and Variance Report - July 2017  
b- Audit Update  
c- COA - Waiting for Commissioners Local Match resolution  
d- New Executive Directors report - Farebox recovery  
e- MATP received signed contract & agreement to pay total due to MCTA for FY16-17
- 4) Task(s) Assigned & Follow up (Identify a committee member for each task):  
a-  
b-
- 5) Next Meeting Date/Time: September 26, 2017 2:30 P.M. to 4:30 P.M

### Committees

#### Finance

JoAnn Baratta, Chair  
Joan Davidge, Staff Liaison  
Peggy Howarth, Ex officio  
Rick Mutchler, Ex officio

#### HR/Personnel

Wayne Mazur, Chair  
Robert Gress, Staff Liaison  
Rick Mutchler, Ex officio  
Peggy Howarth, Ex officio

#### Marketing

Robert Huffman, Chair  
Rich Schlameuss, Staff Liaison  
Brian LaVacca  
Anthony Giudice  
Tanya Goode  
Michele Spradlin  
Rick Mutchler, Ex Officio  
Peggy Howarth, Ex officio

#### Operations

Dave Edinger, Chair  
Walter Quadarella, Staff Liaison  
Wayne Mazur  
Rick Mutchler  
Peggy Howarth, Ex officio

#### Compliance

John Hoback, Chair  
, Staff Liaison  
Peggy Howarth, Ex officio  
Rick Mutchler, Ex officio

**Committee Name:** HR/Personnel Committee 4:00pm Date: August 31, 2017

Chairperson: Wayne Mazur

MCTA Staff Liaison: Bob Gress

1. Members Present: \_\_\_\_\_
2. Members Absent: \_\_\_\_\_
3. Topics Discussed:
  - a. Time checks/driver observations- (July)
  - b. Employee Update:
    - i. Staffing- new hires- SR- replacing summer workers
    - ii. FMLA/STD/LOA\*/other-updates- P. Chin, L. Mantione, K. Carfagno, S. Marshall
    - iii. Terminations/Separations/Other – C. Stokes, J. Faust, B. Goodrich, Summer Workers
    - iv. Employee training
    - v. Mandated Reporting Training, Human Trafficking Training, FBI Background checks
  - c. July- W/C – 0 new/2open: PPL 0 new/6 open
  - d. Flu Shots- Sept. 19<sup>th</sup> (11:30am- 2:30pm) and Sept. 28<sup>th</sup> (3:30pm -6:30pm)
  - e. Job Descriptions Updates:
  - f. PLRB, W/C
  - g. Insurance program renewals: Health Care deductible assistance
  - h. MCTA Bylaw review/Mission Statement/Vision Statement, Board Member Job Description
  - i. Policy/Procedure Updates- Drug and Alcohol Policy Revisions, Background Checks
  - j. Title VI Program Update- resubmitted, language barrier update
  - k. EEO Program Update- approval requested- need minimal plan per PADOT
  - l. Travel Training update
  - m. Executive Director Update- Strategic Plan Goals/Strategic Planning Training
  - n. Other
4. Task(s) Assigned & Follow up (Identify a committee member for each task).
5. Next Meeting Date/Time: TBA

Committees

**Finance**

JoAnn Baratta, Chair  
Joan Davidge, Staff Liaison  
Peggy Howarth, Ex officio  
Rick Mutchler, Ex officio

**HR/Personnel**

Wayne Mazur, Chair  
Bob Gress, Staff Liaison  
Dave Edinger  
Guy LaBar  
Peggy Howarth, Ex officio  
Rick Mutchler, Ex officio

**Marketing**

Robert Huffman, Chair  
Rich Schlameuss, Staff Liaison  
Peggy Howarth, Ex officio  
Brian LaVacca  
Kathy Carfagno  
Anthony Giudice  
Rick Mutchler, Ex Officio

**Operations**

Dave Edinger, Chair  
Walter Quadarella, Staff Liaison  
Peggy Howarth, Ex officio  
Wayne Mazur  
Rick Mutchler, Ex Officio

**Compliance**

John Hoback, Chair  
Staff Liaison  
Peggy Howarth, Ex officio  
Rick Mutchler, Ex officio

DATE: 17 August 2017/1:30 PM

**Committee Name:** Marketing Committee

Chairperson: Robert Huffman

MCTA Staff Liaison: Rich Schlameuss

1. Members Present Kelly Vanek, Tony Giudice, Michele Errett, Tanya Goode, Rich Schlameuss,

2. Members Absent Robert Huffman, Brian LaVacca, Peggy Howarth

3. Topics Discussed:

a. Discussed West End Fair layout, game rules, and elements.

b. Reviewed progress on Marketing Plan.

4. Task(s) Assigned & Follow up (Identify a committee member for each task).

a. Complete West End Fair activities

b. \_\_\_\_\_

c. \_\_\_\_\_

5. Next Meeting Date/Time: 31 August 2017 – Marketing Team // 14 September 2017 – Marketing Committee

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**Committees**

**Finance**  
 JoAnn Baratta, Chair  
 Joan Davidge, Staff Liaison  
 Peggy Howarth, Ex officio  
 Rick Mutchler, Ex officio

**HR/Personnel**  
 Wayne Mazur, Chair  
 Bob Gress, Staff Liaison  
 Dave Edinger  
 Rick Mutchler, Ex officio  
 Peggy Howarth, Ex officio  
 Guy LaBar, CTO  
 Rick Mutchler, Ex officio

**Marketing**  
 Bob Huffman, Chair  
 Rich Schlameuss Staff Liaison  
 Dr. Scott Dietrich  
 Tony Giudice  
 Michele Spradlin  
 Tanya Goode  
 Peggy Howarth, Ex officio

**Operations**  
 Dave Edinger, Chair  
 Walter Quadarella, Staff Liaison  
 Wayne Mazur  
 Eric Koopman  
 Rich Schlameuss  
 Rick Mutchler, Ex Officio  
 Peggy Howarth, Ex officio

**Compliance**  
 John Hoback Chair  
 Vacant, Staff Liaison  
 Peggy Howarth, Ex officio  
 Rick Mutchler, Ex officio

Updated: April, 2017