



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

Thursday, June 28, 2018 @ 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.

<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	Walter Quadarella, Rural Operations/Maint. Mgr.
Eric Koopman, Asst. Treasurer	Robert Gress, HR/Safety Manager
Robert Huffman	Marc Wolfe, Solicitor
Maria Candelaria	Iris Rivera, Recording Secretary

**PUBLIC COMMENT:**

No public comment.

The minutes from May 31, 2018 were reviewed and approved.

**FINANCIAL REPORT:**

JoAnn reported on all financial reports with fuel and wages still being the highest line item in Shared Ride. She also mentioned that the fare increase for Shared Ride was approved and it is scheduled to start on August 1<sup>st</sup>. We are working with Kalahari on an agreement to do bulk pass purchases for their employees which will bring in revenue. We were notified that WGM Taxi closed its doors on June 26<sup>th</sup> and Peggy said that we will be looking at other options. The Monroe County Conservation District contacted Walter because they are looking at coming up with an agreement for MCTA to maintain their fleet vehicles. Joan reported that ridership on Saturdays seems to be up with the Saturday schedule mirroring the weekday schedule. The office ticket sales are down, but we will be getting some revenue from the St. Luke's wrap.

The **Capital Purchase Reports** for Period 11, May 1-31, 2018 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 11, May 1-31, 2018 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 12, June 1-28, 2018 were reviewed and ratified, subject to audit.

The **Budget & Variance Reports** for Fixed Route & Shared Ride for May 1-31, 2018, were reviewed and approved, subject to audit.

**OPERATIONS:**

The Operations Committee did not meet, but will be meeting on June 20<sup>th</sup> to discuss the ROW. Peggy said that the Commissioners are not in favor of the Township taking over MCTA Drive. They want to know who's going to pay to maintain MCTA Drive. The road would have to be brought up to Township road and drainage specifications first. Walter mentioned that he has been doing routine repairs on the building.

**HUMAN RESOURCES:**

Bob reported that we hired a new part-time dispatcher with almost 15 years' dispatching experience in New York. Bob also reported that there were no workers comp claims and that our Safety Committee recertified for the year, therefore, we received the 5% discount. The proposed board appointments were presented for approval to the board with all positions remaining the same for FY18/19 as follows: R. Mutchler, Chairman, W. Mazur, 1<sup>st</sup> Vice Chairman, J. Hoback, 2<sup>nd</sup> Vice Chairman, J. Baratta, Treasurer, E. Koopman, Asst. Treasurer, D. Edinger, Secretary and B. LaVacca, Asst. Secretary. The appointments for FY18/19 were approved by the board. Bob mentioned that the Board Bylaws will be reviewed to include the assistant positions. Peggy reported that 3 RFP's were put together for attorneys and only 3 bids came in. The Solicitor will remain the same for the next 3 years. They are still reviewing the bids for Labor Attorney & Transportation Attorney and will report to the Board in July.

**COMPLIANCE:**

The committee met on June 11<sup>th</sup> to review Certs & Assurances #7-Interest & Financing/Capital Assets Procured by Lease and #8-TAM Plan. The next meeting will be on July 2<sup>nd</sup>, and they will be reviewing Certs & Assurances #9-Alcohol & Controlled Substances Testing and #10 Fixed Guideway & Capital Improvement Grants Program.

**MARKETING:**

Rich reported that marketing developed a spreadsheet to monitor marketing activities and report back to PennDOT. He also mentioned that there is a new promo called 'Salute to Saturdays' geared towards getting more ridership on Saturdays and to promote the MoGo Card. The NPS ridership is low due to the bad weather we've been having on the weekends. Rich said they are looking for volunteers for the West End Fair and that this year we are partnering with the Area Agency on Aging and got a larger space which they are paying half for. Rich said that the new FR system called FRITS (Fixed Route Intelligent System) is coming soon and is bringing auto passenger counters and a new camera system.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

The newest Board Member, Maria Candelaria was formally introduced and welcomed to the Board.

**EXECUTIVE DIRECTOR'S REPORT:**

Peggy reported on the goals for both FR & SR.

**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 JUNE 28, 2018**

6-01-18 - Motion to approve the minutes from the May 31, 2018 Board Meeting,  
MOTION CARRIED- WM/DE

6-02-18 – Motion to approve the Capital Purchases for May 1-31, 2018,  
Subject to audit  
MOTION CARRIED – WM/JH

6-03-18 – Motion to approve the Regular Purchases for May 1-31, 2018,  
Subject to audit  
MOTION CARRIED – WM/JH

6-04-18 – Motion to approve the Regular Purchases for June 1-28, 2018,  
Subject to audit  
MOTION CARRIED – JH/DE

6-05-18 – Motion to approve the Budget & Variance Report for Shared Ride for  
Period ending May 31, 2018-Subject to audit  
MOTION CARRIED – JB/JH

6-06-18 – Motion to approve the Budget & Variance Report for Fixed Route for  
Period ending May 31, 2018-Subject to audit  
MOTION CARRIED – JB/WM

6-07-18 – Motion to approve the proposed Board Seat Appointments for FY18-19  
MOTION CARRIED – JH/DE

6-08-18 – Motion to adjourn  
MOTION CARRIED – JH/WM

**Monroe County Transportation Authority  
Budget Variance Report for Shared Ride  
For the Twelve Months Ending June 30, 2018**

Account #	Account Name	Period to Date - June			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	8,316.35	12,104.50	(3,788.15)	115,101.89	145,254.00	(30,152.11)
4113-0-2	Billed Shared Ride	9,573.10	7,000.00	2,573.10	91,457.15	84,000.00	7,457.15
4170-0-2	Advertising SR	-	1,000.00	(1,000.00)	-	12,000.00	(12,000.00)
4520-0-2	Grants State Act 44-SR	(8,528.47)	14,240.49	(22,768.96)	247,060.83	209,886.00	37,174.83
4530-0-2	Grants State-SR	-	-	-	-	-	-
4553-0-2	Grants PWD-SR	23,712.60	23,438.46	274.14	290,371.80	304,700.00	(14,328.20)
4550-0-2	Grants Lottery - SR	75,787.70	62,007.69	13,780.01	823,979.80	806,100.00	17,879.80
4560-0-2	Medical Assistance Grant	74,941.31	69,393.42	5,547.89	848,788.59	832,721.00	16,067.59
4590-0-2	Other Revenue S/R	-	100.00	(100.00)	-	1,200.00	(1,200.00)
4996-0-2	Interest Income -SR	4.96	40.00	(35.04)	212.80	480.00	(267.20)
	<b>Total Revenue</b>	<b>183,807.55</b>	<b>189,324.56</b>	<b>(5,517.01)</b>	<b>2,416,972.86</b>	<b>2,396,341.00</b>	<b>20,631.86</b>
5010-1-2	Wages: Mechn-SR	12,722.54	15,784.62	3,062.08	176,704.07	205,200.00	28,495.93
5010-2-2	Wages: Drivr-SR	57,570.62	55,793.53	(1,777.09)	774,074.37	736,216.00	(37,858.37)
5050-1-2	Fica: Mechn-SR	1,162.03	1,335.00	172.97	15,369.10	16,020.00	650.90
5050-2-2	Fica: Drivr-SR	4,891.83	5,044.92	153.09	66,533.73	65,584.00	(949.73)
5052-1-2	PAUC: Mechn-SR	20.58	150.00	129.42	1,282.39	1,800.00	517.61
5052-2-2	PAUC: Drivr-SR	437.02	675.00	237.98	9,746.47	8,100.00	(1,646.47)
5096-1-2	Pension: Mechn-SR	761.63	1,500.00	738.37	14,044.28	18,000.00	3,955.72
5096-2-2	Pension: Drivr-SR	2,370.33	1,750.00	(620.33)	26,828.12	21,000.00	(5,828.12)
5320-2-2	MA Outside Transportation	2,292.75	1,500.00	(792.75)	31,606.50	18,000.00	(13,606.50)
5340-2-2	MA Mileage Reimburse-In County	2,356.92	2,750.00	393.08	34,297.51	33,000.00	(1,297.51)
5342-2-2	MA Mileage Reimburse-Out Cnty	779.52	1,250.00	470.48	11,769.92	15,000.00	3,230.08
5610-1-2	Parts: Garge-SR	1,386.18	3,000.00	1,613.82	38,381.02	36,000.00	(2,381.02)
5612-1-2	Filters: Garge-SR	241.22	250.00	8.78	3,124.82	3,000.00	(124.82)
5630-2-2	Purchased Tires: Trans-SR	4,205.58	2,350.00	(1,855.58)	22,535.97	28,200.00	5,664.03
5652-2-2	Fuel Expense: Trans-SR	16,631.06	13,500.00	(3,131.06)	175,243.24	162,000.00	(13,243.24)
5653-2-2	Taxes:Trans-SR	107.07	125.00	17.93	994.03	1,500.00	505.97
5654-2-2	Motor Oil: Trans-SR	914.38	500.00	(414.38)	3,746.13	6,000.00	2,253.87
5656-2-2	Antifreeze: Trans-SR	-	45.00	45.00	605.00	540.00	(65.00)
6010-6-2	Wages: Admin-SR	33,979.64	36,923.08	2,943.44	458,718.53	480,000.00	21,281.47
6030-1-2	Vacation Pay: Garge-SR	1,606.25	1,500.00	(106.25)	13,120.47	18,000.00	4,879.53
6030-2-2	Vacation Pay: Trans-SR	124.32	1,350.00	1,225.68	18,729.20	16,200.00	(2,529.20)
6030-6-2	Vacation Pay: Admin-SR	2,695.90	2,625.00	(70.90)	32,928.26	31,500.00	(1,428.26)
6032-1-2	Sick Pay: Garge-SR	79.66	175.00	95.34	2,612.52	2,100.00	(512.52)
6032-2-2	Sick Pay: Trans-SR	248.64	425.00	176.36	3,729.60	5,100.00	1,370.40
6032-6-2	Sick Pay: Admin-SR	876.46	350.00	(526.46)	6,365.40	4,200.00	(2,165.40)
6034-1-2	Holiday Pay: Garge-SR	680.80	560.00	(120.80)	5,458.85	6,720.00	1,261.15
6034-2-2	Holiday Pay: Trans-SR	1,118.88	550.00	(568.88)	7,334.88	6,600.00	(734.88)
6034-6-2	Holiday Pay: Admin-SR	2,030.71	1,250.00	(780.71)	14,598.85	15,000.00	401.15
6039-1-2	Other Paid Absences: Garge-SR	238.97	117.00	(121.97)	2,163.40	1,404.00	(759.40)
6039-2-2	Other Paid Absences: Trans-SR	248.64	75.00	(173.64)	3,200.96	900.00	(2,300.96)
6039-6-2	Other Paid Absences: Admin-SR	326.65	310.00	(16.65)	7,210.64	3,720.00	(3,490.64)
6050-6-2	Fica on Wages: Admin-SR	2,969.95	3,050.00	80.05	39,863.29	36,600.00	(3,263.29)

**Monroe County Transportation Authority  
Budget Variance Report for Shared Ride  
For the Twelve Months Ending June 30, 2018**

Account #	Account Name	Period to Date - June			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
6052-6-2	PAUC on Wages: Admin-SR	15.39	260.00	244.61	2,859.71	3,120.00	260.29
6054-6-2	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	420.00	420.00
6090-1-2	Hospitalization: Garge-SR	2,141.65	1,500.00	(641.65)	25,750.85	18,000.00	(7,750.85)
6090-2-2	Hospitalization: Trans-SR	2,654.90	3,250.00	595.10	31,576.76	39,000.00	7,423.24
6090-6-2	Hospitalization: Admin-SR	7,057.00	8,375.00	1,318.00	88,952.08	100,500.00	11,547.92
6092-1-2	Life Insurance: Garge-SR	122.42	180.00	57.58	1,716.13	2,160.00	443.87
6092-2-2	Life Insurance: Trans-SR	213.94	225.00	11.06	2,404.50	2,700.00	295.50
6092-6-2	Life Insurance: Admin-SR	254.04	275.00	20.96	3,372.72	3,300.00	(72.72)
6093-6-2	Employee Assistance Program SR	-	150.00	150.00	1,160.00	1,800.00	640.00
6094-1-2	Uniforms: Garge-SR	274.45	337.50	63.05	2,578.91	4,050.00	1,471.09
6094-2-2	Uniforms: Trans-SR	681.87	1,050.00	368.13	10,191.69	12,600.00	2,408.31
6096-6-2	Pension: Admin-SR	2,226.78	2,375.00	148.22	34,545.79	28,500.00	(6,045.79)
6098-1-2	Bonus/Gifts: Garge-SR	264.00	315.00	51.00	5,206.70	3,780.00	(1,426.70)
6098-2-2	Bonus/Gifts: Trans-SR	-	250.00	250.00	5,427.12	3,000.00	(2,427.12)
6098-6-2	Bonus/Gifts: Admin-SR	(25.00)	550.00	575.00	17,941.46	6,600.00	(11,341.46)
6253-6-2	Staff Seminars: Admin-SR	120.00	100.00	(20.00)	177.85	1,200.00	1,022.15
6310-6-2	Telephone: Admin-SR	502.24	450.00	(52.24)	6,114.71	5,400.00	(714.71)
6330-6-2	Electric: Admin-SR	676.20	525.00	(151.20)	9,333.30	6,300.00	(3,033.30)
6350-6-2	Non-Elec. Heat: Admin-SR	(2.66)	375.00	377.66	5,092.22	4,500.00	(592.22)
6360-6-2	Cable TV: Admin-SR	40.80	35.00	(5.80)	466.98	420.00	(46.98)
6370-6-2	Water Expense: Admin-SR	126.23	125.00	(1.23)	2,033.18	1,500.00	(533.18)
6390-6-2	Garbage Removal: Admin-SR	319.26	220.00	(99.26)	3,279.84	2,640.00	(639.84)
6710-5-2	Vehicle Insurance: In&Sf-SR	3,019.56	3,250.00	230.44	41,239.72	39,000.00	(2,239.72)
6720-5-2	In House Claims-SR	(152.79)	300.00	452.79	5,802.31	3,600.00	(2,202.31)
6736-5-2	Workmans Comp Ins: In&Sf-SR	2,026.69	2,000.00	(26.69)	25,460.44	24,000.00	(1,460.44)
6800-1-2	Consumable Supplies: Garge-SR	537.96	425.00	(112.96)	3,566.20	5,100.00	1,533.80
6800-2-2	Consumable Supplies: Trans-SR	-	55.00	55.00	520.88	660.00	139.12
6800-6-2	Consumable Supplies: Admin-SR	468.56	725.00	256.44	5,655.58	8,700.00	3,044.42
6850-6-2	Postage: Admin-SR	236.61	348.92	112.31	3,656.93	4,187.00	530.07
6910-6-2	Professional Fees: Admin-SR	804.50	1,250.00	445.50	12,881.33	15,000.00	2,118.67
6912-6-2	Labor Attorney: Admin-SR	-	125.00	125.00	-	1,500.00	1,500.00
6913-6-2	Drug Screens - SR	377.60	175.00	(202.60)	3,434.95	2,100.00	(1,334.95)
6915-6-2	Maintenance/Service Agreements:Admin-SR	132.80	100.00	(32.80)	269.10	1,200.00	930.90
6916-6-2	Auditor: Admin-SR	-	925.00	925.00	11,000.00	11,100.00	100.00
6930-1-2	Small Tools & Equip.: Garge-SR	514.19	175.00	(339.19)	1,366.78	2,100.00	733.22
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	-	-	-	-	-	-
6951-1-2	Towing Expense: Garge-SR	-	200.00	200.00	2,250.00	2,400.00	150.00
6952-2-2	Licnese Renewals & Physicals: Trans-SR	656.00	350.00	(306.00)	5,976.00	4,200.00	(1,776.00)
6954-2-2	Communication: Trans-SR	930.23	1,250.00	319.77	9,258.25	15,000.00	5,741.75
6970-6-2	Dues/Memb/Subsc/: Admin-SR	447.90	150.00	(297.90)	1,298.37	1,800.00	501.63
7996-6-2	Bank Charges-SR	67.50	-	(67.50)	82.00	-	(82.00)
	<b>Total Expenses</b>	<b>183,807.55</b>	<b>189,324.57</b>	<b>5,517.02</b>	<b>2,416,972.86</b>	<b>2,396,341.00</b>	<b>(20,631.86)</b>

**Monroe County Transportation Authority  
 Budget Variance Report for Shared Ride  
 For the Twelve Months Ending June 30, 2018**

Account #	Account Name	Period to Date - June			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
	Net Income from Operations	-	(0.01)	0.01	-	-	0.00

**Monroe County Transportation Authority  
Budget Variance Report for Fixed Route  
For the Twelve Months Ending June 30, 2018**

Account #	Account Name	Period to Date - June			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	10,521.41	12,500.00	(1,978.59)	137,581.80	150,000.00	(12,418.20)
'4113-0-1	Billed Fixed Route	510.00	1,100.00	(590.00)	9,365.00	13,200.00	(3,835.00)
'4151-0-1	Office Sales - Tickets & Pass	7,176.52	10,000.00	(2,823.48)	76,962.91	120,000.00	(43,037.09)
'4170-0-1	Advertising Revenue FR	-	1,250.00	(1,250.00)	-	15,000.00	(15,000.00)
'4510-0-1	Grants Federal 5311	42,025.00	42,025.00	-	504,300.00	504,300.00	-
'4511-0-1	Grants Federal 5307	57,517.00	53,539.58	3,977.42	600,794.00	642,475.00	(41,681.00)
'4520-0-1	Grants State Act 44-FR	138,520.89	139,661.08	(1,140.19)	1,800,634.49	1,800,764.00	(129.51)
'4570-0-1	Grants Local F/R	13,597.41	13,597.42	(0.01)	163,169.00	163,169.00	-
'4590-0-1	Other Revenue F/R	473.30	5,700.00	(5,226.70)	46,035.17	68,400.00	(22,364.83)
'4996-0-1	Interest Income -FR	13.11	15.00	(1.89)	170.77	180.00	(9.23)
	<b>Total Revenue</b>	<b>270,354.64</b>	<b>279,388.08</b>	<b>(9,033.44)</b>	<b>3,339,013.14</b>	<b>3,477,488.00</b>	<b>(138,474.86)</b>
'5010-1-1	Wages: Mechn-FR	16,192.32	19,846.15	3,653.83	226,526.23	258,000.00	31,473.77
'5010-2-1	Wages: Drivr-FR	61,906.40	61,753.18	(153.22)	773,589.76	809,100.00	35,510.24
'5050-1-1	Fica: Mechn-FR	1,478.95	1,750.00	271.05	19,560.67	21,000.00	1,439.33
'5050-2-1	Fica: Drivr-FR	5,107.32	5,500.00	392.68	63,365.93	66,000.00	2,634.07
'5052-1-1	PAUC: Mechn-FR	26.20	200.00	173.80	1,632.15	2,400.00	767.85
'5052-2-1	PAUC: Drivr-FR	101.60	600.00	498.40	5,181.61	7,200.00	2,018.39
'5096-1-1	Pension: Mechn-FR	969.34	1,750.00	780.66	14,515.41	21,000.00	6,484.59
'5096-2-1	Pension: Drivr-FR	3,253.56	4,500.00	1,246.44	47,282.84	54,000.00	6,717.16
'5330-2-1	Complimentary Transportation-ADA	6,214.00	7,250.00	1,036.00	82,990.00	87,000.00	4,010.00
'5610-1-1	Parts: Garge-FR	3,599.25	6,250.00	2,650.75	69,741.33	75,000.00	5,258.67
'5612-1-1	Filters: Garge-FR	1,259.89	825.00	(434.89)	12,100.13	9,900.00	(2,200.13)
'5630-2-1	Purchased Tires: Trans-FR	2,758.01	2,250.00	(508.01)	23,592.38	27,000.00	3,407.62
'5652-2-1	Fuel Expense: Trans-FR	31,729.40	20,425.00	(11,304.40)	301,662.10	245,100.00	(56,562.10)
'5653-2-1	Taxes:Trans-FR	160.61	125.00	(35.61)	1,491.04	1,500.00	8.96
'5654-2-1	Motor Oil: Trans-FR	1,217.85	800.00	(417.85)	8,569.65	9,600.00	1,030.35
'5656-2-1	Antifreeze: Trans-FR	-	125.00	125.00	1,815.00	1,500.00	(315.00)
'5659-1-1	Other Fluids FR :Garage	568.58	425.00	(143.58)	5,871.83	5,100.00	(771.83)
'5910-6-1	Professional Fees: Transportation Study-FR	-	1,500.00	1,500.00	9,534.00	18,000.00	8,466.00
'6010-6-1	Wages: Admin-FR	33,979.64	36,923.08	2,943.44	463,870.76	480,000.00	16,129.24
'6030-1-1	Vacation Pay: Garge-FR	2,044.31	2,000.00	(44.31)	16,698.73	24,000.00	7,301.27
'6030-2-1	Vacation Pay: Trans-FR	2,116.40	2,500.00	383.60	31,537.12	30,000.00	(1,537.12)
'6030-6-1	Vacation Pay: Admin-FR	2,695.89	2,625.00	(70.89)	32,928.19	31,500.00	(1,428.19)
'6032-1-1	Sick Pay: Garge-FR	101.38	200.00	98.62	3,325.00	2,400.00	(925.00)
'6032-2-1	Sick Pay: Trans-FR	814.00	1,000.00	186.00	13,018.88	12,000.00	(1,018.88)
'6032-6-1	Sick Pay: Admin-FR	876.46	375.00	(501.46)	6,365.38	4,500.00	(1,865.38)
'6034-1-1	Holiday Pay: Garge-FR	866.48	675.00	(191.48)	6,947.63	8,100.00	1,152.37
'6034-2-1	Holiday Pay: Trans-FR	2,279.20	1,350.00	(929.20)	18,233.60	16,200.00	(2,033.60)
'6034-6-1	Holiday Pay: Admin-FR	2,030.71	1,250.00	(780.71)	14,598.81	15,000.00	401.19
'6039-1-1	Other Paid Absences: Garge-FR	304.15	143.00	(161.15)	2,753.40	1,716.00	(1,037.40)
'6039-2-1	Other Paid Absences: Trans-FR	162.80	210.00	47.20	5,357.04	2,520.00	(2,837.04)
'6039-6-1	Other Paid Absences: Admin-FR	326.65	310.00	(16.65)	7,210.61	3,720.00	(3,490.61)
'6050-6-1	Fica on Wages: Admin-FR	2,969.94	3,050.00	80.06	39,863.24	36,600.00	(3,263.24)

**Monroe County Transportation Authority**  
**Budget Variance Report for Fixed Route**  
**For the Twelve Months Ending June 30, 2018**

Account #	Account Name	Period to Date - June			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6052-6-1	PAUC on Wages: Admin-FR	15.39	260.00	244.61	2,859.64	3,120.00	260.36
'6054-6-1	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	420.00	420.00
'6090-1-1	Hospitalization: Garge-FR	2,746.10	1,750.00	(996.10)	32,800.24	21,000.00	(11,800.24)
'6090-2-1	Hospitalization: Trans-FR	11,702.38	14,500.00	2,797.62	145,535.85	174,000.00	28,464.15
'6090-6-1	Hospitalization: Admin-FR	7,051.48	8,375.00	1,323.52	89,072.18	100,500.00	11,427.82
'6092-1-1	Life Insurance: Garge-FR	183.64	220.00	36.36	2,199.42	2,640.00	440.58
'6092-2-1	Life Insurance: Trans-FR	429.67	450.00	20.33	5,542.41	5,400.00	(142.41)
'6092-6-1	Life Insurance: Admin-FR	254.04	275.00	20.96	3,437.50	3,300.00	(137.50)
'6093-6-1	Employee Assistance Program FR	-	150.00	150.00	1,160.00	1,800.00	640.00
'6094-1-1	Uniforms: Garge-FR	349.31	425.00	75.69	2,858.13	5,100.00	2,241.87
'6094-2-1	Uniforms: Trans-FR	479.66	825.00	345.34	6,457.66	9,900.00	3,442.34
'6096-6-1	Pension: Admin-FR	2,226.77	2,375.00	148.23	26,275.26	28,500.00	2,224.74
'6098-1-1	Bonus/Gifts: Garge-FR	336.00	385.00	49.00	3,838.11	4,620.00	781.89
'6098-2-1	Bonus/Gifts: Trans-FR	-	175.00	175.00	5,094.57	2,100.00	(2,994.57)
'6098-6-1	Bonus/Gifts: Admin-FR	(25.00)	550.00	575.00	9,783.00	6,600.00	(3,183.00)
'6152-3-1	Building Contract Service-FR	3,887.58	2,000.00	(1,887.58)	20,968.82	24,000.00	3,031.18
'6153-3-1	Building Supplies & Materials-FR	107.04	40.00	(67.04)	329.88	480.00	150.12
'6154-3-1	Building:Repairs & Maintenance-FR	912.68	2,000.00	1,087.32	17,234.26	24,000.00	6,765.74
'6159-3-1	Building - Other FR	-	-	-	189.00	-	(189.00)
'6215-6-1	Staff Travel: Admin-FR	-	2,000.00	2,000.00	8,433.45	24,000.00	15,566.55
'6251-6-1	Board Seminars: Admin-FR	-	875.00	875.00	-	10,500.00	10,500.00
'6253-6-1	Staff Seminars: Admin-FR	-	1,750.00	1,750.00	4,278.31	21,000.00	16,721.69
'6310-6-1	Telephone: Admin-FR	753.37	700.00	(53.37)	9,392.51	8,400.00	(992.51)
'6330-6-1	Electric: Admin-FR	1,014.30	775.00	(239.30)	13,910.01	9,300.00	(4,610.01)
'6350-6-1	Non-Elec. Heat: Admin-FR	(3.98)	550.00	553.98	7,638.32	6,600.00	(1,038.32)
'6360-6-1	Cable TV: Admin-FR	61.19	50.00	(11.19)	724.71	600.00	(124.71)
'6370-6-1	Water Expense: Admin-FR	189.33	200.00	10.67	3,117.99	2,400.00	(717.99)
'6390-6-1	Garbage Removal: Admin-FR	478.90	330.00	(148.90)	4,919.78	3,960.00	(959.78)
'6530-4-1	Advertising: Promo-FR	-	300.00	300.00	295.84	3,600.00	3,304.16
'6531-4-1	Legal Notice Adv: Promo-FR	177.47	100.00	(77.47)	1,225.04	1,200.00	(25.04)
'6532-4-1	Employee Ads: Promo-FR	-	100.00	100.00	-	1,200.00	1,200.00
'6550-4-1	Marketing: Promo-FR	7,040.52	1,821.00	(5,219.52)	27,042.04	21,852.00	(5,190.04)
'6551-4-1	Schedules Expense: Promo-FR	1,255.00	1,250.00	(5.00)	7,429.74	15,000.00	7,570.26
'6552-4-1	Tickets & Passes: Promo-FR	-	1,000.00	1,000.00	4,214.98	12,000.00	7,785.02
'6710-5-1	Vehicle Insurance: In&Sf-FR	21,444.19	21,666.67	222.48	252,325.28	260,000.00	7,674.72
'6720-5-1	In House Claims-FR	-	500.00	500.00	6,734.41	6,000.00	(734.41)
'6736-5-1	Workmans Comp Ins: In&Sf-FR	6,640.07	6,750.00	109.93	78,541.56	81,000.00	2,458.44
'6752-5-1	Safety and Training - FR	-	1,000.00	1,000.00	5,381.25	12,000.00	6,618.75
'6800-1-1	Consumable Supplies: Garge-FR	642.01	800.00	157.99	6,862.62	9,600.00	2,737.38
'6800-2-1	Consumable Supplies: Trans-FR	-	10.00	10.00	512.97	120.00	(392.97)
'6800-6-1	Consumable Supplies: Admin-FR	635.61	825.00	189.39	9,046.45	9,900.00	853.55
'6850-6-1	Postage: Admin-FR	78.87	125.00	46.13	1,464.95	1,500.00	35.05
'6910-6-1	Professional Fees: Admin-FR	2,413.56	4,000.00	1,586.44	52,593.43	48,000.00	(4,593.43)

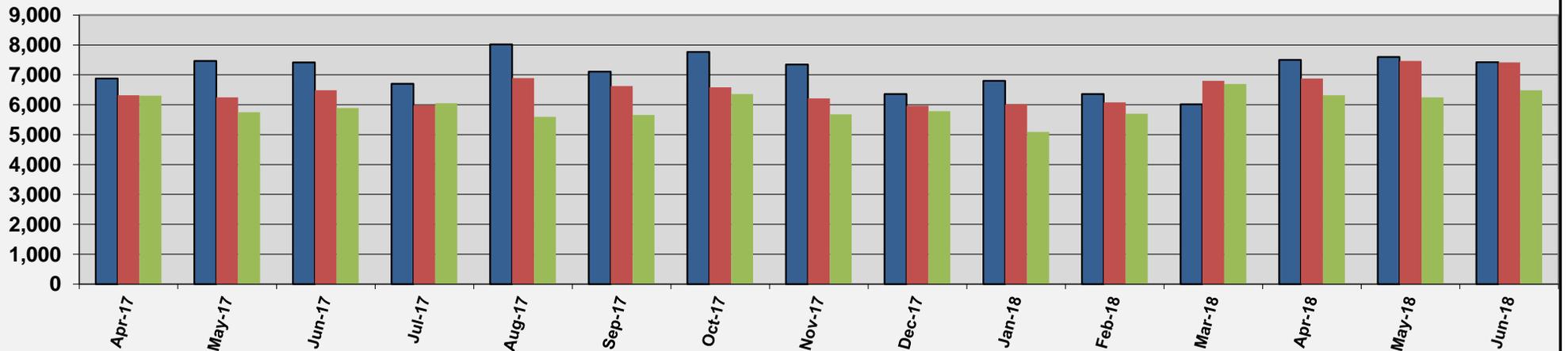
**Monroe County Transportation Authority**  
**Budget Variance Report for Fixed Route**  
**For the Twelve Months Ending June 30, 2018**

Account #	Account Name	Period to Date - June			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6911-6-1	Legal Expense: Admin-FR	1,437.00	1,000.00	(437.00)	22,314.50	12,000.00	(10,314.50)
'6912-6-1	Labor Attorney: Admin-FR	-	400.00	400.00	2,824.39	4,800.00	1,975.61
'6913-6-1	Drug Screens - FR	179.20	200.00	20.80	890.65	2,400.00	1,509.35
6915-6-1	Maintenance/Service Agreements:Admin-FR	2,597.44	2,000.00	(597.44)	33,647.04	24,000.00	(9,647.04)
'6916-6-1	Auditor: Admin-FR	-	1,235.00	1,235.00	16,735.00	14,820.00	(1,915.00)
'6930-1-1	Small Tools & Equip.: Garge-FR	906.01	450.00	(456.01)	3,084.39	5,400.00	2,315.61
'6930-6-1	Small Tools & Service Agrmnts: Admin-FR	624.73	1,250.00	625.27	14,304.38	15,000.00	695.62
'6951-1-1	Towing Expense: Garge-FR	-	150.00	150.00	-	1,800.00	1,800.00
'6952-2-1	License Renewals & Physicals: Trans-FR	304.50	275.00	(29.50)	3,350.46	3,300.00	(50.46)
'6954-2-1	Communication: Trans-FR	313.12	100.00	(213.12)	6,558.58	1,200.00	(5,358.58)
'6970-6-1	Dues/Memb/Subsc/: Admin-FR	2,841.09	1,125.00	(1,716.09)	16,952.56	13,500.00	(3,452.56)
'6999-6-1	Other Expense Admin - FR	(518.83)	375.00	893.83	3,441.20	4,500.00	1,058.80
'7996-6-1	Bank Charges-FR	81.94	75.00	(6.94)	1,194.10	900.00	(294.10)
'7996-7-1	Interest Expense - FR	-	-	-	232.87	-	(232.87)
'8000-1-1	Capital Expense Paid With Operating Fund:Garge-FR	-	-	-	31.00	-	(31.00)
	<b>Total Expenses</b>	<b>270,354.64</b>	<b>279,388.08</b>	<b>9,033.44</b>	<b>3,339,013.14</b>	<b>3,477,488.00</b>	<b>138,474.86</b>
	<b>Net Income from Operations</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>

## MONROE COUNTY TRANSPORTATION **SHARED RIDE** RIDERSHIP STATISTICS

FY 16-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	FY17-18
<b>LOTTERY/SENIORS</b>	3,193	3,476	3,506	3,345	4,017	3,321	3,508	3,424	2,978	2,904	2,853	2,735	3,593	3,703	3,645	
<b>LOTTERY MA</b>	226	310	329	280	316	331	383	356	311	375	278	289	351	339	354	
<b>FULL FARE</b>	16	18	18	14	18	14	13	15	10	10	6	6	18	12	12	
<b>MISC. SUBSIDIES</b>	38	2	4	4	10	8	6	10	2	4	6	2	2	5	6	
<b>ADA</b>	340	358	337	265	341	339	330	314	286	331	334	349	389	344	290	
<b>PWD</b>	1,210	1,326	1,272	1,128	1,262	1,308	1,468	1,357	1,179	1,249	1,111	1,021	1,222	1,170	1,201	
<b>MATP</b>	1,845	1,961	1,941	1,653	2,052	1,782	2,057	1,864	1,588	1,924	1,773	1,604	1,926	2,023	1,905	
<b>MATPO</b>	8	14	6	12	0	4	5	4	4	6	0	6	2	6	8	
<b>TOTAL RIDERS</b>	6,876	7,465	7,413	6,701	8,016	7,107	7,770	7,344	6,358	6,803	6,361	6,012	7,503	7,602	7,421	
	6315	6245	6484	5984	6889	6622	6581	6213	5966	6013	6080	6802	6876	7465	7413	
	6300	5751	5889	6050	5598	5658	6358	5679	5782	5092	5699	6692	6315	6245	6484	

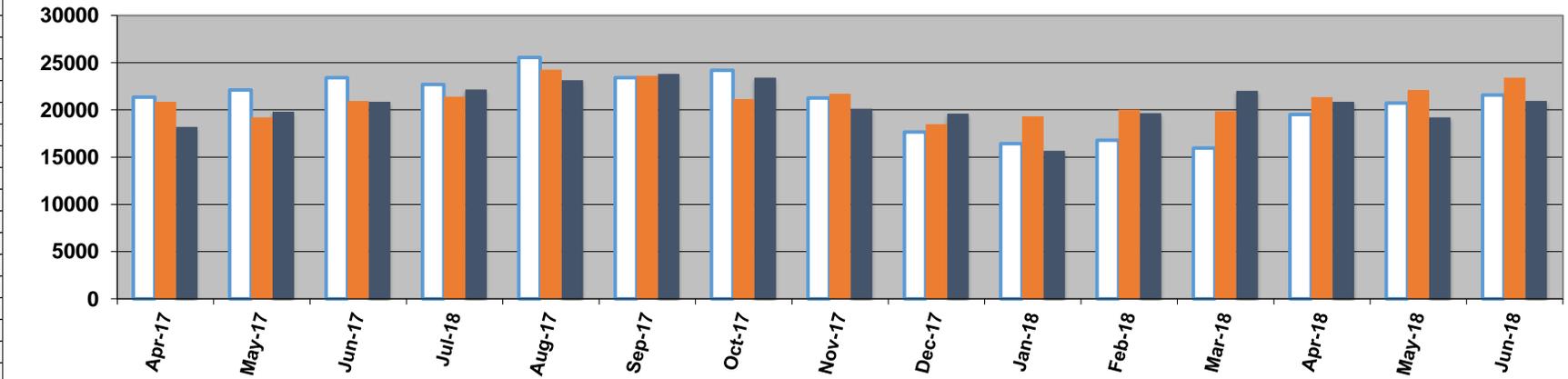
### TOTAL MONTHLY SHARED RIDE TRIPS



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

16-17	Apr-17	May-17	Jun-17	Jul-18	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	17-18
<b>TOTAL FULL FARE</b>	5,467	6,470	6,935	6,272	6,981	6,165	6,380	5,676	5,598	5,347	4,791	4,818	5,591	6,585	6,873	
<b>TOTAL SENIORS</b>	2,431	2,707	2,842	2,605	2,862	2,554	2,656	2,307	1,774	1,482	1,497	1,567	2,000	2,328	2,250	
<b>TICKETS (BLUE)</b>	509	532	633	554	546	488	499	412	313	299	402	322	424	445	497	
<b>STUDENTS</b>	2,893	2,260	2,590	2,407	3,424	3,806	3,844	3,459	2,326	2,295	2,945	2,590	3,263	2,420	2,483	
<b>FEDERAL (GREEN)</b>	464	442	479	452	526	359	455	419	299	466	355	313	404	365	373	
<b>TRANSFERS (ON)</b>	4,043	4,281	4,272	3,997	4,663	4,578	4,725	4,113	3,155	2,855	3,298	2,725	3,571	3,466	3,400	
<b>MISC. TRIPS</b>	5,551	5,428	5,651	6,403	6,553	5,451	5,634	4,870	4,201	3,697	3,495	3,619	4,260	5,119	5,698	
<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>21358</b>	<b>22120</b>	<b>23402</b>	<b>22690</b>	<b>25555</b>	<b>23401</b>	<b>24193</b>	<b>21256</b>	<b>17666</b>	<b>16441</b>	<b>16783</b>	<b>15954</b>	<b>19513</b>	<b>20728</b>	<b>21574</b>	
	<b>Apr-15</b>	<b>May-16</b>	<b>Jun-16</b>	<b>Jul-16</b>	<b>Aug-16</b>	<b>Sep-16</b>	<b>Oct-16</b>	<b>Nov-16</b>	<b>Dec-16</b>	<b>Jan-17</b>	<b>Feb-17</b>	<b>Mar-17</b>	<b>Apr-17</b>	<b>May-17</b>	<b>Jun-17</b>	
	20863	19208	20954	21397	24251	23611	21161	21702	18500	19314	20038	19857	21358	22120	23402	
	<b>Apr-15</b>	<b>May-15</b>	<b>Jul-15</b>	<b>Jul-15</b>	<b>Aug-15</b>	<b>Sep-15</b>	<b>Oct-15</b>	<b>Nov-15</b>	<b>Dec-15</b>	<b>Jan-16</b>	<b>Feb-16</b>	<b>Mar-16</b>	<b>Apr-16</b>	<b>May-16</b>	<b>Jun-16</b>	
	18189	19816	20863	22156	23135	23816	23407	20117	19612	15666	19646	22018	20863	19208	20954	

**TOTAL MONTHLY FIXED ROUTE TRIPS**





**Committee Name:** Finance Committee

Date: 06/26/18 2:30 pm - 4:30 pm

Chairperson: JoAnn Baratta

MCTA Staff Liaison: Joan Davidge

1) Members Present: JoAnn Baratta, Joan Davidge, Peggy Howarth

2) Members Absent: \_\_\_\_\_

3) Topics Discussed:  
a - Budget and Variance Report - May  
b - SR Fare Increase  
c - Kalahari: EE Pass Sales  
d - NTD: Update on Saturday and mid-week ridership  
e - Taxi: WGM update

4) Task(s) Assigned & Follow up (Identify a committee member for each task):  
a- \_\_\_\_\_  
b- \_\_\_\_\_

5) Next Meeting Date/Time: July 24, 2018 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, Ex Officio  
Peggy Howarth, Ex officio

#### Compliance

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

**Audio Committee Name:** HR/Personnel Committee 4:00pm Date: June 28, 2018

Chairperson: Wayne Mazur

MCTA Staff Liaison: Bob Gress

1. Members Present: \_\_\_\_\_
2. Members Absent: \_\_\_\_\_
3. Topics Discussed:
  - a. Time checks/driver observations- (May) 5 completed
  - b. Employee Update:
    - i. Staffing- New Hires/Summer NPS, dispatch
    - ii. FMLA/STD/LOA\*/other-updates- WB
    - iii. Terminations/Separations/Resignation
    - v. Employee training: SR/FR training for new hires
  - c. May: W/C – 0 new/2 open; PPL 2 new/6 open
  - d. Claims Updates- PLRB, W/C
  - e. New MCTA Board Member
  - f. Job Descriptions Updates: Operations Manager, PT Dispatcher, Board Member Job Description
  - g. Insurance update- 5% credit W/C received, Garage Keepers signoff
  - h.. Policy/Procedure Updates- PA Transit Authorities Boards
  - i. Title VI Program Update-
  - j. EEO Program Update-
  - k. Travel Training update- SR story boards
  - l. Performance Reviews
  - m. Nominations Committee recommendations
  - n. Executive Director Update-
  - o. 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 LaVacco  
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

**Committee Name:** Operations

Chairperson: Dave Edinger

MCTA Staff Liaison: Walter Quadarella

1. Members Present Dave Edinger, Wayne Mazur, Rick Mutchler, Eric Koopman, Rich Schlameuss, Walter Quadarella, Peggy Howarth,

2. Members Absent N/A

3. Topics Discussed:

a. To discussed use of meta drive for the hotel.

b. buying the land in Stroudsburg for park and ride

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

d. \_\_\_\_\_

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

a. \_\_\_\_\_

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

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

5. Next Meeting Date/Time: 8/16/18 @ 7am

**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  
Vacant  
Rick Mutchler, Ex officio  
Peggy Howarth, Ex officio  
Guy LaBar, SR Mgr.

**Marketing**

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

**Operations**

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

**Compliance**

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