

## AGENDA

### **Regular Board Meeting**

**November 18, 2021**

**5:30 P.M.**

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

ROLL CALL

OPENING – Pledge of Allegiance

AUDIT REPORT FY20/21 – CPA's Tim Kraft & Luke Byrne from Reinsel, Kuntz, Leshner presenting

PUBLIC COMMENT –

MINUTES – Approve for September 30, 2021

EXECUTIVE DIRECTOR'S REPORT – 1<sup>ST</sup> QTR FY21/22

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports- August 2021 for Fixed Route & Shared Ride
- ❖ Budget Variance Reports- September 2021 for Fixed Route & Shared Ride
- ❖ Capital & Operating Purchase Reports - October 1-31, 2021
- ❖ Capital & Operating Purchase Reports - November 1-18, 2021

Operations Committee

Dave Edinger

Human Resource Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS – Board Meetings & Holidays 2022

EXECUTIVE SESSION –

RESOLUTIONS –

QUESTIONS/COMMENTS –

ADJOURNMENT –

**\*\*The next meeting of the Board of Directors will be on December 16, 2021\*\***

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

Thursday, September 30, 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 7 Board Members present. The meeting was called to order at 5:35 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, Assistant Executive Director
John Hoback, 2 <sup>nd</sup> Vice Chairman	Joan Davidge, Chief Financial Officer
JoAnn Baratta, Treasurer	Walter Quadarella, Rural Ops & Maint. Manager
David Edinger, Secretary	Robert Gress, HR/Safety Manager
Robert Huffman	Guy LaBar, Shared Ride Manager
Mary Claire Megargle	Iris Rivera, Recording Secretary
	Helen Yanulus, Governmental Support Administrator
	Marc Wolfe, Solicitor

**PUBLIC COMMENT:**

Public comment was given by resident Florence Metzgar.

**APPROVAL OF MINUTES:**

The minutes from the August 26, 2021 meeting were reviewed and approved.

**EXECUTIVE DIRECTOR'S REPORT:**

Peggy presented the Executive Director's Report for Fixed Route and Shared Ride. In Fixed Route the ridership goal was exceeded thanks to Kalahari and the NPS ridership. Revenue in Fixed Route was also high due to the route guarantee. In Shared Ride ridership is still trending low causing revenue to be low; expenses are also low in Shared Ride due to low ridership.

**FINANCIAL REPORT:**

The Finance Committee met on 9/28. JoAnn reported June & July numbers for Fixed Route. In June revenue, expenses & wages were all under budget overall for the year. In July, expenses were a little high due to the purchase of tires and a fuel bill. Revenue was a bit higher thanks to the route guarantee. Next, JoAnn reported Shared Ride for the months of June and July. In June, Shared Ride revenue was low due to the low ridership. In July, revenue and ridership picked up a little due to the trippers. Expenses were also under budget in Shared Ride due to the low ridership. Larry Shaub did some consulting work in the Finance Department. The analysis included some recommendations on how some accounting processes can be made automated to help the accounting department be more productive.

The **Capital & Operating Purchase Reports** for Period 2, August 1-31, 2021 were reviewed and ratified, subject to audit.

The **Capital & Operating Purchase Reports** for Period 3, September 1-30, 2021 were reviewed and ratified, subject to audit.

The **Budget Variance Report** for Period 12, June 1-30, 2021 for Fixed Route was reviewed and approved subject to audit.

The **Budget Variance Report** for Period 12, June 1-30, 2021 for Shared Ride was reviewed and approved subject to audit.

The **Budget Variance Reports** for Period 1, July 1-31, 2021 for Fixed Route was reviewed and approved subject to audit.

The **Budget Variance Reports** for Period 1, July 1-31, 2021 for Shared Ride was reviewed and approved subject to audit.

**OPERATIONS:**

The Operations Committee did not meet and there are no major issues to report. Walter said that we finally have all 5 microtransit vehicles on-site and that 4 new CNG's have also arrived. Peggy invited the Board members to go outside to look at and take a ride in one of the new vehicles.

**Note:** The tape was paused at 6:15pm so the Board could step out and take a look at one microtransit and one CNG vehicle. The meeting and tape were resumed at 6:30pm.

Walter continued by saying that we will be installing new security cameras, and soon will be doing the chip & seal of the parking lot. The LDP feasibility report will be submitted to PennDOT for comments and then again for final approval.

**HUMAN RESOURCES:**

There were no W/C claims in August. There was a new part-time accounting person hired for the Finance Department. The Assistant Trainer has been doing ride alongs that we hope will help lower insurance costs. We will be reducing the Silver Route and extending the Red Route by one hour when the route guarantee is finished. The garage will also be closing on Sundays once the NPS is finished. The nurse will be here on 10/6/2021 between 3:00pm & 6:30pm for Flu shots.

**COMPLIANCE:**

The Compliance Committee have reviewed and updated the bylaws according to the changes to the Sunshine Act. They will be bringing the updated Bylaws to the Board for approval. The next Compliance Committee meeting is TBD.

**MARKETING:**

Rich reported that MCTA won the award for Best Interior Design for the new buses at the Bizzy Awards. We also won for curb appeal. Rich also reported that we are working on a marketing campaign called "Welcome Back to Transit". We may have the Shawnee Ski Resort route guarantee again this winter.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**EXECUTIVE SESSION:**

None

**RESOLUTIONS:**

Resolution 2021-4 for CCA FY21-22 was rescinded, and Resolution 2021-5 for CCA FY21-22 was reviewed and approved by the Board.

**QUESTIONS/COMMENTS:**

None

**ADJOURNMENT:**

The meeting was adjourned at 6:49 p.m.

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

Secretary/Assistant Secretary

## **MOTIONS FROM September 30, 2021**

01-09-2021 - Motion to approve the minutes from the August 26, 2021 Board Meeting,  
MOTION CARRIED- DE/WM

02-09-2021 – Motion to approve the Capital & Operating Purchases for August 1-31, 2021,  
Subject to audit  
MOTION CARRIED – WM/DE

03-09-2021 – Motion to approve the Capital & Operating Purchases for September 1-30, 2021,  
Subject to audit  
MOTION CARRIED – JB/JH

04-09-2021 – Motion to approve the FR Budget Variance Report for June 1-30, 2021,  
Subject to audit  
MOTION CARRIED – JB/JH

05-09-2021 – Motion to approve the FR Budget Variance Report for July 1-31, 2021,  
Subject to audit  
MOTION CARRIED – JB/JH

06-09-2021 – Motion to approve the SR Budget Variance Report for June 1-30, 2021,  
Subject to audit  
MOTION CARRIED – JB/JH

07-09-2021 – Motion to approve the SR Budget Variance Report for July 1-31, 2021,  
Subject to audit  
MOTION CARRIED – JB/WM

08-09-2021 – Motion to rescind Resolution 2021-4 & approve Resolution 2021-5  
for CCA FY21/22  
MOTION CARRIED – RH/WM

09-09-2021 – Motion to adjourn  
MOTION CARRIED – WM/RH



## Fixed Route Goals FY2021-2022

### 1 Ridership

		GOAL		
		Total Trips	Operating Plan	FY21-22 YTD
SEP		19,044	18,547	(5 wk)
AUG		21,647	14,838	(4 wk)
JUL		20,984	18,547	(5 wk)
				<b>61,675</b>

### 2 Budget

		GOAL		
		Actual Expense	MCTA Budget	FY21-22 YTD
SEP		\$287,788	\$324,117	(5 wk)
AUG		\$264,215	\$259,293	(4 wk)
JUL		\$327,014	\$324,117	(5 wk)
				<b>\$879,017</b>

		GOAL		
		Actual Revenue	MCTA Budget	FY21-22 YTD
SEP		\$48,560	\$25,122	(5 wk)
AUG		\$54,205	\$20,098	(4 wk)
JUL		\$43,344	\$25,122	(5 wk)
				<b>\$146,109</b>

### 3 Trips/VRH

		GOAL		
		Trips/VRH	PennDOT Performance	FY21-22 YTD
SEP		9.87	8.70	(5 wk)
AUG		10.60	8.70	(4 wk)
JUL		10.26	8.70	(5 wk)
				<b>10.25</b>

### 4 Road Calls by VRM

		GOAL		
		Road Calls/VRM	Same as FY20/21 (12,000)	FY21-22 YTD
SEP		4.00	2.79	(5 wk)
AUG		8.00	2.98	(4 wk)
JUL		6.00	2.98	(5 wk)
				<b>6.00</b>



## Shared Ride Goals FY2021-2022

### 1 Ridership

**GOAL**

	Total Trips	Operating Plan	
SEP	5,071	6,563	(5 wk)
AUG	4,911	5,250	(4 wk)
JUL	5,095	6,563	(5 wk)

<b>FY21-22 YTD</b>
<b>15,077</b>

### 2 Budget

**GOAL**

	Actual Expense	MCTA Budget	
SEP	\$208,299	\$225,414	(5 wk)
AUG	\$177,807	\$180,331	(4 wk)
JUL	\$217,116	\$225,414	(5 wk)

<b>FY21-22 YTD</b>
<b>\$ 603,222</b>

**GOAL**

	Actual Revenue	MCTA Budget	
SEP	\$12,160	\$18,853	(5 wk)
AUG	\$13,332	\$15,082	(4 wk)
JUL	\$13,282	\$18,853	(5 wk)

<b>FY21-22 YTD</b>
<b>\$ 38,774</b>

### 3 Trips/VRH

**GOAL**

	Trips/VRH	Operating Plan	
SEP	2.15	2.00	(5 wk)
AUG	2.07	2.00	(4 wk)
JUL	2.15	2.00	(5 wk)

<b>FY21-22 YTD</b>
<b>2.12</b>

### 4 Road Calls by VRM

**GOAL**

	Road Calls/VRM	Same as FY20/21 (17,000)	
SEP	3.00	3.36	(5 wk)
AUG	1.00	3.39	(4 wk)
JUL	4.00	3.38	(5 wk)

<b>FY21-22 YTD</b>
<b>3.38</b>



## **MCTA BOARD MEETINGS 2022**

January 27 <sup>th</sup>	Meeting as scheduled @ 5:30pm.
February 24 <sup>th</sup>	Meeting as scheduled @ 5:30pm.
March 31 <sup>st</sup>	Meeting as scheduled @ 5:30pm.
April 28 <sup>th</sup>	Meeting as scheduled @ 5:30pm.
May 26 <sup>th</sup>	Meeting as scheduled @ 5:30pm.
June 30 <sup>th</sup>	Meeting as scheduled @ 5:30pm.
July 28 <sup>th</sup>	Meeting as scheduled @ 5:30pm.
August 25 <sup>th</sup>	Meeting as scheduled @ 5:30pm.
September 29 <sup>th</sup>	Meeting as scheduled @ 5:30pm.
October 27 <sup>th</sup>	<b>No Meeting</b>
November 17 <sup>th</sup>	Meeting as scheduled @ 5:30pm.
December 15 <sup>th</sup>	Meeting as scheduled @ 5:30pm.



## **MCTA HOLIDAYS 2022**

**MCTA will be closed on the following holidays.**  
(No Fixed Route, Shared Ride, or Administrative Offices will be operating.)

<b>New Year's Day</b>	<b>(Observed) Friday, December 31, 2021</b>
<b>Martin Luther King Day</b>	<b>Monday, January 17, 2022</b>
<b>Presidents' Day</b>	<b>Monday, February 21, 2022</b>
<b>Memorial Day</b>	<b>Monday, May 30, 2022</b>
<b>Independence Day</b>	<b>Monday, July 4, 2022</b>
<b>Labor Day</b>	<b>Monday, September 5, 2022</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 24, 2022</b>
<b>Christmas Day</b>	<b>(Observed) Monday, December 26, 2022</b>

*All other days MCTA will operate as scheduled.*