

AGENDA

**Regular Board Meeting
March 30, 2023
5:30 P.M.
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From February 23, 2023

EXECUTIVE DIRECTOR’S REPORT – February 2023

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

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

Operations Committee

Dave Edinger

HR 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 April 27, 2023****

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

Thursday, February 23, 2023 @ 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 5:37 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 st Vice Chairman	Richard Schlameuss, Asst. Exec Director
John Hoback, 2 nd Vice Chairman	Joan Davidge, Chief Financial Officer
JoAnn Baratta, Treasurer	Walter Quadarella, Rural Ops & Maint. Manager
Eric Koopman, Asst. Treasurer	Robert Gress, HR & Safety Manager
David Edinger, Secretary	Guy LaBar, Shared Ride Manager
Robert Huffman	Iris Rivera, Recording Secretary
Maria Candelaria	Helen Yanulus, Governmental Support Admin.
	Marc Wolfe, Solicitor

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

The minutes from the January 26th meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported that Fixed Route is exceeding goal in ridership; expenses were a little over for the month but under budget YTD. Road calls were a little high in Fixed Route, off goal by 48%. Shared Ride ridership is well above goal thanks to the Microtransit service. Expenses are slightly over for the month, but under budget overall. Revenue is still low YTD and the VRH is just under but heading in the right direction compared to last year. Road calls were low in Shared Ride.

FINANCIAL REPORT:

SR- (JANUARY)

JoAnn reported that the Shared Ride farebox is getting better, revenue was up for the month, so less ACT44 has been used YTD. The MATP budget revision was approved, so we got an additional 70 thousand dollars for the MA program. Wages in Shared Ride are in a surplus due to low ridership, but the vehicle insurance line is high due to a budget miscalculation for that line.

FR- (JANUARY)

JoAnn reported that the sick day buy backs put the bonus line over budget. The vehicle insurance line was also high in Fixed Route due to a budget miscalculation for that line. The MOU with Larry Shaub was updated in preparation for audit prep. Rich Schlameuss has been added as a signer for our ESSA account.

OPERATIONS:

The Operations Committee did not meet. Walter reported that the Speer people came to take a look at our heating & cooling system and will be giving us a quote. We're also waiting on a quote on the cameras we're adding to the building. Peggy reported that the quote for the maintenance facility and fleet parking is about \$40 million. PennDOT responded to Stantec's proposal and Stantec will be sending a response back to PennDOT in March; after that the project will be at 60%. PennDOT will be putting a funding map together to guide us through the process. The project has continued to move along with walk throughs and environmental tests.

HUMAN RESOURCES:

Bob reported that we are increasing driver observations. We're looking to hire drivers for the park service. Wayne reported that the Transition Committee met, and we'll need to go into an Executive Session to discuss some updates.

COMPLIANCE:

The Compliance Committee met on February 13th to review the FFY2023 Certs & Assurances and compare them to the previous year. It looks like there were no changes to the 21 categories this year. The next Compliance Committee meeting is TBD.

MARKETING:

Rich reported that the NPS will be starting in May, there will be 6 trips per day and the shuttle will only be used on the holiday weekends. We are currently in talks with Great Wolf to provide service to their J-1 students.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE SESSION:

There was an executive session to discuss the Executive Office transition and reorganization progress.

RESOLUTIONS:

Resolution 2023-3, Authorizing Submittal/Modifications in DOTGrants was reviewed and adopted by the Board.

Resolution 2023-4, Authorizing to File Docs & FFY2023 Certs & Assurances was reviewed and approved by the Board.

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

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

Signed by

Secretary/Assistant Secretary

MOTIONS
February 23, 2023

01-02-2023 – Motion to approve adding Resolution 2023-4 to the February 23rd agenda.
MOTION CARRIED- RH/EK

02-02-2023 – Motion to approve minutes from the January 26, 2023 Board meeting,
MOTION CARRIED – WM/RH

03-02-2023 – Motion to approve the Shared Ride Budget Variance Report, January 1-31, 2023,
subject to audit.
MOTION CARRIED – JB/EK

04-02-2023 – Motion to approve the Fixed Route Budget Variance Report, January 1-31, 2023,
subject to audit.
MOTION CARRIED – JB/DE

05-02-2023 – Motion to adopt Resolution 2023-3, submittal/modifications to DOTGrants.
MOTION CARRIED – RH/EK

06-02-2023 – Motion to approve Resolution 2023-4, Certs & Assurances FFY2023.
MOTION CARRIED – JH/DE

07-02-2023 – Motion to adjourn
MOTION CARRIED – WM/DE