

AGENDA

Regular Board Meeting

April 25th, 2024

5:30 PM

MCTA Board Room, 1st Floor

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From February 29th & March 19th

EXECUTIVE OFFICE REPORT – February & March 2024

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports – February & March 2024 for Fixed Route & Shared Ride
- ❖ Balance Sheet for February & March 2024

Operations Committee

Dave Edinger

HR Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

UNFINISHED BUSINESS –

NEW BUSINESS – Approval of advertisement for Fixed Route Fare Increase 2024

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2024-3 Updates to PTASP Policy
Resolution 2024-4 Certifying Temporary Suspension of Fixed Route Fares
Resolution 2024-5 Local Match for Operating FY24-25

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors will be on **May 30th, 2024**

**BOARD MINUTES
MONROE COUNTY TRANSPORTATION AUTHORITY
PO BOX 339
SCOTRUN, PA 18355**

Thursday, February 29th @ 5:30 PM

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 5:30 PM.

BOARD MEMBERS PRESENT

STAFF PRESENT

Richard Mutchler, Chairman	Richard Schlameuss, CEO
Wayne Mazur, 1 st Vice Chairman	Margaret Howarth, EDE
John Hoback, 2 nd Vice Chairman via teleconference	Iris Navarro, COO
JoAnn Baratta, Treasurer	Joan Davidge, CFO
Eric Koopman, Asst. Treasurer	Water Quadarella, Rural Ops & Maint. Manager
David Edinger, Secretary	Guy LaBar, Shared Ride Manager
Robert Huffman	Lawrence Gebo, Safety Manager & Maintenance Asst.
Mary Claire Megargle	Helen Yanulus, Grants and Communications Manager
	Gosia Sobieszczuk, Recording Secretary
	Jill Nagy, Solicitor via teleconference

PUBLIC COMMENT:

Public comments were provided by Robert Gress and Florence Metzgar.

APPROVAL OF MINUTES:

The minutes from the January 25th, 2024 meeting were reviewed and approved.

EXECUTIVE OFFICE REPORT:

RS informed about the Strategic Planning Meeting on March 19th at Northampton Community College, and open house meeting on March 26th for neighbors and community to present MCTA's expansion project. RS presented the status of National Park Service (Saturday service only) and the Executive Office Report for January 2024.

FINANCIAL REPORT:

JB informed of many updates in finance departments: new cost allocation plan, payroll system upgrade, and implementation of online bill payments.

SR

SR fare increase improved revenues, but we are still under the budget for monthly and YTD. On the expenses side, drivers' wages are over the budget due to overtime – we need more drivers.

FR

FR revenues are above the budget both monthly and YTD. The expenses are above budget due to drivers' overtime, parts, health insurance, workers' compensation, and service agreements.

OPERATIONS:

DE informed that the committee did not meet. WQ informed the Board that we are waiting for new buses and that everything is on backorder.

HUMAN RESOURCES:

WM informed that the committee met this afternoon. We are conducting interviews for HR Manager position. PH informed about drivers' observations, FMLA and claims status.

COMPLIANCE:

JH informed that the committee will have lots of work in the next months.

MARKETING:

HY updated on activities. The trippers for spring are all booked.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

Approval of the Substance Abuse Policy Updates-Version 11.

EXECUTIVE SESSION:

None

RESOLUTIONS:

None.

QUESTIONS/COMMENTS:

None.

ADJOURNMENT:

The meeting was adjourned at 6:26 PM.

Signed by _____
Secretary/Assistant Secretary

MOTIONS
February 29, 2024

01-02-2024 – Motion to approve minutes from the January 25th Board Meeting.

MOTION CARRIED – WM/EK

02-02-2024 – Motion to approve National Park Service – Saturday service.

MOTION CARRIED – RH/DE

03-02-2024 Motion to approve the Fixed Route Budget Variance report for January 2024,
subject to audit.

MOTION CARRIED – JB/WM

04-02-2024 – Motion to approve the Shared Ride Budget Variance report for January 2024,
subject to audit.

MOTION CARRIED – JB/EK

05-02-2024 – Motion to approve Substance Abuse Policy Updates-Version 11

MOTION CARRIED – WM/EK

06-02-2024 - Motion to adjourn.

MOTION CARRIED – WM/DE

Special Board Meeting Minutes
MONROE COUNTY TRANSPORTATION AUTHORITY
Location: Northampton Community College
Pocono Hall Building - Pocono 108

Tuesday, March 19th @ 5:00 PM

The scheduled meeting of the Monroe County Transportation Authority (MCTA) Board of Directors was held in the Northampton Community College after due and proper notice. There were 9 Board members present. The meeting was called to order at 5:01 PM.

BOARD MEMBERS PRESENT

STAFF PRESENT

Richard Mutchler, Chairman	Richard Schlameuss, CEO
Wayne Mazur, 1 st Vice Chairman	Margaret Howarth, EDE via teleconference
John Hoback, 2 nd Vice Chairman	Iris Navarro, COO
JoAnn Baratta, Treasurer	Joan Davidge, CFO
Eric Koopman, Asst. Treasurer	Water Quadarella, Rural Ops & Maint. Manager
David Edinger, Secretary	Guy LaBar, Shared Ride Manager
Robert Huffman	Lawrence Gebo, Safety Manager & Maintenance Asst.
Maria Candelaria late 5:04pm	Helen Yanulus, Grants and Communications Manager
Mary Claire Megargle	Gosia Sobieszczuk, Recording Secretary

PUBLIC COMMENT

None.

RESOLUTIONS:

Resolution 2024-1 Local Match Capital CCA23/24

Resolution 2024-2 Document Execution/FFY2024 Certs & Assurances

NEW BUSINESS

Strategic Planning Session.

Introductions

Introduction done by STC Incorporated, advisory firm contracted by PennDOT, helping MCTA with strategic planning. Presenters: Alexis Williams, Mark Holmes and Adam Crosby.

Project Overview

Review of previous strategic planning from 2017, and discussion.

Presentation: "What we heard"

Results of surveys presented, including mission, strengths, needs, opportunities, improvements and public perception.

Short term goals and actions

Immediate goals were presented, including hiring more qualified staff, improving internal communication and social media presence, implementing new technologies and expansion of services and demographics.

Mid- to long-term goals/initiatives

3-5 years goals include expanding partnerships and funding, adding passengers' amenities, coordination with surrounding infrastructure, becoming transportation of choice for residents.

Next steps

A follow-up strategic meeting will be held in May 2024.

ADJOURNMENT:

The meeting was adjourned at 7:52 PM.

Signed by _____
 Secretary/Assistant Secretary

MOTIONS
March 19, 2024

01-03-2024 – Motion to approve **Resolution 2024-1** Local Match Capital CCA23/24.

MOTION CARRIED – JH/WM

02-03-2024 – Motion to approve **Resolution 2024-2** Document Execution/FFY2024 Certs & Assurances

MOTION CARRIED – WM/JH