

AGENDA

**Regular Board Meeting
July 27, 2023
5:30 P.M.
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From June 29, 2023

EXECUTIVE DIRECTOR’S REPORT – Q4 2023

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

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

Operations Committee

Dave Edinger

HR Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 8- Change of Pension & 457 Plan Administrator
Resolution 9- Change of FNBO Credit Card Administrator
Resolution 10- Assign NEPA MPO TPC Transit Representative & Alternate

QUESTIONS/COMMENTS –

ADJOURNMENT –

****The next meeting of the Board of Directors will be on August 31, 2023****

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

Thursday, June 29, 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 5 Board Members present. The meeting was called to order at 5:36 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Wayne Mazur, 1 st Vice Chairman	Margaret Howarth, Executive Director
JoAnn Baratta, Treasurer	Richard Schlameuss, Asst. Exec Director
David Edinger, Secretary	Joan Davidge, Chief Financial Officer
Robert Huffman	Walter Quadarella, Rural Ops & Maint. Manager
Mary Claire Megargle	Guy LaBar, Shared Ride Manager
	Iris Rivera, Recording Secretary
	Helen Yanulus, Governmental Support Admin.

PUBLIC COMMENT:

Public comment was provided by citizen J. McHughes.

APPROVAL OF MINUTES:

The minutes from the May 25th meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported that ridership is up in Fixed Route and it will continue to increase thanks to the NPS ridership. We will also see trip counts for the new Great Wolf route guarantee. Fixed Route will be meeting its ridership goal this year. Fixed Route is also under budget YTD. In Shared Ride, ridership continues to be on the rise due to the Microtransit trips. Revenue is also up for the month and that's due in part to the driver retainage bonus that we got from DHS. Shared Ride is on course to meet goal in ridership as well as road calls for this FY.

FINANCIAL REPORT:

Peggy reported that the findings in the Triennial Review were mostly due to procurement. We need to do our due diligence when we are making major purchases and are piggy backing with other agencies. We also have to make sure that we are using the most current federal clauses.

JoAnn reported that Larry Shaub was here to revise the general ledger for the upcoming audit. The audit will take place the week of August 7th.

FR- (MAY)

JoAnn reported that expenses and wages are doing good in Fixed Route. Orange Flex is doing great thanks to all the Burnley people utilizing the service. The CNG fuel line was a little high because we bought a block in advance. The Marketing line has a surplus, but we'll be using that for the West End Fair. Fixed Route is showing under budget YTD.

SR- (MAY)

Shared Ride revenue is looking good in part thanks to the seniors who are traveling on the trippers again. The MA driver retention bonus also added to the revenue line. Expenses and wages are also under budget MTD & YTD. We will be changing to VIA for our microtransit service starting in September.

OPERATIONS:

The Operations Committee did not meet. Walter reported that the skid steer has been ordered and it should be here in August or September. We will also be purchasing a tire changer, balancer, lifts and doors with the same grant. We got some quotes for the roof A/C units so we should be getting those fixed soon. Peggy reported that Stantec is now waiting on PennDOT about the construction project. Peggy also reported that the commissioner’s budget has been approved in full for FY23/24.

HUMAN RESOURCES:

Wayne reported that the HR committee has been busy for the past few months working on the transfer of power. Wayne and the Board thanked Peggy for her 23 years as the Executive Director of the authority.

COMPLIANCE:

The compliance committee did not meet. The next meeting is TBD.

MARKETING:

We will be taking part in Senator Rosemary Brown’s Senior Expo that will be held on July 18th. The West End Fair is ready to go, all the volunteer spots have been filled. The NPS is doing well, we are moving about 300 to 400 people per day; we have already surpassed our halfway mark of ridership from last year.

OLD BUSINESS:

None

NEW BUSINESS:

The Slate of Officers was approved by the Board; all positions will remain the same for FY23-24. The Chief Executive Officer’s salary for FY23-24 was approved by the Board.

EXECUTIVE SESSION:

None

RESOLUTIONS:

Resolution 2023-6 CEO added as authorized official to make submittals & modifications in DOTGrants.
Resolution 2023-7 Updated MCTA Organizational Chart

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:27 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS
June 29, 2023

01-06-2023 – Motion to approve minutes from the June 29, 2023, Board meeting,
MOTION CARRIED – RH/DE

02-06-2023 – Motion to approve the Fixed Route Budget Variance Report, May 1-31, 2023,
subject to audit.
MOTION CARRIED – JB/DE

03-06-2023 – Motion to approve the Shared Ride Budget Variance Report, May 1-31, 2023,
subject to audit.
MOTION CARRIED – JB/DE

04-06-2023 – Resolution 2023-6 – Motion to approve Submittal & Modifications in DOT Grants, CEO added.
MOTION CARRIED – RH/DE

05-06-2023 – Resolution 2023-7 – Motion to adopt the updated MCTA Organizational Chart.
MOTION CARRIED – MCM/RH

06-06-2023 – Motion to approve the Slate of Officers for FY23-24.
MOTION CARRIED – RH/MCM

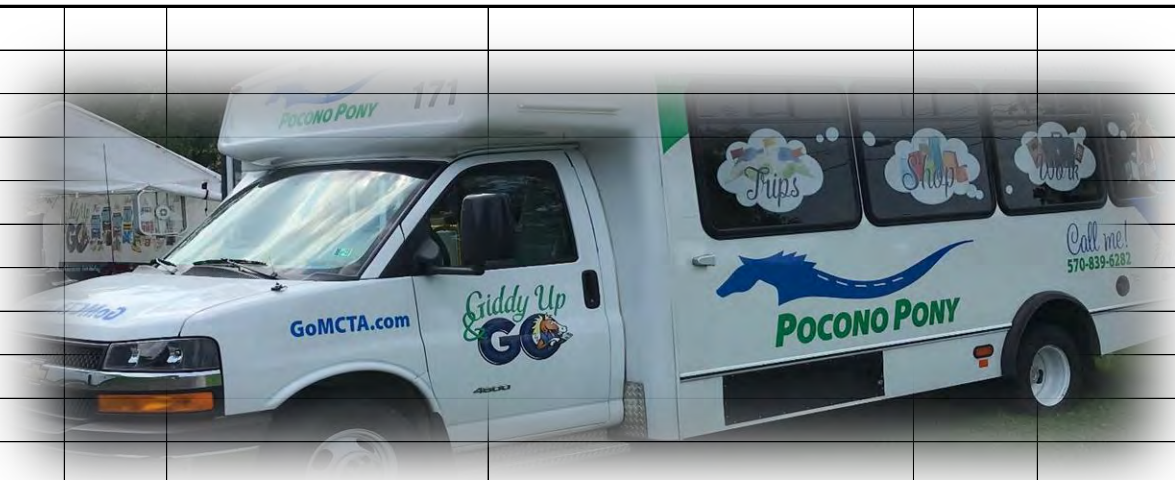
07-06-2023 – Motion to approve the Chief Executive Officer's Salary for FY23-24.
MOTION CARRIED – RH/JB

08-06-2023 – Motion to adjourn.
MOTION CARRIED – MCM/RH



Fixed Route Goals FY2022-2023

1		GOAL: 185,938 (+4% less J1)		
Ridership		Total Trips	Ridership Goal	FY22-23 YTD
	JUN	21,831	14,621	190,506
	MAY	18,771	11,787	
	APR	14,372	12,071	
2		GOAL: \$4,068,000/yr.		
Budget		Actual Expense	MCTA Budget	FY22-23 YTD
	JUN	\$391,890	\$391,154 (5 wk)	\$ 3,836,254
	MAY	\$317,412	\$312,923 (4 wk)	
	APR	\$319,034	\$312,923 (4 wk)	
3		GOAL: \$420,913/yr.		
		Actual Revenue	MCTA Budget	FY22-23 YTD
	JUN	\$25,857	\$40,472 (5 wk)	\$ 309,978
	MAY	\$49,553	\$32,378 (4 wk)	
	APR	\$20,314	\$32,378 (4 wk)	
3		GOAL: ≥9.23		
Trips/VRH		Trips/VRH	PennDOT Performance	FY22-23 YTD
	JUN	10.82	9.23 (5 wk)	8.62
	MAY	9.21	9.23 (4 wk)	
	APR	8.20	9.23 (4 wk)	
4		GOAL: ≤ 2.67		
Road Calls by VRM		Road Calls/VRM	Same as FY21/22 (10,900)	FY22-23 YTD
	JUN	3.00	2.63 (5 wk)	-22.29%
	MAY	1.00	2.82 (4 wk)	
	APR	3.00	2.74 (4 wk)	



Shared Ride Goals FY2022-2023

		GOAL: 60,000/yr				
1	Ridership	Total Trips		Operating Plan		FY22-23 YTD
		JUN	7,083	5,679	(5 wk)	76,676
		MAY	7,284	4,615	(4 wk)	
		APR	6,511	4,615	(4 wk)	
		GOAL: \$2,499,000/yr				
2	Budget	Actual Expense		MCTA Budget		FY22-23 YTD
		JUN	\$192,012	\$240,288	(5 wk)	\$ 2,398,672
		MAY	\$202,391	\$192,231	(4 wk)	
		APR	\$208,348	\$192,231	(4 wk)	
		GOAL: \$182,400/yr.				
3	Trips/VRH	Actual Revenue		MCTA Budget		FY22-23 YTD
		JUN	\$13,694	\$17,538	(5 wk)	\$ 195,634
		MAY	\$50,118	\$14,031	(4 wk)	
		APR	\$11,161	\$14,031	(4 wk)	
		GOAL: 2.25/VRH				
4	Road Calls by VRM	Trips/VRH		Operating Plan		FY22-23 YTD
		JUN	2.08	2.25	(5 wk)	2.18
		MAY	2.24	2.25	(4 wk)	
		APR	2.29	2.25	(4 wk)	
		GOAL: <3.4				
4	Road Calls by VRM	Road Calls/VRM		Same as FY21/22 (17,500)		FY22-23 YTD
		JUN	5.00	4.12	(5 wk)	1.76%
		MAY	3.00	3.90	(4 wk)	
		APR	4.00	3.43	(4 wk)	