

# **AGENDA**

## **Regular Board Meeting**

**July 29, 2021**

**5:30 P.M.**

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

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – Approve for June 24, 2021

EXECUTIVE DIRECTOR’S REPORT – June 2021

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

\* Financials for June 1-30, 2021 for Fixed Route & Shared Ride

\* Capital & Operating Purchase Reports subject to audit for June 1-30, 2021

\* Capital & Operating Purchase Reports subject to audit for July 1-29, 2021

Operations Committee

Dave Edinger

Human Resource 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 August 26, 2021\*\***

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

Thursday, June 24, 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 8 Board Members present. The meeting was called to order at 5:34 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	Joan Davidge, Chief Financial Officer
John Hoback, 2 <sup>nd</sup> Vice Chairman	Walter Quadarella, Rural Ops & Maint. Manager
JoAnn Baratta, Treasurer	Guy LaBar, Shared Ride Manager
Erik Koopman, Asst. Treasurer	Iris Rivera, Recording Secretary
David Edinger, Secretary	David Horvath, Solicitor
Robert Huffman	Helen Yanulus
Maria Candelaria (arrived @ 5:40pm)	David Walker

**PUBLIC COMMENT:**

Public comment was given by resident Florence Metzgar.

**APPROVAL OF MINUTES:**

The minutes from the May 27, 2021 meeting were reviewed and approved.

**EXECUTIVE DIRECTOR’S REPORT:**

Peggy presented the Executive Director’s report for May for Fixed Route (FR) & Shared Ride (SR). Ridership in FR is high thanks to the Kalahari summer route guarantee. OTP in Fixed Route was low again due to ongoing construction projects and summer traffic. Road calls were also high in FR for the month of May. In Shared Ride ridership was low but is slowly coming back, and road calls were low. Fuel, expenses & wages also continue to be low in SR due to low ridership. There was a question about the CNG electric bill being a bit high, so Peggy will be inquiring about it.

**FINANCIAL REPORT:**

JoAnn reported on the Shared Ride (SR) & Fixed Route (FR) budget and variance reports. In SR ridership is down about 50% and we’re still using the CARES ACT, not ACT 44. Fuel is also under budget in SR due to the low ridership; overall SR is under budget to date. In Fixed Route (FR) revenue is high due to the Kalahari route guarantee. The Kalahari route guarantee will bring in an additional \$62,000 in revenue this year. We’re not using ACT 44 in Fixed Route either. Expenses, parts and wages are also under budget in FR. We also saw some savings due to the new medical insurance. The auditors’ agreement letters have been signed.

The **Capital & Operating Purchase Reports** for Period 11, May 1-31, 2021 were reviewed and ratified, subject to audit.

The **Capital & Operating Purchase Reports** for Period 12, June 1-24, 2021 were reviewed and ratified, subject to audit.

The **Budget & Variance Reports** for May 1-31, 2021 for Fixed Route and Shared Ride were reviewed and ratified, subject to audit.

**OPERATIONS:**

Walter reported that there were a few minor issues with the washbay, but we are under warranty so they will be taken care of. The washbay was completed on June 10<sup>th</sup>; the project was on time and came in under budget. The microtransit buses should be here the first week in July. They are Ford buses and we're thinking of getting a couple in the same models for Shared Ride. There are 4 more CNG's arriving in September. The land development project (LDP) is on the move again. There were seven engineers sent by PennDOT on site to observe our operations and get a better idea of how everything flows at our facility. They will be returning in July to present their findings.

**HUMAN RESOURCES:**

The Human Resources committee did not meet.

**COMPLIANCE:**

The Compliance Committee did not meet in June, but they have completed the review of the certifications. The next task will be taking a closer look at procurement. The next meeting is TBD.

**MARKETING:**

The Marketing Committee is working on the preparations for the West End Fair which will be held from August 22<sup>nd</sup> to August 28<sup>th</sup>. We will be joining forces again with the Area Agency on Aging this year. The NPS hiker shuttle is doing very well this season. The hiker shuttle was started earlier this year and will be extended to October 17<sup>th</sup>. The Marketing Committee is also working on the new microtransit project promotion.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Introduction of the candidate for the vacant Board seat, Mary Claire Megargle.

**EXECUTIVE SESSION:**

None

**RESOLUTIONS:**

None

**QUESTIONS/COMMENTS:**

The old state police barracks at Swiftwater entry through MCTA Drive has come up for sale again, the hotel project fell through.

**ADJOURNMENT:**

The meeting was adjourned at 6:43 p.m.

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

Secretary/Assistant Secretary

## **MOTIONS FROM June 24, 2021**

06-01-2021 - Motion to approve the minutes from the May 27, 2021 Board Meeting,  
MOTION CARRIED- WM/DE

06-02-2021 - Motion to approve the Capital Purchases for May 1-31, 2021,  
Subject to audit  
MOTION CARRIED- WM/EK

06-03-2021 – Motion to approve the Operating Purchases for May 1-31, 2021,  
Subject to audit  
MOTION CARRIED – WM/EK

06-04-2021 - Motion to approve the Capital Purchases for June 1-24, 2021,  
Subject to audit  
MOTION CARRIED- DE/JH

06-05-2021 – Motion to approve the Operating Purchases for June 1-24, 2021,  
Subject to audit  
MOTION CARRIED – DE/JH

06-06-2021 – Motion to approve the SR Budget & Variance Report for May 1-31, 2021,  
Subject to audit  
MOTION CARRIED – JB/WM

06-07-2021 – Motion to approve the FR Budget & Variance Report for May 1-31, 2021,  
Subject to audit  
MOTION CARRIED – JB/JH

06-08-2021 – Motion to adjourn  
MOTION CARRIED –DE/JH