

AGENDA

Regular Board Meeting

June 25, 2020

5:30 P.M.

VIA ZOOM VIDEO CONFERENCE

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – Approve for May 28, 2020

EXECUTIVE DIRECTOR’S REPORT – FR, SR & Flex for May 2020

COMMITTEE REPORTS –

Finance Committee JoAnn Baratta
 * Financials for May 1-31, 2020
 * All Purchases subject to audit for May 1-31, 2020
 * All Purchases subject to audit for June 1-25, 2020

Operations Committee Dave Edinger

Human Resource Committee Wayne Mazur

Compliance Committee John Hoback

Marketing Committee Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2020-5 Authorizing joining the PMHIC for Health Ins

Resolution 2020-6 Resolution to certify Local Match CCA20-21

Resolution 2020-7 Change in terms to revolving line of credit

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors is scheduled for **July 30, 2020**

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

Thursday, May 28, 2020 @ 5:30 P.M.

The scheduled meeting of the Monroe County Transportation Authority (MCTA) Board of Directors was held via Zoom Video Conference after due and proper notice. There were 8 Board Members present. The meeting was called to order at 5:30 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 st Vice Chairman	Richard Schlameuss, Asst. Executive 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, SR Manager
Robert Huffman	Iris Rivera, Recording Secretary
Maria Candelaria (joined the meeting @ 5:48p)	Marc Wolfe, Solicitor

PUBLIC COMMENT:

None

The minutes from May 7, 2020 were reviewed and approved.

EXECUTIVE DIRECTOR’S REPORT:

Peggy presented the Executive Director’s report for the month of April for FR & SR. Ridership, revenue and expenses are all down in both Fixed Route & Shared Ride due to COVID-19.

FINANCIAL REPORT:

The Finance Committee met on 5/26 via Zoom , JoAnn reported that there were no capital purchases for April or May. Ridership, revenue, expenses & wages are down in both Fixed Route & Shared Ride due to COVID-19. Vehicle insurance & W/C are under budget also due to COVID-19.

The **Operating Purchase Reports** for Period 10, April 1-30, 2020 were reviewed and ratified, subject to audit.

The **Operating Purchase Reports** for Period 11, May 1-28, 2020 were reviewed and ratified, subject to audit.

OPERATIONS:

Walter reported that the CNG station will be resuming construction work next week. The concrete slab is scheduled to be completed as soon as work resumes. They are working on a spec package for the wash bay project. The buses continue to be disinfected daily.

HUMAN RESOURCES:

Bob reported that there are 2 new job descriptions being worked on for FY20-21, Grants Manager & HR & Safety Assistant. He has been working with agents on the health, PPL & W/C insurance renewals. All employees are still getting their temperatures taken at the beginning of their shift, using face masks and gloves as well. A few drivers are trying out some new face shields.

COMPLIANCE:

The compliance committee did not meet, next meeting TBD.

MARKETING:

The marketing committee did not meet but, Kelly Vanek has been working on the new CNG bus graphics. There will be no advertising installed on the buses, all the buses will be getting their graphics refreshed instead. We are in talks with the NPS to see if there will be any service provided this summer. Kalahari & The Crossings are working on re-opening so staff can start coming back.

OLD BUSINESS:

None

NEW BUSINESS:

Peggy has been reappointed to the NEPA Technical Planning Committee and Bob Gress has been made the new alternate.

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:07 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM May 28, 2020

5-01-2020 - Motion to approve the minutes from the May 7, 2020 Board Meeting,
MOTION CARRIED- WM/EK

5-02-2020 – Motion to approve the Operating Purchases for April 1-30, 2020
Subject to audit
MOTION CARRIED – WM/JH

5-03-2020 - Motion to approve the Operating Purchases for May 1-28, 2020,
Subject to audit
MOTION CARRIED- WM/JH

5-04-2020 - Motion to approve the Fixed Route Budget & Variance Report
for April 1-30, 2020,
Subject to audit
MOTION CARRIED- JB/WM

5-05-2020 - Motion to approve the Shared Ride Budget & Variance Report
for April 1-30, 2020,
Subject to audit
MOTION CARRIED- JB/JH

5-06-2020 – Motion to adjourn
MOTION CARRIED – JB/EK