

## **AGENDA**

### **Regular Board Meeting**

**July 25<sup>th</sup>, 2024**

**5:30 PM**

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

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From June 27<sup>th</sup>, 2024

EXECUTIVE OFFICE REPORT – June 2024

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports – June 2024 for Fixed Route & Shared Ride
- ❖ Balance Sheet as of June 30, 2024

Operations Committee

David Edinger

HR and Safety Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

UNFINISHED BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS –

Resolution 2024-8 Adopting Standards of Conduct to Board and Key Management

QUESTIONS/COMMENTS –

ADJOURNMENT –

\*\*The next meeting of the Board of Directors will be on **August 29<sup>th</sup>, 2024**\*\*

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

Thursday, June 27<sup>th</sup> @ 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. Six (6) Board members were present. The meeting was called to order at 5:30 PM.

**BOARD MEMBERS PRESENT**

**STAFF PRESENT**

Wayne Mazur, 1 <sup>st</sup> Vice Chairman	Richard Schlameuss, CEO
John Hoback, 2 <sup>nd</sup> Vice Chairman	Margaret Howarth, EDE
Joann Baratta, Treasurer	Iris Navarro, COO via teleconference
Robert Huffman	Joan Davidge, CFO
Maria Candelaria	Cheryl McPherson, HR Manager
Mary Claire Megargle	Water Quadarella, Rural Ops & Maint. Manager
	Guy LaBar, Shared Ride Manager
	Lawrence Gebo, Safety Manager & Maint. Asst.
	Helen Yanulus, Grants and Comm. Manager
	Gosia Sobieszczuk, Recording Secretary
	Lyndia Meade-Jonas, Shop Stewart
	Jill Nagy, Solicitor

**PUBLIC COMMENT:**

Public comments were provided by Florence Metzgar.

**APPROVAL OF MINUTES:**

The minutes from the May 30<sup>th</sup>, 2024, meeting were reviewed and approved.

**EXECUTIVE OFFICE REPORT:**

RS: FR June ridership, revenues, and expenses are below budget. SR ridership is above goal, and revenues and expenses are under budget. Pony Plus ridership is above goals, revenues are above budget, and expenses below budget. Starting reporting for July, RS and IN will look into improving the presentation of the executive office report.

**FINANCIAL REPORT:**

**JUNE - FR**

JB: Revenues and expenses are below budget for the month and over the budget YTD. Surplus on diesel and admin wages continues. Over budget on FR drivers' wages due to overtime to cover runs. Over budget on FR parts and tires continues due to use of older diesel fleet when CNG buses in repair.

**JUNE - SR**

JB: Revenues and expenses under budget for the month and YTD. Surplus on fuel, SR parts, and admin wages continues. Over budget on SR drivers' wages due to overtime – increased ridership.

**OPERATIONS:**

WQ: Two (2) buses waiting for insurance claim, (1) bus in repair in Harrisburg, still waiting on new buses. WM asked if we were going to switch SR buses to CNG; WQ informed that most likely not because of motor issues.

**HUMAN RESOURCES:**

CM: We filled (3) positions for: (2) SR drivers and (1) dispatcher, all pending clearance. We are looking for more SR drivers and mechanics.

**COMPLIANCE:**

JH: All certifications are up to date.

**MARKETING:**

HY: Continuous presence at events, in media, and social media. Upcoming events: Sen. Rosemary Brown's Senior Expo on July 23, Travel Training through Office of Vocation Rehabilitation on July 23, and Local Advisory Committee on July 25. Upcoming projects: "Senior Ambassador" Program and improve internal communication with employees through texting.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

ORG Chart changes to reflect promotions – approved.

Slate of Officers FY24-25 – to fill in 2<sup>nd</sup> chairman position and confirm the requirement of assistants' positions.

CEO Salary – approved.

Change the denomination of "HR Committee" to "HR and Safety Committee".

Mechanic retiring – Friday June 28<sup>th</sup> last day at MCTA.

Ethics forms for Board Members – next month.

**EXECUTIVE SESSION:**

None.

**RESOLUTIONS:**

None.

**QUESTIONS/COMMENTS:**

Comments provided by Executive Director Emeritus M. Howarth and citizen J. McHughes.

**ADJOURNMENT:**

The meeting was adjourned at 6:17 PM.

Signed by \_\_\_\_\_  
Secretary/Assistant Secretary

**MOTIONS**  
**June 27, 2024**

01-06-2024 – Motion to approve minutes from the May 30th Board Meeting.

MOTION CARRIED – JH/MM

02-06-2024 Motion to approve the Fixed Route Budget Variance report for May 2024,  
subject to audit.

MOTION CARRIED – JB/JH

03-06-2024 – Motion to approve the Shared Ride Budget Variance report for May 2024,  
subject to audit.

MOTION CARRIED – JB/JH

04-06-2024 – Motion to approve the Org Chart

MOTION CARRIED – JH/JB

05-06-2024 – Motion to approve the Slate of Officers FY24-25

MOTION CARRIED – JH/MCM

06-06-2024 – Motion to approve the CEO Salary

MOTION CARRIED – JH/JB

07-06-2024 – Motion to approve the name change from “HR Committee”  
to “HR and Safety Committee”

MOTION CARRIED – MCM/JH

08-06-2024 - Motion to adjourn.

MOTION CARRIED – JH/JB