

MINUTES OF THE BOARD OF AUTHORITY  
County of Lackawanna Transit System  
April 18, 2017

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The regular meeting of the County of Lackawanna Transit System Authority was held on Tuesday, April 18, 2017 at 11:00 a.m. at the Lackawanna Transit Center.

Present were:	Carmen Libassi	Martha Dougher
	Larry Wynne	J. Timothy Hinton
	Robert Fiume	Joseph DeNaples
	Doug Hein	Jane Farrell
	Gretchen Wintermantel	Linda Matylewicz
	Mark Gifford	Dave Kaczmarek

Mr. Carmen Libassi opened the meeting with the Pledge of Allegiance. Mr. Libassi added that an Executive Session was held prior to the meeting to discuss personnel matters.

Mr. Libassi requested a Roll Call of the Board Members. Carmen Libassi, Martha Dougher and Larry Wynne were present; Gregg Nieto and Michael Dougherty were excused.

Acceptance of Minutes

Mr. Libassi tabled the acceptance of the March 2017 minutes because Martha Dougher and Larry Wynne were not present at the March meeting.

Acceptance of Financial Documents

Mr. Libassi asked if anyone had questions pertaining to the Income Statements for the month of March 2017, there were none. Martha Dougher made a motion to accept the financial documents and Larry Wynne seconded the motion. All were in favor.

Public Comment/Agenda Items

Mr. Libassi welcomed comments from the public regarding agenda items; there were none.

Executive Director's Report

- A. Mr. Robert Fiume presented the ridership reports for the month of March 2017 for fixed route. Mr. Fiume stated that the average daily ridership for fixed route had a decrease of approximately 250 trips from February 2017. Mr. Fiume noted that there were two days off due to the snowstorm.
- B. Mr. Fiume reviewed the shared ride report and noted that the average daily ridership for March 2017 had decreased by approximately 17 trips from February 2017. Mr. Fiume noted again the two days off for the snowstorm.
- C. Mr. Fiume announced that Ecolane is working now in the Shared Ride division. Ecolane is the scheduling software that Penn DOT is implementing throughout the state. He expected to have some difficulty in the beginning but he felt things were

going well. Mr. Fiume stated that he had spoken to other agencies and they are satisfied with the changes. He noted that, at this point, we are driving less miles and picking up more people, which is the purpose of the software.

- D. Mr. Fiume requested a motion for the Resolution to File Application and to Certify Local Match. He stated that this is an application with Penn DOT and it is done every year, at this time, to certify the local match. Martha Dougher made the motion and Larry Wynne second the motion. All were in favor.
- E. Mr. Fiume requested a motion for the Resolution Certifying the Local Match for State Operating Financial Assistance. Mr. Fiume stated that last month we approved the application for operating assistance. This is just certifying that COLTS will match the funds from the County. Larry Wynne made the motion and Martha Dougher second the motion. All were in favor.

Other Business

- A. Mr. Fiume requested the Boards approval to move a part time driver to full time in the fixed route division. Martha Dougher made the motion and Larry Wynne seconded the motion. All were in favor.
- B. Mr. Fiume requested a motion for the Approval of Purchase Order for Surveillance Camera's. The Purchase Order would be with TSI for cameras for the buses and vans. Mr. Fiume stated that they had looked at four different manufacturers and felt this was the best choice. He stated that the funds would come from capital funds that have been set aside for this project. The purchase order would be for \$292,982. Martha Dougher made the motion and Larry Wynne seconded the motion. All were in favor.
- C. Mr. Libassi requested a motion for the Approval of Purchase Order for Three Gillig CNG Buses. Mr. Fiume explained that there are three buses coming in the fall and this is a new order for three more. The purchase order amount is \$1,639,761. Larry Wynne made the motion and Martha Dougher seconded the motion. All were in favor.

Public Comment/Other Business

Mr. Libassi welcomed comments from the public regarding other business; there were none.

Martha Dougher made a motion to adjourn the meeting at 11:10 a.m. Larry Wynne seconded the motion and all were in favor.

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Submitted by:  
Jane Farrell, Executive Assistant