

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
April 17, 2018

The regular meeting of the County of Lackawanna Transit System Authority was held on Tuesday, April 17, 2018 at 11:00 a.m. at the Lackawanna Transit Center.

Present were:	Martha Dougher	Larry Wynne
	Brian Doughton	Timothy Hinton
	Gregg Nieto	Joseph DeNaples
	Robert Fiume	Douglas Hein
	Jane Farrell	Linda Matylewicz
	Joan Hodowanitz	Borys Krawczeniuk

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

Mr. Larry Wynne requested a Roll Call of the Board Members. Larry Wynne, Gregg Nieto and Brian Doughton were present. Martha Dougher participated via phone. Michael Dougherty and was excused.

Acceptance of Minutes

Mr. Wynne asked if anyone had questions regarding March 2018 meeting minutes, there were none. Brian Doughton made a motion to accept the minutes and Martha Dougher seconded the motion. All were in favor.

Acceptance of Financial Documents

Mr. Wynne asked if anyone had questions pertaining to the Income Statements for the month of March 2018, there were none. Martha Dougher made a motion to accept the financial documents and Brian Doughton seconded the motion. All were in favor.

Public Comment/Agenda Items

Mr. Wynne 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 2018. The fixed route average daily ridership for March 2018 was 3,218; which is down approximately 100 trips from February 2018.
- B. Mr. Fiume stated that the average daily trips for shared ride in March 2018 was 373 trips; which was down approximately 15 trips from February 2018.
- C. Mr. Fiume requested a motion to table the approval of the Purchase Order with Avail Technologies for Fleet Net Software. Gregg Nieto made the motion and Martha Dougher seconded the motion. All were in favor.

Other Business

- A. Mr. Fiume requested a motion for the approval to enter into a contract with Guardian. They would handle the Family Medical Leave and Sick and Accident claims effective July 1, 2018. The motion would be pending solicitor review of the contract. Gregg Nieto made the motion and Martha Dougher second the motion. All were in favor.
- B. Mr. Mark Zettlemoyer from Reinsel, Kuntz and Lesh presented and reviewed the 6/30/2017 Audit with the board. This was presented as an unqualified opinion. Brian Doughton made the motion for the approval of the audit and Gregg Nieto second the motion. All were in favor.

Public Comment

Mr. Wynne welcomed comments from the public regarding other business; Joan Hodowanitz asked how the public would have access to the audit. Doug Hein stated that it will be posted to the COLTS website within the next couple of days. Joan asked Mark Zettlemoyer what the amount was for the operational defect. Mark stated that it was \$382,000. She also asked Mr. Zettlemoyer if there were any material weaknesses or significant deficiencies. He said that there were some noted in the Single Audit Report. Joan asked if they were repeat deficiencies or first time. Mr. Zettlemoyer stated that some are repeat and some are first time. Joan asked if there is a management response to them. Mr. Zettlemoyer stated that they are on the last page of the Single Audit. Joan asked the time period of the audit. She was told the period was 7-1-2016 to 6-30-2017.

Joan Hodowanitz discussed the advertisements in the Times newspaper. She felt it was a good way to provide information to the public. She also stated that she was on a bus the other day that had a monitor and she asked the purpose. Mr. Fiume stated that we are using them for a trial period to see how they work out. They can be used for public service announcements or sell advertising if we decide to get them. At this point, there isn't a charge for them. Joan asked about a survey that was in the paper a few months about the route changes and she wanted to know if any changes have been made based on the survey. Mr. Fiume said that Bob Lesh has been working on the changes. Joan asked if information would be released to the public prior to the changes. Mr. Fiume said they would. Joan asked if we considered any route changes based on the addition of the government center on Wyoming Ave. Mr. Fiume stated that he wasn't aware of any changes at this point. Joan stated that many elderly clients have mentioned to her that they are concerned with crossing Lackawanna Avenue. She asked if Mr. Lesh could be informed of her concern.

Brain Doughton made a motion to adjourn the meeting at 11:15 a.m. Gregg Nieto seconded the motion and all were in favor.

Submitted by:
Jane Farrell, Executive Assistant