

MINUTES OF THE BOARD OF AUTHORITY  
County of Lackawanna Transit System  
November 15, 2016

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The regular meeting of the County of Lackawanna Transit System Authority was held on Tuesday, November 15, 2016 at 10:00 a.m. at the Lackawanna Transit Center.

Present were:	Carmen Libassi	Larry Wynne
	Michael Dougherty	Joseph DeNaples
	Robert Fiume	Jane Farrell
	Doug Hein	Mark Gifford
	Linda Matylewicz	Gretchen Wintermantel
	Joan Hodowanitz	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 and legal issues.

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

Acceptance of Minutes

Mr. Libassi asked if anyone had questions regarding October 2016 meeting minutes; there were none. Carmen Libassi made a motion to accept the minutes and Michael Dougherty seconded the motion. All were in favor.

Acceptance of Financial Documents

Mr. Libassi asked if anyone had questions pertaining to the Income Statements for the month of October 2016. Michael Dougherty 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 October for fixed route. Mr. Fiume stated that the average daily ridership for fixed route had decreased by approximately 200 passengers from September.
- B. Mr. Fiume reviewed the shared ride report and noted that the average daily ridership for October 2016 decreased by approximately 14 passengers from September 2016.

- C. Mr. Libassi requested a motion for the Resolution Authorizing the Acquisition of Easement of Property for CNG Project. Michael Dougherty made the motion and Larry Wynne seconded the motion. All were in favor.
- D. Mr. Libassi requested a motion for the Resolution Authorizing the Acquisition of Two Acres of Property for CNG Project. Larry Wynne made the motion and Michael Dougherty second the motion. All were in favor.
- E. Mr. Libassi requested Approval of Agreement with PennDot Regarding the Development of CNG Fueling Station. Michael Dougherty made the motion, pending Solicitor review. Larry Wynne seconded the motion and all were in favor.
- F. Mr. Libassi requested a motion for the Approval of the Contract with Commonwealth Energy Group. Larry Wynne made the motion and Michael Dougherty seconded it. All were in favor.

#### Other Business

- A. Mr. Fiume requested a motion for the Approval of the Hours of Service Policy. He explained that it is in compliance with PennDot. The change in the policy went from 18 hours to 16 hours. This states that an employee cannot work more than 16 hours straight. They would need to have an 8-hour difference between shifts. Larry Wynne made the motion and Michael Dougherty second the motion. All were in favor.
- B. Mr. Libassi requested a motion for the Approval of the Salary Basis Policy. Mr. Fiume explained that the policy is in compliance with the Federal Fair Labor Standards Act describing non-exempt employees and over time requirements. The policy will go into effect in December. Michael Dougherty made the motion. Larry Wynne seconded the motion and all were in favor.
- C. Mr. Fiume requested a motion for the Approval of the Travel Time Payment Policy. He stated that the policy coincides with the Salary Basis Policy to define what hours would be included as hours worked while traveling. Larry Wynne made the motion and Michael Dougherty second the motion. All were in favor.
- D. Mr. Fiume requested a motion for a Resolution for the Title VI Program Updates. Mr. Fiume stated that COLTS program expires November 30, 2016. A new program has been developed that pertains to Environmental Justice. Michael Dougherty made the motion. Larry Wynne seconded the motion and all were in favor.

#### Public Comment/Other Business

Mr. Libassi welcomed comments from the public regarding other business. Joan Hodowanitz addressed the board. She stated that she felt as though the three-minute time limit on the public comment was a bad decision. She also recommended that the meeting agenda and documentation be posted on the website 24 hours prior to the meetings so the public can research the items on the agenda. Joan stated that, on the website, the only position available is for a part time van driver.

Joan asked if that was the only open position available. Mr. Fiume stated that is the only position available at this time. Joan asked if all open positions are posted on the website. Mr. Fiume stated that positions that are available to the public are posted on the website. Joan asked for the status of the repayment to PennDot. She also stated that she believed that there is still a problem with the monitors in the transit center. Mr. Fiume stated that AVAIL technologies is working on the monitors. Joan stated that she felt there are red flags with the way the board operates and interacts with the public. She stated that if she had to, she would file a right to know for the agenda. Mr. Fiume stated that the meeting agenda will be posted on the website prior to the meeting. Joan asked about having access to the supporting documentation. Mr. Fiume stated the he will look into having access to the information. Joan suggested using a system that the City Council uses by having a central area that the public can come to review the documents. Mr. Fiume stated that the final payment to PennDot is due in June of 2017.

Carmen Libassi requested a motion to extend the public comment time from three minutes to five minutes. Larry Wynne made the motion and Michael Dougherty seconded the motion. All were in favor.

Mr. Libassi announced that there was a suggestion box in the lobby of the transit center for the public to make comments.

Michael Dougherty made a motion to adjourn the meeting at 11:15 a.m. Larry Wynne seconded the motion and all were in favor.

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Submitted by:

Jane Farrell, Executive Assistant