

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
February 21, 2017

The regular meeting of the County of Lackawanna Transit System Authority was held on Tuesday, February 21, 2017 at 11:05 a.m. at the Lackawanna Transit Center.

Present were:	Carmen Libassi	Gregg Nieto
	Michael Dougherty	Larry Wynne
	Robert Fiume	Joseph DeNaples
	J. Timothy Hinton	Jane Farrell
	Gretchen Wintermantel	Doug Hein
	Mark Gifford	

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, Michael Dougherty Gregg Nieto and Larry Wynne were present; Martha Dougher was excused.

Acceptance of Minutes

Mr. Libassi asked if anyone had questions regarding January 2017 meeting minutes, there were none. Michael Dougherty made a motion to accept the minutes and Larry Wynne 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 January 2017, there were none. Larry Wynne made a motion to accept the financial documents and Michael Dougherty 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 January 2017 for fixed route. Mr. Fiume stated that the average daily ridership for fixed route had a slight increase from January 2016 and there was a decrease of approximately 80 trips from December 2016.
- B. Mr. Fiume reviewed the shared ride report and noted that the average daily ridership for January 2017 had increased by approximately 30 trips from December 2016.
- C. Mr. Fiume requested a motion for the Resolution Endorsing and Approving Cooperation in the Update to the Pennsylvania Transit Consolidation Study. Mr. Fiume

explained that this would be part of the study for the possible consolidation of COLTS with Luzerne County Transit and possibly Hazleton Transit. Mr. Fiume stated that he had attended a meeting several weeks ago at Penn Dot in Dunmore and they requested a resolution by the Board to proceed with the study. Gregg Nieto made the motion and Larry Wynne seconded the motion. All were in favor.

- D. Mr. Libassi requested a motion for the Approval of Investment Management Services Contract for Pension. Mr. Libassi stated that it was recommended unanimously by the Pension Committee and the union representatives to use Morgan Stanley for a one-year contract. Michael Dougherty made the motion and Michael Larry Wynn second the motion. Carmen Libassi, Michael Dougherty and Larry Wynne were in favor. Gregg Nieto was opposed.

Other Business

- A. Mark Zettlemoyer and Michael Jones from Reinsel, Kuntz and Leshar presented and reviewed the 6/30/2016 Audit with the board. This was presented as an unqualified opinion. Michael Dougherty made the motion for the approval of the audit and Larry Wynne second the motion. All were in favor.
- B. Mr. Libassi requested a motion for the Approval of Advertising Contract with the Times-Tribune. Mr. Fiume stated that he and Gretchen Wintermantel had a meeting with the Times-Tribune representative to discuss the contract and specials they are offering. He felt that it would be beneficial to enter into the contract with all of the upcoming events that should be advertised. Gretchen Wintermantel explained to the board the advertisement options that would be available. Mr. Libassi asked Ms. Wintermantel what type of advertisements she would place and if she thought of including coupons. Some examples she suggested would be for the new Inter-county Pass, the My Stop trip planner, new route information, fare outlet information and other COLTS services. She also felt that coupons could be an option. Timothy Hinton noted that we are not able to use this for Legal Notices. Mr. Libassi suggested tracking the next 3 months to see if there are any changes in ridership. Ms. Wintermantel noted that without the contract, the cost to advertise would be \$68 per inch but with the contract, it would be \$12.75 per inch. Michael Dougherty made the motion. Gregg Nieto seconded the motion and all were in favor.

Public Comment/Other Business

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

Gregg Nieto made a motion to adjourn the meeting at 11:55 a.m. Michael Dougherty seconded the motion and all were in favor.

Submitted by:
Jane Farrell, Executive Assistant