

MINUTES OF THE BOARD OF AUTHORITY  
County of Lackawanna Transit System  
January 17, 2017

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The regular meeting of the County of Lackawanna Transit System Authority was held on Tuesday, January 17, 2017 at 11:00 a.m. at the Lackawanna Transit Center.

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

Timothy Hinton opened the meeting with the Pledge of Allegiance

Timothy Hinton welcomed a motion to nominate the Chairperson of the Board. Martha Dougher made a motion for Carmen Libassi to remain the Chairman. Michael Dougherty seconded the motion and all were in favor.

Mr. Libassi added that an Executive Session was held prior to the meeting to discuss personnel matters.

Reorganization

Martha Dougher made a motion to nominate Michael Dougherty as Vice-Chairman. Larry Wynne seconded the motion and all were in favor.

Michael Dougherty made a motion for Larry Wynne to hold the office of Secretary. Martha Dougher seconded the motion and all were in favor.

Larry Wynne made a motion for Gregg Nieto to hold the office of Treasurer. Martha Dougher seconded the motion and all were in favor.

Michael Dougherty made a motion for Martha Dougher to hold the office of Vice Secretary/Treasurer. Larry Wynne seconded the motion and all were in favor.

Larry Wynne made a motion to appoint Martha Dougher and Michael Dougherty to the Pension Committee. Carmen Libassi seconded the motion and all were in favor.

Michael Dougherty made a motion to appoint Gregg Nieto and Larry Wynne to the Personnel Committee. Martha Dougher seconded the motion and all were in favor.

Martha Dougher made a motion to reappoint Gretchen Wintermantel as the Right to Know Officer. Larry Wynne seconded the motion. All were in favor.

Martha Dougher made a motion to reappoint Timothy Hinton and Joseph DeNaples as Solicitors to COLTS. Michael Dougherty seconded the motion and all were in favor.

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

#### Acceptance of Minutes

Mr. Libassi asked if anyone had questions regarding December 2016 meeting minutes, there were none. Martha Dougher 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 December 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; Dave Kaczmarek addressed the Board. Mr. Kaczmarek asked what the Income Statements were. Doug Hein explained that it is a monthly and yearly income comparison along with a variance explanation. Mr. Kaczmarek asked if COLTS is hiring for any positions because there isn't anything listed on the agenda for it. Robert Fiume stated that they are looking to hire some casual drivers for fixed route and part time drivers for shared ride. He noted that the board would not need to approve it. Mr. Kaczmarek stated that he asked, due to concerns by the union members. He stated that COLTS just approved a policy on how many hours people can work in a day. He said that drivers are being forced to work long hours because no one is available fill the pieces of work needed. He said that in the contract, 15% casual list can be hired and the only casuals that are working now are retirees. Mr. Kaczmarek asked why we are forcing people to work at time and a half when we can have people work for a fraction of the costs and no benefits. Mr. Fiume stated that the policy COLTS adopted is a law from the Secretary of Transportation and not something that COLTS just came up with. He agreed that in the contract, COLTS can have 15% casuals and there are three casuals that are retirees. Mr. Fiume stated that Bob Lesh was not in today but he may be able to answer some of the questions. He believes that they are looking to have around eight casuals for fixed route. Mr. Kaczmarek asked if Mr. Lesh schedules the interviews and road tests. Mr. Fiume stated that Mr. Lesh does not but he would be involved in the process. Mr. Kaczmarek asked if anyone was working on hiring. Linda Matylewicz stated that she is having a difficult time finding people that are willing to work part time. Mark Gifford stated that he disagreed with that. He said that he has sent several candidates that are willing to work part time. He noted that several of them are current school bus drivers and COLTS is telling them that they are not qualified. Mr. Gifford felt that the hiring procedure is too difficult and if people are school bus drivers they should be qualified for COLTS. Joseph DeNaples asked if they require the same endorsements. Mr. Gifford stated that they do have the same requirements. Mr. Fiume will look

into it and he will push for interviews. Mr. Kaczmarek asked how the hiring process works after the interview process. Mr. Fiume stated that after the interview, they would get a road test and then background checks are completed. Mr. Kaczmarek asked who does the road test. Mr. Fiume stated that two COLTS officials do the road test. Mr. Kaczmarek asked what the timeline would be for the new hires. Mr. Fiume stated that he would like it done as soon as possible. Mr. Kaczmarek suggested reviewing the financial reports to look at the overtime hours.

#### Executive Director's Report

- A. Mr. Robert Fiume presented the ridership reports for the month of December 2016 for fixed route. Mr. Fiume stated that the average daily ridership for fixed route had decreased by approximately 200 trips a day from November 2016, which is normal for the winter months.
- B. Mr. Fiume reviewed the shared ride report and noted that the average daily ridership for December 2016 had decreased by approximately 30 trips a day from November 2016. He also attributed it to the time of year.
- C. Mr. Fiume announced that COLTS is working with LCTA on developing a monthly intercountry pass. Passengers will be able to purchase the pass in either Lackawanna County or Luzerne County for the same price and it can be used in either county. Mr. Fiume also stated that COLTS would be working to make better connections with LCTA by changing some of the routes. Mr. Kaczmarek stated that LCTA does not use change cards and he felt that the use of change cards slows down the boarding process. He asked if there has been any discussions regarding change cards. Bob stated that the change cards have been a part of the discussion with LCTA and he will talk to Bob Lesh about them.

#### Public Comment/Other Business

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

Michael Dougherty made a motion to adjourn the meeting at 11:18 a.m. Martha Dougher seconded the motion and all were in favor.

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Submitted by:

Jane Farrell, Executive Assistant