

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
January 16, 2018

The regular meeting of the County of Lackawanna Transit System Authority was held on Tuesday, January 16, 2018 at 11:00 a.m. at the Lackawanna Transit Center.

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

Timothy Hinton opened the meeting with the Pledge of Allegiance

Timothy Hinton requested a Roll Call of the Board Members. Carmen Libassi, Michael Dougherty, Gregg Nieto and Larry Wynne were present; Martha Dougher participated via phone.

Timothy Hinton, as Solicitor for COLTS, made a motion for Carmen Libassi to remain the Chairman. Martha Dougher seconded the motion and all were in favor.

Reorganization

Carmen Libassi made a motion to nominate Michael Dougherty as Vice-Chairman. Gregg Nieto 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. Michael Dougherty seconded the motion and all were in favor.

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

Gregg Nieto made a motion to appoint Martha Dougher and Michael Dougherty to the Pension Committee. Larry Wynne 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.

Michael Dougherty 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. Gregg Nieto seconded the motion and all were in favor.

Acceptance of Minutes

Mr. Libassi asked if anyone had questions regarding December 2017 meeting minutes, there were none. Gregg Nieto 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 December 2017. 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 December 2017 for fixed route. Mr. Fiume stated that the average daily ridership for fixed route was approximately 3,123 passengers which decreased by approximately 80 trips a day from December 2016. He attributed the decrease to the weather conditions.
- B. Mr. Fiume reviewed the shared ride report for December 2017. The average daily ridership was approximately 427 which was only down 2 passengers from December 2016. Mr. Fiume also noted the weather conditions.
- C. Mr. Fiume requested a motion for the approval of the Shared Ride Van Driver Uniform and Appearance Policy. The approval would be contingent on Solicitors review. Larry Wynne made a motion to approve the policy. Martha Dougher seconded the motion. All were in favor.
- D. Mr. Fiume requested a motion to approve the Amendment to the Family Medical Leave Act Policy with regard to the "Calculation of Leave". He noted that this would also be pending Solicitor review. Larry Wynne made the motion and Michael Dougherty seconded the motion. All were in favor.

Public Comment/Other Business

Mr. Libassi welcomed comments from the public regarding other business. Krysten Xanthis addressed the board regarding a problem she had with a driver. She stated that she was taking the 2:05 pm Highworks bus from the transit center. She said she asked the driver to lower the ramp for her and the driver gave her a hard time about putting the ramp down. She said that the driver told her that "she should just stay home". Krysten felt that she has to avoid that driver because he gave her a hard time. She said she spoke with Bob Lesh about the problem. Mr. Fiume asked Mr. Lesh

if he took care of the issue. Mr. Lesh said that he spoke with the driver about the situation. He said if it continues, the driver will be written up. Mark Gifford stated that Krysten Xanthis was riding on his bus the other day and she continually complained about the ramp on the bus. He stated that, when she was departing the bus, she didn't ask him to put the ramp down.

Gregg Nieto made a motion to adjourn the meeting at 11:14 a.m. Michael Dougherty seconded the motion and all were in favor.

Submitted by:

Jane Farrell, Executive Assistant