

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
February 27, 2018

The regular meeting of the County of Lackawanna Transit System Authority was held on Tuesday, February 27, 2018 at 11:05 a.m. at the Lackawanna Transit Center.

Present were:	Michael Dougherty	Larry Wynne
	Martha Dougher	Brian Doughton
	Joseph DeNaples	Timothy Hinton
	Robert Fiume	Jane Farrell
	Robert Lesh	Gretchen Wintermantel
	Linda Matylewicz	Sam DeLeo
	Wayne Williams	Mark Gifford
	Dave Kaczmarek	

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

Mr. Dougherty turned the meeting over to Atty. Timothy Hinton to swear Brian Doughton in as the newest member of the Board of Directors.

Michael Dougherty welcomed Brian Doughton to the board. Mr. Dougherty welcomed nominations for the position of Chairman of the Board. Brian Doughton made a motion for Larry Wynne to hold the office of Chairman. Martha Dougher seconded the motion and all were in favor.

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

Mr. Wynne welcomed nominations for the position of Secretary of the Board. Michael Dougherty made a motion for Brian Doughton to hold the office of Secretary. Martha Dougher seconded the motion and all were in favor.

Acceptance of Minutes

Mr. Wynne asked if anyone had questions regarding January 2018 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. Wynne asked if anyone had questions pertaining to the Income Statements for the month of January 2018, there were none. Michael Dougherty 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; Robert Lesh welcomed the Brian Doughton as the new board member.

Executive Director's Report

- A. Mr. Robert Fiume presented the ridership reports for the month of January 2018. The fixed route average daily ridership for January 2018 was 2,993; which was down approximately 100 trips from December 2017.
- B. Mr. Fiume stated that the average daily trips for shared ride in January 2018 was 389 trips; which was down approximately 40 trips from December 2017. He felt the weather conditions were related to the decrease in ridership for both departments.
- C. Mr. Fiume requested a motion for the Approval the Advertising Contract with the Times-Tribune. He noted that this is the renewal of the previous contract. The cost remains the same at \$14,300. Mr. Fiume felt it worked out well for COLTS. It was used to do make announcements, ridership surveys and many other outreach items. He felt that, in the long run, it saved COTS money for advertising. Michael Dougherty made the motion and Martha Dougher second the motion. All were in favor.
- D. Mr. Fiume announced that COLTS has unveiled the new bus tracking and trip planning app and it has been working well. Gretchen Wintermantel stated that we have gotten a lot of positive feedback on it. Mr. Fiume also stated that we have taken the bus shelters over from Lamar and we are working on a plan to repair or replace the current shelters. We are also selling advertising on the shelters for additional income. Mr. Fiume stated that the bus stop signs will be replaced through the spring and summer. The signs will have numbers for passengers to type in on their phones to track the buses. He also noted that COLTS has an initiative with the Chamber of Commerce to work on service to the local industrial parks.
- E. Mr. Fiume announced that COLTS has taken delivery of three new Compressed Natural Gas buses. He hoped to have our CNG fueling station built by the fall which will also be open to the public. At this point we are fueling them at a site in Old Forge. We are due to receive four shared ride vans in April and four more in June. In addition to seven more buses coming in June. Tim Hinton asked how the new buses are running. Mark Gifford, President of the ATU union, felt that they are running better than the hybrids that we have. Bob Fiume noted that CNG is the cleanest fuel that you can burn so it is better for the environment. We will also save costs on maintenance because you are saving on oil changes, parts and gas. There is also a credit from the federal government for using CNG fuel. Bob Lesh added that the buses have an upgraded tie-down system for the wheelchairs. Bob Fiume stated that the new tie-downs are much easier to use and are no longer on the floor getting dirty.
- F. Mr. Fiume announced that COLTS will participate in the St. Patrick's Day parade. We will be using the trolley and a CNG bus. Representatives from the management staff, ATU and SEIU will be walking in the parade. COLTS will also offer free rides to encourage safety.

G. Mr. Fiume stated that the next board meeting has been changed to Thursday, March 22, 2018 because he will be away at a conference.

Other Business

Larry Wynne thanked Carmen Libassi for his ten years of service to the Board of Directors, noting that he had perfect attendance at the meetings. He suggested that the board invite Mr. Libassi to the next meeting to offer him a proclamation. Mr. Wynne also welcomed Brian Doughton to the board. Brian Doughton thanked everyone for welcoming him to the board. Dave Kaczmarek asked if Mr. Libassi resigned. Tim Hinton explained that Mr. Libassi's term expired with the board and the county commissioners replaced him with Mr. Doughton.

Public Comment

Mr. Wynne welcomed comments from the public regarding other business; Mark Gifford asked if there would be security at the transit center the day of the parade. Sam DeLeo stated that there would be two security guards at the transit center.

Mr. Fiume also thanked Carmen Libassi for his service to the board and welcomed Brian Doughton to the board.

Martha Dougher made a motion to adjourn the meeting at 11:20 a.m. Brian Doughton seconded the motion and all were in favor.

Submitted by:
Jane Farrell, Executive Assistant