

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
January 15, 2019

The regular meeting of the County of Lackawanna Transit System Authority was held on Tuesday, January 15, 2019 at 3:00 p.m. at the Lackawanna Transit Center.

Present were:	Michael Dougherty	Larry Wynne
	Brian Doughton	Martha Dougher
	Robert Fiume	Joseph DeNaples
	J. Timothy Hinton	Wayne Williams
	Gretchen Wintermantel	Kelly Matone
	Susanne Green	Jane Farrell
	Borys Krawczeniuk	

Attorney Timothy Hinton opened the meeting with the Pledge of Allegiance. Attorney Hinton added that an Executive Session was held prior to the meeting to discuss personnel matters.

Attorney Timothy Hinton, as Solicitor for COLTS, requested a motion for the appointment of the Chairman of the Board of Directors. Michael Dougherty made a motion to appoint Larry Wynne as the Chairman. Martha Dougher seconded the motion and all were in favor.

Reorganization

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

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

Brian Doughton 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/Vice Treasurer. Brian Doughton seconded the motion and 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.

Brian Doughton 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.

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

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

Acceptance of Minutes

Mr. Wynne asked if anyone had questions regarding December 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 December 2018. Brian Doughton made a motion to accept the financial documents and Michael Dougherty seconded the motion. All were in favor.

Public Comment/Agenda Items

Mr. Wynne 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 2018 for fixed route. Mr. Fiume stated that the average daily ridership for fixed route was approximately 3,182 passengers which decreased by approximately 150 trips a day from November 2018. He attributed the decrease to the weather conditions.
- B. Mr. Fiume reviewed the shared ride report for December 2018. The average daily ridership was approximately 419 which was only up 2 trips from November 2018.
- C. Mr. Fiume announced that we have two Shared Ride vans and 3 CNG Fixed Route buses coming soon. They are due to go on the production line at the end of February.
- D. Mr. Fiume requested a motion to approve the Proposal with Lackawanna County regarding a part-time Director of Human Resources. Brian Doughton made the motion and Michael Dougherty seconded the motion. All were in favor.

Public Comment/Other Business

Mr. Wynne welcomed comments from the public regarding other business. Borys Krawczeniuk, from the Times-Tribune, asked how the Human Resources position came about. He noted that COLTS has always had a separate Human Resources person. Larry Wynne stated that the County knew that COLTS was looking for someone and they reached out to offer to help and share their services. Boris asked how often he would be at COLTS. Attorney Timothy Hinton explained that the County approached COLTS about utilizing the services of Justin MacGregor. Mr. MacGregor is the full-time Deputy Director of Human Relations for the County. This would be a part-time role independent in answering to COLTS Board of Directors. He would serve in an acting role as the head of HR and he would report to the Director of Finance at COLTS. Mr. MacGregor would serve on a part-time basis with part-time pay. Attorney Hinton stated that the matter was discussed at length and they wanted to present it to a vote with the Board weather to pursue this. This agreement would also need to be approved by the County Commissioners. This agreement has the potential to

save COLTS money. The Board has elected to do this on a trial basis. Boris asked what the pay would be. Attorney Hinton stated that the pay would be \$1,666 per month, \$20,000 annually. There is a commitment of at least two hours per day on site, in addition to working via phone and computer at other times. Boris asked if Mr. MacGregor was an applicant when COLTS was going through the process of looking for people. Attorney Hinton didn't believe he was, noting that the job that was posted internally at COLTS was a full-time job. Attorney Hinton explained that, once Mr. MacGregor come on board, he will look for a full-time applicant to work underneath him. Boris asked if this is just an interim position and he would resign as the HR Director once he hires someone under him. Attorney Hinton said no, the full-time position would pay between \$40,000 and \$45,000 annually and they would both work in the HR department. Boris felt as though the savings would only be about \$4,000 to \$5,000. Attorney Hinton felt it would be more like \$10,000 to \$20,000. Boris asked why COLTS felt like this was a good idea. Larry Wynne felt it would save money and it would be on a trial period. He stated that if it isn't working out, they will look at it again. Boris asked if the Commissioners stated why they wanted to do this. Mr. Wynne stated that COLTS would save money but he isn't sure why the Commissioners wanted to do it. Boris asked if this was legal because the Authority is separate body. Attorney Hinton stated that, by his vantage point, it is legal. Noting that Mr. MacGregor is working independently of the County while he is working for COLTS, reporting to the management of COLTS and working at the direction of the Board of Directors. Boris asked if his duties at COLTS would take away from his duties at the County, noting that the normal work week is 40 hours. Attorney Hinton explained, that was important for COLTS in entertaining this proposal. COLTS wanted a commitment that Mr. MacGregor would be on site at COLTS at least two hours every week day between the hours of 8:00 and 4:00. Attorney Hinton felt the question would have to be asked of the County as to how it will affect his job there. Boris asked if there are any concerns with him because he didn't have any real experience before he started with the County. Larry Wynne stated that he is doing a good job with the County and they highly recommended him. Boris noted again that the Authorities are supposed to be separate, even though the Boards are appointed by the Commissioners. Attorney Hinton stated that he advised the Board that Mr. MacGregor has to make a commitment to COLTS, that in his position at COLTS, he is independent from the County. Boris asked if they plan to do this with any other agency. Attorney Hinton stated that he didn't know. Boris asked Larry Wynne when this process started. Mr. Wynne said it was about a month ago they reached out. Boris asked who reached out. Mr. Wynne said he wasn't sure but he thought it was John Brazil.

Michael Dougherty made a motion to adjourn the meeting at 3:13 p.m. Martha Dougher seconded the motion and all were in favor.

Submitted by:

Jane Farrell, Executive Assistant