

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
March 28, 2018

The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, March 28, 2018 at 11:00 a.m. at the Lackawanna Transit Center.

Present were:	Martha Dougher	Larry Wynne
	Brian Doughton	Timothy Hinton
	Robert Fiume	Douglas Hein
	Jane Farrell	Robert Lesh
	Linda Matylewicz	Sam DeLeo
	Wayne Williams	Mark Gifford
	Steve Matassa	

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

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

Acceptance of Minutes

Mr. Wynne asked if anyone had questions regarding February 2018 meeting minutes, there were none. Martha Dougher made a motion to accept the minutes and Brian Doughton 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 February 2018, there were none. Brian Doughton made a motion to accept the financial documents and Martha Dougher 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 February 2018. The fixed route average daily ridership for January 2018 was 3,327; which is up approximately 335 trips from January 2018.
- B. Mr. Fiume stated that the average daily trips for shared ride in February 2018 was 354 trips; which was down approximately 35 trips from January 2018.

Other Business

- A. Mr. Fiume requested a motion for the Resolution Certifying the Local Match for State Operating Financial Assistance. Mr. Fiume noted that this is required by Penn Dot for the grant application for the coming fiscal year. This is done every year to certify the local match. Doug Hein added that this will be included in the Commissioners work session tomorrow for their approval. Brian Doughton made the motion and Martha Dougher second the motion. All were in favor.
- B. Mr. Fiume announced that there are two additional items that need to be approved however, they were not included on the agenda. Because of this, he will explain the items and then the public would have to opportunity to make a comment. The first item is the purchase of Shared Ride Vans and the second is the approval of a contract for the maintenance of the bus shelters with Allied Services. Mr. Fiume welcomed comments from the public; there were none.
- C. Mr. Fiume requested a motion for the purchase of the shared ride vans through Rohr Bus Sales and Creative Bus Sales. He noted that they are off the State contract and no bid is needed. There will be four buses from each vendor. Martha Dougher made a motion for the purchase of the vans and Brian Doughton seconded the motion. All were in favor.
- D. Mr. Fiume requested a motion for the approval of a two-year maintenance contract with Allied Services for the bus shelters. He explained that we had taken over the bus shelters from Lamar and now we are responsible for the upkeep on them. He stated that an RFP was put out to do such things as repair, replace, clean and snow removal of the shelters. Brian Doughton made a motion to approve to contract with Allied Services. Martha Dougher seconded the motion and all were in favor.
- E. Mr. Fiume presented a Certificate of Appreciation to Mr. Carmen Libassi for his nine years of service to the COLTS Board of Directors. Mr. Fiume commended Mr. Libassi for his dedication to the board, noting that he hadn't missed any meetings. Mr. Fiume thanked Mr. Libassi for his support and guidance as chairman of the board. Timothy Hinton praised Mr. Libassi for his guidance on the Intermodal project and he thanked Mr. Libassi for his service to the board. Mark Gifford thank Mr. Libassi for working with the Union and he congratulated him on his service.

Public Comment

Mr. Wynne welcomed comments from the public regarding other business; Joan Hodowanitz addressed the board. Joan stated that there was an article in the newspaper on March 26th about a Penn Dot survey, Walk or Ride. She found it interesting that COLTS was pointing out that walkability is an issue with transportation, especially with regard to people with disabilities and the elderly. She hoped that COLTS would continue to push that. Joan stated that she hasn't driven in five years but she is able to walk around. She knows a lot of the elderly have problems getting

around because there aren't any sidewalks or they are not maintained. Mr. Fiume also noted that it is important to be in contact with Penn Dot when they are installing new sidewalks or working on roads to see about the possibility of adding a shelter. Joan also discussed the opening of the new Government Center at the old Globe Store. She noted that most of the buses had stops at the 100 block of Wyoming Avenue. She suggested giving thought to the possibility of them stopping there again because it is a long walk to the transit center for certain individuals. Joan stated that in 2019 there will be two major events, the air show and the county fair. She suggested being in on the planning of these events especially the fair before they lock in a location. Bob Fiume stated that COLTS would be involved in the plans for both events. He said we were at the initial meeting about the fair but he hasn't heard from them lately. He did get a call about the airshow recently. Joan felt it was important to have bus transportation to alleviate parking problems.

Brain Doughton made a motion to adjourn the meeting at 11:15 a.m. Martha Dougher seconded the motion and all were in favor.

Submitted by:
Jane Farrell, Executive Assistant