

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
October 18, 2017

The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, October 18, 2017 at 11:00 a.m. at the Lackawanna Transit Center.

Present were:	Carmen Libassi	Gregg Nieto
	Robert Fiume	Joseph DeNaples
	Jane Farrell	Douglas Hein
	Mark Gifford	Dave Kaczmarek
	Robert Lesh	Krysten Xanthis

Prior to the meeting, Robert Fiume asked that everyone put away their electronic devices. Mr. Fiume announced that recordings, pictures or videotaping of the meeting is prohibited.

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

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

Acceptance of Minutes

Mr. Libassi asked if anyone had questions regarding September 2017 meeting minutes, there were none. Gregg Nieto made a motion to accept the minutes and Carmen Libassi 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 September, there were none. Carmen Libassi made a motion to accept the financial documents and Martha Dougher 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 September 2017. Mr. Fiume stated that the average daily ridership for shared ride in September was 421 trips which was down approximately 50 trips from August 2017. The fixed route average daily ridership for September 2017 was 3,520 which was down slightly from August 2017.

- B. Mr. Fiume announced that within the next few weeks COLTS will be unveiling Google Maps and My Stop. My Stop is an app that you can upload to your computer or your phone to track the buses and get ridership alerts. Google Maps will map out the best route for you.
- C. Mr. Fiume requested the approval to move up to two-part time bus drivers to full time at our necessity or convenience. Martha Dougher made the motion and Gregg Nieto 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 the changes to the Highworks bus on Dickson Avenue. She asked if there was any way to get the route back to the way it was. She said it is dangerous for passengers crossing Greenridge Street. Krysten said that it was suggested to her that the senior citizens use the vans but she felt they would rather be independent and that they would like to ride with other passengers. Mr. Fiume explained that the vans are a shared ride program so they would be riding with other passengers. Robert Lesh explained that they are still in the process of making changes. The changes are being made to make better connections and provide better service. He also felt that there may be additional changes to the route due to the backup of traffic on Keyser Avenue. Mr. Lesh pointed out that there are three buses that use Keyser Avenue and they are having issues with the buses running late. They reduced the service to Dickson Avenue because there are two other buses that service that area one block away. Mr. Lesh stated that he looked at Greenridge Street and the ADA requirements have been met in that area. Carmen Libassi asked if the problems on Keyser Avenue were temporary. Mr. Lesh didn't feel they would be going away.

Mark Gifford stated that they pulled a report from our system for the fiscal year of June 2016 to July 2017 and during that time, there were less than 100 passengers at that stop. They intended to eliminate the stop all together however, they felt it was better to limit the service to the area. Mr. Fiume also stated that Penn Dot puts performance measurements in place and we can't continue to run service to areas that we aren't picking passengers up. He stated that these changes are being made to become more cost effective and efficient. He also stated that when the other changes are being made, there will be a public hearing for the major changes. Mr. Lesh explained again about the report they pulled on Dickson Avenue and he felt the service was sufficient due to the ridership in the area. He also pointed out that the report showed that there was no ridership for that stop at all on Saturday's. Krysten asked if anyone walked the route. Carmen stated they did. Krysten stated that she waited for the Carbondale and Greenridge buses on Sanderson Avenue but they came 10 minutes early. Bob Lesh stated that he spoke with her about the incident earlier and he told her that she has to call to let him know when it happens and he will check the tracker. He explained that if the driver is early, he is disciplined. Also, if we catch it in time, they will turn the bus around. Mr. Libassi asked if the passengers can check on the bus. Bob Fiume explained, when My Stop is released, the passenger will be able to track the bus.

Krysten asked again if the route will go back to the way it was. Mark Gifford explained again that there are 17 trips from the terminal and less than 100 passengers were picked up at that stop. Bob Lesh said they are still working on the routes. He explained that it would be hard to justify changing it back but they will still give it consideration. Mark Gifford stated that there were changes made to several routes so, it isn't just the Highworks bus that was changed.

Robert Fiume stated that COLTS is looking at a new software program. It would be through Fleet Net which was just purchase by Avail Technologies. The program would be used by the human resource, maintenance, dispatch, scheduling and finance departments. Doug Hein explained that it is a transit specific program. Mr. Fiume stated that several other transit agencies have been using the system. He felt that there would be more information provided at the November board meeting. Dave Kaczmarek asked if we spoke with other agencies that use the program and he asked about the expense. Mr. Fiume stated that he spoke with other agencies and they are happy with it however it is expensive if all of the modules are purchased. Doug Hein said that the company had been in and explained the system and they will come in to do on-site training. Doug felt it is a good system because of the ease of getting reports and uploading information to other sites. Dave Kaczmarek stated that there are three different Avail systems that they are working with and it was confusing but it seems to be working better now. He also commended Bob Lesh regarding changing some of the head signs on the buses to indicated they are heading to the transit center. He had gotten complements from the passengers about the change.

Martha Dougher commented on an article that was in the newspaper regarding Robert Fiume attending the Equitable Transit Conference held in Scranton. She felt it was very good for our area and she commended Mr. Fiume for being a part of the program. She stated that she was proud to have Mr. Fiume as the Executive Director and to have Carmen Libassi as the Chairman. Mr. Lesh stated that he was at the conference and he felt that Mr. Fiume did an outstanding job representing COLTS. He felt the conference was very informative about the changes in the transportation industry.

Martha Dougher also commented on the bus going to the Shoppes at Montage on Saturdays. She hoped that the people would take advantage of the opportunity to shop there. Mark Gifford stated that they checked the ridership and there were passengers that used the route this past Saturday.

Mark Gifford stated that an individual from New York Life approached him about selling insurance on our premises. He said that there would be no cost to COLTS however, the human resource department would have to cut a monthly check to the company for the payroll deduction. Jane Farrell questioned what happens when an employee is out and not getting a paycheck. Mark stated that the employee would be responsible for their own payment. Dave Kaczmarek stated that it would work the same way as AFLAC. He also explained that you can put your spouse on it without a medical review with a \$25,000 waiver. Mark stated that we are the only county entity that hasn't signed on. Carmen Libassi asked if this is the only company that offers this type of service. Mr. Fiume stated that he is the only one that approached them. Mr. Libassi asked who he was. Dave stated that it is John Rusak from New York Life and he would need 10 members to get started.

Martha Dougher made a motion to adjourn the meeting at 11:35 a.m. Gregg Nieto seconded the motion and all were in favor.

Submitted by:
Jane Farrell, Executive Assistant