

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
October 18, 2016

The regular meeting of the County of Lackawanna Transit System Authority was held on Tuesday, October 18, 2016 at 10:15 a.m. at the Lackawanna Transit Center.

Present were:	Carmen Libassi	Larry Wynne
	Martha Dougher	Michael Dougherty
	Gregg Nieto	J. Timothy Hinton
	Robert Fiume	Jane Farrell
	Doug Hein	Mark Gifford
	Dave Kaczmarek	Bob Lesh
	Dave Sklareski	Joan Hodowanitz
	Ed Zech	

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, Michael Dougherty, Larry Wynne, Gregg Nieto and Martha Dougher were present.

Acceptance of Minutes

Mr. Libassi asked if anyone had questions regarding the June 2016, August 2016 and September 2016 meeting minutes; there were none. Martha Dougher 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 months of August 2016 and September 2016. Michael Dougherty made a motion to accept the financial documents and Gregg Nieto seconded the motion. All were in favor.

Public Comment/Agenda Items

Mr. Libassi welcomed comments from the public regarding agenda items. There were no comments.

Executive Director's Report

- A. Mr. Robert Fiume presented the ridership reports for the month of September for fixed route. Mr. Fiume stated that the average daily ridership for fixed route had increased by approximately 300 passengers from August. Mr. Fiume felt the increase was due to school being back in session.

- B. Mr. Fiume reviewed the shared ride report and noted that the average daily ridership for September 2016 increased by approximately 20 passengers from August 2016.
- C. Mr. Libassi requested a motion for the Approval of the Technical Study Contract. Gregg Nieto made the motion and Larry Wynne seconded the motion. All were in favor.
- D. Mr. Libassi requested a motion for the approval of a Vehicle Lease Agreement with Burkes Area Regional Transportation for 4 buses to hold us over until the new buses are delivered. Michael Dougherty made the motion pending Solicitor review. Martha Dougher second the motion and all were in favor.
- E. Mr. Libassi requested a Resolution Authorizing Robert Fiume to Act on Behalf of COLTS in Furtherance of the CNG Project. Martha Dougher made the motion and Michael Dougherty seconded the motion. All were in favor.
- F. Mr. Libassi stated that they were tabling the Resolution Authorizing the Acquisition of Easement of the Property for CNG Project and the Resolution Authorizing the Acquisition of Two Acres of Property for CNG Project.

Other Business

Mr. Libassi requested a motion for the Approval of the Amended Family Medical Leave Policy. Gregg Nieto made the motion and Larry Wynne seconded the motion. All were in favor.

Public Comment/Other Business

Mr. Libassi welcomed comments from the public regarding other business. Mr. Libassi also announced that there would be a three-minute time limit for the comments. Joan Hodowanitz addressed the board. She stated that she had a meeting with Robert Fiume to review the job descriptions for the Fixed Operations Route Manager. She felt it was a work in progress. Joan requested that all job vacancies be posted on the COLTS website. She also stated that the monitors in the waiting room are incorrect. Joan asked why it takes so long to post the minutes from the board meetings on the website. Jane Farrell stated that the minutes for June, August and September were approved at this meeting and they will be posted tomorrow. Joan also stated that she thought there was a short fall of publicity for the senior citizen van service to get to the VA in Plains. Bob Fiume stated that he will look into publicizing it more. Mr. Fiume also stated that the monitors are being worked on.

Dave Kaczmarek addressed the board; he asked if the board had considered offering free rides for the Veterans Day parade. Mr. Libassi stated that they agreed to offer free rides.

Mark Gifford asked Mr. Fiume if the Amended FMLA was the policy they discussed. Mr. Fiume stated that it was.

Ed Zech addressed the board; He stated that he was in the Verizon store on Blakely street in Dunmore and he witnessed one of the coordinated transportation vans cut through the parking lot to avoid the red light. Mr. Fiume stated that he will discuss the matter with the manager of that department.

Martha Dougher made a motion to adjourn the meeting at 10:25 a.m. Michael Dougherty seconded the motion and all were in favor.

Submitted by:

Jane Farrell, Executive Assistant