

MINUTES OF THE BOARD OF AUTHORITY  
County of Lackawanna Transit System  
December 15, 2021

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The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, December 15, 2021 at 4:40 p.m. at the Lackawanna Transit Center.

Present were:	Martha Dougher	Larry Wynne
	Brian Doughton	Atty. Timothy Hinton
	Timothy McGrath	Atty. Joseph DeNaples
	Gretchen Wintermantel	Kelly Matone
	Bill Kuehner	Patrick McGowan
	Jean Finkler	John Hamilton

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. Wynne requested a roll call of the board members. Larry Wynne and Brian Doughton were present. Martha Dougher participated via phone. Gregg Nieto and Michael Dougherty were absent.

Mr. Wynne recognized Patrick McGowan for his heroic action on November 11, 2021. After picking one of his passengers up, he could hear him gasping for air. When he asked the passenger if he needed assistance, he didn't get a response. Mr. McGowan pulled the van over to find his passenger suffering a heart attack. An ambulance was called and the passenger was transported to the hospital. Mr. McGowan was presented with a Certificate of Appreciation by the Board of Directors for going above and beyond his duties. He was thanked for his service to COLTS.

Acceptance of Minutes

Mr. Wynne requested a motion to approve the November 2021 meeting minutes. 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 requested a motion to approve the Financial Statements for the month of November 2021. 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. Timothy McGrath presented the ridership reports for the month of November 2021 for fixed route. Mr. McGrath noted that they have begun to include the ridership numbers for 2019, which will offer a better reflection of where we need to get to. Mr. McGrath reviewed the revenue area of the fixed route report. He noted that the revenue was up approximately \$10,000 from October 2021 and up approximately \$11,000 from

November 2020. However, the revenue was down approximately \$17,000 from November 2019. Mr. McGrath reviewed the ridership area of the report and stated that, when you compare the ridership from November 2019 to November 2021, we are down 53% of ridership. He noted that this is average among other agencies around the state. Mr. McGrath stated that COLTS is exploring many opportunities that have been presented to increase ridership. They are working on bringing new routes in along with looking closer at the current routes to be more efficient.

- B. Mr. McGrath presented the ridership reports for the month of November 2021 for shared ride. Mr. McGrath pointed out that the revenue has increased from October 2021 to November 2021 by approximately \$5,000 and revenue is even up from November 2019. This has shed light on the increase in workload to the shared ride department. Mr. McGrath feels that the possibility of additional fixed routes may alleviate some of the strain on the department. Kelly Matone felt that adding a route to the Clarks Summit area could help because they have a lot of ridership from that area. Mr. McGrath noted that the ridership for November 2021 compared to November of 2019 is at 85% ridership. Recently the ridership has increased however, we have been short on staff. Mr. McGrath stated that it has been difficult to find new drivers along with current drivers being out sick and with the holidays it is a stress on the company. These items will be addressed. John Hamilton asked Mr. McGrath if COLTS is hiring. Mr. McGrath stated that we are and we have several potential drivers in the pipeline.

Public Comment/Other Business

- A. Mr. Wynne requested a motion for the approval of the 2022 Board Meeting Schedule. The meetings will be held on the first Wednesday following the 20<sup>th</sup> of each month, at 4:30 p.m. Brian Doughton made a motion for the authorization. Martha Dougher seconded the motion. All were in favor.
- B. Mr. Wynne requested a motion for a Resolution authorizing the purchase of a new transmission from Penn Power Group. Brian Doughton made a motion and Martha Dougher seconded the motion. All were in favor.
- C. Mr. Wynne requested a motion for a Resolution authorizing the approval of the Medical Assistance Transportation Contracts. Martha Dougher made a motion for the authorization. Brian Doughton seconded the motion. All were in favor.
- D. Mr. Wynne welcomed comments from the public regarding other business; there were none.

Brian Doughton made a motion to adjourn the meeting at 4:55 p.m. Martha Dougher seconded the motion and all were in favor.

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Submitted by:  
Jane Farrell, Administrative Specialist