

MINUTES OF THE BOARD OF AUTHORITY  
County of Lackawanna Transit System  
January 26, 2022

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The regular meeting of the County of Lackawanna Transit System Authority was held on Tuesday, January 26, 2022 at 4:35 p.m. at the Lackawanna Transit Center.

Present were:	Michael Dougherty	Larry Wynne
	Brian Doughton	Martha Dougher
	J. Timothy Hinton	Joseph DeNaples
	Timothy McGrath	Mike Danchak
	Jane Farrell	Gretchen Wintermantel

Attorney Atty. J. Timothy Hinton opened the meeting with the Pledge of Allegiance. Attorney Hinton called the meeting to order.

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

Larry Wynne stated that an Executive Session was held prior to the meeting to discuss personnel matters.

Reorganization

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

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

Martha Dougher made a motion for Gregg Nieto to hold the office of Treasurer. Michael Dougherty seconded the motion and all were in favor.

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

Martha Dougher made a motion to reappoint Timothy Hinton and Joseph DeNaples as Solicitors to COLTS. Brian Doughton seconded the motion and all were in favor.

Larry Wynne requested a motion to appoint Martha Dougher and Michael Dougherty to the ATU Pension Committee. Brian Doughton made a motion for the appointment and Larry Wynne seconded the motion. All were in favor.

Larry Wynne requested a motion to appoint Gregg Nieto and Larry Wynne to the SEIU Pension Committee. Marth Dougher made a motion for the appointment and Michael Dougherty seconded the motion. All were in favor.

Larry Wynne requested a motion to appoint Brian Doughton and Larry Wynne to the Personnel Committee. Michael Dougherty made a motion. 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. Michael Dougherty seconded the motion. All were in favor.

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

#### Acceptance of Minutes

Mr. Wynne asked if anyone had questions regarding December 2021 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 December 2021. Michael Dougherty made a motion to accept the financial documents and Brian Doughton 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 fixed route ridership report for the month of December 2021. Mr. McGrath noted that there were approximately 46,000 riders in December 2021 which is up approximately 3,000 from November 2021. Compared to December 2020 we are up 13,000 however, we are down 28,000 from December 2019. The revenue for December 2021 was \$56,000, which is about the same as November 2021 but, we are down approximately \$52,000 from December 2019.
- B. Mr. McGrath reviewed the shared ride report for December 2021. Mr. McGrath stated that there was an uptick across the boards for the shared ride department. In December 2021 there were 7,302 riders compared to December 2019 we had 8,446 and in November 2021 we had approximately 8,000 riders. He hopes that the increase is an indicator of things to come. The revenue for December 2021 was \$30,259 compared to \$34,153 in December 2019. Mr. McGrath noted that the revenue was \$35,000 in November 2021. Hopefully this is a positive move forward to capitalize on.
- C. Mr. McGrath thanked Mike Danchak for coming in to present the financial information to the board. He stated that Mike has been singled out by State and Federal agencies for his efforts at COLTS and the auditing process.
- D. Mr. McGrath announced that Ronald Lown has retired from the COLTS service department after 42 years of service. Mr. Lown was a tremendous asset to COLTS and he was presented with a plaque and a watch has been ordered for him.

- E. Mr. McGrath stated that two part time drivers have been hired. One for shared ride and one for fixed route. Also, a full-time service employee has been hired.
- F. Mr. McGrath announced that COLTS has purchase an order of KN95 masks, in an effort to ensure the safety and wellbeing of our employees. The masks are for employees only and we are keeping them under lock and key. The masks will be handed out with discretion. Mr. McGrath also stated that COLTS has partnered with DePietro Pharmacy to provide free vaccinations and booster shots to our employees. They will be at the main office and the transit center on Friday, January 28, 2022. This is another way that we are helping our employees follow the CDC requirements.
- G. Mr. McGrath reviewed the report Gretchen Wintermantel provided for the Marketing Department. In the report it states that we are in the process of finalizing the Strategic Goals and the Vision and Mission Statements. There will be a meeting Friday with the staff to go over this. These are components that the State and other oversight agencies want us to have as a part of our operations. This is something we have to take seriously and we have to move forward on. Mr. McGrath stated that Gretchen has done a great job on this project. Mr. McGrath stated another project they are working on is the DCED Grant to purchase 13 solar shelters. They are working on the details of locations, ownership, approvals and other issues. He stated that Gretchen would be happy to answer questions, if there are any. Mr. McGrath commended Gretchen for Toys for Tots success. This was our most successful year to date with 1,970 toys and \$6,572.12 in monetary donations collected. This event was in partnership with the unions, Rock 107 and several other community partners. Atty. Hinton commended Gretchen for her work on the employee newsletter.

Public Comment/Other Business

- A. Mr. McGrath requested a motion to renew the Business Now contract with the Times-Tribune for another year. Michael Dougherty made a motion to renew the contract. Martha Dougher seconded the motion and all were in favor.
- B. Mr. McGrath announced that COLTS will be providing transportation for the Clarks Summit Ice Festival and the Scranton Ice Festival. The transportation will be provided free to the public.
- C. Mr. Wynne welcomed comments from the public regarding other business; there were none.

Brian Doughton made a motion to adjourn the meeting at 5:00 p.m. Martha Dougher seconded the motion and all were in favor.

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Submitted by:

Jane Farrell, Administrative Specialist