

MINUTES OF THE BOARD OF AUTHORITY  
County of Lackawanna Transit System  
March 23, 2022

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The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, March 23, 2022 at 4:30 p.m. at the Lackawanna Transit Center.

Present were:	Gregg Nieto	Larry Wynne
	Michael Dougherty	Atty. Joseph DeNaples
	Atty. Timothy Hinton	Timothy McGrath
	Jane Farrell	Michael Danchak
	Steve Matassa	Ralph Colo
	Gretchen Wintermantel	Dave Kaczmarek (via phone)

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 was present. Michael Dougherty and Gregg Nieto participated via phone. Brian Doughton and Martha Dougher were absent.

Acceptance of Minutes

Mr. Wynne requested a motion to approve the February 2022 meeting minutes. Michael Dougherty made a motion to accept the minutes and Larry Wynne 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 February 2022. Gregg Nieto made a motion to accept the financial documents and Larry Wynne 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 report for the month of February 2022 for fixed route. Mr. McGrath state that the fixed route revenue is up approximately \$7,300 from January 2022 but, still down about \$26,000 from February 2019. The ridership has increased by 3,900 from January 2022 but, still down 35,500 from February 2019. Mr. McGrath stated that they have begun looking at daily trends through the month and they have noticed an increase from the previous month, which is encouraging. There are also several possible reasons for the increase such as, gas prices, better weather and lower virus numbers. They will continue to monitor the numbers.

- B. Mr. McGrath presented the ridership report for the month of February 2022 for shared ride. Mr. McGrath stated that the revenue had increased approximately \$5,600 from January 2022. He noted that the revenue was up approximately \$3,000 from February 2019, which again is very encouraging. He also noted that the ridership has increased from January to February but we are still down from February 2019.
- C. Mr. McGrath stated that the Department Reports are included in the board packet. He asked the members to let him know if they had questions. Mr. McGrath asked Mike Danchak if he had anything he wanted to point out to the board members regarding Finance. Mike Danchak stated that the increased fuel prices have made an impact on finance. The budget for next year will reflect the projected increase in fuel prices. They also feel that there will be an increase in materials, supplies and parts due to supply chain shortages.
- D. Mr. McGrath stated that Jane Farrell is now overseeing management of the transit center. Mr. McGrath announced that we have increased our hours of operation from 7:00 a.m. to 7:00 p.m. and we will also be opened on Saturday's from 9:00 a.m. to 4:30 p.m. At this point, we haven't announced it publicly but, we plan to announce it shortly. Once the announcements have been made, we plan to track the revenue to see if there is a change in sales. A concern that was voiced, was that we did not have a presence at the transit center in the mornings and later in the day so passengers could purchase passes. We are going to see if the expanded hours generate something in return.
- E. Atty. Timothy Hinton stated that there was an article in the paper regarding Luzerne County Transit. The article stated that LCTA had gotten a \$100,000 grant to study the rail capability to Wilkes Barre from Washington and Philadelphia. He believed there was another city included. He believed that funds that come from the FTA to LCTA are shared with COLTS, possibly by a percentage. Atty. Hinton questioned if we should also be seeking a grant for our link to New York or Philadelphia with the rail project. Mike Danchak feels that there are better allocations for our funds. He thought that maybe down the road it would be a good idea. Mike felt that we had more capital needs right now, than worrying about the rail project. Mike explained that the capital funds are split between LCTA and COLTS and the funds go into the UZA account. The funds are split by a certain percentage. Atty. Hinton questioned if LCTA is using a portion of their funding for the study. Mike was not sure but, he stated that there is also an infrastructure bill that they may have gotten the funds from. Mike stated that they are competitive grants that they may have applied for. Mike stated that Formula Grants go into the UZA account. Mike stated that we would be using our 5307 allocations for our preventative maintenance, wages and items like IT upgrades. With regard to the building project, we will be going for Competitive Grants. We will be looking at FTA Grants for the building, furniture and fixtures for the new building. Mike explained the strategy behind it is, if we save Penn Dot funding from this project, then they will have more funds available for vehicle upgrades. COLTS will be looking at Clean Energy for the buses and vans going forward. Mike felt that State Grants are the best way to accomplish that. Mike didn't feel that there would be a problem down the road getting a grant for a rail

study if it was needed. At this time, he didn't feel that it was the best allocation for the funds. Atty. Joseph DeNaples asked if the UZA allocation was based on population. Mike said it was based on population and LCTA gets a little more than COLTS but, it may change based on new census numbers.

Public Comment/Other Business

- A. Mr. Wynne requested a motion for the Resolution Certifying the Local Match for State Operation Financial Assistance. Michael Dougherty made the motion Gregg Nieto seconded the motion. All were in favor.
- B. Mr. Wynne requested a motion to table the Presentation of the Executive Summary 2022-2027 Strategic Plan (Draft). Michael Dougherty made the motion to table the Presentation and Gregg Nieto seconded the motion. All were in favor.
- C. Mr. Wynne welcomed comments from the public regarding other business; David Kaczmarek (via phone) asked how much money is left from the stimulus bill. Mike Danchak explained that there are three different types of funds that we have. The 6.4 million in CARES act funds have been exhausted. We have 1.647 million in CRRSSA Funds and 6.1 million in American Recovery Plan Funds that have not used. Dave asked if there have been new buses ordered. Mike stated that they will be ordered by the end of this year or the beginning of next year.

Gregg Nieto made a motion to adjourn the meeting at 4:45 p.m. and Larry Wynne seconded the motion. All were in favor.

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Submitted by:  
Jane Farrell, Transit Center Manager