

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
May 25, 2022

The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, May 25, 2022 at 4:35 p.m. at the Lackawanna Transit Center.

Present were:	Larry Wynne	Brian Doughton
	Michael Dougherty	Martha Dougher
	Atty. Timothy Hinton	Atty. Joseph DeNaples
	Jane Farrell	Timothy McGrath

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

Acceptance of Minutes

Mr. Wynne requested a motion to approve the April 2022 meeting minutes. Brian Doughton made a motion to accept the minutes and Michael Dougherty 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 April 2022. Martha Dougher made a motion to accept the financial documents and Michael Dougherty 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 April 2022 for fixed route. Mr. McGrath state that the fixed route ridership for April 2022 was 50,751 compared to March which was 52,008 which is a slight decrease. However, it is much lower than April 2019 which was 87,529. Mr. McGrath noted that this is the trend that we are seeing across the state. Mr. McGrath did point out that the revenue for March and April 2022 was on par with the revenue from April 2019. The revenue for April 2022 was \$62,103 and for March 2022 it was \$68,641, which is an increase from \$67,612 in April 2019. Mr. McGrath felt that it was encouraging to see these numbers.

- B. Mr. McGrath presented the ridership report for the month of April 2022 for shared ride. Mr. McGrath stated that ridership for April 2022 was 7,639, which is down from 9,056 in March 2022 but there were 2 less days in the month which would make up for the difference. He noted that we are still down from 10,761 in April 2019. The revenue for April 2022 was \$33,755 compared to March 2022 which was \$35,895. Mr. McGrath noted that the revenue is actually higher than the revenue in April 2019 which was \$32,958.
- C. Mr. McGrath stated that the Department Reports are included in the board packet. He noted that, with regard to finance, they have been looking at inflationary pressure and they are looking to increase efficiency. With that, COLTS is reviewing all of the routes to ensure efficiency and all of the departments are involved with the procedure. They are now working with an efficiency matrix which will show the cost per mile, per hour etc. There were routes that were altered during COVID and now they are reviewing them again to provide better service for the community. Surveys were provided to drivers to offer their input on changes. This has been positively received by them. All of this is in preparation for the upcoming triennial review with the FTA and the five-year performance review with Penn Dot.
- D. Mr. McGrath reviewed the Marketing report noting that COLTS participated in the Junior League's Touch A Truck event and the Children's Advocacy Center's Explore a Truck. These are great community events that we were happy to be a part of. They are also working with advertising consultants to create a recruiting campaign but they intend to have the messaging look consistent. Mr. McGrath noted that we have 6 advertising contracts which is helpful to the revenue stream. Martha Dougher added that the buses that have the advertisement for the new hospital look great.
- E. Mr. McGrath reviewed the Human Resources report noting that we have hired one part time and one full time fixed route driver. Interviews were held for shared rider drivers in May. Four drivers are proceeding with the hiring process. The fifth has removed himself from the process. Currently we have a few open positions available. They did receive a referral from another transit agency for the mechanic position. The mechanic position has been advertised for several months. Atty. Joseph DeNaples suggested advertising the position through Johnson College. Mr. McGrath stated that we have approached them directly. He also stated that we are looking at head hunters in the South side area that may be able to help. Mr. McGrath also noted that in October, COLTS will celebrate our 50th Anniversary. We are formulating multiple committees for the event. They are considering kicking off a year of different events beginning in October. He noted that multiple agencies across the state that will be celebrating also, including LCTA. Atty. DeNaples thought that the state opened the Municipal Authority Act to include public transportation.

Public Comment/Other Business

- A. Mr. Wynne requested a motion for the Resolution to Approve the Amended Family Medical Leave Policy. Martha Dougher made the motion Michael Dougherty seconded the motion. All were in favor.

- B. Mr. Wynne requested a motion for the Resolution to Approve the Amendment to the COLTS Fare Adjustment Policy to Account for the 2023-2024 Fiscal Year Fare Increase. Atty. Timothy Hinton announced that the Resolution was amended to just state, Resolution to Approve the Amendment to the COLTS Fare Adjustment Policy. There has been no decision made about weather there will be a fare increase or not in the 2023-2024 Fiscal Year. COLTS is just establishing a policy and procedure guideline for any fare increase. We are adjusting the policy at this time. An increase in the fares have not been determined at this time. This was a misstatement on the draft resolution and it has been corrected. Brian Doughton made a motion for the resolution and Michael Dougherty seconded the motion. All were in favor.
- C. Mr. Wynne requested a motion for the Resolution Authorizing the Executive Director to Sign the Agreement for the Placement of Solar Transit Shelters. Martha Dougher made a motion for the resolution and 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 4:50 p.m. and Michael Dougherty seconded the motion. All were in favor.

Submitted by:
Jane Farrell, Transit Center Manager