

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
August 24, 2022

The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, August 24, 2022 at 4:35 p.m. at the Lackawanna Transit Center.

Present were:	Larry Wynne	Brian Doughton
	Michael Dougherty	Atty. Timothy Hinton
	Atty. Joseph DeNaples	Timothy McGrath
	Jane Farrell	Zain Rabbani
	Michael Danchak	Keri Savage

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 and Larry Wynne were present. Michael Dougherty participated via phone. Gregg Nieto and Martha Dougher were absent.

Acceptance of Minutes

Mr. Wynne requested a motion to approve the July 2022 meeting minutes. Michael Dougherty 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 July 2022. Brian Doughton 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 Shared Ride and Fixed Route ridership reports for the month of July 2022. Mr. McGrath noted that the numbers for both sides have dipped in the month of July from June but, in comparison to July 2019, it appears to be the same trend. We have been assured by the state and federal levels that we are consistent with other agencies across the country. Mr. McGrath pointed out the revenue numbers for the shared ride department for June 2022. The amount was \$44,838 compared to \$31,905 in July 2022. After reviewing the numbers, it was discovered that other payments came in during that time. Such as payment from the Heritage Fair and funds

from Rabbit Transit. If you extract those figures from the total, we would be slightly ahead in July. In the Shared Ride department, we were down approximately 200 trips from June but, due to staffing issues, we had to scale back to essential trips only on

Monday and Friday. In the Fixed Route department, our ridership was down but, the Scranton School District didn't dismiss until late June. In previous years, they were dismissed mid-June. Zain Rabbani also noted that there was one less service day in June of 2022.

- B. Mr. McGrath stated that the Department Reports are included in the board packet. Mike Danchak addressed the board with regard to the Finance Report. Mike noted that they are purchasing new equipment, a new server, an additional van and a service truck in the near future. They are also working on an order for new buses, as the wait time is approximately 15 months. Mr. McGrath stated that they are looking to replace the fleet of buses over the next three years. Keri Savage addressed the board with regard to the Human Resources department report. Keri stated that they had expressed concern back in July about staffing. However, in the Shared Ride department, they surpassed goals set for staffing. Zain Rabbani addressed the board regarding the Fixed Route department. Zain stated that they are moving ahead with the route expansion and changes. The changes have been presented to the union and there has been positive feedback from the drivers. They plan to have a public meeting on September 8, 2022 to present the changes. Zain plans to be available at the transit center each Friday for questions from the drivers and the public. Mr. McGrath noted that Zain attended the union meeting to present the changes. The changes are scheduled to take place on October 3, 2022. Mr. McGrath stated that the changes were based on everyone coming together to make the decisions. There was a presentation at the Citizens Advisory Committee meeting and they offered some good feedback as well. He feels that the expanded service will increase our ridership. The announcements about the public meeting will be sent out soon. Mr. McGrath noted that, Penn Dot requires public meetings if we change a certain percentage of the routes. We are very close to the threshold so we felt it best to hold the public meeting. At this point, there is just one meeting scheduled. If there is a large response, another meeting will be scheduled the following week.
- C. Mr. Wynne requested a motion for the Resolution to authorize payment to Iron Tree for a new server. Brian Doughton made the motion and Michael Dougherty seconded the motion. All were in favor.
- D. Mr. Wynne requested a motion for the Resolution to authorize the purchase of four Certificates of Deposit from Fidelity Bank. Michael Dougherty made the motion and Brian Doughton seconded the motion. All were in favor.
- E. Mr. Wynne requested a motion to appoint Katie McAndrew as the Interim Right to Know Officer effective September 10, 2022. Brian Doughton made the motion and Michael Dougherty seconded the motion. All were in favor.

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