MINUTES OF THE BOARD OF AUTHORITY County of Lackawanna Transit System December 21, 2022

The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, December 21, 2022 at 4:30 p.m. at the Lackawanna Transit Center.

Present were:	Larry Wynne	Michael Dougherty
	Martha Dougher	Atty. Joseph DeNaples
Atty. J. Timothy Hinton Timothy McGrath		
	Jane Farrell	Zain Rabbani
	Michael Danchak	

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 Martha Dougher participated via phone. Gregg Nieto and Brian Doughton were absent.

Acceptance of Minutes

Mr. Wynne tabled the acceptance of the November 2022 minutes because he was absent from the November meeting and Michael Dougherty was also absent.

Acceptance of Financial Documents

Mr. Wynne requested a motion to approve the Financial Statements for the month of November 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 Shared Ride and Fixed Route ridership reports for the month of November 2022. Mr. McGrath noted that the shared ride revenue for November 2022 was \$31,413, which is down approximately \$7,500 from October 2022. It is also down from November 2021 by over \$4,000. The positive news is that we are up from 2019. The ridership for November 2022 was 7,992, which is down from October 2022 by approximately 200. Mr. McGrath noted that there was one less day of operation in November. We are also down substantially from November 2019 but, he feels it could be weather driven when comparing.
- B. Mr. McGrath reviewed the Fixed Route report. November 2022 revenue total was \$62,600, which is up approximately \$12,000 from November 2021. Also, only down approximately \$5,000 from November 2019, pre-pandemic. We are continuing to close the gap with the revenue and ridership numbers. The ridership for November 2022 was 54,568 which is down approximately 2,000 from October 2022 but, up approximately 10,700 from November 2021. Compared to pre-covid, we are still down substantially

but, now we are at about 68% of pre-covid service. This is good news because we were hovering around 62%. Hopefully this will continue to grow.

- C. Zain Rabbani addressed the board. Zain stated that they had gotten complaints about the Old Forge schedule that was changed in October. They did some research to see what time of the day the services were needed the most. They have created a smaller trip that will just go to Price Chopper and Walmart. It will be the Taylor Express route and information has been put out on social media. One of the benefits of adding this route is to let the passengers know that we are listening to them to improve the service. Now we are getting a lot of emails and other engagement from the general public. The new route will take effect on January 9, 2023. Zain will keep everyone posted on how the numbers look for the new run and other adjustments that will be made. Each month there will be updates on when and if any changes are being made. Mr. McGrath noted that when the changes were made, we were met with minimal issues and positive responses. Now we are working to make some adjustments in response to the comments. The changes will align with the next driver bid. Mr. McGrath also noted that they have been working to finalize the new Clarks Summit route and promotions for the route will begin shortly. The route is mainly focused on the two high-rise buildings in Clarks Summit and the general public hasn't been informed yet.
- D. Mike Danchak addressed the board. Mike stated that the numbers look good at this point in time. They have seen improvements with the overtime and fuel prices have moderated. In the past year we have increased our inventory, so the parts that we needed, have been coming from the inventory that we have.
- E. Mr. McGrath stated that we hosted the pre-bid meeting for the new facility. Atty. Joseph DeNaples participated in the meeting and he gave an overview of the PLA Agreement. The project manager from Gannett Fleming was also at the meeting. The feedback was positive based on the numbers in attendance and virtually. They were also please because they were familiar with several of the contractors that were there. Some are working with LCTA and other transit agencies across the state. They were also surprised that many of the contractors were asking questions during the meeting, which was positive. They expect to have the bids back to be approved by the February 23rd and then the board will approve it. Atty. DeNaples felt that there should be a committee assembled to review the bids. He stated that all of the board members can serve on the committee or only a few. It would be up to the board to decide if some members would like to defer to other members as there will be a lot of documents to review. Mr. McGrath stated that they will get together in the beginning of the year to make a decision. He felt that Penn Dot would appreciate it, if at least one of the board members were included in communications on the project. Atty. DeNaples stated that it was suggested that 2 Board Members (more or less), the Executive Director, the Solicitors, the construction manager from Gannet Fleming and Michael Danchak serve on the committee. Mike Danchak also noted that the committee would have to review Good Faith DBE efforts if they will be sufficient. Atty. DeNaples stated that the DBE amount is approximately 1.2 million. Atty. DeNaples also noted that the committee will be disbanded once the contracts are awarded, so it is a short-term commitment.
- F. Mr. McGrath stated that we have begun the Triennial process, which is the review preformed by the FTA. There has been a meeting with the Program Manager and that was followed up by the first webinar to explain how to prepare for the process. PPTA is also encouraging attending in person training for the process at Penn State. Mr. McGrath stated that this will be the first time that he and Mike Danchak go through this review and it is very invasive. Atty. DeNaples felt that, no matter how thorough we are through

the process, they will be critical and they will have findings. He said not to be insulted or nervous because, it is their job to find issues.

- G. Mr. McGrath announced that the annual Toys for Tots event was a success. He commended Katie McAndrew for coordinating the event in Gretchen's absence. This year's event collected \$7,000 and 1823 toys. The ATU members also reach out for donations to assist with the event. This event also speaks to the generosity of our community partners and residents of Lackawanna County.
- H. Mr. McGrath announced that this will be the last official meeting that Dave Kaczmarek would serve as President of the ATU. He thought Dave was coming to the meeting but, he did not attend. Mr. McGrath wished Dave well and announced that Steve Matassa will be taking Dave's place on January 1, 2023. John Beckage will be Vice President, Gerald Haggerty will be Treasurer, Alyne Scartelli will be Secretary and John Robinson will be Steward. Mr. McGrath stated that he is looking forward to working with all of them.

Public Comment/Other Business

- A. Mr. Wynne requested a motion to Approve the COLTS Accounting Policy. Martha Dougher made the motion and Michael Dougherty seconded the motion. All were in favor.
- B. Mr. Wynne requested a motion for the Resolution to Approve the COLTS 2023 Public Transportation Agency Safety Plan (PTASP). Michael Dougherty made the motion and Martha Dougher seconded the motion. All were in favor.
- C. Mr. Wynne requested a motion to Approve the 2023 Board Meeting Schedule. Michael Dougherty made the motion and Martha Dougher seconded the motion. All were in favor.

Mr. Wynne welcomed comments from the public regarding other business; there were none.

Martha Dougher 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