

MINUTES OF THE BOARD OF AUTHORITY  
County of Lackawanna Transit System  
May 24, 2023

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The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, May 24, 2023 at 4:30 p.m. at the Lackawanna Transit Center.

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

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 April 2023 meeting minutes. Brian Doughton 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 April 2023. 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 ridership report for the month of March 2023 for fixed route. Zain Rabbani reviewed the report with the board. Zain stated that we are at 69% of the pre-covid numbers, which is about the state average. The average ridership for April was 2,291, this is up from 2,233 in March 2023. This is 58 trips per day and the ridership continues to increase. Zain noted that the ridership for the Taylor Express, which only runs three hours per day, was 1,646. This route is being run efficiently and they will continue to monitor it with the possibility of extending the service. Zain stated that they had a Citizens Advisory Committee meeting recently. They spoke with Keith Williams, who takes the shared ride van and also works for Center for Independent Living. Mr. Williams has agreed to assist COLTS with some training for people with disabilities and ADA requirements. More information will be provided next month.
- B. Mr. McGrath presented the ridership report for the month of April 2023 for shared ride. Mr. McGrath noted that a revised report was sent to the board members earlier in the

day. Mr. McGrath stated that, the report that is presented each month, is for the month prior. At times, the reports are inconsistent because we do not receive the information in time to complete the reports. Mr. McGrath stated that they are considering changing the way the reports are presented so it will be more accurate. Mr. McGrath noted that the ridership and revenue for April 2023 did well. Comparing April 2022 revenue to April 2023, we are down approximately \$100. But the revenue is up compared to pre-covid amounts. There are events in the next two months that will affect the ridership numbers. We will provide transportation to the University of Scranton for a formal and shuttle service will be provided for the Heritage Festival. We are working on a contract with the organizers of the festival for the service.

- C. Michael Danchak addressed the board with information from the finance department. Mike stated that the key expense items are payroll, benefits, fuel, supplies for maintenance. At this point, those costs are moderating. The gas prices have gone down slightly. The CNG costs are holding steady. We received an alternative fuel tax credit for the CNG purchases in the amount of 50 cents per gallon. This has helped reduce costs. We have seen some good returns with the pension which will trickle down to the operating costs. Mike noted that overtime has been handled well by Zain and Wayne.

#### Public Comment/Other Business

- A. Mr. Wynne requested a motion to approve the contract with Hillis-Carnes Engineering Associates for a special inspection at the property for the new transit facility on North South Road. Michael Dougherty made the motion and Brian Doughton seconded the motion. All others were in favor.
- B. Mr. Wynne requested a motion to approve the amendment to the COLTS Fare Adjustment Policy. Brian Doughton made the motion and Michael Dougherty seconded the motion. All others were in favor.
- C. Mr. Wynne welcomed comments from the public regarding other business; there were none.

Brian Doughton made a motion to adjourn the meeting at 4:45 p.m. and Michael Dougherty seconded the motion. All were in favor.

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Submitted by:  
Jane Farrell, Executive Assistant