

MINUTES OF THE BOARD OF AUTHORITY  
County of Lackawanna Transit System  
July 26, 2023

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The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, July 26, 2023 at 4:30 p.m. at the Lackawanna Transit Center.

Present were:	Martha Dougher	Larry Wynne
	Brian Doughton	Atty. Timothy Hinton
	Atty. Joseph DeNaples	Timothy McGrath
	Jane Farrell	Michael Danchak
	Zain Rabbani	Keri Savage
	Steve Matassa	John Beckage
	Ralph Colo	

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

Acceptance of Minutes

Mr. Wynne requested a motion to approve the June 2023 meeting minutes. Martha Dougher 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 Finance Report for the month of June 2023. Martha Dougher made a motion to accept the financial reports and Brian Doughton 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. McGrath presented the ridership report for the month of June 2023 for shared ride. Mr. McGrath reviewed the revenue information with the board. He noted that the revenue for June 2023 was \$46,882 which is \$6,000 more than May of 2023, \$2,000 more than June 2022 and \$11,000 more than the pre-covid figures. Mr. McGrath stated that the increase in revenue can also be attributed to the service to the Heritage Fair and other events in June. Mr. McGrath noted that the ridership is still down from pre-covid but, as he has mentioned, the individual trips are putting a strain on the department. Mr. McGrath pointed out that the department provided a total of 138 hours of service. They began service to the Party in the Parks and the On Time Performance continues to stay above 90%.

- B. Zain Rabbani presented the ridership report for the month of June 2023 for the fixed route department. Zain stated that the ridership has been increasing gradually. Currently we are at 76% of the pre-covid ridership. Zain stated that they have been watching the ridership on some of the routes to see how to improve service. They plan to add service to the Walmart Express because the route has been very successful. The first week of August they are having a meeting to finalize the details before releasing the information to the public. At this point, they are looking to add three or four more trips to the route. Zain noted that the additional trips will not affect payroll hours because there will be an adjustment with the drivers that we have. On the operations side, he has been working on the bus stop sign project. This was necessary because there were so many route changes within the last year, to all of the routes. They produced a check list that addressed items such as safety, security and ADA compliance. The meetings will determine what stops will have signs added, removed or updated. Zain stated that they completed the Driver Training Packet and it was given to Keri for her review. Phase one is for the new drivers and phase two would be a comprehensive training program to be used as a refresher for all drivers.
  
- C. Tim McGrath pointed out that, through the triennial process, we learned the importance of all of the documents and checklists that are necessary. One of the challenges before us was, how do we present this to the board in a concise and meaningful way. As we put together information, the hope is to have a different looking board packet presented. The reports will show information that is relative and pertinent to the board. Mr. McGrath pointed out that there were operators and mechanics at the meeting. He commended them because, the success from the review, starts at that level. The information that we compile for the reports, come from the checklists and tracking that they are preparing on a day-to-day basis.
  
- D. Keri Savage addressed the board regarding the human resources department. Keri stated that there are vacancies for a Human Resources Manager, Director of Safety and a mechanic. They also continue to interview for part-time operators for both shared ride and fixed route services. Mr. McGrath thanked Keri for organizing the 50<sup>th</sup> Anniversary outing to the baseball game.
  
- E. Mike Danchak addressed the board regarding the finance department. Mike stated that the last fiscal year has ended. The original budget for 2022/2023 was \$16.2 million but we came in under budget at \$15.5 million. This was mainly due to the projection for the pension plans. In the past, we made additional contributions to the plans but, we did not do that in the last fiscal year. However, we may make a contribution to the plan in this fiscal year. Mike noted that they aren't trying to time the market but, it didn't seem like a good time to make the contribution. If the contribution is made, Mike didn't feel that it would be processed until the next calendar year.

Public Comment/Other Business

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

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

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Submitted by:  
Jane Farrell, Executive Assistant