

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
June 21, 2023

The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, June 21, 2023 at 4:30 p.m. at the Lackawanna Transit Center.

Present were:	Martha Dougher	Michael Dougherty
	Brian Doughton	Atty. Timothy Hinton
	Atty. Joseph DeNaples	Timothy McGrath
	Jane Farrell	Michael Danchak
	Zain Rabbani	Katie McAndrew
	Steve Matassa	John Beckage

Mr. Brian Doughton opened the meeting with the Pledge of Allegiance. Mr. Doughton added that an Executive Session was held prior to the meeting to discuss personnel matters.

Mr. Doughton requested a roll call of the board members. Brian Doughton was present. Michael Dougherty and Martha Dougher participated via phone. Gregg Nieto and Larry Wynne were absent.

Acceptance of Minutes

Mr. Doughton requested a motion to approve the May 2023 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. Doughton requested a motion to approve the Finance Report for the month of May 2023. Mike Danchak stated that the full financial statement will be provided next month. 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. Doughton 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 May 2023 for fixed route. Mr. McGrath compared the 2019 ridership, which was 88,904, to the ridership in 2023, which was 64,039. This represents a 72.33% difference in ridership, which is on the higher end of averages. This excludes the larger cities. Mr. McGrath felt this is a favorable report compared to our sister agencies.

- B. Mr. McGrath presented the ridership report for the month of May 2023 for shared ride. Mr. McGrath pointed out that our revenue is exceeding the amount for 2019 by approximately \$4,000. The ridership has also been increasing. Mr. McGrath stated that, in the past, the shared ride department was moving groups of people with each trip.

Now, they are mainly moving individuals so it is creating a lot of additional work for the shared ride department.

- C. Zain Rabbani addressed the board with information from the fixed route department. Zain stated that they recently had a meeting with a representative from the local Taiwanese community. The group is relatively new to Scranton so they discussed how COLTS can better serve their community. They plan to have additional meetings and the board will be updated on the progress. The service to them will benefit the fixed and shared ride departments. Zain stated that they are working on a driver training packet that is tailor made for the COLTS drivers. He will have Keri and the other department heads review the packet to add their input. Major points to the packet are safety and customer service. Zain also noted that we will be meeting with Northeast Transit to discuss training and to explain how we handle the passenger complaints. Mr. McGrath pointed out that Penn Dot and FTA are expecting COLTS to do outreach and training so this helps with being FTA compliant.

- D. Katie McAndrew addressed the board regarding marketing and outreach. Katie stated that they did travel training with special needs students with some of the local high schools. Mr. McGrath noted that Katie has been working on the advertising contracts. Mr. McGrath also stated that Katie is working on a 50th Anniversary outing for the COLTS employees that will be held in July 23, 2023 at the Railriders Stadium. Mr. McGrath stated that the board members and a guest are invited to attend and invitations will be sent. Brian suggested having something on the buses to recognize the anniversary. Atty. Hinton asked Katie if we are still getting requests for advertisements. Katie stated that she has been working with repeat customers but, they have been reaching out to get more advertisers. Katie noted that Lehigh Valley Hospital and Geisinger have recently renewed contracts. Atty. Hinton asked if we are at the level that we had been with the full bus wraps. Katie felt that there are less full bus wraps but, there are more of the smaller advertisements on the buses and the shelters. Atty. Hinton asked what metric is used for the advertising. Would it be the revenue or the amount of advertising. Mr. McGrath felt it was advertising revenue. Mike Danchak stated that the tracking is usually based on past performance and this year the income will be around \$60,000 to \$70,000 which is about where we have been in the past. Mike also noted that, now that we have people working on the advertising, he feels that we should expect an increase in the revenue. Mr. McGrath stated that they have had some preliminary discussions with different outside advertisers to be responsible for advertising sales. They are discussing if they would be paid through a retainer or a certain percentage. They are also working to see if we are valuing ourselves properly. So far, we have one proposal but they will continue to work on it.

- E. Mike Danchak addressed the board regarding the finance department. Mike stated that the Financial Statements were not in the packet this month because we have several large invoices that are coming due, mainly the insurance billing. With that information unavailable, the statements would have been distorted. Next month he will provide the financial statements for May and June. If the insurance billing was included, the total expenditures for the fiscal year would be approximately \$15.1 to \$15.5 million. This would be approximately 95% of our budget. Mike felt that we may come in under budget this year and he attributed this to efficient management. Mike stated that the 2023-2024 budget and funding was approved today by Penn Dot. The projected expenditure is expected to be \$16.2 million for the fiscal year. On the capital side, we have some van purchases coming through in January 2024 and Penn Dot will be funding

the purchase. There will be four busses coming in 2024 and it is possible that Penn Dot will give us funding for four more. The \$60 million has been procured for the new building so we are looking good with the capital funding. Mr. McGrath asked if the buses were coming in the fall. Mike explained that they will begin production in the fall. Atty. DeNaples asked if they are CNG buses. Mike said they are. Brian asked if the drivers were included in the order process. Steve Matassa stated that they were in several of the meetings to offer their input and they are happy with the design.

Public Comment/Other Business

- A. Mr. Doughton requested a motion for the Resolution approving the increase to COLTS employees' salaries effective July 1, 2023. Martha Dougher made the motion and Michael Dougherty seconded the motion. All others were in favor.
- B. Mr. Doughton requested a motion to approve the amendment to the COLTS DBE Program to include Timothy McGrath as the Executive Director. Michael Dougherty made the motion and Martha Dougher seconded the motion. All others were in favor.
- C. Mr. Doughton requested a motion to approve the COLTS Seatbelt Policy. Brian Doughton made the motion and Martha Dougher seconded the motion. All others were in favor.
- D. Mr. Doughton welcomed comments from the public regarding other business; there were none.

Martha Dougher made a motion to adjourn the meeting at 4:55 p.m. and Michael Dougherty seconded the motion. All were in favor.

Submitted by:
Jane Farrell, Executive Assistant