

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
April 24, 2024

The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, April 24, 2024 at 4:40 p.m. at the Lackawanna Transit Center.

Present were:	Martha Dougher	Brian Doughton
	Michael Dougherty	Atty. Joseph DeNaples
	Atty. Timothy Hinton	Timothy McGrath
	Mike Danchak	Jane Farrell
	Zain Rabbani	Keri Savage
	Nicole Ference	Greg Czyzyk
	Kelly Matone	Sarah Cruze
	Steve Matassa	

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 and Martha Dougher were present. Michael Dougherty participated via zoom. Larry Wynne and Gregg Neito were excused.

Acceptance of Minutes

Mr. Doughton requested a motion to approve the March 2024 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. Doughton requested a motion to approve the Finance Statements for the month of February 2024. Martha Dougher made a motion to accept the financial reports 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/Department Reports

- A. Mr. McGrath updated the board on a few items. Mr. McGrath reported that the construction on the new facility is on track and there are no major concerns with the project. Mr. McGrath commended the entire COLTS team for the extraordinary work they performed during the two-day visit of the President of the United States. The effort put forth to coordinate and provide the best service to the residence is greatly appreciated. Mr. McGrath stated that there had been an ammonia spill in the area and we were contacted by emergency management. They requested support for transportation and we utilized vehicles from the shared ride and fixed route departments. This was a great example of teamwork we are fostering between departments. Mr. McGrath informed the board the he will be traveling to Harrisburg to participate in a PPTA

Legislative update. This is in an effort to speak to all of our state delegates to discuss the Governors proposed budget and how we would best utilize the funds. Mr. McGrath noted that they will be reaching out to the solicitors shortly to schedule dates to discuss the ATU Collective Bargaining Agreement negotiations.

- B. Mike Danchak addressed the board regarding the finance department. Mike felt that the finances are good as far as the operating budget goes. He has been working on some housekeeping issues with some of the grants. Mike noted that we received approval from the state for a grant to purchase two shared ride vans. In the last round, we purchased nine vans. Mike also noted that we will be purchasing four new CNG buses and that is in addition to the four that were just purchased. The funds have been procured for the bus shelter near the CMC Hospital. He is also working on an LSA Grant for the new building and that will take some pressure off of the funding needed from the County. They are also working on new projects for the next grant cycle which will be for next year, such as; new shelters, renovations to the transit center and buses. Mr. McGrath thanked Mike for shepherding us through the Local Match process. He announced that we received the commitment letter from Lackawanna County to meet our request for the Local Match. Mr. McGrath noted that, if the Governor's bill passes through the state, and we may be receiving additional funding. This may require additional matching funds from the county but, we can figure that out if it happens. Mr. McGrath stated that he is grateful for the support from the county for public transit.
- C. Zain Rabbani reviewed the ridership reports for the fixed route department for February 2024. Zain stated that the ridership is at 81% of the pre-pandemic levels but the senior citizen ridership is at 99%. He feels that this is a positive sign. Zain stated that they have been working with Johnson College to see how to better service their students at night. They are considering re-routing the Evening City Circle North to accommodate them and the hope is to have this completed by the end of June. Zain stated that Frank Soto was unable to attend so he will provide an update for the Safety and Security Department. With the share ride department, there were no accidents in April. With the fixed route department, there were three minor preventable accidents. Zain noted that the numbers of accidents continue to decline. Mr. McGrath noted that today was Zain's birthday and he wished him well.
- D. Kelly Matone reviewed the ridership report for the shared ride department for February 2024. Kelly stated that the revenue had an increase of 7% from last February. The ridership had an increase of 12% from last February. At this point, we are at 93% of the pre-pandemic numbers. Kelly commended her drivers for having no accidents in the month of April. Mr. McGrath stated that we should be hearing from Penn Dot shortly to receive the update on the Technical Assistance Grant for the shared ride department. They will call us to review the findings of the report. They will offer recommendations and training based on the information they gathered. Mr. McGrath noted that they were very pleased with the interaction with the department and their willingness to share information.
- E. Keri Savage addressed the board regarding communications department. Keri stated that some members of the administrative staff attended the PPTA Spring Conference. She felt the information was very helpful to the different departments. Keri announced that they are gearing up for Rider Appreciation Week, which is May 6, 2024 to May 11, 2024. They have many participants and sponsors for the event. Keri noted that today is Administrative Professionals Day and she thanked the administrative employees for

their hard work. On Wednesday, May 8, 2024 they will have a Citizens Advisory Committee meeting and they hope to welcome several new members to the committee. Keri noted that they are working on policies and procedures to be in compliance with FTA, Penn Dot and local regulations.

- F. Nicole Ference addressed the board regarding the human resources department. Nicole stated that they continue to interview for opened positions. They continue to look for a mechanic, part time shared ride and fixed route drivers.

Public Comment/Other Business

- A. Brian Doughton requested a motion for the Resolution to Approve the 2024-2025 Budget. Michael Dougherty made the motion for the approval of the resolution and Martha Dougher second the motion. All were in favor.
- B. Brian Doughton requested a motion for the Resolution for COA Local Match 2024-2025. Martha Dougher made the motion for the approval of the resolution and Michael Dougherty second the motion. All were in favor.
- C. Brian Doughton requested a motion for the Resolution Approving Increase to COLTS Employee Salaries Effective 7/1/2024. Michael Dougherty made the motion for the approval of the resolution and Martha Dougher second the motion. All were in favor.
- D. Brian Doughton requested a motion for the Resolution to Approve the Updated COLTS Equal Opportunity Program. Martha Dougher made the motion for the approval of the resolution and Michael Dougherty second the motion. All were in favor.
- E. Brian Doughton requested a motion for the Resolution to Approve the Temporary Modification of the COLTS Fare Policy for Free Rides on May 8, 2024, During Rider Appreciation Week. Martha Dougher made the motion for the approval of the resolution and Michael Dougherty second the motion. All were in favor.
- F. Brian Doughton requested a motion for the Resolution to Approve the Updated COLTS Substance Abuse Policy. Michael Dougherty made the motion for the approval of the resolution and Martha Dougher second the motion. All were in favor.
- G. Mr. Doughton welcomed comments from the public regarding other business. Steve Matassa thanked the board and the COLTS administration for everything they did for the passing of bus driver Gary McPhillips. Gary was a long-time employee and well-liked by all. Steve announced that ATU representatives will be attending a PA transit funding rally in Harrisburg on Tuesday, April 30, 2024. The rally will be attended by representatives from all of the ATU divisions in Pennsylvania along with passengers. The event is put together by passengers and some of the COLTS passengers will be attending. Steve stated that Sarah Cruze and Una David will attend on behalf of COLTS. He felt it was a necessary push to get funding for the transit system. Mr. McGrath added that Gary McPhillips was revered and beloved all. He will be sorely missed by everyone at COLTS.

Martha Dougher made a motion to adjourn the meeting at 5:00 p.m. and Michael Dougherty seconded the motion. All were in favor.

Submitted by:
Jane Farrell, Executive Assistant