

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
August 28, 2024

The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, August 28, 2024 at 4:35 p.m. at the Lackawanna Transit Center.

Present were:	Martha Dougher	Brian Doughton
	Larry Wynne	Atty. Timothy Hinton
	Atty. Joseph DeNaples	Timothy McGrath
	Greg Czyzyk	Jane Farrell
	Frank Soto	Kelly Matone
	Nicole Ference	Sara Cruz
	Doris Koloski	

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. Martha Dougher participated via phone. Gregg Neito and Michael Dougherty were excused.

Acceptance of Minutes

Mr. Wynne requested a motion to approve the June 26, 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. Wynne requested a motion to approve the Finance Statements for the months of May and June 2024. Brian Doughton made a motion to accept the financial reports and Martha Dougher 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/Department Reports

- A. Greg Czyzyk reviewed the ridership reports for the fixed route department for May and June 2024. Greg stated that we are at 77% of pre-pandemic levels for the month of May and 74% for the month of June. Mr. McGrath noted that, for the next meeting, there should be an update provided for the Game Day Express and other recent changes. Greg stated that four new buses have been received recently. They are working to get them fitted with all of the necessary equipment to be roadworthy. Two buses have been removed from the road. He believes that we are due for two new vans for the shared ride department.

- B. Kelly Matone reviewed the ridership report for the shared ride department for May and June 2024. Kelly stated that the revenue was up in May slightly from last year. The ridership was up 7% from last year and they are at 87% of the pre-pandemic numbers. For the month of June, the ridership and revenue went down slightly and we were at 86% of the pre-pandemic numbers. Kelly stated that COLTS had six drivers participate in the Heritage Fair, totaling over 100 hours. Kelly gave an update on the Shared Ride Technical Assistance. Michael Baker conducted the last two peer assessment interviews. They had meetings with Chesco Connect and LCTA and the information was helpful. They are working on implementing changes such as training a back-up scheduler and other training with the customer service representatives. On September 6, 2024, they will have a debriefing on the interviews and discuss the next steps. Kelly announced that Sean Tompkins came in first place in the state wide Roado. This will be his sixth state wide championship. Mr. McGrath congratulated him and they are working on a making a public announcement.
- C. Frank Soto addressed the board regarding safety and security. Frank stated that the new buses were equipped with advanced pedestrian alert systems. This will assist with avoiding pedestrian accidents and collisions. COLTS will be the first authority in this area to try this technology out. Frank stated that they are just about complete with the intersection training. There are four operators that have to complete the training. Frank announced that we should receive the shelter for the corner of Colfax and Mulberry in September. He spoke with the engineer and he is working on the proposal to receive binds from contractors for the installation of the shelter. Frank noted that the ADA ramp and the pad for the shelter has to be installed prior to the shelter being put up. Doris Koloski showed pictures of passengers waiting in the rain at that intersection. She noted that the hospital has two parking lots for their employees. They constructed small shelters in the parking lots and it didn't take a lot of time to install them. Doris felt that the hospital should have put a bench out for the people to sit on while they waited for the bus. Mr. McGrath noted that we are state and federally funded so we have to make sure we follow all of the requirements for the installation. Doris Koloski stated that she thought this would have been taken care of in July. She noted that she had left a message but her call was not returned. Also, she came down for the meeting last month but it was cancelled. She just wants to make sure it is being taken care of. Frank stated that the shelter will be 6 x 12. Mr. McGrath thanked Ms. Koloski for following through on the project. He stated that this is the first time we are working on this type of project and we are learning as we go along. Now that we are better informed on the process, we are working on additional shelter in the Dunmore industrial park. They have worked for over a year and a half to get one for the Heritage Valley in the Mid Valley and we didn't even handle the installation for the shelter. Ms. Koloski stated that someone on Facebook offered to donate a bench but, she let it go because we already started the process. She thought that people would use the buses more if they had a place to sit and wait for them. Mr. McGrath stated that that is our goal.
- D. Nicole Ference addressed the board regarding the Human Resources department. Nicole stated that they have conducted several interviews for the fixed route department. They have four candidates that should begin training within the next two weeks. They have hired a mechanic but, another mechanic has retired. Mr. McGrath stated that they have some leads on a replacement. Mr. McGrath asked Nicole where we are with the number of fixed route drivers. Nicole stated that we will be fully staffed with the new hires in the fixed route department. Nicole also noted that the shared ride department is also

fully staffed. Nicole stated that they have ATU contract negotiations scheduled for September 17, 2024 and September 20, 2024.

- E. Mr. McGrath updated the board on a few items. Mr. McGrath felt the budget was stable. He noted that the funds did not come through as anticipated with the governor's bill and many of our peer agencies are dealing with fiscal issues. Our agency is projecting 5 years out of standard operating, which is good news. Mr. McGrath stated that the facility project is advancing better than expected. It is possible that we will be in the new facility by December so, we have to plan accordingly. Once we move in, they still have to do demolition on the current facility.

Public Comment/Other Business

Mr. Wynne welcomed comments from the public regarding other business. Sarah Cruze addressed the board. She offered positive feedback on the changes to the Evening City Circle North. She typically utilizes the route about four times a week. Since the changes, she has noticed an elevated experience. The vans are cleaner and they are actually following the routes and not having unauthorized stops or detours. She commended the operators on their professional appearance and behavior. Sarah felt that having two people service the route was beneficial. Having this system helps the passengers with questions and insures that people are using appropriate passes or payments. It also creates an additional level of safety. She has been very happy with the service and her mother was also. Mr. McGrath thanked Sarah for her comments and noted that it is important to get feedback on the changes.

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

Submitted by:
Jane Farrell, Executive Assistant