

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
September 26, 2024

The regular meeting of the County of Lackawanna Transit System Authority was held on Thursday, September 26, 2024 at 4:40 p.m. at the Lackawanna Transit Center.

Present were:	Martha Dougher	Brian Doughton
	Larry Wynne	Michael Dougherty
	Atty. Timothy Hinton	Atty. Joseph DeNaples
	Timothy McGrath	Jane Farrell
	Michael Danchak	Zain Rabbani
	Frank Soto	

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 and Larry Wynne participated via Zoom. Gregg Neito was excused.

Acceptance of Minutes

Mr. Doughton requested a motion to approve the August 28, 2024 meeting minutes. Martha Dougher made a motion to accept the minutes and Larry Wynne 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 July 2024. Michael Dougherty made a motion to accept the financial reports and Martha Dougher 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. Zain Rabbani reviewed the ridership reports for the fixed route and shared ride departments for July 2024. Zain stated that, for the fixed route department, the ridership is at 70% compared to pre-pandemic numbers. We are averaging 95% with the on-time performance, the national average is 90%. Zain stated the Marywood/Drinker and the Luzerne/Providence are underperforming with the timepoints. They are looking at making adjustments to the routes. With regard to the shared ride department, the revenue in July increased by 11% from last year and the ridership was up by 6%. They are currently running at 85% pre-pandemic numbers. The on-time performance for the month was 94%, which is well over the state's requirements.

- B. Michael Danchak addressed the board regarding the finance department. Mike stated that there were a few factors that affected the financial performance in July. A pension payment was sent to Ralph Colo for approximately \$250,000 and the quarterly medical buyout was in July. Mike expects the numbers to rebound for August. Moving forward there are a few things he is watching. He stated that the Purchase Transportation Contract is a bit bigger than the original estimates so he will monitor that and possibly see about getting some grant funding to assist. Mike stated that the grant draws are going well for the building project. He is working on more grants to get more buses. He thinks they will be getting four more buses in the next 12 to 16 months. Atty. Hinton asked if all of our buses come from Gillig. Mike said they are all Gillig. Mr. McGrath asked how many of the new buses are on the road. Greg stated that two are on the road and the other two should be ready in late October. Greg also stated that he has Avail scheduled to swap out items from two of the old buses and put them in the new ones. They will also install the tracking systems and cameras into the eight vehicles with Pete's Garage.
- C. Frank Soto addressed the board regarding safety and security. Frank stated that the Advanced Pedestrian Alert System (APAS) has been installed in bus #340 and #341. At this point, we are in the training phase on the overall functionality of the system. It isn't an interactive system so the driver doesn't have to do anything to have the system working. Frank said that they have gotten positive feedback from the drivers. Zain noted that, it is very easy on the eye so it isn't in the direct view of the driver. Frank stated that it is an illuminated icon that will show the distance between the bus and the next vehicle. There are also external audio notifications to pedestrians that a bus is approaching. Mr. McGrath stated that the program is costly but it is being well received by SAFTI and organizations like NEPA Moves and the Downtown Walkability Study. Frank stated that there were seven preventable accidents, which were minor. They will mitigate the impact with additional refresher training. They just completed the intersection training and they will do fatigue awareness training next. Frank stated that there are three new fixed route operators in training now. There is possibly an additional fixed route driver that will be hired.
- D. Mr. McGrath updated the board on a few items. Mr. McGrath stated that the communications department has been very busy participating in outreach and events in the community. He noted that they will be doing travel training with Abington Heights School District tomorrow. Also, during La Festa Italiana, they moved 359 passengers between the festival and Steamtown. Mr. McGrath feels that they are doing an exceptional job generating interest in the community. Mr. McGrath noted that the facility project is going smoothly and he hopes to offer a tour to the board members shortly. The only major issue they are having relates to the CNG project and he will have an update at the next meeting.

Public Comment/Other Business

Mr. Doughton requested a motion for the Resolution Certifying LSA Grant Submittal for Transit Facility Renovation Project. Martha Dougher made the motion for the approval of the resolution. Michael Dougherty seconded the motion. Brian Doughton abstained from voting. All others were in favor.

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, Transit Center Manager