

MINUTES OF THE BOARD OF AUTHORITY  
County of Lackawanna Transit System  
March 26, 2025

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The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, March 26, 2025 at 4:35 p.m. at the Lackawanna Transit Center.

Present were:	Brian Doughton	Michael Dougherty
	Martha Dougher	Atty. Joseph DeNaples
	Atty. Timothy Hinton	Timothy McGrath
	Kelly Matone	Jane Farrell
	Mike Danchak	Nicole Ference
	Keri Savage	Bill Kuehner

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 zoom. Robert Durkin and Gregg Nieto were excused.

Acceptance of Minutes

Mr. Doughton requested a motion to approve the February 26, 2025 meeting minutes. Michael Dougherty made a motion to accept the minutes. Brian Doughton seconded the motion and all were in favor.

Acceptance of Financial Documents

Mr. Doughton requested a motion to approve the Finance Statements for the month of January 2025. Brian Doughton 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. Mike Danchak addressed the board regarding the finance department. Mike stated that they are deep into grant filing at this time. Recently they submitted a flex grant for the new building for approximately \$2 million, in expectation of some final expenditures coming in. There is a \$2 million federal grant that he hopes to have approved with in the next month. We also had a \$3 million grant that was submitted to the FTA for 5307 and 5399 funding. We hope to hear soon about movement with it. Next on the docket is filing for the state grants for shared ride and MATP. Which consist of the lottery funding and PWD funding. Mike stated that he has been working on the budget and they should be seeing it shortly so it can be reviewed and approved at the next meeting. The application for state funding and the budget has to be approved by the end of April. Also, RKL will present the audit at the next meeting.

- B. Kelly Matone reviewed the ridership report for the shared ride department for January 2025. Kelly stated that the ridership was up 10% from January 2024. The Average Daily Riders were 87% compared to pre-pandemic numbers. The on-time performance ran at 95.5%. Kelly announced that we have two new vans coming in by the end of April. They were supposed to be here in March but, there was an issue with the wrong seats being installed. There is one van that will be retired but, not sure about another one. Kelly stated that they have had a lot of communication regarding the Technical Assistance Program since the last meeting. They have focused on job duties, descriptions and functions. Also, the vision of what the goals will be like. They are in the process of finalizing responsibilities and the structure of the shared ride department. Kelly stated that there was a lot of work that went into this project but she feels that it will be very beneficial to the department and improve efficiency.
- C. Keri Savage addressed the board with regard to communications. Keri stated that, they recently had a Citizens Advisory Committee meeting. The agenda and the minutes are available if anyone would like to see them. A passenger attended the meeting, she is well know by the fixed route and shared ride departments. She had a safety and ADA concern. Zain was able to address the concern at the meeting and he was able to modify the route to fix the issue. Keri stated that we participated in the St. Patrick's Day parade in Scranton. Passengers were offered free rides, thanks to the board of directors. Several of our team and their family members participated in the parade. A fixed route vehicle and a service vehicle were used in the parade. COLTS also provided a shared ride van to transport dignitaries that had ambulatory issues. On March 18, 2025, we observed National Transit Employee Appreciation Day by providing lunch and chocolate bars to all of the employees. On Saturday, they attended a Health and Wellness fair at Scranton High School hosted by the Junior League of Scranton. Keri felt it was well attended. Keri stated that most of the board members head shots were sent out. They are also doing head shots of the administrative directors. So, if anyone is unhappy with their photo, they can have it taken again. Keri stated that the EEO reporting is completed and the ACA was filed on March 3, 2025. With regard to business outreach, they met with the staff of Bazooka as they transitioned to a new facility. COLTS generated personalized information for them to provide to the employees upon their return to assist with the bus travel information to the new facility. The day that the employees returned to the facility, Zain Rabbani and a dispatcher were there to answer any questions that the employees had about the transportation. Keri stated that they continue to have meetings with the Railriders. The first home game is April 8, 2025 and we will be announcing the partnership within a week. Keri attended a marketing open house at WBRE/WYOU to see if there are any opportunities for marketing for events with COLTS such as, the opening of the new building, the rodeo or rider appreciation. Mr. McGrath asked Keri about new rulings from Penn Dot regarding free rides. Keri stated that they recently had a meeting with PPTA about rider appreciation. In the past, transit agencies have offered free rides during that week but, Penn Dot announced that they do not want agencies offering free rides for rider appreciation. Most of the agencies offered the free rides on Wednesday of that week. They will be meeting again to discuss this but, Keri believes they will be able to offer giveaways to the passengers. Atty. Hinton asked if this would apply to St. Patrick's Day as well. Keri felt that we would be ok as long as we have sponsorship. Mr. McGrath noted that they have called for a day of advocacy on April 2, 2025. There are meetings scheduled in Harrisburg all day to address transit issues. Mr. McGrath asked Keri if we addressed the concerns of the gentleman that attended the last board meeting. Keri stated that the video was pulled and the incident was addressed. Mr.

Doughton asked Keri to let him know when the CAC meetings are held because, he would like to see about attending.

- D. Nicole Ference addressed the board regarding human resources. Nicole stated that some of the numbers have changed since the report was provided to the board. Earlier in the week, a fixed route driver resigned but they did onboard another driver. There is also another fixed route operator starting on April 7, 2025. That will bring the staffing in fixed route to 39. The shared ride department is fully staffed. Nicole stated that the interviews were conducted for the night supervisor position and the decision will be announced shortly. They held an SEIU labor management meeting recently. Nicole announced that the ATU back-pay was processed with the last payroll. Mr. McGrath asked how many drivers are we aiming for with fixed route. Nicole believes it would be 41 or 42.
- E. Bill Kuehner addressed the board. Bill stated that there was a new hire in the shared ride department. Today was his first day alone on the road and Bill joined him. Bill thought he did a great job. The new fixed route hire should complete her computer training tomorrow and will be on the road training on Friday.
- F. Timothy McGrath addressed the board. Mr. McGrath advised the board that several of the team members are in Harrisburg for required training. That includes Zain Rabbani (fixed route manager), Frank Soto (safety manager) and Greg Czyzyk (special project manager). Mr. McGrath stated, if there are any questions regarding their reports that have been provided, let him know and he will be happy to get answers when they return. Mr. McGrath announced, after many issues, the gas has been turned on at the new facility. The scheduled completion date is May 19, 2025. The one major issue that may hold us up is Comcast. Conversation began with them in June of 2024 and in the last month, they stated that we can be 30-90 days out from installation. They continue to work on the situation. Comcast is critical to this move because, they can't do demolition until everything is transferred.

#### Public Comment/Other Business

- A. Mr. McGrath stated that we are currently going through an RFP for security at the transit center. The board will be provided with the RFP that was generated, the bids that were received and the evaluations that were completed. Then next month the contract would be approved.
- B. Mr. Doughton welcomed comments from the public regarding other business; there were none.

Michael Dougherty made a motion to adjourn the meeting at 5:05 p.m. and Brian Doughton seconded the motion. All were in favor.

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Submitted by:  
Jane Farrell, Executive Assistant