

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

The regular meeting of the County of Lackawanna Transit System Authority was held on Thursday, June 26, 2025 at 4:30 p.m. at the Lackawanna Transit Center.

Present were:	Brian Doughton	Michael Dougherty
	Martha Dougher	Robert Durkin
	Atty. Timothy Hinton	Atty. Joseph DeNaples
	Timothy McGrath	Jane Farrell
	Kelly Matone	Zain Rabbani (arrived late)
	Mike Danchak	Steve Matassa
	Jerry Haggerty	Ralph Colo

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, Robert Durkin and Martha Dougher were present. Michael Dougherty participated via zoom. Gregg Nieto was excused.

Acceptance of Minutes

Mr. Doughton requested a motion to approve the minutes from the board meeting held on May 28, 2025. Martha Dougher made a motion to accept the minutes. Robert Durkin 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 April 2025. 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. Mike Danchak addressed the board regarding the finance department. Mike state that, in April, there are many additional expenses; such as the medical buyout and quarterly insurance payments resulting in a small loss of approximately \$157,000 for the month of April. But the financial performance has been good overall this year. Mike stated that they are working on a fare increase for the shared ride department. They project to implement it by the first quarter of next fiscal year, which would be the fall 2026. We have to apply for the approval. As a matter of information, we get reimbursed from the state for each trip in the shared ride department. There are different levels but, it is based on miles per trip. The blended average comes out to approximately \$29 per trip. Our

cost per trip is approximately \$41. This is a hole that we have to fill with other funding and we have been doing a good job taking care of that. But this is the reason why we are going back to the state to get more funds. Mike is unsure what the state will allow. Typically, they have given approximately \$3 additional per trip and it is usually incremental increases. On the state level, they plan to change how shared ride is funded. They have been doing studies and they have consultants working on the changes. Bob Durkin asked how our \$41 cost compares to other agencies. Mike felt that we are about average but, bigger agencies go longer distances. As an example, LCTA may have to longer distances than we do so their costs may be higher. Because of that, they may actually get more funding from the state. Mike stated that his focus is on the deficit and we are about average across the state. He felt that we get less reimbursement but, we have less costs. He has looked at reports from other agencies and some have costs per trip that are over \$50. Mike noted, at one time, our cost was \$52 but they have worked to get that number down. They have offset the costs by increasing trips, without adding more drivers. Mr. McGrath stated that Penn Dot sends reports to show the comparisons. He will share the report with the board.

- B. Kelly Matone reviewed the ridership report for the shared ride and fixed route departments for April 2025, as Zain Rabbani was delayed in attending. Kelly stated that the ridership for the fixed route department was at 75% compared to the pre-pandemic numbers. The ridership for Route # 55 was 5,579 for the month of April. Prior to the route merger, the ridership was 3,743. This resulted in a 49.06% increase in ridership. With regard to On-Time Performance, Kelly stated that training initiatives are underway. This program includes driver/dispatcher refresher course, and real-time monitoring tools to minimize delays. Staff across operations, safety, special projects and dispatch were actively engaged in the rollout. They anticipate improvements in On-Time Performance metrics in the coming months. Timothy McGrath felt that these improvements will help to offer a broader agency message. Mr. McGrath also noted that he has an article that he will share regarding why On-Time Performance is a focus. With regard to the shared ride department, Kelly stated that the average daily ridership was up by 2% from last year. The April ridership was 90% compared to the pre-pandemic numbers. The On Time Performance was at 91% with the state average being 90%. Kelly stated that one of the vans they are waiting for was at the paint facility on June 20th, and the camera instillation is scheduled for this week. The other is going on June 24th. According to the service manager at Coach, both units are expected to have their final inspection on Monday. Kelly felt we should expect them in a couple of weeks. With regard to the Technical Assistance Assessment, we are still working on the specifics on training that is needed. They are gathering the information to get it to Michael Baker. Kelly stated that the position for Manager of Customer Service was posted on Friday, June 13th and they plan to start interviews next week. Kelly noted that they have 28 full-time operators. Once they schedule a road test for a part-time driver, we will be at the maximum, which is 12 drivers. Currently we are down one customer service representative as they have relocated. The whole department is pitching in to assist. Kelly stated, thanks to the safety department, another driver passed their CDL today. In the month of May, the shared ride department had 10,289 completed trips and we were accident free.
- C. Timothy McGrath addressed the board. Mr. McGrath stated that, due to flooding and weather-related issues, some of the staff were unable to attend the meeting. Information from the departments is in the board packet. If there are any questions, he can forward them to the department managers. Mr. McGrath updated the board members on the

construction project. Today the elevator passed inspection so now we can work to seek occupancy of the building. Many of the files and other items have been moved to the garage in anticipation of the move. The administrative area of the building will be the first to move. Mr. McGrath felt that we could be in the building by the second or third week of July. There are two issues that have to be dealt with. One of the lifts in the garage needs attachments. There is also an issue with the HVAC system. Due to the humidity, some of the pipes have been sweating and creating moisture. But everything is moving very fast. Mr. McGrath stated that he received an inquiry from Penn Dot regarding the grand opening. Also, the FTA requires 60 days advanced notice to put in notice for travel. Mr. McGrath noted that, it has always been our position, that we can't have the grand opening until the demolition occurs. If the timeline stays consistent, the demo should begin mid to late July. We should have an update within the next few days on the timeline. At this point, the projected date for the grand opening would be mid-September or mid-October. We will contact the board members to see when would be most convenient for them. It is expected to be a big production based on the expectation of our funders. Mr. McGrath congratulated Mike Danchak, Keri Savage and Frank Sandy on receiving their Certified Community Transit Supervisor certification. Mr. McGrath also received his certification. Previously, Kelly Matone, Zain Rabbani, Greg Czyzyk and Frank Soto received their certification. This was a requirement from SAFTI but, there was an issue finding the training class. Recently they held the training at LCTA so they were able to do it there. Mr. McGrath wished Kori well with her move. She is the CSR that recently left the shared ride department. The opening for the position has been advertised. When that position is filled, they will post the opening for the Customer Service Manager.

Public Comment/Other Business

- A. Mr. Doughton requested a motion for the Resolution to Approve Increase to COLTS Employee Salary. Atty. Timothy Hinton asked to make a revision to the resolution and motion. With regard to the ATU and SEIU members, because different rates apply and he doesn't want to give the impression that everyone gets the top rate. He requested that the wording be changed to "New CBA rates to be effective 7/1/2025". Martha Dougher made the motion and Robert Durkin seconded the motion. All were in favor.
- B. Mr. Doughton requested a motion for the Resolution to File the Application and to Certify Local Match. Michael Dougherty made the motion and Martha Dougher seconded the motion. All were in favor.
- C. Mr. Doughton requested a motion for the Resolution to Approve the COLTS Policy Prohibiting Workplace Harassment. Robert Durkin made the motion and Martha Dougher seconded the motion. All were in favor.
- D. Mr. Doughton requested a motion for the Resolution to Approve the Tire Contract with Goodyear Tire and Rubber Company (pending solicitor review). Michael Dougherty made the motion and Robert Durkin seconded the motion. All were in favor.
- E. Mr. Doughton welcomed comments from the public regarding other business; Jerry Haggerty stated that ATU members were in Harrisburg for funding rallies. He noted that the funding issues aren't just a problem for ATU but for other unions as well. They plan to attend more in the future to support the ATU and other unions. Mr. McGrath stated

that NEPA Moves and Transit for All are some of the other advocates that are fighting for additional funding.

Martha Dougher made a motion to adjourn the meeting at 5:05 p.m. and Robert Durkin seconded the motion. All were in favor.

Submitted by:
Jane Farrell, Executive Assistant