

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
January 28, 2026

The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, January 28, 2026 at 4:30 p.m. at 800 North South Road, Scranton, PA.

Present were:	Michael Dougherty	Larry Wynne
	Brian Doughton	Martha Dougher
	Joseph DeNaples	J. Timothy Hinton
	Timothy McGrath	Jane Farrell
	Zain Rabbani	Nicole Ference
	Kelly Matone	Frank Soto
	Keri Savage	Brian Balducci
	Steve Matassa	John Robinson
	John Lestansky	Warren Young
	Thomas Exeter	Paul J Ware
	Sean McAndrew	

Attorney Atty. Joseph DeNaples opened the meeting with the Pledge of Allegiance. Attorney DeNaples called the meeting to order.

Judge Paul J. Ware to swear Larry Wynne in as the newest member of the County of Lackawanna Transit Systems Board of Directors.

Attorney DeNaples, as Solicitor for COLTS, requested a motion for the appointment of the Chairman of the Board of Directors. Brian Doughton made a motion to appoint Larry Wynne as the Chairman. Michael Dougherty seconded the motion and all were in favor.

Larry Wynne noted that an Executive Session was held prior to the meeting to discuss personnel matters.

Reorganization

Mr. Wynne requested a motion to nominate the Vice-Chairman. Brian Doughton made a motion to appoint Michael Dougherty as Vice-Chairman. Martha Dougher seconded the motion and all were in favor.

Mr. Wynne requested a motion to nominate the Secretary. Brian Doughton made a motion for Robert Durkin to hold the office of Secretary. Martha Dougher seconded the motion and all were in favor.

Mr. Wynne requested a motion to nominate the Treasurer. Brian Doughton made a motion for Martha Dougher to hold the office of Treasurer. Larry Wynne seconded the motion and all were in favor.

Mr. Wynne requested a motion to nominate the Vice-Secretary. Brian Doughton made a motion for Martha Dougher to hold the office of Vice Secretary. Larry Wynne seconded the motion and all were in favor.

Mr. Wynne requested a motion to nominate the Vice-Treasurer. Martha Dougher made a motion for Brian Doughton to hold the office of Vice-Treasurer. Larry Wynne seconded the motion and all were in favor.

Martha Dougher made a motion to appoint Michael Dougherty to the ATU Pension Committee. Michael Dougherty made a motion to appoint Martha Dougher to the ATU Pension Committee. Brian Doughton seconded the motions for both. All were in favor.

Brian Doughton made a motion to appoint Michael Dougherty and Rober Durkin to the SEIU Pension Committee. Martha Dougher seconded the motion and all were in favor.

Martha Dougher made a motion to appoint Larry Wynne and Brian Doughton to the Personnel Committee. Michael Dougherty seconded the motion and all were in favor.

Martha Dougher made a motion to reappoint Timothy Hinton and Joseph DeNaples as Solicitors to COLTS. Brian Doughton seconded the motion and all were in favor.

Brian Doughton made a motion to appoint Keri Savage as the Right to Know Officer. Martha Dougher seconded the motion. All were in favor.

Larry Wynne requested a Roll Call of the Board Members. Martha Dougher, Larry Wynne and Brian Doughton were present; Michael Dougherty participated via zoom; Robert Durkin was excused.

Acceptance of Minutes

Mr. Wynne requested a motion to accept the December 2025 meeting minutes. Approval of the minutes were tabled as second motion was unable to be presented.

Acceptance of Financial Documents

Mr. Wynne requested a motion to approve the Income Statements for November 2025. Michael Dougherty made a motion to accept the financial documents and Martha Dougher seconded the motion. All were in favor.

Public Comment/Agenda Items

Mr. Wynne welcomed comments from the public regarding agenda items; During the public comment period, Judge Paul J. Ware administered the Oath of Office to all of the board members.

Executive Director's and Department Reports

- A. Kelly Matone reviewed the shared ride ridership report for November 2025. Kelly stated the average daily ridership was up 8% from last year. The pre-pandemic numbers had a small decrease of 2%. The overall on-time performance was 88%. Kelly noted that they had a labor/management meeting. They discussed some possible MOU's for some part-time drivers. She and Keri are working on the Ride Guide and Kelly is working on PPI's to work on the on-time performance.

- B. Zain Rabbani reviewed the fixed route ridership report for November 2025. Zain stated that the ridership is at 72% of the pre-pandemic numbers. He felt the numbers should have been higher but, inclement weather in November lead to temporary services suspension, which negatively impacted the overall ridership for the month. Also, in 2025 there were 24 operating days and in 2024 there were 25 operating days. Zain stated that Route #44 will now service Keystone College with two trips, Monday through Saturday. Route #80 will service the new Geisinger Cancer Center, on Gibbons Boulevard, beginning February 9, 2026. We are also looking to extend more route variance on Old Forge outbound at 5:15 to serve the employees in the Stauffer Industrial Park.
- C. Keri Savage addressed the board regarding the communications and outreach. Keri stated that, members of administration have been discussing the extension of Route #44 to provide service to Keystone College. A lot of the meetings have been centered around logistics, kick-off dates, and public announcements/celebrations. There is another meeting scheduled for tomorrow. Keri announced that we submitted our application for participation in the St. Patrick's Day Parade. She is looking forward to designing parade day items for our employees. Keri noted that March will be a busy month for us as we will be celebrating Public Transit Employee Appreciation Day on March 18, 2026. We are working on ways to honor our employees on that day. Keri stated that department heads have organized weekly meetings to discuss hot topics, issues and practice open dialogue throughout COLTS. With the meetings, cross-departmental issues can be discussed. As an example, changes that are made in the fixed route department, it can impact what happens in the shared ride department and how the maintenance department functions. This has been a very good practice and she feels it is going to benefit COLTS overall. Keri noted that we have started working on the Triennial Review. This will be a month-long review process with the FTA. There has been a meeting and reviewed assignments. With regard to compliance, Keri has been attending training sessions hosted by UKG regarding updates and available features on Kronos to simplify the ACH Process. Keri stated that the COLTS calendars are in and she hopes that everyone takes one.
- D. Frank Soto addressed the board regarding safety and security. Frank stated the 2025 closed out strong with an approximate 12% reduction in preventable accidents and a 5% decrease in overall accidents. We did see an increase in incidents which were due to transit center related events. These are events that require police or EMA, and slip, trip and fall occurrences, not requiring medical attention. In 2026 we will establish a baseline with new categories that are added to the Allied Universal report. Items such as customer service engagements and anything requiring EMS or police. Frank stated that they have started the Drug and Alcohol training for the shared ride department. They the training will be completed with the maintenance department and the fixed route department.
- E. Nicole Ference addressed the board regarding human resources. Nicole stated that there haven't been many changes since the last meeting. We continue to advertised for part time custodians, fixed route operators and part time shared ride operators. Nicole noted that they are exploring an MOU to onboard more part time operators in the shared ride department. They have one part time fixed route operator that is in the pre-employment process. With the new year, they have been working on the preparing tax information.

- F. Timothy McGrath welcomed Larry Wynne back as the chairman of the board. Mr. McGrath also noted that Mike Danchak was unable to attend the meeting but, if there were any questions on the Finance Report, please let him know and he will get the information when Mike returns. Mr. McGrath welcomed Commissioner Welby to the meeting. Along with union representatives, former employee Mark Gifford who now works with LCTA and Scranton City Counsel Member Sean McAndrew. Mr. McGrath stated that we have a rigorous 2026 ahead and it starts with the Triennial Review with the FTA. This is a three-year review with the FTA of all of our operations. Everything from financial information, how we maintain our properties, policies and procedures. This requires thousands of papers that have to be submitted to the FTA upon their request. They review the information submitted and then generally ask for more. To prepare for the audit, employees were sent for several days of training. They are scheduled to be on property sometime in June for approximately 3 to 4 days. The report shows what we are doing right and what we may not be doing right. Then we will be asked to fix the things that have issues. This is a huge undertaking that involves every department. There will be a lot of meetings and gathering of information with the audit team. Mr. McGrath stated that this year, we will be working on Phase III of the construction project. This is construction of the CNG fueling station out where the old bus wash was. We had a pre-construction kick off but, that was prior to the storm. So, everything will be weather dependent. The target date for completion is the end of May but, that is very fluid. If we are fortunate to stay on that timeline, we will begin planning the grand opening ceremony on this facility. More information will follow on that. Mr. McGrath noted that we are keeping our eye on the World Cup coming to Philadelphia. There have been discussions on fan zones and that might involve public transportation. We are gauging it to see what is going to happen if we are deemed to participate. Mr. McGrath stated that the new facility has been having an issue with snow coming off the roof. We are looking at ways to fix the issue. Otherwise, we are lucky and fortunate to have this facility to work in. Mr. McGrath extended his thanks to all of the employees who came out and worked through the storm. He also thanked the operations team, mechanics and service members that worked diligently to remove the snow from the property. He asked that everyone be patient and understand that there will be service issues due to the accumulation of snow. Mark Gifford, from LCTA, thanked Mr. McGrath, Greg, Zain and the maintenance team for helping to dig out one of their buses that had gotten stuck in the snow at the transit center. Mr. McGrath stated that the LCTA bus #17 pulls into the cutout on Lackawanna Avenue to pick up passengers. The area was not cleared so the bus was stuck there and it created an issue on Lackawanna Avenue. He thanked Mark for recognizing the work that was done. Our team reached out to the police department and Penn Dot. Our team was able to pull them out. It was a great show of team work.

Public Comment/Other Business

- A. Mr. Wynne thanked Commissioner Welby and Commissioner Chermak for reappointing him to the board of directors at COLTS. He noted that he had 10 years' experience on the board. He thanked Brian Doughton, the chairman of the board for the last year. He did an outstanding job of leading the board. Mr. Wynne also thanked Martha Dougher, Michael Dougherty and Brian Doughton for reappointing him as chairman. Brian Doughton welcomed Mr. Wynne back to the board. He added that Larry was a dedicated member of the board and he is happy to have him back. He felt it was fitting because this is the first official meeting to be held at the new facility. Brian also thanked the administrative staff for keeping the board updated during the storm

and for putting the safety of our riders and employees first. He felt all of the employees and administration did a great job during the storm and the cleanup following.

- B. Mr. Wynne welcomed comments from the public regarding other business; there were none.

Brian Doughton made a motion to adjourn the meeting at 5:05 p.m. Larry Wynne seconded the motion and all were in favor.

Submitted by:
Jane Farrell, Accounting Assistant