

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
December 17, 2025

The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, December 17, 2025 at 4:30 p.m. at the Lackawanna Transit Center.

Present were:	Robert Durkin	Gregg Nieto
	Michael Dougherty	Atty. Timothy Hinton
	Timothy McGrath	Atty. Joseph DeNaples
	Jane Farrell	Michael Danchak
	Frank Soto	Kelly Matone
	Keri Savage	

Mr. Robert Durkin opened the meeting with the Pledge of Allegiance. Mr. Durkin added that an Executive Session was held prior to the meeting to discuss personnel matters.

Mr. Durkin requested a roll call of the board members. Robert Durkin was present. Michael Dougherty and Gregg Nieto participated remotely. Brian Doughton and Martha Dougher were excused.

Acceptance of Minutes

Mr. Durkin requested a motion to approve the minutes from the board meeting held on November 19, 2025. Gregg Nieto made a motion to accept the minutes. Robert Durkin seconded the motion and all were in favor.

Acceptance of Financial Documents

Mr. Durkin requested a motion to approve the Finance Statements for the month of October 2025. Michael Dougherty made a motion to accept the financial reports and Gregg Nieto seconded the motion. All were in favor.

Public Comment/Agenda Items

Mr. Durkin welcomed comments from the public regarding agenda items; there were none.

Executive Director's Report/Department Reports

- A. Keri Savage addressed the board regarding communications. Keri stated that they do not have the final count for Stuff the Bus. But, the Venmo account has over \$12,000 and there were close to 2,000 toys. She said there were a lot of volunteers and she was grateful for the help. People Security and the University of Scranton sent volunteers to help. Keri felt that impacted how we did. She noted that we collected approximately \$11,300 in cash donations and 2,100 toys last year.

- B. Kelly Matone addressed the board regarding the shared ride department. Kelly stated that the ridership for October was 1% over our pre-pandemic ridership. The average daily ridership was up 9% compared to October 2024. The on-time performance was at

88% and the annual ridership is trending 13% higher than the pre-pandemic annual ridership.

- C. Mike Danchak addressed the board with regard to the finance department. Mike stated that finances are on track for our budget. We will be coming in around \$18.5 to \$19 million in total expenditures. As of today, we are still in line for that. Mike noted that, as of now, we have quite a big surplus. Things are coming up, such as, our insurance renewal for December 1st and that will eat into the surplus. We are also looking at a larger than normal pension obligation and we want to get a little bit more into the pension. That will be coming off our bottom line as well. Mr. Durkin asked if that is a discretionary payment. Mike stated that it is. He explained that, whenever we can, we try to pay more than what is required. At this time, we are around 55% funded on the pension as if today. Historically, we have been in the 50 percentiles. This is higher than we have been in the past but, he would like to be around 65% or above. Mr. Durkin asked what the industry standard is. Mike felt it was hard to say. Many of the government pensions are not well funded. In certain big cities, they are around 40% funded. Pensions as big as ours can be as high as 60% to 70% funded. There is an explanation on how it had gotten so low but, it is beyond the scope of this meeting. Mike believes that, if we stay on this funding track, we will get this to 60% to 65% within the next fiscal year. We are increasing the numbers by injecting additional funds into the plan and investments in the plan have been performing better. Mr. Durkin asked if we do an assessment of the anticipated retirement age or expected drawdown? Mike stated that we have not but, our drawdown has gone according to how it has been planned. At this time, we have approximately \$450,000 to \$550,000 in disbursements a year. We have people added on as they retire and others come off when they pass away. The numbers have stayed level. The biggest trend that we see is, retirees are taking a lump sum payment and not taking the annuity. That has had a negative effect on the plan. Also, we had an issue with Penn Dot in 2015 or 2016 that we have been digging out of. Those two things have led to the pension being less than where we want it. Mike felt that we didn't have to do anything extraordinary but, we have to keep funding at the same level. This is \$600,000 to \$700,000 annually into the pension. We have also been experiencing approximately 10% in gains. The average S&P gain is approximately 6% to 7%. With this, Mike feels that we will be in good standing.
- D. Frank Soto addressed the board regarding safety and security. Frank also reviewed the Fixed Route Ridership Report. Frank stated that the fixed route ridership for October 2025 was 78% compared to the pre-pandemic numbers. The on-time performance is at 82%. The department is looking for ways to improve that deficiency. With regard to the safety report, Frank stated that we had a solid month of November. We are still trending low on over all accidents month over month. We have the training that has been pending for the authority. There is training put together for the drivers and some maintenance associates. It will be starting in the beginning of 2026.
- E. Timothy McGrath addressed the board. Mr. McGrath stated that we held our Toys for Tots event in December which was very successful. At Thanksgiving, we provided each of the employees with a \$30 gift certificate from Gerrity's. In the past, we had given certificates for turkeys but, this way the employee can decide what they want to purchase. Mr. McGrath stated that, tomorrow, we will recognize the holiday's by providing the employees with breakfast, lunch and dinner options throughout the course of the day. Mr. McGrath extended our sympathy to Dave Gard and his family. Dave is a shared ride driver and his step-son recently passed away. A viewing will be held on

Sunday. Mr. McGrath stated that we are nearing completion of the construction project. The paving has been finished. We are waiting for some lights to be installed. We hope to light up the entire campus as early as Monday. We won't transition the drivers over until Tuesday. There are still some site work and punch list items to be addressed. Mr. McGrath wished everyone a happy and healthy holiday season.

Public Comment/Other Business

- A. Mr. Durkin requested a motion for the resolution to approve the Adoption Agreement for the 457 Plan for ATU Employees. Attorney Joseph DeNaples noted that the approval is pending solicitor review. Gregg Niteo made the motion and Michael Dougherty seconded the motion. All were in favor.
- B. Mr. Durkin requested a motion for the resolution to approve 2026 Public Transportation Agency Safety Plan (PTASP). Gregg Niteo made the motion and Michael Dougherty seconded the motion. All were in favor.
- C. Mr. Durkin requested a motion for the resolution to approve the COLTS Respiratory Protection Program. Gregg Niteo made the motion and Michael Dougherty seconded the motion. All were in favor.
- D. Mr. Durkin requested a motion for the resolution to approve the 2026 Board Meeting Schedule. Michael Dougherty made the motion and Gregg Nieto seconded the motion. All were in favor. Attorney DeNaples noted that once it is approved, the schedule will need to be advertised in the newspaper.
- E. Mr. Durkin welcomed comments from the public regarding other business; there were none.

Gegg Nieto made a motion to adjourn the meeting at 4:50 p.m. and Michael Dougherty seconded the motion. All were in favor.

Submitted by:
Jane Farrell, Accounting Assistant