

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
May 27, 2026

The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, May 27, 2026 at 4:30 p.m. at 800 North South Road, Scranton, PA.

Present were:	Larry Wynne	Robert Durkin
	Brian Doughton	Martha Dougher
	J. Timothy Hinton	Joseph DeNaples
	Michael Danchak	Keri Savage
	Jane Farrell	Zain Rabbani
	Nicole Ference	Kelly Matone

Larry Wynne opened the meeting with the Pledge of Allegiance. Mr. Wynne noted that an Executive Session was held prior to the meeting to discuss personnel matters and Mr. Wynne also stated that there was a Personnel Committee meeting on May 15, 2026.

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

Acceptance of Minutes

Mr. Wynne requested a motion to approve the April 2026 meeting minutes. Brian Doughton made a motion to accept the minutes and Martha Dougher seconded the motion. All were in favor.

Acceptance of Financial Documents

Mr. Wynne requested a motion to approve the Income Statements for March 2026. Robert Durkin made a motion to accept the financial documents and Brian Doughton seconded the motion. All were in favor.

Public Comment/Agenda Items

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

Executive Director's and Department Reports

- A. Michael Danchak addressed the board in Timothy McGrath's absence. Mike stated that Mr. McGrath was unable to attend the meeting due to the passing of his uncle Robert McGrath. On behalf of COLTS, Mike offered his condolences to Timothy and his family. Mike also stated that Patricia Johnson, a long-time fixed route operator of COLTS, has passed away. Patricia was employed by COLTS for over 14 years and she was a great asset to COLTS. Mike offered condolences, on behalf of COLTS, to Patricia's family and her ATU family.

- B. Zain Rabbani reviewed the ridership reports for the Fixed Route department. Zain stated that the ridership is at 77.25% of the pre-pandemic numbers. This is slightly higher than usual. Zain stated that, at the last meeting, they discussed some of the routes that are high performing. This ties in with the Transit Development Plan and we have a lot of suggestions for them. We would like to have our ideas and plans ready when they come in. Most of the ideas come from the drivers and the dispatchers, then we see if it is feasible or not. Zain felt that we have routes that we can merge to be more efficient. Keri stated that she just received an email stating that the kick-off will be in the next couple of weeks.
- C. Kelly Matone addressed the board regarding the Share Ride Department. Kelly stated that the average daily ridership in March was 16% higher than March 2025. The pre-pandemic numbers were 8% higher and the annual ridership is trending 18% higher than pre-pandemic numbers. The On Time Performance is 87.5%. Kelly stated that, in March, one of the part-time operators obtained their CDL with the passenger endorsement. We are also finalizing the SAFTI and PPTA Transit Dispatch Session. There was one on April 28th, May 9th and there is one scheduled for June 9th. They are also working on notices to the public about the expanded operation hours.
- D. Nicole Ference addressed the board regarding human resources department. Nicole stated that, over the past month, they have been busy with onboarding, hiring and interviewing. With regard to the maintenance department, they onboarded two full-time service employees and one full-time custodian. We are still looking for a part-time custodian. In the fixed route department, they have onboarded two full-time drivers and one is in phase one of pre-employment for full-time. In the shared ride department, there is one applicant that is in pre-employment for full-time and two for part-time. They continue to work with the SEIU for an MOU for the part-time operators and CBA negotiations. The second session for negotiations is scheduled for June 2nd.
- E. Keri addressed the board regarding communications and compliance. Keri stated that there has been a lot of public outreaches this month. On May 2nd, members of our team assisted with Riverfest. We transported paddlers from Sweeney beach to Riverfront Park. Kerri stated that they also did several travel trainings. On May 11th, Zain and his team met with students from Mid Valley. They traveled to the Transit Center and gained hands on experience with public transit. On May 13th, the training was provided to students from West Scranton High School. On Friday, we participated in the Mid Valley Career Day. We presented information about COLTS and what type of career opportunities that are available within the transit industry. The kids enjoyed the presentation and she offered the books to the students. There were 683 students that participated. The event was well organized as they moved the students from class to class. They had about 6 to 7 minutes to make the presentation. That same day, members of administration attended the NEPA Moves meeting at LCTA. There were joint presentations between our team and their team on how regional transit works. The also discussed the challenges that are facing public transportation agencies. On May 22nd and May 23rd, COLTS provided special transportation service for attendees of the Banana Ball Games at PNC Field. They expected 7,500 people on the 22nd but, Keri thought it ended up being around 10,000. The 23rd, the was a bit of a wash out due to the weather. But, after the event she received several inquiries about transportation to the regular home games. Keri stated, with regard to Administrative and Organizational Initiative, she and Zain developed the Travel Training Procedure

and Request Form. We had some framework but they wanted to improve efficiency and ensure compliance. The form provides more information to see what type of training they are looking for and what type of people are benefiting from the training. Keri stated that they continue to work on the Shared Ride SEATS Rider Guide. She will provide it to the board very soon. We have also finalized the advertising contracts for the remainder of 2026, which includes television, radio, outdoor billboards and print media. They also attended Table Night at PNC Field on May 16th. We highlighted COLTS by provided shuttle service to the game and we offered information on our services.

- F. Mike Danchak addressed the board with regard to the Finance Department. Mike stated that there were higher expenses in March due to overtime. He believes that will continue through the rest of the fiscal year. This will create a budget revision to increase overtime. This will be offset by getting more grants and also, we can possibly get more money because the ridership has been increasing in both shared ride and fixed route. Things like Banana Ball and the Big Boy events get us out in the community and show that we are an integral part of the area. Mike stated that the pension has been performing well based on the market. With the increase in gas prices and AI stocks, there has been a boost in the market. The emerging stocks have not done well recently but, he feels they will stabilize and it will make up for the losses. Because the pension is doing well, we don't have to contribute as much to it. Mike offered his appreciation to Lackawanna County and all three commissioners on approving the \$1,068,100 local match. He had offered presentations to them during Executive Sessions and at the Commissioners meeting for the funding. He has also had productive meetings with AAA with regard to the match of our lottery program with shared ride. Mike feels that we may be getting a surplus check from Benecon, which will help with finances. In Frank Soto's absence, Mike provided information regarding Safety and Security. Mike stated that there were no Reportable Accidents for the month. With regard to the Executive Directors report, Mike stated that the CNG fueling station is going up. There was an issue with obtaining a meter from UGI but the timeframe remains for the June completion of the project. Currently we have a contract with Compass Natural Gas until the end of July as a back-up plan. Atty. Joseph DeNaples asked if the contract with them can be terminated with 30-day notice. Mike said it can be. Mike noted that the project is just about complete and there is a small amount that is due to be paid out to the contractors. We have approached Penn Dot to assist with the funding for the issue that we have with the roof icing over. We have asked for \$200,000 to rectify the issue and the State has approved the funding. They will be working with Ryan Frederick, who is our current project manager. Atty. DeNaples asked if this would be a change order to the project. Mike stated that it will not be a change order, it will be an administrative adjustment. The most it will cost is \$200,000 and that does not meet the change order threshold for the project. Atty. DeNaples suggested reaching out to the contractor about looking at the warranty on the roofing. Mike felt that the design was flawed so we are going to have to work around the issue. Mr. Durkin asked if there was a liability with the design. Atty. DeNaples stated that Stantec was supplied to us through Penn Dot but, his isn't sure if we would charge back for the repair for the corrective measure. Mike stated that, on a financial standpoint, it was easiest for us to reach out to Penn Dot first. They stated that they would deal with Stantec and that they would give us the funds to fix the issue with the roof. The contractual relationship was between Penn Dot and Stantec. COLTS did not have a contract with them.

Public Comment/Other Business

- A. Mr. Wynne requested a motion for the Certifying the Local Capital Match for State Operating Financial Assistance for FY 2026-2027. Martha Dougher made the motion and Brian Doughton seconded the motion. All were in favor.
- B. Mr. Wynne requested a motion to File the Application and Certify the Local Match. Robert Durkin made the motion and Brian Doughton seconded the motion. All were in favor
- C. Mr. Wynne welcomed comments from the public regarding other business; Martha Dougher asked if the shared ride brochures are done. Keri said that she is still working on it and then she has to pass it along to the consultant for final approval. She said she will provide it to the board as soon as possible.

Brian Doughton made a motion to adjourn the meeting at 4:55 p.m. Larry Wynne seconded the motion and all were in favor.

Submitted by:
Jane Farrell, Accounting Assistant