MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
June 24, 2026

The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, June 24, 2026 at 4:30 p.m. at 800 North South Road, Scranton, PA.

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

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.

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

Acceptance of Minutes

Mr. Wynne requested a motion to approve the May 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 April 2026. Brian Doughton made a motion to accept the financial documents and Michael Dougherty 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. Zain Rabbani reviewed the ridership reports for the Fixed Route department for the month of April 2026. Zain stated that the ridership is at 77.1% of the pre-pandemic numbers. From April 2025, ridership has increased from 65,409 to 67,525, this is a 3.2% increase. The senior citizen ridership has increased by 7.5% and pass usage has increased by 3.5%. Zain noted that the LCTA transfers has increased by an impressive 42.5%. This is suggesting stronger regional transit connectivity. We have three or four routes that connect with LCTA. He will look into it more to see what prompted the increase.

B. Kelly Matone addressed the board regarding the Share Ride Department for the month of April 2026. Kelly stated that the average daily ridership in April was 20% higher than April 2025. The pre-pandemic numbers were 13% higher and the annual ridership is trending 17% higher than pre-pandemic annual ridership. The On Time Performance is 87.78%.

C. Keri Savage addressed the board regarding the human resources and the communications departments. Keri stated that the Fixed Route department currently has 3 full time dispatchers, 38 full time drivers and 6 part time drivers. The Shared Ride department has 27 full time drivers, 10 part time drivers and 7 customer service representatives. Keri stated, at the time of the report, we had 8 full time mechanics, 7 full time service employees, 1 full time janitor and 2 part time custodians. We had a full time mechanic resign earlier this week. We have 3 full time operator vacancies. There are 2 applicants that are currently in pre-employment screening. In the maintenance department, there are 2 hires pending. We have 1 applicant that has advanced to Phase II of preemployment. With regard to part time custodians, interviews are pending and will be scheduled as qualified applicants are identified. In the shared ride department, there are 2 full time van operator vacancies. We have applicants that are not qualified because they do not have a CDL. We can consider the applicants for part time positions. Pre-employment screenings are currently being conducted for 1 applicant, and additional interviews are scheduled for tomorrow. An MOU was submitted to the SEIU for review requesting authorization to add 4 additional part time operators. There were other conditions include in that but, we have not heard back from the SEIU. Keri stated that a third SEIU Negotiation has been scheduled for June 25, 2026. With regard to Communications and Compliance, Keri stated that a lot of time was spent on the Big Boy event. We participated in the shuttle service that was provided for the event. She thanked Zain and his team for their involvement and their efforts. All of the service reflected positively for COLTS. The next day, June 17th, the fixed route team assisted with transportation for judicial staff, attorneys, and jury members to Pike County to assist with a case. This was at the request of President Judge Gibbons. Again, we had gotten raving reviews on the service. On June 1, 2026, COLTS had a meeting with Kimley-Horn for our Transit Development kick off meeting. During the meeting, we reviewed agendas, timeline and department information. There was also a meeting on June 17, 2026, where we received and RIR request for information and all of it has been submitted. On June 19, 2026 members of administration attended the Capitol Conversation event with Secretary Carroll and District Executive Eboli. The event was hosted by the Greater Scranton Chamber of Commerce. The event was to reflect on all of the projects going on around the state and discussing the budget. They brought the question to Secretary Carroll on how the group can advocate for Public Transit. Keri stated that she received the draft for the Shared Ride SEAT Rider Guide. They had a meeting today with Find My Ride to kick off the new technology options that are available. She feels that will impact the final draft of the guide. She will have another conversation with Linda Conway before releasing the information. Keri noted that it is taking so long because if it isn't done properly, it will create confusion with the riders. On June 17, 2026 our team met with Jeff Petrunak for our annual SAFTI visit. The review includes policies, procedures, compliance files and an on-site inspection. We received positive feedback and we will share our final score when it is received.

D. Mike Danchak addressed the board with regard to the Finance Department. Mike stated that expenses are up across the board but, we have been prepared for that. We are meeting the need with more grant funding. At this point, we are running at a small defect of $11,000 off of a $20 million dollar budget so that isn't too bad. Mike stated that we have money in surplus, that we were required to build. The total is approximately $7 million dollars which is approximately 33% of our budget. This is the area that Penn Dot wants us to be. This will assist with funding disruptions. Many times, during the beginning of the fiscal year, we don't receive our money right away. Penn Dot doesn't want us to have to get Lines of Credits or other options just to get by. Mike stated that we recently had a State Transit Improvement Plan meeting with our MPO. They are projecting capital projects for the next four years. Tentatively we have 10 to 12 projects that were approved today. They total approximately $57 million dollars. Going into the next fiscal year, there are no fixed route fare increases planned. We are planning, and we have been approved, to increase the fares in the shared ride department. The plan is to have the increase be effective August 1, 2026. At the next board meeting, there should be a resolution to approve the fare increase. Brian Doughton asked how much the increase is. Mike stated that it is approximately 15%. The average fare now is approximately $28.50 and the increase will be approximately $32.50. The Penn Dot share is 85% of that amount and the other 15% is from the public or the Area Agency on Aging. They have reached out to the Area Agency on Aging and they are fine with the increase. We will be having public meetings regarding the increase within the next month. Mr. McGrath felt that we should have a session with the board to explain why the increase is needed. The board can be offered some talking points if they are questioned.

E. Timothy McGrath addressed the board. Mr. McGrath stated that Phase III is nearing completion and everything is on schedule. He feels that we should be testing the fueling station any time now. The civil site contractor will be back to begin addressing the landscaping. They also have some work to do on the retention pond and there are a few other punch list items that will be worked on. The project manager is back on site to address some gate and boiler issues. Otherwise, everything is working as it should. Mr. McGrath discussed that work that was done with the Big Boy event. He thanked LCTA for their assistance with supplying 4 buses for the event. The Scranton Police Department did an exceptional job of getting us in and out of our facility. The city administration provided great communication for the event. Mr. McGrath stated that the COLTS team executed everything remarkably. He was proud how everyone stepped up to assist. Martha Dougher congratulated Tim and the entire team for a job well done. Mr. McGrath noted that the shared ride department also stepped in to assist where needed. He also thanked the board members for their support and guidance through all of the events.

<u>Public Comment/Other Business</u>

A. Mr. Wynne requested a motion to approve the adjustments to COLTS Employee Compensation. Brian Doughton made the motion and Michael Dougherty seconded the motion. All were in favor.

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

Brian Doughton made a motion to adjourn the meeting at 4:50 p.m. Michael Dougherty seconded the motion and all were in favor.

Submitted by:
Jane Farrell, Accounting Assistant