

MINUTES OF THE BOARD OF AUTHORITY
County of Lackawanna Transit System
July 29, 2026

The regular meeting of the County of Lackawanna Transit System Authority was held on Wednesday, July 29, 2026 at 4:30 p.m. at 800 North South Road, Scranton, PA.

Present were:	Brian Doughton	Michael Dougherty
	Martha Dougher	Joseph DeNaples
	J. Timothy Hinton	Timothy McGrath
	Jane Farrell	Kelly Matone
	Michael Danchak	Keri Savage
	Nicole Ference	Zain Rabbani
	Olivia Amico	Steve Matassa
	Jon Beckage	Frank Soto
	Ralph Colo	

Brian Doughton opened the meeting with the Pledge of Allegiance. Mr. Doughton noted 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 was present; Martha Dougher and Michael Dougherty participated via phone; Rober Durkin and Larry Wynne were excused.

Acceptance of Minutes

Mr. Doughton requested a motion to approve the June 2026 meeting minutes. Martha Dougher made a motion to accept the minutes and Michael Dougherty seconded the motion. All were in favor.

Acceptance of Financial Documents

Mr. Doughton requested a motion to approve the Income Statements for May 2026. 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. Doughton 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 May 2026. Zain stated that the ridership is at 72.6% of the pre-pandemic numbers. From May 2025, ridership has increased by 2.4%. The key indicators are the increase in senior citizen ridership and the increase in transfers with LCTA. This shows better connectivity with LCTA.

- B. Kelly Matone addressed the board regarding the Share Ride Department for the month of May 2026. Kelly stated that the average daily ridership in May was 19% higher than May of 2025. The pre-pandemic numbers were 6% higher. The On Time Performance is 84.65%, which is down a bit. They will work on getting those numbers back up. On May 7th, three of the shared ride operators helped with transportation for the University of Scranton's prom. We have been doing this for several years. On May 22nd, a shared ride operator assisted with transportation for Banana Ball at PNC Field.
- C. Keri Savage addressed the board regarding the communications department. Keri stated that they have begun the process with Kimley-Horn. In her report it shows that they officially kicked off the survey and they presented to our Citizens' Advisory Committee. After that, we began the virtual stakeholders meeting. We had one on July 15th and another one on Friday. They were also on-site doing passenger surveys, driver workshops and ride longs with the passengers. This will help to find where our strengths, challenges and operational opportunities are. On July 24th, we had travel training with the MyCIL Transitional Center. There were approximately 22 students ranging from age 14 to 22. Keri stated that the event was posted on Facebook and several of the student commented that they had fun during the training. On June 28th there was ADA Refresher Training. Members of Administration were there for the training. On July 1st, they had a meeting with SEIU and the negotiating committee for our 3rd collective bargaining session. Keri stated that they are still working on the wording for the MOU. With regard to compliance, they continue to give the transit development teams everything they need. They continue to gather surveys and encourage the public to participate. They continue to monitor ADA compliance matters, employee training initiatives, and operational policy updates. Keri stated that they are still working on the Shared Ride Guide. They had another meeting with the consultant to go over it. They are also working on a Restrictions and Limitations Policy. We also had a meeting with Johnson College to discuss our future relationship. We are waiting to hear back with them to see how we will proceed.
- D. Nicole Ference addressed the board regarding the Human Resources Department. Nicole stated that they have been busy with onboarding and interviews. They have onboarded one fixed route driver, one part-time shared ride driver, two full-time service employees and one full-time custodian. We also have an intern, Olivia. Nicole stated that the team has had quite a few interviews. There are several individuals going through the preemployment process to onboard. Mr. McGrath asked if she would like to elaborate as this is an important issue. Nicole stated that, in fixed route, they have two applicants in phase I of preemployment. She received another application today so they will interview that person shortly. They have one part-time custodian progressing through phase I of the process. With regard to shared ride, we have one full-time starting on Monday and possibly one part-time. There is a part-time employee taking his CDL on Friday. The hope is that he will fill a full-time vacancy. Nicole stated that she has two conditional offers for part-time applicants. Also, if the part-time employee moves to full-time, she believes that she has another applicant to fill that position. Mr. McGrath commended Nicole for her hard work.
- E. Mike Danchak addressed the board with regard to the Finance Department. Mike stated that he found a typo in the grant funding. With the building grant, we are still over \$3M, he missed a "0" with what is still available with the grant. That money will be spoken for but, he wanted to make sure it was accurate. We still have a grant on the

books for 2025. We are working on spending down on the grant with some IT items. The 2026 grant is in our inventory with approximately \$4.8M. On the agenda today, there is a resolution for the Shared Ride Fare Increase. If you look at page 3, with some of the reporting metrics, it outlines the need for the increase. The operating costs per passenger in shared ride is \$55.13 and we currently receive approximately \$28. Also, the cost per passenger on the fixed route side, as a matter of information, is \$17.39. It was over \$18 and we have done a good job of lowering the costs. The cost per passenger is the most important metric that Penn Dot looks at. Mike noted that, if you look at the profit/loss statement, it doesn't look very good. We are in the hole approximately \$450,000 but, that is without some of the grant draws. They will be done towards the end of the fiscal year. He feels that once we have the final numbers, we will be close to even. Mike noted that there has been a big increase in a few items such as the benefits, driven by the health insurance. We will be getting a surplus from Benecon for approximately \$250,000. That will offset some of the costs. Also, the utilities have increase substantially.

- F. Frank Soto addressed the board regarding Safety and Security. Frank stated that the preventable accidents have been holding steady. It looks like we caught up with our 2025 numbers. Frank noted that he also made a mistake with 2025. We had one DOT Reportable and this year we haven't had any. We still have quite a few trainings that have to be done. We will be doing Sexual Harassment and Drug and Alcohol training.
- G. Timothy McGrath addressed the board. Mr. McGrath stated that the CNG project is contractually completed. We are now working through some punch list items. We will be able to start fueling shortly. The TDP kicked off and we just finished the stakeholder's meetings. We held two of them virtually and there was a robust turnout. The notable participants were; Senator Brown's office; Senator Flynn's office; Representative Koserowski; Commissioners Welby and Gaughan; Solicitor Hinton; Director Durkin. We are getting great feedback from the public and our drivers. Keri noted that there was a driver workshop. The team went along on the routes and asked the drivers what recommendations they have. Steve Matassa asked how long the online survey will be available. Keri stated that the date is August 15th. Mr. McGrath noted that would be specific to our drivers. Keri also stated that they have gotten a lot of completed surveys. Mr. McGrath stated that, while the surveys are being performed, there is a technical assessment being done. Mr. McGrath noted that the Bus Rapid Transit Study, with LCTA, is in the survey phase. On August 16th there is a public meeting from 6:00 p.m. to 8:30 p.m. There will be a presentation to the public on some of the information that was collected. On August 4th we will kick off our Micro-Transit Study through Scranton Area Foundation. He will send the information out if anyone would like to participate. Mr. McGrath stated that he, Kelly and Zain participated in a World Transit Day roundtable discussion. They met at LCTA with Senator Baker's, Representative Koserowski's office and other agencies, to discuss the challenges that are facing shared ride services. They discussed the many issues that affect share ride as well as fixed route services and what funding is needed. Greg Czyzyk stated that the project for the new fareboxes will be kicking off in late September. The fare collection devices will be installed to accept cash and cash free payments. We will be updating the software and we will offer Tap to Pay options. Customers will be able to set up an account that they can draw funds from. This will resolve some issues we are having with the schools, such as Johnson and Keystone. The schools will be able to establish an account for each student eligible for transportation.

Public Comment/Other Business

- A. Mr. Doughton requested a motion to approve the Resolution to award the contract for the Renewable Natural Gas Tax Credits. Martha Dougher made the motion and Michael Dougherty seconded the motion. All were in favor.
- B. Mr. Doughton requested a motion to approve the Resolution to approve the fare increase for Shared Ride Services. Michael Dougherty made the motion and Martha Dougher seconded the motion. All were in favor
- C. Mr. Doughton welcomed comments from the public regarding other business; there were none.

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

Submitted by:
Jane Farrell, Accounting Assistant