

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
JUNE 27, 2023

PRESENT:

CHARLES SCIANDRA, CHAIRMAN  
VALERIE KEPNER, PH.D., TREASURER  
LYNETTE VILLANO, SECRETARY  
DENNIS DRISCOLL, ASST. SECRETARY  
TOM BINDUS, MEMBER  
JOSEPH PADAVAN, MEMBER  
GARY POLAKOSKI, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR  
ATTORNEY MATTHEW CARMODY, ASST. SOLICITOR

ABSENT:

MICHAEL CEFALO, VICE-CHAIRMAN  
JOHN YOUNG, ASST. TREASURER

ADMINISTRATIVE STAFF:

ROBERT FIUME, EXECUTIVE DIRECTOR  
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.  
RANDY LISMAN, FINANCE DIRECTOR  
VINCE COVIELLO, MAINTENANCE DIRECTOR  
GINO MARRIGGI, OPERATIONS DIRECTOR  
DEBBIE DENNIS, SHARED RIDE DIRECTOR  
DENISSE BATISTA, HUMAN RESOURCES DIRECTOR  
TRACY KLINE, ACCOUNTING MANAGER  
GRETCHEN WINTERMANTEL, MARKETING DIRECTOR

OTHERS: NONE

**1. Pledge of Allegiance:** Board Chairman, Mr. Sciandra, welcomed everyone to the meeting and invited those present to join him in the Pledge of Allegiance.

**2. Roll Call:** The following Board Members were present or available by phone for the meeting: Mr. Bindus, Mr. Driscoll, Dr. Kepner, Mr. Padavan, Mr. Polakoski, Ms. Villano and Mr. Sciandra.

**3. Public Comment:** None

**4. Approval of Minutes:** Board Chairman, Mr. Sciandra asked for approval of the board minutes from the May 24<sup>th</sup>, 2023 meeting. A motion was made by Mr. Bindus and seconded by Mr. Driscoll. Motion carried.

**5. Treasurer's Report: Dr. Valerie Kepner, Chairperson**

Dr. Kepner made a motion to accept the treasurer's report, pending audit. The motion was seconded by Ms. Villano. All members present voted yes; motion carried.

**6. Chairperson's Report: Mr. Charles Sciandra**

Mr. Sciandra did not have a report at this time.

**7. Solicitor's Report: Attorney Joseph Blazosek**

Atty. Blazosek noted for the record that there was an executive session from 4:30 p.m. until approximately 5:00 p.m. He said during that time they discussed personnel matters and the Teamsters Contract which will be a matter for board action during the public meeting. Atty. Blazosek mentioned that no final votes were taken or any board actions made.

**8. Executive Directors Report:**

Mr. Fiume said the Transit Development Plan continues to move noting that we met with the planners before the meeting today to get an update. He added that we meet with them virtually every two weeks. He said the Murray Site construction seems to still be on track timewise and we meet with them virtually every other Tuesday. Mr. Fiume stated that we are going to host a Food Bank on July 24th in Edwardsville.

Mr. Fiume presented the following motions:

The next three motions were approved together:

Motion to approve the GC Change Order #21.

Motion to approve the GC Change Order #22.

Motion to approve the GC Change Order #23.

A motion was made by Mr. Polakoski and seconded by Mr. Padavan. All members present voted yes; motion carried.

Motion to approve the \$30,000 Amendment for the testing at the Murray Site. A motion was made by Ms. Villano and seconded by Mr. Driscoll. All members present voted yes; motion carried.

Motion to approve the Teamsters contract extension for Shared Ride. A motion was made by Mr. Bindus and seconded by Mr. Padavan. All members present voted yes; motion carried.

Motion to approve Builder's Risk Insurance Policy for Murray Project. A motion to table was made by Dr. Kepner and seconded by Ms. Villano. All members present voted yes; motion carried.

Motion to approve transferring accounts to Fidelity Bank. A motion was made by Mr. Driscoll and seconded by Mr. Bindus. All members present voted yes; motion carried.

Motion to approve the Right of Way to PPL for Murray Site. A motion was made by Dr. Kepner and seconded by Mr. Padavan. All members present voted yes; motion carried.

**9. Committees:**

**Public Transit Ridership Forum Committee-** Valerie Kepner, Chairperson

Dr. Kepner said that she and Mr. Driscoll met with Mr. Fauver along with staff members to discuss the on time and running early issue. She said they also talked about creating a Citizen Advisory Committee and at the August meeting they would work on a write up of what that committee would do. Dr. Kepner said we will have to discuss whether or not they would have multiple committees. She stated they will meet with Mr. Fauver every two weeks adding that the fixed route complaint numbers for May were concerning.

**Operations/Safety Committee-** Tom Bindus, Chairperson

Mr. Bindus said he spoke with Mr. Marriggi over the phone regarding the fire drills and the nasal Narcan. Mr. Marriggi said we distributed the Narcan to several areas in the building in case someone comes in contact with Fentanyl. He said they did a fire drill at Shared Ride last week and he is working with the fire dept to schedule one here next week. Mr. Marriggi explained that anyone in admin interested in learning how to properly use the AED defibrillator is welcome to attend training and he is working with the fire department to set that up at their facility.

Mr. Sciandra asked for an update about the handbook. Mr. Fiume said he called some consultants the day after the personnel meeting who work on handbooks and policies throughout the industry. He stated that he and Ms. Batista had a call this past Monday with Attorney Nagy and Jeff Patrunak from Decker Consulting. Mr. Fiume said Mr. Patrunak is going to come tomorrow and look at our polices and do an audit. Mr. Fiume said Ms. Batista is working with them to put the final touches on and they felt it would be finished by the end of the summer. Mr. Sciandra commented that they would be putting a deadline on projects from now on.

**Strategic Planning Committee-** Michael Cefalo, Chairperson

Mr. Cefalo was absent from the meeting.

**Personnel Committee-** Joe Padavan, Chairperson

Mr. Padavan said the personnel committee met last week and they went over a number of issues. He stated that Ms. Batista is working on hiring about eight new part-time drivers for Shared Ride and Fixed Route. He said we are looking at whether we need to add some extra help to make sure that Ms. Batista and Mr. Lisman have the help they need. Mr. Padavan added that we made a number of changes and we have been very lucky to hire the people that we have over the past two years.

**10. Old Business:** No old business was discussed.

**11. New Business:** None.

**12. Remarks:** No remarks were made.

**13. Adjournment:** With all business completed, Mr. Driscoll made a motion to adjourn, seconded by Ms. Villano. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board