

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 22, 2023

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
MICHAEL CEFALO, VICE-CHAIRMAN
VALERIE KEPNER, PH.D., TREASURER (By Phone)
LYNETTE VILLANO, SECRETARY (By Phone)
DENNIS DRISCOLL, ASST. SECRETARY (By Phone)
TOM BINDUS, MEMBER
JOSEPH PADAVAN, MEMBER
GARY POLAKOSKI, MEMBER

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

ABSENT:

JOHN YOUNG, ASST. TREASURER

ADMINISTRATIVE STAFF:

ROBERT FIUME, EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
RANDY LISMAN, FINANCE DIRECTOR
GINO MARRIGGI, OPERATIONS DIRECTOR
DEBBIE DENNIS, SHARED RIDE DIRECTOR
DENISSE BATISTA, HUMAN RESOURCES DIRECTOR
TRACY KLINE, ACCOUNTING MANAGER
GRETCHEN WINTERMANTEL, MARKETING DIRECTOR
FRANK KNOREK, COMPLIANCE ANALYST
KATHY BEDNAREK, GRANTS COORDINATOR
WAYNE KRAVITZ, OPERATIONS MANAGER

OTHERS:

MARY CEASE, MEMBER OF THE PUBLIC
HARRY MAGUIRE, MEMBER OF THE PUBLIC
ALBERTA JANSSEN, MEMBER OF THE PUBLIC

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. Cefalo, Mr. Driscoll, Dr. Kepner, Mr. Padavan, Mr. Polakoski, Ms. Villano and Mr. Sciandra.

3. Public Comment: Mr. Maguire said he came to suggest some things to help improve the service. He mentioned the #6 Route which services the Weis Markets in Dallas. Mr. Fiume commented that we are working on a Transit Development Plan and we plan on improving the routes and creating more

passenger friendly schedules. Mr. Maquire also mentioned the #11 Route in Pittston and was wondering why we stop service before and after the St. Patrick's Day Parade and the Tomato Festival. Mr. Fiume felt that we continued services after the events. He then said the #10 Route that goes to the VA has limited service. Mr. Roselle said that we have changes going in within the next month or so for the #10 Route with more frequent service. Mr. Maquire inquired about Sunday bus service. Mr. Fiume said we could study it and see if there is a need for it.

Mr. Sciandra suggested that Mr. Maquire attend our ridership meetings and to contact Mr. Fiume if he does not see anything happen in a month or so. He said we appreciated Mr. Maquire coming in this evening and we would love to have him on our ridership committee.

Ms. Cease thanked LCTA for the bus service to Kingston Manor. She said they are trying to get more people to use the bus. Ms. Cease explained that people need to cooperate and be outside early to catch the bus. Ms. Cease said they are confused with the schedules. Mr. Fiume said they will be simplifying the schedules with the new routes. He said Ms. Wintermantel and Ms. Dennis went there to do some travel training. Mr. Sciandra invited Ms. Cease to join the ridership committee and thanked her for coming.

4. Approval of Minutes: Board Chairman, Mr. Sciandra asked for approval of the board minutes from the June 27th, 2023 meeting. A motion was made by Mr. Bindus and seconded by Mr. Padavan. 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 Mr. Cefalo. All members present voted yes; motion carried.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra gave a big thank you and said he was very proud of the hard work that went into putting together the Rodeo at the airport. He said it was something to see and thanked everyone for their help and participation.

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 5:05 p.m. He said during that time the board was updated on personnel matters and Atty. Carmody addressed the board on the status of a labor grievance arbitration. He said staffing needs were also discussed. Atty. Blazosek mentioned that no decisions were made but the board was given an opportunity to review the current state of personnel matters that were outlined by Mr. Fiume.

8. Executive Directors Report:

Mr. Fiume thanked the staff for all the hard work they have been doing with hosting the summer meeting a week ago, adding that we set a record for attendance across the state. He said we are working with CEO to host foodbanks; we did one in July and are doing another one in September. He explained the Transit Development Plan continues to move forward noting that the team is pretty excited at the initial drafts of re-routing and re-structuring of routes. He said the building is moving forward and we are still shooting for a Spring opening. Mr. Fiume stated that Fixed Route ridership is 73% and Shared Ride is at 82%.

Mr. Fiume presented the following motions:

Motion to approve the FFY 2023 Program of Projects. A motion was made by Mr. Padavan and seconded by Mr. Bindus. All members present voted yes; motion carried.

Motion to approve the Synergistic Network Contract for 80 hours. A motion was made by Mr. Cefalo and seconded by Mr. Polakoski. All members present voted yes; motion carried.

The next eight motions were approved together:

Motion to approve the GC Change Order #24.

Motion to approve the GC Change Order #25.

Motion to approve the GC Change Order #26.

Motion to approve the PC Change Order #03.

Motion to approve the PC Change Order #04.

Motion to approve the PC Change Order #05.

Motion to approve the EC Change Order #05.

Motion to approve the MC Change Order #03.

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

Mr. Padavan presented the next two motions:

Motion to extend professional services contract for Executive Director.

Motion to extend professional services contract for Rockland Consulting. A motion was made by Mr. Cefalo and seconded by Mr. Polakoski. Seven members present voted yes; Dr. Kepner abstained from the vote; motion carried.

Motion to approve the Malleady and Wooten contract. A motion to table the vote was made by Mr. Bindus and seconded by Mr. Polakoski. All members present voted yes; motion carried.

Motion to approve the RKL auditing services contract for one year. Mr. Lisman said the cost is \$28,000 with an option to renew for two years. A motion was made by Mr. Bindus and seconded by Mr. Cefalo. All members present voted yes; motion carried.

Motion to approve the DBE 2024- 2026 Goal Methodology. A motion was made by Mr. Bindus and seconded by Mr. Padavan. All members present voted yes; motion carried.

The next three motions were approved collectively:

Motion to approve Right of Entry Agreement with Grace Assembly International Inc. to locate and maintain a bus stop at/near 105 Lee Park Avenue, Hanover Township.

Motion to approve Right of Entry Agreement with EG America to locate and maintain a bus shelter at/near Turkey Hill store near the intersection of Hazle Street and Nicholson Street, Wilkes Barre City.

Motion to approve Right of Entry Agreement with CVS to locate and maintain a bus shelter at/near CVS store near the intersection of Wyoming Avenue and Market Street, municipality of Kingston. A motion was made by Ms. Bindus and seconded by Mr. Padavan. All members present voted yes; motion carried.

9. Committees:

Public Transit Ridership Forum Committee- Valerie Kepner, Chairperson

Dr. Kepner made the comment that Joe Fedak, a bus rider advocate who attended almost every ridership meeting, unexpectedly passed away and he will be missed. She said she is working with Toby and others in the organization to create incentive programs for drivers to try and improve the number of complaints. Dr. Kepner stated they now have a meeting scheduled the first Tuesday of every month.

Operations/Safety Committee- Tom Bindus, Chairperson

Mr. Bindus said they did not have a meeting this month. He said he spoke with Mr. Marriggi and there have been no incidents or accidents reported.

Strategic Planning Committee- Michael Cefalo, Chairperson

Mr. Cefalo reminded everyone that the KPI's included two months, June and July, and everything seems to be trending in our favor and hoped it would keep going in a positive direction.

Personnel Committee- Joe Padavan, Chairperson

Mr. Padavan said we hired some Fixed Route drivers and we are looking for Shared Ride part-time drivers and mechanics. He said our important hire is that we are looking for an I.T. person and need to get that done as soon as possible. He commented that the newsletter is amazing for personnel and contains birthdays, retirements, new hires, promotions, anniversaries and employee appreciation days. Mr. Sciandra stated we are also looking for an accountant to work with Randy. He said they talked about sending cards to employees for anniversaries and birthdays from Mr. Fiume. He thought it would be a nice gesture.

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. Bindus made a motion to adjourn, seconded by Mr. Cefalo. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board