

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 26, 2023

PRESENT:

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

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

ABSENT:

TOM BINDUS, MEMBER  
DENNIS DRISCOLL, ASST. SECRETARY

ADMINISTRATIVE STAFF:

ROBERT FIUME, EXECUTIVE DIRECTOR  
LEE HORTON, ASSISTANT 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  
FRANK KNOREK, COMPLIANCE ANALYST  
KATHY BEDNAREK, GRANTS COORDINATOR  
WAYNE KRAVITZ, OPERATIONS MANAGER

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

**3. Public Comment:** None

**4. Approval of Minutes:** Board Chairman, Mr. Sciandra asked for approval of the board minutes from the

August 22nd, 2023 meeting. A motion was made by Mr. Padavan and seconded by Ms. Villano. 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. Young. All members present voted yes; motion carried.

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

Mr. Sciandra said there has been some discussion on the budget and directed any additional questions to Mr. Lisman, adding that he did a superior job.

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

Atty. Blazosek noted for the record that there was an executive session from 4:20 p.m. until approximately 5:05 p.m. He said during that time the board had an opportunity to meet with Mr. Marriggi and Ms. Wintermantel and updates were provided to the board on various activities that they are engaging in as part of their duties at LCTA. He explained it gave the board an opportunity to assess the role that they play in conducting the operations under their responsibility. Atty. Blazosek said they also got an update on some performance reviews that are under way. He stated that Atty. Carmody updated the board on some ongoing personnel issues and gave background information. Atty. Blazosek mentioned that no votes were taken or finalized but any matters that touch on personnel will be undertaken during the course of this meeting or at other meetings going forward.

**8. Executive Directors Report:**

Mr. Fiume said the Transit Development Plan continues to move forward and they are looking at a draft of the new routes. He said the building project is still on track for a Spring completion date, also that we are looking at getting some trainings set up in the future. He mentioned Stuff the Bus as presented by Ms. Wintermantel. Mr. Fiume stated that we are changing the October meeting from the 24<sup>th</sup> to the 31<sup>st</sup> and the November meeting from the 28<sup>th</sup> to the 21<sup>st</sup> and an advertisement would be put out.

Mr. Fiume presented the following motions:

Motion to approve the 2024 Budget. A motion was made by Mr. Padavan and seconded by Mr. Polakoski. All members present voted yes; motion carried.

Motion to approve the Malady and Wooten Consulting Contract. A motion was made by Ms. Villano and seconded by Mr. Young. All members present voted yes; motion carried.

Motion to approve the updated Procurement Manual with the changes for FTA. A motion was made by Mr. Young and seconded by Ms. Villano. All members present voted yes; motion carried.

Motion to approve the recommendation for termination from the Personnel Committee regarding employee HE-00. A motion was made by Ms. Villano and seconded by Dr. Kepner. All members present voted yes; motion carried.

## **9. Committees:**

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

Dr. Kepner said with the help of Ms. Wintermantel we now have a Citizens Advisory Committee. She said they met not too long ago and had a number of people representing the community and a Fixed Route rider. She added they are working on getting a Shared Ride rider and they would be happy to have as many riders as possible along with members from the community who work with people who use the bus. She stated the next meeting is December 12<sup>th</sup> at 11:00 a.m. and they plan to meet quarterly.

Dr. Kepner asked if the three complaints about a rude driver are from the same driver. Mr. Horton said it was not the same driver. Mr. Sciandra asked if the first time is a verbal warning. Mr. Horton said first it would be verbal, then written and he confirmed they all were addressed.

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

Mr. Bindus was absent from the meeting.

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

Mr. Cefalo did not have anything to add. Mr. Sciandra mentioned that Mr. Fiume is working with all of the managers and their reviews. He added that they are doing a self-assessment and developing goals around the strategic plan. He said once reviews are over, we will see what those goals are all about adding that it's pretty impactful.

### **Personnel Committee-** Joe Padavan, Chairperson

Mr. Padavan said we have been talking about hiring an I.T. person for a few months and we will be hiring someone in the next two weeks or so. He said it was discussed at the personnel meeting and it sounds like he is a very experienced young man. He explained we are still looking for a part-time Human Resources person. Mr. Padavan mentioned we hired about seven people for various part-time positions. He stated that with the Citizens Advisory Committee we are trying to work to make it a better ride for our passengers.

**10. Old Business:** Mr. Polakoski asked how we are going to handle all the outdoor maintenance at the new building. Mr. Sciandra said that they talked about it yesterday. Mr. Fiume stated that there is room in the contract to form a building and grounds committee and hire some people. Mr. Sciandra talked about maybe going outside with it.

**11. New Business:** None.

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

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board