

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
OCTOBER 31, 2023

PRESENT:

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

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR
ATTORNEY MATTHEW CARMODY, ASST. SOLICITOR (By Phone)

ABSENT:

JOHN YOUNG, ASST. TREASURER

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:

MARY CEASE, MEMBER OF THE PUBLIC
ANTHONY RYBA, CONSULTANT
JOE PILLA, CONSULTANT

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: None

4. Approval of Minutes: Board Chairman, Mr. Sciandra asked for approval of the board minutes from the September 26th, 2023 meeting. A motion was made by Ms. Villano and seconded by Mr. Bindus. 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 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 4:45 p.m. until approximately 5:25 p.m. He said during that time Lee Horton and Joe Roselle outlined the various job functions, challenges and the goals they are hoping to obtain and gave an update on projects that are ongoing. Atty. Carmody and Mr. Fiume updated the board on some personnel matters. Atty. Blazosek mentioned that any actions that may be taken will occur through normal personnel processes the Authority follows.

8. Executive Directors Report:

Mr. Fiume explained the building project still moving on the same time frame, and hopefully opening in Spring of next year. He said the Transit Development Plan continues to move forward which is in line with a fall unveiling of next year. He commented that we have Stuff the Bus on December 6th and will also be in various parades. Mr. Fiume stated that our new I.T. Coordinator started Monday, October 23rd, and welcomed Colin Horvick to LCTA.

Mr. Fiume presented the following motions:

Motion to approve the Board Resolution to File Application and to Certify Local Match. A motion was made by Mr. Bindus and seconded by Mr. Padavan. All members present voted yes; motion carried.

Mr. Fiume said that change order #06 was the largest one for \$632,458.66 and it is to complete the audio-visual design in the building.

A motion to consolidate motions two through seventeen was made by Ms. Villano and seconded by Mr. Cefalo. All members present voted yes; motion carried.

Motion to approve the EC Change Order #06.

Motion to approve the EC Change Order #07.

Motion to approve the EC Change Order #08.

Motion to approve the EC Change Order #09.

Motion to approve the EC Change Order #10.

Motion to approve the EC Change Order #11.

Motion to approve the GC Change Order #27.

Motion to approve the GC Change Order #28.

Motion to approve the GC Change Order #29.

Motion to approve the GC Change Order #30.

Motion to approve the GC Change Order #31.

Motion to approve the GC Change Order #32.

Motion to approve the GC Change Order #33.

Motion to approve the GC Change Order #34.

Motion to approve the GC Change Order #35.

Motion to approve the PC Change Order #06.

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

Motion to approve the Times Leader Advertising Contract for one year. A motion was made by Ms. Villano and seconded by Mr. Bindus. All members present voted yes; motion carried.

Motion to approve the free rides for Veterans on November 10th and 11th. A motion was made by Ms. Villano and seconded by Mr. Bindus. All members present voted yes; motion carried.

Motion to approve the hire of Colin Horvick, I.T. Coordinator, effective October 23, 2023.

A motion was made by Mr. 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 did not have a report for this month.

Operations/Safety Committee- Tom Bindus, Chairperson

Mr. Bindus said that Mr. Marriggi conducted a fall prevention training for the Shared Ride drivers and staff last week as a part of the safety strategic plan, with little or no overtime. He stated that Mr. Marriggi is planning on having a diversity and sexual harassment training for all LCTA employees on Sunday, November 12 from 9 a.m. to 1 p.m. at Genetti's Hotel in Wilkes-Barre.

Strategic Planning Committee- Michael Cefalo, Chairperson

Mr. Cefalo said he knows that Mr. Fauver will be up to have discussions in and around goal setting and wanted to make sure whatever we do is consistent with the already approved strategic plan.

Mr. Sciandra said that he, Mr. Fauver and Mr. Fiume had a conference call yesterday. He explained that Mr. Fauver is coming up to set goals for Mr. Fiume for the new year. Mr. Sciandra stated that Mr. Fiume is doing reviews on all of his direct reports and each one of the direct reports is going to receive goals that will tie back to the strategic plan with reviews of the progress of those goals on a quarterly basis.

Personnel Committee- Joe Padavan, Chairperson

Mr. Padavan said they had a personnel meeting on October 24th. He said they are still looking for a parts person and Shared Ride customer service, full and part-time. He said we are doing some cross training

for the customer service people. He mentioned the training on November 12 for harassment and sensitivity training.

He said he and Mr. Sciandra had a performance review with Mr. Fiume and it went well, they were very happy with the outcome.

Mr. Padavan explained they are working on the employee handbook and there is a lot of work involved. He said it is moving forward but it will take a couple of months to finish up. He stated that they are hoping to get it all done before we move into the new building but need to work closely with the Union and all involved so they don't need to re-write it when it is done.

He said that they are sending Mr. Horton over to Shared Ride to do some work over there and felt it would help both him and us.

Mr. Sciandra explained that another project Mr. Fauver is working on is doing 360 reviews on the entire senior staff, including Mr. Fiume. He said the purpose of the 360 is to go to the next step strategically and find out where people's strengths are and where we have to work with people.

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 Ms. Villano. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board