

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
JANUARY 23, 2024

PRESENT:

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

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

ABSENT:

DENNIS DRISCOLL, ASST. SECRETARY  
TOM BINDUS, MEMBER  
JOSEPH PADAVAN, MEMBER

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  
TRACY KLINE, ACCOUNTING MANAGER  
GRETCHEN WINTERMANTEL, MARKETING DIRECTOR  
WAYNE KRAVITZ, OPERATIONS MANAGER

OTHERS:

ROBERT CHRISTOPHER, UNION PRESIDENT

**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. 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 December 19<sup>th</sup>,2023 meeting and the January 3<sup>rd</sup>,2024 reorganization meeting. A motion for December 19<sup>th</sup>,2023 was made by Ms. Villano and seconded by Mr. Young. A motion for January 3<sup>rd</sup>,2024 was made by Mr. Cefalo and seconded by Ms. Villano. Motions 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 that we asked the organization, the Board of Directors and Mr. Fiume’s direct reports to read the book “Good to Great” and asked if anyone had comments as to how the book is going. Mr. Marriggi said he thought the book was really good and explained how similar companies can be good or great. He said this could be obtained by doing what you are best at, what you are passionate about and what drives you. Mr. Marriggi commented that all of the great companies had level five leadership.

Mr. Sciandra said that we have had some hard times here. He said we have recruited great leadership and all of our managers here are the best at what they do. Mr. Sciandra explained we are looking to become better than the best and we don’t want to be good, we want to be great. He said he looked forward to everyone reading the book and following along.

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

Atty. Blazosek noted for the record that there was an executive session from 4:15 p.m. until approximately 5:00 p.m. He said during that time Mr. Coviello provided an update on matters in the maintenance department and discussed staffing needs and procedures. He said Atty. Carmody updated the board on a recent personnel arbitration hearing. He stated that Mr. Fiume updated the board on some personnel matters and plans that he has to address those. Atty. Blazosek mentioned that no decisions were made and any action that might be taken will be done at a public meeting.

**8. Executive Directors Report:**

Mr. Fiume said the building project is still on track for a May 2024 move in. He stated our TDP is still on track for a summer or late summer implementation. Mr. Fiume said we will be in two parades coming up; Pittston on March 2<sup>nd</sup> and Wilkes-Barre on March 10<sup>th</sup> for St. Patrick’s Day. He said we have a mobile food bank again on Monday.

Mr. Fiume presented the following motions:

Motion to approve the renewal for vision insurance with VBA. A motion was made by Mr. Young and seconded by Mr. Cefalo. All members present voted yes; motion carried.

Motion to approve the Support Agreement for SNI Consulting for 80 hours. A motion was made by Ms. Villano and seconded by Mr. Polakoski. All members present voted yes; motion carried.

Motion to approve the Enhanced Cybersecurity Phishing Policy. A motion was made by Mr. Cefalo and seconded by Ms. Villano. All members present voted yes; motion carried.

The next four motions were approved together:

Motion to approve the GC Change Order # 42 – Time Extension #2

Motion to approve the GC Change Order # 43 – Corridor Ceiling Changes

Motion to approve the PC Change Order #10 - Time Extension #2 signed

Motion to approve the PC Change Order #11 - Added Floor Drain Mechanical Mezzanine E-202

A motion was made by Mr. Cefalo and seconded by Ms. Villano. All members present voted yes; motion carried.

## **9. Committees:**

### **Personnel and Continued Progress Committee-** Joe Padavan, Chairperson

Mr. Padavan was absent from the meeting. Mr. Sciandra explained we will begin a search for an accountant and also create a job description for a position that would assist with parts and building and grounds which would be available in April or May.

### **Finance and Budget Committee-** Valerie Kepner, Chairperson

Dr. Kepner did not have a report at this time.

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

Mr. Bindus was absent from the meeting.

### **Customer Service and Public Transit Ridership Committee-** Valerie Kepner, Chairperson

Dr. Kepner said there were no meetings to report but hoped to resume the monthly first Tuesday meetings with Mr. Fauver and staff. She said the next quarterly meeting is set. Mr. Fiume confirmed the quarterly meeting is set for March 13th at 11:00 a.m. and said he would talk with Mr. Fauver to set up a Tuesday meeting in February.

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

Mr. Cefalo said we are going to schedule a page turn on the strategic plan and would get with Mr. Fauver and Mr. Fiume to work out a date that works for everyone. He said they would spend a couple hours on it. Mr. Sciandra said that Mr. Fiume has worked with all the managers and they received copies of the quarterly goals they would be working on that would tie back to the strategic plan.

**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. Young made a motion to adjourn, seconded by Mr. Polakoski. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board