

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
FEBRUARY 27, 2024

PRESENT:

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

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

MICHAEL CEFALO, VICE-CHAIRMAN  
ATTORNEY MATTHEW CARMODY, ASST. SOLICITOR

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  
KATHY BEDNAREK, GRANTS COORDINATOR  
WAYNE KRAVITZ, OPERATIONS MANAGER

OTHERS:

PAUL JASON, BUS OPERATOR  
CYNTHIA POLLICK, 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. Driscoll, 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

January 23<sup>rd</sup>, 2024 meeting. A motion was made by Mr. Young 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 said everyone is getting excited about the move into the new building sometime in May and everyone is preparing for that.

**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.

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 we are preparing to move into the new building and are still on track for a late May 2024 move in. He said the TDP is on track and we are finishing the initial plans for the new service we are going to implement come this fall. 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. Mr. Fiume stated that he would like to thank some employees for a job well done regarding the recent fire at B'nai B'rith and said he got a personal call from Mayor thanking us for everything. He said we responded to the fire quickly and Mr. Horton and Mr. Kravitz did a great job coordinating everything; they also helped people onto the buses. He explained that we transported people to GAR that night and on the following weekend we took some of them back home. Mr. Fiume added that Mike Waslin, Angel Rodriguez and Fritz Leon did a great job and we are here in this community to do so.

Mr. Fiume presented the following motions:

Motion to approve the recommendation of the Personnel Committee to increase F/R Dispatchers wages by \$2.00 per hour, retroactive to January 1st. A motion was made by Mr. Young and seconded by Mr. Padavan. All members present voted yes; motion carried.

Motion to approve the Contract with Walters Appraisal Services Inc. in amount not to exceed \$10,000.00 to provide an appraisal of fair market value for the Authority facility on 315 Northampton Street, Kingston and authorize the Executive Director to execute the acceptance on behalf of the Authority. A motion was made by Mr. Driscoll and seconded by Ms. Villano. All members present voted yes; motion carried.

Motion to approve the Contract for the Network Infrastructure System for new facility not to exceed \$288,358.99 subject to verification by the Executive Director, the Director of Administrative Services and the Procurement Manager that all necessary bid requirements are satisfied. A motion was made by Mr. Padavan and seconded by Mr. Driscoll. All members present voted yes; motion carried.

Motion to approve the Purchase of TV's & AV equipment from SE&M in the amount of \$90,314.60. A motion was made by Ms. Villano and seconded by Dr. Kepner. All members present voted yes; motion carried.

Motion to approve the Purchase of Shelving Units from Premier Environments in the amount of \$243,876.81. A motion was made by Mr. Driscoll and seconded by Mr. Padavan. All members present voted yes; motion carried.

Motion to approve the Purchase of (2) Floor Scrubbers and (1) Floor Sweeper from Bortek in the amount of \$91,931.61. A motion was made by Ms. Villano and seconded by Dr. Kepner. All members present voted yes; motion carried.

Motion to approve the Purchase of a Large Electric Forklift not to exceed \$37,800.00. A motion to table was made by Mr. Young and seconded by Mr. Driscoll. All members present voted yes; motion carried.

Motion to approve the Purchase of a Boom Arm Mobile Lift from Eastern Lift not to exceed \$85,950.00 subject to verification by the Executive Director, the Director of Administrative Services and the Procurement Manager that all necessary bid requirements are satisfied. A motion was made by Dr. Kepner and seconded by Ms. Villano. All members present voted yes; motion carried.

The next thirteen motions were approved together:

Motion to approve the PC Change Order # 12

Motion to approve the MC Change Order # 04

Motion to approve the MC Change Order # 05

Motion to approve the MC Change Order # 06

Motion to approve the MC Change Order # 07

Motion to approve the EC Change Order # 18

Motion to approve the EC Change Order # 19

Motion to approve the EC Change Order # 20

Motion to approve the GC Change Order # 44

Motion to approve the GC Change Order # 45

Motion to approve the GC Change Order # 46

Motion to approve the GC Change Order # 47

Motion to approve the GC Change Order # 48

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

## **9. Committees:**

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

Dr. Kepner said they had a meeting the first Tuesday in February with Mr. Fauver and they plan to continue in March. She said the CAC (Citizens Advisory Committee) will meet March 13 at 11 a.m. and

people are welcome to call in. Dr. Kepner stated she is unable to make the meeting. Dr. Kepner said there are some drivers that are exceptional at what they do, there are some drivers that are not wearing the uniform or wearing something over it. Dr. Kepner said from a safety standpoint she feels the uniform needs to be on the outside so the riders know who they can go to for help and explained that secret riders will be riding on the buses to get a handle of what is going on in the buses. Mr. Sciandra asked if drivers are provided with jackets. Mr. Marrigi said they are and can get one with the uniforms. Mr. Fiume said we should make sure that all the drivers have them. Mr. Sciandra confirmed that each driver gets two pair of pants and two shirts to start with and also a hat. Mr. Sciandra asked what happens if a driver shows up without a uniform on. Mr. Jason said that when he first started, they would be sent home. Mr. Fiume said that is what has to happen and suggested starting out with a memo stating what is going to happen if drivers are not wearing a uniform.

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

Mr. Bindus said there was an in-house safety meeting a couple of weeks ago and he saw some videos of how drivers handle certain situations with passengers getting on and off the bus. He said it was an interdepartmental meeting so various personnel gave their input.

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

Mr. Cefalo was absent from the meeting. Mr. Sciandra said there has been discussion with Mr. Fauver to go through the strategic plan and update it and make sure any new people are aware of it.

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

Mr. Padavan said we have been talking about hiring a staff accountant and Mr. Lisman and Ms. Batista are setting up interviews. He stated Mr. Fiume has done some management evaluations that went well and we are looking at hiring a part-time dispatcher for Shared Ride.

Mr. Sciandra said he would like to single out Tracy Kline. He explained that as long as he has been here the finance department has gone through a lot of change and there was one person that was always there that we could count on and that is Tracy. He added that she is secretary to board and she deserves a lot of credit for that. A round of applause followed.

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

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

**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. Padavan. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board