

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
MARCH 19, 2024

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
MICHAEL CEFALO, VICE-CHAIRMAN
JOHN YOUNG, ASST. TREASURER
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:

VALERIE KEPNER, PH.D., TREASURER
LYNETTE VILLANO, 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, SAFETY/TRAINING DIRECTOR
DEBBIE DENNIS, SHARED RIDE DIRECTOR
DENISSE BATISTA, HUMAN RESOURCES DIRECTOR
TRACY KLINE, ACCOUNTING MANAGER
GRETCHEN WINTERMANTEL, MARKETING DIRECTOR
KATHY BEDNAREK, GRANTS COORDINATOR
WAYNE KRAVITZ, OPERATIONS MANAGER

OTHERS:

BOB 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. Bindus, Mr. Cefalo, Mr. Driscoll, Mr. Padavan, Mr. Polakoski, 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 February 27th, 2024 meeting. A motion was made by Mr. Padavan and seconded by Mr. Young. Motion carried.

5. Treasurer’s Report: Dr. Valerie Kepner, Chairperson

Dr. Kepner was absent. Mr. Sciandra asked Mr. Lisman for input. Mr. Lisman said we are pretty much in line with the budget, revenue is up on the Fixed Route side and we had to use less State funding this month adding that overall, we are in good shape. Mr. Sciandra asked for a motion to accept the treasurer’s report, pending audit. A motion was made by Mr. Padavan was seconded by Mr. Bindus. All members present voted yes; motion carried.

6. Chairperson’s Report: Mr. Charles Sciandra

Mr. Sciandra said the move into the new building is pretty exciting. He stated that there has been a lot of hard work and dedication getting everything put together so we can move in. He thanked everyone for their hard work.

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 4:58 p.m. He said during that time Ms. Batista updated the board on ongoing procedures with personnel, evaluations of new hires, the status of the employee handbook, quality control of files and gave a general assessment on matters of personnel. Atty. Blazosek said they also discussed some ongoing litigation. He mentioned that no decisions were made and any action that will be required will occur at a future meeting.

8. Executive Directors Report: Mr. Robert Fiume

Mr. Fiume said the TDP is underway and the next step will be getting a draft copy out to the board, sitting down with the driver’s committee and then taking it out for public comment. He explained we are on track with the new building and have a move over date of May 17. He said yesterday was driver appreciation day, adding that we are thankful we have a great group of drivers who are dedicated. He commented that we also appreciate the mechanics and everything they do. Mr. Fiume stated that in May we will have rider appreciation days.

Mr. Fiume presented the following motions:

Motion to approve the 7 new Shared Ride vans through State Contract. A motion was made by Mr. Cefalo and seconded by Mr. Young. All members present voted yes; motion carried.

Motion to approve the NEORide membership contract for 1 year for \$1,000.00. A motion was made by Mr. Bindus and seconded by Mr. Padavan. All members present voted yes; motion carried.

Motion to approve the Premier Environment Shelving System for \$66,194.16. A motion was made by Mr. Padavan and seconded by Mr. Bindus. All members present voted yes; motion carried.

The next three motions were approved collectively:

Motion to approve the Action Lift Articulating Z-Boom Lift for \$73,563.17

Motion to approve the Action Lift Large Electric Forklift for \$41,700.56

Motion to approve the Action Lift Double Mast Stacker Lift for \$12,599.99

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

Adopt a Motion to Approve Accession Form and Gift Agreement for Artifacts from Murray Project site to Pennsylvania Historical and Museum Commission and authorize Executive Director to sign Agreement and Certificate of Gift. A motion was made by Mr. Bindus and seconded by Mr. Polakoski. All members present voted yes; motion carried.

Motion to approve the GC Change Order #49. Mr. Fiume said the amount is \$7,557.04. A motion was made by Mr. Cefalo and seconded by Mr. Padavan. All members present voted yes; motion carried.

Motion to approve the Builders Risk Insurance with Risk Strategies for \$34,171.00. A motion was made by Mr. Young and seconded by Mr. Bindus. All members present voted yes; motion carried.

9. Committees:

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

Dr. Kepner was absent from the meeting. Ms. Wintermantel said they met the first Tuesday of the month and went over the fact that on time performance has increased, we had fewer complaints, less discipline and no accidents. She explained they discussed giving out driver rewards and improving morale. She mentioned that the Citizens Advisory Committee meeting is being rescheduled but a date has not been chosen. Ms. Wintermantel said that she and Ms. Dennis visited the senior high rise in Shickshinny and have more scheduled. She stated that LCTA received the silver award from the Times Leader and there is a reception at the Woodlands on Monday, March 25th.

Mr. Sciandra said that the County is hiring a secret shopper company to go into the government offices and suggested we might use the same company to do the same thing with our drivers.

Operations/Safety Committee- Tom Bindus, Chairperson

Mr. Bindus said there has not been a recent meeting.

Strategic Planning Committee- Michael Cefalo, Chairperson

Mr. Cefalo said we are working on doing a page turn on the strategic plan. He added that once the TDP report comes out we will set a date because we will have a new set of routes and metrics to measure against, then attach an addendum to the strategic plan. Mr. Sciandra expressed that he is happy to have Mr. Cefalo on the board.

Personnel and Continued Progress Committee- Joe Padavan, Chairperson

Mr. Padavan said we have an accounting job open and we are getting closer to filling it. He mentioned the driver and maintenance appreciation day. He said we are taking CDL applicants for fixed route drivers and shared ride drivers.

Finance and Budget Committee- Valerie Kepner, Chairperson

Dr. Kepner was absent.

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. Polakoski. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board