

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
MAY 28, 2024

PRESENT:

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

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

ABSENT:

JOHN YOUNG, ASST. TREASURER  
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, SAFETY/TRAINING DIRECTOR  
DEBBIE DENNIS, SHARED RIDE DIRECTOR  
TRACY KLINE, ACCOUNTING MANAGER  
GRETCHEN WINTERMANTEL, MARKETING DIRECTOR  
KATHY BEDNAREK, GRANTS COORDINATOR

OTHERS:

BOB CHRISTOPHER, UNION PRESIDENT  
TIM KRAFT, RKL AUDITING SERVICES (By Phone)  
JIM DURLAND, 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. Cefalo, 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 April 30<sup>th</sup>,2024 and the May 13<sup>th</sup>,2024 meetings. A motion was made by Ms. Villano and seconded by Mr. Padavan. 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 said it is very impressive that our building is moving forward and that we are going to have a ribbon cutting. He stated that it is a lot of hard work by many different people in the organization and Mr. Fiume’s team and we are grateful for that.

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

Atty. Blazosek noted for the record that there was an executive session from 4:31 p.m. until approximately 5:05 p.m. He said during that time management updated the board on some ongoing efforts to fill open personnel positions and some personnel policies that may be implemented. Atty. Blazosek mentioned that no final decisions were made during the session but an update was given.

**8. Executive Directors Report: Mr. Robert Fiume**

Mr. Fiume said the ribbon cutting will be on July 11<sup>th</sup> at 11:00 a.m. for the new building. He stated that his team has worked very hard on it and are also working hard on the ribbon cutting to make it very special. Mr. Fiume noted there has been a lot of effort put into the building from the design to the finishing touches and thanked the staff for all their hard work. He mentioned the TDP is in public comment and moving forward. He said we are working with Union on several policies to try and improve our services and working to continuously improve this transit system.

Mr. Fiume presented the following motions:

Motion to accept the FY 22-23 Audit. A motion was made by Dr. Kepner and seconded by Mr. Padavan. All members present voted yes; motion carried.

Dr. Kepner confirmed that we are in the first year of a three-year contract with our current auditor. Mr. Sciandra said he was surprised that the auditor did not test the inventory. Mr. Lisman agreed and said he did have a gentleman from Aliciene come in and do some testing last year. Mr. Sciandra said in the grand scheme of things, it is not a ton of money but it has been an issue here before. Mr. Lisman stated that the auditing firm does a lot of transit agencies. He explained that our inventory is used to repair our equipment and is a little bit of a different dynamic and should be easier to control. Mr. Fiume stated that RKL is an auditor for twelve different transit agencies in Pennsylvania and we can ask them to test them inventory.

Motion to approve the CY 2024 FTA Public Transportation Agency Safety Plan (PTASP) Annual Safety Performance Targets and Goals. A motion was made by Ms. Villano and seconded by Mr. Polakoski. All members present voted yes; motion carried.

Motion to approve the EC Change Order # 26 for \$18,932.54. Mr. Fiume explained it covers additional cameras added, fire alarm devices and speaker mounting changes. A motion was made by Mr. Cefalo and seconded by Mr. Padavan. All members present voted yes; motion carried.

## **9. Committees:**

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

Dr. Kepner said there should be a June meeting with Mr. Fauver and different members of the customer service committee happening a week from today. She asked when the next quarterly meeting is scheduled. Ms. Wintermantel said it is on July 17<sup>th</sup> but that is the week of the move so we may need to discuss rescheduling it.

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

Mr. Bindus said there have been no meetings this past month and no issues have come to his personal attention.

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

Mr. Cefalo said we would do the strategic plan page turn after we get past the public comment. Mr. Fiume said that once we get into the new building, we may host some of the National Transit Institute training sessions provided through the University of Rutgers and explained that we need to have seats for about 30 people.

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

Mr. Padavan said he would like to thank Mr. Lisman and his team, they are doing a very good job interviewing and talking to a number of different people. He said we hired a part-time Fixed Route driver which puts us at our limit of ten. He explained that we had to re-instate a Fixed Route part-time driver since we lost the arbitration case. Mr. Padavan said we are looking to hire a Human Resources position and have three finalists, adding that they will be meeting in early June to discuss it. He stated that we have been looking for an accountant and Mr. Lisman said we are getting close.

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

Dr. Kepner did not have a report. Mr. Sciandra said that Mr. Lisman does an excellent job in getting the budget and since Mr. Lisman has been heading finance everything is looking very sharp.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board