

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
JUNE 25, 2024

PRESENT:

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

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

JOHN YOUNG, ASST. TREASURER

ADMINISTRATIVE STAFF:

ROBERT FIUME, EXECUTIVE DIRECTOR (By Phone)  
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  
PAUL JASON, BUS OPERATOR  
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, Mr. Driscoll, Dr. Kepner, Mr. Padavan, Mr. Polakoski, Ms. Villano and Mr. Sciandra.

**3. Public Comment:** None.

**4. Approval of Minutes:** Mr. Bindus stated that he would like to correct the record to show that there was a safety meeting held in April, he did not attend it.

Board Chairman, Mr. Sciandra asked for approval of the board minutes from the May 28<sup>th</sup>, 2024 meeting. A motion was made by Mr. Driscoll 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 said that Joe Granahan represented us in the National Bus Rodeo and came in third place. He then congratulated him and a round of applause followed. Mr. Sciandra said our consultant, Mr. Fauver, has been working with our managers on goal setting. He said the board received updates on goals for the last six months and everyone did a nice job. He explained some people knocked it out of the park and some could have done a little better. He said Mr. Fauver is going to continue to work with us and when we look at performance and compensation increases, they are going to be tied to these goals. He said to make sure you get some time with Mr. Fauver to make sure you are hitting your goals, adding that we appreciate all your hard work.

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

Atty. Blazosek noted for the record that there was an executive session from 4:05 p.m. until approximately 4:59 p.m. He said during that time they reviewed matters of personnel relations, some of which will be acted upon in the meeting and they got more in-depth information on the policies. Atty. Blazosek explained they received input from Mr. Fauver on management goals and objectives. He said Mr. Fauver gave a lengthy presentation to the board on the approach that has been taken by the managers and his assessment on how that is progressing. He stated that they were introduced to a person who may be joining the management staff and had updates on real estate matters. Atty. Blazosek mentioned that no final decisions were made during the session and anything going forward would be done at the public meeting.

Mr. Sciandra said we are looking at scheduling a meeting on Tuesday, July 16 and confirmed that it worked for everyone.

**8. Executive Directors Report: Mr. Lee Horton for Robert Fiume**

Mr. Horton presented the following motions:

Motion to approve the Program of Projects (POP). A motion was made by Mr. Bindus and seconded by Mr. Driscoll. All members present voted yes; motion carried.

Motion to approve the FTA Public Transportation Agency Safety Plan (PTASP) Policy Updates. 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 Fixed Route Part Time Operator Policy.

Motion to approve the LCTA Spotter Non-Distracted Policy.

Motion to approve the MOU Agreement between LCTA and ATU 164 for Fixed Route Part Time Operator Policy and Spotter Non-Distracted Policy. A motion was made by Mr. Padavan and seconded by Mr. Driscoll. All members present voted yes; motion carried.

Motion to approve the GC Change Order # 52. A motion was made by Mr. Cefalo and seconded by Mr. Padavan. All members present voted yes; motion carried.

Motion to approve the 4Ride contract with SRTA. A motion was made by Dr. Kepner and seconded by Mr. Bindus. All members present voted yes; motion carried.

The next two motions were approved together:

Motion to approve the Purchase of a Ford Transit Van \$57,970.00.

Motion to approve the Purchase of a Ford Edge \$39,960.00. A motion was made by Mr. Padavan and seconded by Mr. Cefalo. All members present voted yes; motion carried.

Motion to approve the Recommendation from the Personnel Committee to hire the Human Resource Director, Brandy Spencer. A motion was made by Mr. Padavan and seconded by Mr. Driscoll. All members present voted yes; motion carried.

Motion to approve having a July 16 meeting at 4 p.m. A motion was made by Mr. Cefalo and seconded by Dr. Kepner. All members present voted yes; motion carried.

## **9. Committees:**

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

Dr. Kepner said there was not a June customer service committee meeting but she would like to make sure it happens in July. Ms. Wintermantel said there was a meeting on June 4<sup>th</sup>. Dr. Kepner said she missed it and asked if July 2<sup>nd</sup> would be the next meeting. Ms. Wintermantel confirmed that it would be at 11 a.m. Dr. Kepner stated the next CAC meeting is July 31<sup>st</sup> in the new location at 11 a.m.

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

Mr. Bindus said there was a meeting and he attended by phone. He said that he and Mr. Marriggi were at the new building yesterday and did a walk through. He explained they directed a tractor trailer to come in from the north side for a better turning radius and they saw Quandel working. Mr. Bindus congratulated Mr. Marriggi for saving time and money by having the drivers call in and tell how much fuel is left in their tanks saving them from going down and back.

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

Mr. Cefalo said the public comment period is over for the new routes. He stated the micro transit vans are in place and will happen in the fall of 2024. He said we started our discussions on what the next level of metrics will look like as we start to generate new routes and get to the next set of operational parameters. Mr. Cefalo explained that we are looking to do a page turn sometime in August and discuss the current state of the strategic plan and do a mark up or an addendum as we need to meet the needs of the organization.

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

Mr. Padavan said we have a full contingent of part-time fixed route drivers and are looking for two part-time drivers for Shared Ride. He said we are very close now to hiring our Accountant, we are down to two. Mr. Padavan said the HR director will be starting on July 1, Brandy Spencer, adding that we are very happy and hopefully everything will work out. He stated he is happy to see our performance goals moving forward for our managers.

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

Dr. Kepner did not have a report but told Mr. Lisman to let her know if he would like to meet and she would call the committee members together.

**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. Cefalo made a motion to adjourn, seconded by Mr. Driscoll. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board