

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS REORGANIZATION MEETING  
JANUARY 8, 2025

PRESENT:

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

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

MICHAEL CEFALO, VICE-CHAIRMAN

ADMINISTRATIVE STAFF:

JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.  
RANDY LISMAN, FINANCE DIRECTOR  
TRACY KLINE, ACCOUNTING MANAGER  
GRETCHEN WINTERMANTEL, DIRECTOR OF MARKETING  
GINO MARRIGGI, OPERATIONS DIRECTOR  
DEBBIE DENNIS, SHARED RIDE DIRECTOR

OTHERS:

RONALD JARZENBURG, PUBLIC  
BOB KALINOWSKI, CITIZEN'S VOICE

**1. Pledge of Allegiance:** Chairman, Mr. Sciandra, welcomed everyone and invited those present to join him in the Pledge of Allegiance.

**2. Roll Call:** The following Board Members were present for the meeting: Mr. Driscoll, Dr. Kepner, Mr. Padavan, Mr. Polakoski, Ms. Villano, Mr. Young and Mr. Sciandra.

**3. Purpose of Meeting: Mr. Sciandra, Chairman**

Mr. Sciandra, Chairman, said the purpose of the reorganization meeting is to elect and select offices and members for committees and schedule meetings for the upcoming year. Mr. Sciandra asked if there was any public comment. He then turned the meeting over to Atty. Blazosek.

**4. Public Comment:** None.

**5. Explanation of Meetings and Offices: Attorney Joseph Blazosek**

Atty. Blazosek explained that he would serve as temporary chairman for the purpose of reorganization only. He said that under the bylaws of the Authority there is a requirement that an annual meeting be conducted each year in January for the purpose of setting the slate of officers who will serve for one year. He explained that after the selection of officers, other matters pertinent to the board will be

considered including scheduling for the coming year and selection of committees. Atty. Blazosek said the meeting has been properly advertised, each board member has received the necessary notice for the time, place and date of the meeting and there is a quorum present. He identified the board officers as Chairman, Vice-Chairman, Treasurer, Secretary, Assistant Treasurer and Assistant Secretary. Atty. Blazosek then opened the floor for Board Chairman Nominations.

#### **6. Election of Officers: Attorney Joseph Blazosek**

The following nominations were made and voted on:

**Chairman**- Charles Sciandra, nomination made by Ms. Villano and seconded by Mr. Young.

The board members agreed to close the nominations. All votes were for Mr. Sciandra after a roll call vote of the board members.

**Vice Chairman**- Michael Cefalo, nomination made by Mr. Sciandra and seconded by Ms. Villano.

The board members agreed to close the nominations. All votes were for Mr. Cefalo after a roll call vote of the board members.

**Treasurer**- John Young, nomination made by Mr. Sciandra and seconded by Mr. Driscoll. The board members agreed to close the nominations. All votes were for Mr. Young after a roll call vote of the board members.

**Secretary**- Lynette Villano, nomination made by Mr. Sciandra and seconded by Mr. Padavan. The board members agreed to close the nominations. All votes were for Ms. Villano after a roll call vote of the board members.

**Asst. Treasurer**- Dennis Driscoll, nomination made by Mr. Sciandra and seconded by Mr. Polakoski. The board members agreed to close the nominations. All votes were for Mr. Driscoll after a roll call vote of the board members.

**Asst. Secretary**- Gary Polakoski, nomination made by Mr. Sciandra and seconded by Ms. Villano and Mr. Padavan. The board members agreed to close the nominations. All votes were for Mr. Polakoski after a roll call vote of the board members.

#### **7. Introduction of New Officers: Attorney Joseph Blazosek**

Atty. Blazosek stated that this completes the slate of officers for 2025 and with that, his role has ended. He welcomed the new officers and turned the meeting over to the Chairman, Mr. Sciandra.

#### **8. Comments: Board Chairman**

Mr. Sciandra thanked everyone for the confidence that you have instilled in everyone. He said this is a strong board and we will continue into 2025 with the same strength. He stated that we have a great organization and explained he wanted to shake some of the committees up and change some of them. Mr. Sciandra said he has two words going in 2025 that are going to be critical to moving to the next step in our organization and that is "execution" and "marketing". He said we have done a great job with marketing to this point, and it has to become a part of everything that we are doing in this organization. Mr. Sciandra said that he will recommend to Mr. Fiume that he wants three interns brought in here: one in accounting, one in marketing and one in human resources, working 15-20 hours each week. He explained that we are fortunate to be surrounded with the universities that we have, and we want to utilize that capacity to strengthen what we are doing. He said he wants to step out of our paradigm and

start talking to industry from a human resource and marketing standpoint. Mr. Sciandra stated that he wants to be networking more with private industry and bring in interns who have some new fresh ideas. He said he is not sure we are doing as much as we can to improve ridership from a younger standpoint.

**9. Appointment of Committees: Board Chairman**

Mr. Sciandra noted that the Finance and Budget committee will now be chaired by our new treasurer, Mr. Young, and thanked Dr. Kepner for a fantastic job. He said we don't meet as much as we should and would like four quarterly meetings. He stated that we are fortunate to have a great finance guy in Mr. Lisman, but he doesn't see the rest of the organization getting involved in budgeting as much as they should.

A complete list of committees is attached.

**10. Approval of 2025 Meeting Dates and Times**

Mr. Sciandra said he would like to approve the meeting dates for 2025 and would get the dates out to everyone.

The board went into an executive session at 4:34 p.m. and returned at approximately 5:52 p.m.

**11. Comments: None.**

**12. Adjournment**

With all business completed, Mr. Young made a motion to adjourn, seconded by Mr. Driscoll. Motion carried.

Respectfully Submitted,

By: Tracy Kline, Secretary to the Board

## LCTA Committee and Members

1. Personnel and Continued Progress Committee-Chairman-Joe Padavan; members include Mike Cefalo, John Young, Gary Polakoski, Lynette Villano & Charles Sciandra.

Management Chairs: HR Director & Executive Director

**Responsibilities:** Work with management to hire and train top-notch personnel and ensure the Strategic Plan is accomplished via Department goals, direction, and KPI measurement.

2. Finance and Budget Committee Chairman John Young; members include Dennis Driscoll and Mike Cefalo.

Management Chairs: Director of Finance & Executive Director

**Responsibilities:** Maintain proper budgeting and adherence to this budget. Conduct an annual audit, negotiate major contracts, and maintain the General Ledger and Balance sheet.

3. Operation/Safety Committee-Chairman Dennis Driscoll; members include Gary Polakowski and Dennis Driscoll.

Management Chair: Assistant Executive Director & Safety Manager

**Responsibilities:** Maintain and adhere to proper Operations and safety protocol along local, state, and federal guidelines.

4. Customer Service and Marketing-Chairman-Dr. Valerie Kepner; members include, Joe Padavan, Charles Sciandra, Dennis Driscoll & John Young

Management Chairs: Marketing Director & Human Resources

**Responsibilities:** Integrate and increase ridership via proper marketing penetration with adherence to the annual marketing plan. Welcome ridership opinions and opportunities plus mirror best practices throughout the state.

5. Strategic Planning Committee: Chairman Mike Cefalo; members include John Young and Joe Padavan.

Management Chairs: Executive Director & Director of Finance

**Responsibilities:** Adhere to Strategic Planning and proper views and adjustments.