

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING
MARCH 25, 2025

PRESENT:

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

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

ABSENT:

MICHAEL CEFALO, VICE-CHAIRMAN

ADMINISTRATIVE STAFF:

ROBERT FIUME, EXECUTIVE DIRECTOR
LEE HORTON, FACILITY DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
RANDY LISMAN, FINANCE DIRECTOR
GINO MARRIGGI, OPERATIONS DIRECTOR
VINCE COVIELLO, MAINTENANCE DIRECTOR
DEBBIE DENNIS, SHARED RIDE DIRECTOR
BRANDY SPENCER, HUMAN RESOURCES DIRECTOR
GRETCHEN WINTERMANTEL, MARKETING DIRECTOR
TRACY KLINE, ACCOUNTING MANAGER
MARK GIFFORD, OPERATIONS MANAGER

OTHERS:

ROBERT CHRISTOPHER, UNION PRESIDENT
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. 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 February 25th, 2025 meeting and the March 11th, 2025 special meeting. A motion was made by Mr. Padavan and seconded by Mr. Young. Motion carried.

5. Treasurer's Report: Mr. John Young, Chairperson

Mr. Young made a motion to accept the treasurer's report, pending audit. The motion was seconded by Mr. Driscoll. All members present voted yes; motion carried.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra said that he thinks everyone is doing a superb job with the Microtransit, the marketing is getting out there and the fact that we have to hire more drivers is a positive thing.

7. Solicitor's Report: Attorney Matthew Carmody

Atty. Carmody noted for the record that there was an executive session from 4:15 p.m. until approximately 5:04 p.m. He said during that time they discussed pending litigation.

8. Executive Directors Report: Mr. Robert Fiume

Mr. Fiume said that we continue to move forward on a lot of projects here, we are looking at updating policies and are working closely with the Union on those. He said Ms. Dennis is going to Mobility Management training and Mr. Horton will be attending Safety Security training as we continue to cross train our employees. Mr. Fiume stated that Mr. Fauver will be here next Tuesday and he will spend some time with Mr. Marriggi and Mr. Horton and attend our customer service meeting. He explained we are working on a new project, "Find my Ride" with PennDOT, which will be put in place in June, and he will update the board more next meeting.

Mr. Fiume presented the following motions:

Motion to approve the Excess Flood Insurance. A motion was made by Mr. Young and seconded by Mr. Padavan. All members present voted yes; motion carried.

Motion to approve the Shared Ride – LCCC Contract. A motion was made by Mr. Polakoski and seconded by Mr. Young. All members present voted yes; motion carried.

Motion to approve the Board Resolution for COA Local Match 25-26. A motion was made by Mr. Driscoll and seconded by Mr. Padavan. All members present voted yes; motion carried. Dr. Kepner confirmed that it will be addressed at the County meeting in April.

Motion to approve additional head count positions for two Microtransit drivers. A motion was made by Mr. Padavan and seconded by Mr. Driscoll. All members present voted yes; motion carried.

Motion to approve the Occupancy agreement with Wilkes-Barre City Housing Authority for bus shelter placement on Housing Authority property along Wilkes Barre Boulevard, subject to mutually acceptable terms of agreement. A motion was made by Dr. Kepner and seconded by Mr. Young. All members present voted yes; motion carried.

Motion to approve contract award to K&J Safety & Security Consulting for providing guidelines, procedures, and training to develop Safety, Security and Emergency Preparedness Manual. A motion was made by Dr. Kepner and seconded by Mr. Driscoll. All members present voted yes; motion carried. Dr. Kepner noted for the record that they went through a proposal process to select the vendor.

Motion to approve contract with Fidelity Bank to set up Talech system to replace Square, for processing credit card payments as needed. A motion was made by Mr. Padavan and seconded by Mr. Polakoski. All members present voted yes; motion carried.

9. Committees:

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

Dr. Kepner said the Customer Service/Marketing Committee met and they continued to talk about the structure and rewards of the employee of the month program noting that the first one has been awarded. She mentioned they received an update on the changes in Fixed Route that started March 3rd and there was discussion of surveying riders to see how these changes are going over with them.

Dr. Kepner said they also had a CAC meeting and there was feedback from the public about the App and it was an informational meeting to let people know about the changes in routes. She stated that the next Customer Service/Marketing Committee meeting will be on Tuesday, April 8th at 11 a.m. and June 3rd at 11 a.m. is the next CAC meeting.

Mr. Sciandra asked why Microtransit is so successful and if we were underserving those areas before.

Mr. Fiume explained there are three zones with two being business parks, Hanover and Center Point. He said that now we are covering the entire business park which we didn't with Fixed Route. He explained that Microtransit is more of an on demand where you call for your ride and set it up, so it is putting more opportunities out there for people to get to work. Mr. Fiume said the other zone is Glen Lyon and part of Nanticoke which was served by Fixed Route but we didn't have enough riders to justify that so we put the Microtransit van there. He said the Fixed Route bus only covered a portion of Glen Lyon but now we are covering the whole town with Microtransit, and we are getting more people. Mr. Fiume stated that it has been marketed well and we went to town meetings before it started.

Operations/Safety Committee- Dennis Driscoll, Chairperson

Mr. Driscoll said there was a safety meeting on Thursday, March 20th and there were two safety concerns brought up which have been addressed and closed. He said a Shared Ride driver was retrained due to having two accidents within a two-month period. He stated that they coordinated with the Wilkes-Barre fire department to confirm radio transmission throughout the building and they assisted PPTA with logistics for the CNG training class that will be held here. Mr. Driscoll said they worked with the SWAT team for Luzerne County and coordinated with them to have active shooter training on-site. He said they also coordinated with Wilkes-Barre fire department to host CPR Training. Mr. Driscoll explained that there were 10 new hires since February; four Fixed Route, three Shared Ride, one Microtransit, one Admin and one Maintenance and we are cross training dispatchers within the departments.

Strategic Planning Committee- Michael Cefalo, Chairperson

Mr. Cefalo was absent from the meeting.

Personnel and Continued Progress Committee- Joe Padavan, Chairperson

Mr. Padavan said we have been doing very well with the people we have been hiring, especially on the management side and are keeping a close eye to make sure they live up to what they promised us. He said we are looking to hire two Microtransit drivers and a part-time Fixed Route driver. He stated that we are very happy with the job that Bob Christopher is doing with the union and working with the company, it makes it a better atmosphere for all of us and we are trying to settle our problems upfront and not behind closed doors.

Finance and Budget Committee- John Young, Chairperson

Mr. Young said he would be in contact next week with Mr. Lisman and the committee members to set up a meeting for next week as we start to move towards the new budget for the new year.

Mr. Sciandra confirmed that we have another year with the current auditor. He also inquired about having a meeting with our advertisers to try and negotiate additional money. Ms. Wintermantel said they had a meeting set up but it fell through and they will reschedule for next week.

10. Old Business: Mr. Fiume said we had a college forum with NEPA Moves yesterday that we hosted and it went very well. He stated they also participated in a Work Force forum on a zoom call with NEPA Moves.

11. New Business: Dr Kepner asked Mr. Fiume what he knows about funding levels coming from the state and the federal government. Mr. Fiume said they are really going to be promoting the governor's proposal of taking 1.75 percent of sales tax to put toward public transit which would relate to about two million dollars for us. He explained that we are working with PennDOT on a fix for the Shared Ride program because most transit agencies in PA put close to a million dollars from their Fixed Route into the Shared Ride budget. Mr. Fiume said we are working hard across the state to promote the governor's proposal and he will know more this summer. He stated he has not heard anything on the federal level.

12. Remarks: No remarks were made.

13. 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