

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING
APRIL 22, 2025

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
LYNETTE VILLANO, SECRETARY
GARY POLAKOSKI, ASST. SECRETARY
VALERIE KEPNER, PH.D., MEMBER
JOSEPH PADAVAN, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR
ATTORNEY MATTHEW CARMODY, ASST. SOLICITOR

ABSENT:

MICHAEL CEFALO, VICE-CHAIRMAN
DENNIS DRISCOLL, ASST. TREASURER
JOHN YOUNG, TREASURER

ADMINISTRATIVE STAFF:

ROBERT FIUME, EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
GINO MARRIGGI, OPERATIONS DIRECTOR
DEBBIE DENNIS, SHARED RIDE DIRECTOR
TRACY KLINE, ACCOUNTING MANAGER
MARK GIFFORD, OPERATIONS MANAGER

OTHERS:

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: Dr. Kepner, Mr. Padavan, Mr. Polakoski, Ms. Villano and Mr. Sciandra.

3. Public Comment: Mr. Durland asked if negotiations with the Wilkes-Barre Housing Authority started in order to set up a bus shelter/stop on Wilkes-Barre Boulevard. Atty. Blazosek said that we have an agreement but there were questions with some things they wanted to modify. He explained that they still have to review what we sent over and be satisfied with it, adding that some of it is insurance related. Mr. Fiume said the board did vote on it and passed it and we would have more details at the next board meeting.

4. Approval of Minutes: Board Chairman, Mr. Sciandra asked for approval of the board minutes from the March 25th, 2025 meeting. A motion was made by Ms. Villano and seconded by Mr. Padavan. Motion carried.

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

Mr. Sciandra asked for a motion to accept the treasurer's report, pending audit. A motion was made by Dr. Kepner and seconded by Ms. Villano. All members present voted yes; motion carried.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra did not have a report at this time.

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 4:59 p.m. He said during that time the board was updated on real estate matters, litigation, pending litigation and our efforts to sell real estate which is an ongoing process. Atty. Blazosek stated they had a general discussion on some matters that touch on procedures dealing with the topics that were covered. He explained the need for everyone to recognize that in those discussions it is very important that there be a confidentiality until such time as a decision is to be made and then only at that time will the matter be open to public discussion and presentation.

8. Executive Directors Report: Mr. Robert Fiume

Mr. Fiume said the RFP will be going out for uniforms and a uniform policy is being finalized. He stated that rider appreciation days are being celebrated May 7 and May 8th. He said on Wednesday we will have staff at the transit center with giveaways, talking to riders and Thursday our staff will be riding various buses during the day with giveaways. Mr. Fiume said we hosted an MPO meeting here last week and are hosting a college forum with NEPA Moves on Thursday morning. Mr. Fiume commented that we also hosted a CNG training two weeks ago and we had maintenance people here from all over the state.

Mr. Sciandra asked if we go out and buy the uniforms and if we have them cleaned. Mr. Fiume said we buy them and hand them out but do not have the uniforms cleaned. He said the driver's committee is coming up with what type of uniforms the drivers want. Mr. Sciandra confirmed that any company can bid on the business when the RFP comes out.

Mr. Fiume presented the following motions:

Motion to approve the donation of bus to LCCC. A motion was made by Mr. Padavan and seconded by Dr. Kepner. All members present voted yes; motion carried.

Motion to approve the contract award for Safe Fleet Mirrors. A motion was made by Ms. Villano and seconded by Mr. Polakoski. All members present voted yes; motion carried.

Motion to approve promoting 1 employee from Part Time to Full Time for Customer Service at Intermodal. A motion was made by Mr. Padavan and seconded by Mr. Polakoski. All members present voted yes; motion carried.

Motion to approve the Shared Ride Contract for transportation services with Career Link. A motion was made by Ms. Villano and seconded by Mr. Padavan. All members present voted yes; motion carried.

9. Committees:

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

Dr. Kepner said they met on April 8th at 11:00 a.m. and they discussed the employee of the month program. She confirmed that the new employee of the month was Stan Karge, a fixed route driver. Dr. Kepner said they talked about the uniform policy and on-time performance. She stated that there will be an RFP going out for a company to prepare paper schedules and a system map. She explained we will be updating route maps and shelters and there will be a website update with a rollout set for June 1st. Dr. Kepner said the next CAC meeting is here on June 3rd at 11 a.m.

Operations/Safety Committee- Dennis Driscoll, Chairperson

Mr. Driscoll was absent from the meeting.

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 hired a couple of part-time drivers, one for Fixed Route and one for Microtransit. He said we have a part-time Shared Ride driver picked to hire, pending screenings. Mr. Padavan stated that we are also looking for a part-time spotter and one temp marketing coordinator to work with the group. He explained that they have been working on the policy handbook and was hopeful they would have that set up in the next month or so. Mr. Padavan said we are updating our DOT medical certification requirements by adding physical capability requirements, making sure our staff can handle the job.

Finance and Budget Committee- John Young, Chairperson

Mr. Young was absent from the meeting.

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 Ms. Villano. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board