

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS' MEETING  
JUNE 17, 2025

PRESENT:

CHARLES SCIANDRA, CHAIRMAN  
MICHAEL CEFALO, VICE-CHAIRMAN  
LYNETTE VILLANO, SECRETARY  
JOHN YOUNG, TREASURER  
VALERIE KEPNER, PH.D., MEMBER (By phone)  
JOSEPH PADAVAN, MEMBER

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

ABSENT:

DENNIS DRISCOLL, ASST. TREASURER  
GARY POLAKOSKI, ASST. SECRETARY

ADMINISTRATIVE STAFF:

ROBERT FIUME, EXECUTIVE DIRECTOR  
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.  
RANDY LISMAN, FINANCE DIRECTOR  
GINO MARRIGGI, OPERATIONS DIRECTOR  
VINCE COVIELLO, MAINTENANCE DIRECTOR  
BRANDY SPENCER, HUMAN RESOURCES DIRECTOR  
GRETCHEN WINTERMANTEL, MARKETING DIRECTOR  
TRACY KLINE, ACCOUNTING MANAGER  
KATHY BEDNAREK, GRANTS 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: Mr. Cefalo, Dr. Kepner, Mr. Padavan, 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 May 27th, 2025 meeting. A motion was made by Ms. Villano 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. Cefalo. All members present voted yes; motion carried.

#### **6. Chairperson's Report: Mr. Charles Sciandra**

Mr. Sciandra explained that there is a driver with a medical condition we are working with and requested all the support and prayers we can give that person.

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

Atty. Blazosek noted for the record that there was an executive session from 4:17 p.m. until approximately 5:00 p.m. He said during that time the board was updated on upcoming staffing needs and positions that may evolve from various evaluations that are occurring. He said there were no decisions made and any action that will be taken will be done at the public meeting.

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

Mr. Fiume said for latest bid we adjusted times on a few routes but no additional service was added and none was taken away. He stated that Ms. Wintermantel is doing 20 orientation sessions between 6/12 and 8/26 at four different colleges. He said the employee of the month is Angel Rivera. Mr. Gifford explained that Mr. Rivera trains new drivers, assists with Spanish speaking customers and is an all-around good employee deserving the nomination. Mr. Fiume said we had a driver, Joe Granahan, that came in second in the National Rodeo. Lastly, he mentioned that the building contractors are addressing issues with faucets, microphones, pipes and leaks.

Mr. Fiume presented the following motions:

Motion to adopt the resolution certifying local match to the 25-26 PennDOT Public Transportation Capital Application (PTCA). A motion was made by Mr. Padavan and seconded by Ms. Villano. All members present voted yes; motion carried.

Motion to approve the DBE program policy statement update. A motion was made by Mr. Cefalo and seconded by Ms. Villano. All members present voted yes; motion carried.

#### **9. Committees:**

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

Dr. Kepner said a number of the things that they talked about at the Customer Service and CAC meeting have already been discussed but some other highlights include the Francis Slocum Run has been started and also the Paul Miller's mobile device law was passed and has been communicated to all drivers. She explained that one of our riders said the Shared Ride and Microtransit drivers should say who they are looking for at pick up rather than the customer having to give their name to the driver. Dr. Kepner said it is safer if the driver has the name in certain cases.

##### **Operations/Safety Committee- Dennis Driscoll, Chairperson**

Mr. Driscoll was absent from the meeting

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

Mr. Cefalo said he would reach out to Mr. Fauver with regards to reviewing our goals and objectives. He stated that they are going to work on a shift in the plan as we come away from the capital projects. Mr. Cefalo explained the shift would be toward continuous improvement and they would start guiding the organization in that direction.

Mr. Sciandra asked Mr. Lisman what the budget process is now. Mr. Lisman said he puts together the majority of it but has gotten input from other people, especially on materials. He said he definitely wants to change the process. Mr. Sciandra said financially Mr. Lisman has done an excellent job but we have to get to the point where people know they have responsibilities for their own portion of the budget and Mr. Lisman agreed.

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

Mr. Padavan said we had a new hire class that started yesterday with two Microtransit drivers, one full-time dispatcher and three part-time fixed route drivers. Ms. Spencer said there is another class starting on the 30th and there has been a lot of internal moves with drivers shifting around. Mr. Padavan said we are looking at hiring a Mobility Manager and Road Supervisor Safety Ambassador. He stated that they are working on the policy handbook and will have a draft in the new future, also that they are working on some ATU policies including a discipline code review.

**Finance and Budget Committee-** John Young, Chairperson

Mr. Young said he would meet with Mr. Lisman as soon as he has an opportunity to do so.

**10. Old Business:** None.

**11. New Business:** No new business was discussed.

**12. Remarks:** Mr. Fiume reminded the board that training is on Monday at 4 p.m.

**13. Adjournment:** With all business completed, Mr. Young made a motion to adjourn, seconded by Ms. Villano. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board