

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING
AUGUST 26, 2025

PRESENT:

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

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

ABSENT:

JOHN YOUNG, 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
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: Mr. Cefalo, Mr. Driscoll, Dr. Kepner, Mr. Padavan, Ms. Villano, Mr. Zeller and Mr. Sciandra.
- 3. Public Comment:** Mr. Durland thanked the board for putting a bus shelter on Wilkes-Barre Boulevard.
- 4. Approval of Minutes:** Board Chairman, Mr. Sciandra asked for approval of the board minutes from the June 17th POP Meeting and the June 17th, 2025 Board Meeting. A motion was made by Ms. Villano and seconded by Mr. Padavan. Motion carried.

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

Mr. Lisman said he met with Mr. Young and went over the budget line by line, adding that he had everything footnoted. Mr. Cefalo made a motion to accept the treasurer's report, pending audit. The motion was seconded by Ms. Villano. All members present voted yes; motion carried.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra thanked everyone for all the hard work in the Pittston Tomato Festival and for the buses we provided from the train station, noting that there were over 500 people bused from the train into the city of Pittston. He said it was a lot of hard work and preparation.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:30 p.m. until approximately 5:08 p.m. He said during that time the board was updated on a number of personnel matters and discussed some of the underlying matters that will be voted upon at the meeting as it pertains to some policy approvals. Atty. Blazosek stated there was also an update on litigation and any action that will later be communicated will be done at a future meeting.

8. Executive Directors Report: Mr. Robert Fiume

Mr. Fiume said the parade and bus transportation went well. He thanked Mr. Marriggi and Mr. Gifford and said everyone did a good job, adding that there were a lot of compliments from people including the mayor. He stated that we have been working on policies and there is a lot to be voted on tonight, thanking Ms. Spencer. He said Ms. Wintermantel and Ms. Dennis have been going to different colleges and Career Link promoting our service. Mr. Fiume said the effective date for some of the policies we are going to adopt today will be decided at a later date. He explained that we want to train employees first before actually enforcing it and we are working on training sessions coming up in October.

Mr. Fiume presented the following motions:

Motion to approve Employee Administrative Manual

Motion to approve Medical Qualification Policy

Motion to approve Driver Uniform Policy

Motion to approve Absence Control Policy

Motion to approve Payment Remittance Policy

A motion to approve the five motions listed above was made by Mr. Padavan and seconded by Mr. Cefalo. All members present voted yes; motion carried.

The next four motions were approved collectively:

Motion to approve Medical Benefits to end after 26 weeks and move to Cobra (Benecon)

Motion to approve Updated Discipline Code

Motion to approve Preventative Accident & Incident Policy

Motion to approve the MOU with ATU regarding Preventative Accident & Incident Policy

A motion was made by Dr. Kepner and seconded by Mr. Padavan. All members present voted yes; motion carried.

Motion to approve contract with St. John the Baptist Church to provide Transportation Service
Motion to approve contract with Sophies Daycare to provide Transportation Service
A motion to approve the two motions listed above was made by Ms. Villano and seconded by Mr. Cefalo. All members present voted yes; motion carried.

The next four motions were approved collectively:

Motion to approve contract with SNI for continuation of IT Support as needed in the amount of \$4,600
Motion to approve Support, Warranty, Lic. Renewal with AVAIL for 1 year in the amount of \$19,154
Motion to approve the Cybersecurity Hardware Token and Fob Policy
Motion to approve ADP Proposal for Insurance Links in the amount of \$1,530 annually with initial implementation cost in the amount of \$3,000. A motion was made by Dr. Kepner and seconded by Mr. Padavan. All members present voted yes; motion carried.

Motion to approve Joe Roselle as Information Security Officer (Benecon). A motion was made by Mr. Padavan and seconded by Ms. Villano. All members present voted yes; motion carried.

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

Motion to approve 2025-2026 Budget. A motion was made by Dr. Kepner and seconded by Mr. Cefalo. All members present voted yes; motion carried.

Motion to approve LCTA Employee Pension Fiduciary Policy for \$2,774. A motion was made by Dr. Kepner and seconded by Mr. Padavan. All members present voted yes; motion carried.

Motion to approve Right of Entry Agreement with "The Center Company" for bus shelter placement. A motion was made by Dr. Kepner and seconded by Mr. Cefalo. All members present voted yes; motion carried.

9. Committees:

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

Dr. Kepner said they met twice on July 8th and August 5th and they talked about the customer satisfaction survey they would like done to get feedback on all of the changes that have been made. She said Ms. Wintermantel and Mr. Fauver are working on that. Dr. Kepner stated the on-time performance for Shared Ride is in the high 80% and Fixed Route is in the mid 80%. She explained that ridership is increasing but is still recovering from June and July of last year because of the changes made. She said the website is being worked on and there may be a possible presentation at the next board meeting. Dr. Kepner said they discussed the Routes to Trails map and mentioned that we had representatives at Kings, Wilkes, Misericordia and LCCC during their orientation days to help market bus services. She invited the other board members to go and see the Employee of the Month wall, adding that it is very nice.

Operations/Safety Committee- Dennis Driscoll, Chairperson

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

Strategic Planning Committee- Michael Cefalo, Chairperson
Mr. Cefalo had no report.

Personnel and Continued Progress Committee- Joe Padavan, Chairperson
Mr. Padavan said we had a number of policies passed today that we have been working on for a long time. He stated we are looking to hire two part-time workers, one for Fixed Route and one for Microtransit. Mr. Padavan made a motion to hire Joann Decker as the Director of Human Resources with a start date of 9/3/25. Mr. Cefalo seconded the motion. All members present voted yes; motion carried.

Finance and Budget Committee- John Young, Chairperson
Mr. Young was absent from the meeting.

10. Old Business: None.

11. New Business: No new business was discussed.

12. Remarks: There were no remarks.

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