

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
MAY 28, 2019

PRESENT:

CHARLES SCIANDRA, CHAIRMAN  
MICHAEL CEFALO, VICE-CHAIRMAN  
JOSEPH PADAVAN, TREASURER  
VALERIE KEPNER, PH.D, ASST. TREAS./ASST. SECRETARY  
LYNETTE VILLANO, SECRETARY  
PATRICK CONWAY, MEMBER (VIA PHONE)  
GARY POLAKOSKI, MEMBER  
SEAN ROBBINS, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR  
ATTORNEY MATTHEW CARMODY

ABSENT:

SID HALSOR, PH.D, MEMBER

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR  
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.  
LEE HORTON, DIRECTOR OF OPERATIONS  
VINCE COVIELLO, DIRECTOR TRANSIT MAINTENANCE  
ROBERT LAUER, ASSISTANT OPERATIONS MANAGER  
JANINE HENNIGAN, HR MANAGER  
TRACY KLINE, ACCOUNTING ASSISTANT  
FRANK KNOREK, COMPLIANCE  
LORRI PALOVCHAK, PUBLIC RELATIONS MANAGER

OTHERS:

ANN MARIE KOCHER, BUS OPERATOR  
DORIS SHAW, BUS OPERATOR  
BILL O'BOYLE, TIMES LEADER  
PEGGY LEE, WNEP TV

**1. Pledge of Allegiance:** Board 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. Cefalo, Mr. Conway, Dr. Kepner, Mr. Padavan, Mr. Polakoski, Atty. Robbins, Ms. Villano and Mr. Sciandra.

**3. Public Comment:** None

**4. Approval of Minutes:** Chairman, Mr. Sciandra, asked for approval of the board minutes from the April 23<sup>rd</sup>, 2019 meeting. A motion was made by Ms. Villano and seconded by Mr. Padavan. Motion carried.

**5. Treasurers Report: Mr. Joseph Padavan**

Mr. Padavan explained the financial reports are in the packets and all checks are signed. He then made a motion to approve the treasurer's report, subject to audit. The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

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

Mr. Sciandra said our consultant Toby Fauver will be aboard officially on June 1<sup>st</sup>, working with Norm, board members and staff. He said the first project would be to select a Director of Finance. Mr. Gavlick said he sent a copy of the Strategic Plan to Mr. Fauver.

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

Atty. Blazosek noted for the record that there was an executive session from 4:25 p.m. until approximately 5:15 p.m. Atty. Blazosek said that the board reviewed some pending personnel issues and also spoke about real estate matters. Atty. Blazosek said no decisions were made and any actions taken would be during the formal part of the meeting; which involves approval of a quit claim deed.

**8. Executive Directors Report: Executive Director Norm Gavlick**

**Action Items:**

Motion to approve a donation of \$1,000 to the Poetry in Transit Program for 2019. The motion was made by Dr. Kepner and seconded by Mr. Padavan. Motion carried with a roll call vote of the board.

Motion to approve a Provision of Transportation Agreement between B & D Bus and the LCTA. The motion was made by Atty. Robbins and seconded by Mr. Padavan. Motion carried with a roll call vote of the board.

Motion to approve the Program of Projects for 2019-2020, as outlined by staff at the work session. The motion was made by Mr. Cefalo and seconded by Atty. Robbins. Motion carried with a roll call vote of the board.

Motion to authorize the execution of a quit claim deed by the officers of the Authority for property in Plains Township to Pagnotti Enterprises Inc. as reflected on the attached map and per our Solicitor's recommendation. The motion was made by Ms. Villano and seconded by Mr. Cefalo. Motion carried with a roll call vote of the board.

**9. Board Committee Reports**

**Public Transit Ridership Forum – Dr. Halsor, Chairperson**

Dr. Halsor was absent from the meeting but provided a report that was included in the packets.

**Safety Committee- Atty. Sean Robbins, Chairperson**

Atty. Robbins said there was meeting on May 21<sup>st</sup>. He mentioned that Ed Keener, from LCCC, came in to discuss radios and offer input as we still have some issues. He stated that Janine recommended the safety committee apply for nomination to the 2019 Governor's Award for Safety Excellence, noting the deadline is June 1<sup>st</sup>, 2019.

**Health and Pension Committee- Mr. Joseph Padavan, Chairperson**

Mr. Padavan said we had a quarterly pension meeting on May 16<sup>th</sup>, 2019. He stated that the plans are looking up for the quarter at over 8% and hoped it would continue.

**Operations Committee- Mr. Gary Polakoski, Chairperson**

Mr. Polakoski had no report.

**Personnel Committee- Mr. Gary Polakoski, Chairperson**

Mr. Polakoski presented the following motions:

Motion to hire Frank Mihalick, PT SR van driver, at \$12 per hour pending clearances.

Motion to hire Louis Matriccino, PT SR van driver, at \$12 per hour pending clearances.

The motions listed above were made by Mr. Polakoski and seconded by Mr. Padavan. Motion carried with a roll call vote of the board.

Motion to acknowledge the separation of employee(s) #9181, #9216 and #LR

The motion was made by Mr. Polakoski and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

**10. Old Business:** None

**11. New Business:** Mr. Cefalo made a motion to extend Aliciene's Auditing Contract for one year. Dr. Kepner asked if an RFP will be out again after that year is up, to which the answer was yes.

The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Atty. Blazosek said he would create an engagement letter and issue the necessary documents to him.

**12. Remarks:** None

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board