

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
OCTOBER 2, 2019

PRESENT:

CHARLES SCIANDRA, CHAIRMAN  
MICHAEL CEFALO, VICE-CHAIRMAN  
VALERIE KEPNER, PH.D, ASST. TREAS./ASST. SECRETARY  
LYNETTE VILLANO, SECRETARY  
GARY POLAKOSKI, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR  
ATTORNEY MATTHEW CARMODY

ABSENT:

JOSEPH PADAVAN, TREASURER  
PATRICK CONWAY, MEMBER  
SEAN ROBBINS, MEMBER

ADMINISTRATIVE STAFF:

LEE HORTON, INTERIM EXECUTIVE DIRECTOR (by phone)  
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.  
VINCE COVIELLO, DIRECTOR TRANSIT MAINTENANCE  
LOUIS URITZ, PROCUREMENT MANAGER  
RANDY LISMAN, FINANCE DIRECTOR  
JANINE HENNIGAN, HR MANAGER  
TRACY KLINE, ACCOUNTING ASSISTANT  
FRANK KNOREK, COMPLIANCE  
LORRI PALOVCHAK, PUBLIC RELATIONS MANAGER

OTHERS:

TOBY FAUVER, CONSULTANT (by phone)  
ROGER DUPUIS, TIMES LEADER

**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, Dr. Kepner, Mr. Polakoski, 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 August 27<sup>th</sup> and September 3<sup>rd</sup>, 2019 meetings. A motion was made by Mr. Cefalo and seconded by Ms. Villano. Motion carried.

#### **5. Treasurers Report: Randy Lisman**

Mr. Lisman said we just finished our Triennial Review, which is a lot of work for the staff. He said we passed with flying colors with three very minor findings. Mr. Lisman added that the review auditor said we have the best written policies and procedures that she has seen and our grant funding is well documented. He stated the review took two and a half days and we are already formulating a plan for corrective action. He thanked the entire staff saying that it is a reflection on the work they do on a daily basis. Mr. Sciandra said it was an exceptional job which was followed by a round of applause.

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

Mr. Sciandra referred to his earlier comment.

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

Atty. Blazosek noted for the record that there was an executive session from 4:40 p.m. until approximately 5:40 p.m. Atty. Blazosek said that Mr. Horton participated by phone as well as Toby Fauver. He added that the board reviewed some personnel and real estate matters though no decisions were made or actions taken. Atty. Blazosek stated that it was good to have Mr. Horton participate and very heroic of him in his current situation.

#### **8. Executive Directors Report: Board Chairman, Charles Sciandra**

Mr. Sciandra stated that there people securing the Murray Complex and that project continues to move forward.

##### **Action Items:**

Motion to approve a Provision of Transportation agreement between LCTA and LIU. (Attachment B)

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

Motion to acknowledge the resignation of Dr. Sid Halsor from the Board, effective September 3, 2019.

A motion was made by Ms. Villano and seconded by Mr. Polakoski. Motion carried with a roll call vote of the board.

Motion to approve First Amendment to Vector Media Agreement for Transit Advertising. Atty. Blazosek explained that there were some issues with the performance of certain matters under the terms of contract. He added that after a meeting with Vector it was agreed to extend the current contract date.

A motion was made by Mr. Cefalo and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to approve First Amendment to Rockland Consulting LLC Agreement for Professional Services.

Atty. Blazosek said that this is related to services provided by Toby Fauver. He said that because of additional services provided to the board and staff, it was felt that there were additional expenses incurred which will be prorated over the life of his contract. He stated that after completion of the contract, the parties have the option for a month to month continuation of his services if desired by the board. A motion was made by Ms. Villano and seconded by Mr. Polakoski. Motion carried with a roll call vote of the board.

## **9. Board Committee Reports**

### **Public Transit Ridership Forum**

Mr. Sciandra said that Dr. Halsor resigned and we are waiting until the county appoints a new board member.

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

Atty. Robbins was absent from the meeting.

### **Strategic Planning Committee- Mr. Charles Sciandra, Chairperson**

Mr. Sciandra said that our consultant, Toby, is working with our group and our new director of finance to develop a budget. He stated that we would probably have an update on the strategic plan in the next month or so.

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

Mr. Padavan was absent from the meeting.

### **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 four PT van drivers at \$12 per hour, Matthew Dukinas, Glenn O'Donnell, Melissa Myles and David Powell, pending clearances.

Motion to hire part-time Fixed Route Dispatcher at \$12 per hour, Anthony Jerga, pending clearances.

The motions listed above were seconded by Ms. Villano. Motion carried with a roll call vote of the board.

## **10. Old Business: Murray Complex Update, security fencing**

Mr. Coviello said that when they were at the Murray Complex, Toby suggested fencing in the entire area. He added that Wilkes-Barre asked us to clean up the area which was done for a minimal charge. He mentioned the state requested that we go there to check for power, gas and water.

## **11. New Business: PennDOT transit development plan /gate security plan for existing facility**

Atty. Blazosek said that the road that runs through LCTA is a reciprocal easement that we have the right to use as well as the laundry and other property owners. He stated there are times when people use the road as shortcut and in some instances it can be a hazard. He mentioned that Toby recommended securing the perimeter.

Mr. Uritz said he has two companies working on the feasibility and cost of retrofitting the existing gates. Atty. Blazosek added we have to watch that we do not obstruct the other users of the road.

## **12. Remarks: None**

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board