

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 18, 2020

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
MICHAEL CEFALO, VICE-CHAIRMAN
VALERIE KEPNER, PH.D, TREASURER (by phone)
JOSEPH PADAVAN, ASST. TREASURER
LYNETTE VILLANO, SECRETARY
TOM BENDIS, MEMBER
DENNIS DRISCOLL, MEMBER
SEAN ROBBINS, MEMBER (by phone)

ATTORNEY MATTHEW CARMODY, ASST. SOLICITOR

ABSENT:

GARY POLAKOSKI, ASST. SECRETARY
ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ADMINISTRATIVE STAFF:

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

OTHERS:

TOBY FAUVER, CONSULTANT (by phone)
PAUL JASON, BUS OPERATOR
KEVIN MCGEE, UNION PRESIDENT

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. Bendis, Mr. Cefalo, Mr. Driscoll, Dr. Kepner, Mr. Padavan, 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 June 23rd, 2020 meeting. A motion was made by Ms. Villano and seconded by Mr. Padavan. Motion carried.

5. Treasurer's Report: Dr. Valerie Kepner, Chairperson

Dr. Kepner directed the board to the financial reports and stated that any questions could be directed to Mr. Lisman. She made a motion to accept the treasurer's report, pending audit. The motion was seconded by Mr. Cefalo. Motion carried with a roll call vote of the board.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra said that we are going to work with our consultant, Toby Fauver, to take a look at our strategic plan and make revisions.

7. Solicitor's Report: Attorney Matt Carmody

Atty. Carmody noted for the record that there was an executive session from 4:35 p.m. until approximately 5:20 p.m. He said that during the time several personnel matters were discussed. Atty. Carmody added that there were no official actions taken.

8. Executive Directors Report: Director of Finance, Randy Lisman

Mr. Sciandra explained that Lee Horton was not available for the meeting and asked if any of the directors had anything to add.

Joe Roselle commented that on Facebook one of our drivers was recognized for helping a passenger. The passenger said that when a male rider did something inappropriate, bus driver Joe Koonrad pulled directly into the Hanover Twp. Police Station and it was taken care of immediately. The rider wanted to thank the driver and said he deserves recognition for that.

In the absence of Lee Horton, Mr. Lisman presented the following action items:

ACTION & FORMAL ITEMS:

1. Motion to approve the 2020 – 2021 Program of Projects. Mr. Lisman explained that these are funds awarded for the purchase of some new buses and the fencing. A motion was made by Ms. Villano and seconded by Mr. Driscoll. Motion carried with a roll call vote of the board.
2. Motion to approve RFP 19-20-001 for the installation of gates to enclose the Kingston location (\$26,830) by Security Fence Co. A motion was made by Mr. Padavan and seconded by Mr. Bindus. Motion carried with a roll call vote of the board.
3. Motion to approve RFP 19-20-001-E for the installation of power supply to automate gates at the Kingston location (\$20,150) by Granteeds LLC. A motion was made by Mr. Padavan and seconded by Mr. Driscoll. Motion carried with a roll call vote of the board.
4. Motion to approve RFP 19-20-002 for the installation of fencing at the Murray Complex (\$211,704) by Rutkoski Fencing, Inc. A motion was made by Ms. Villano and seconded by Mr. Cefalo. Motion carried with a roll call vote of the board.
5. Motion to approve RFP 19-20-004 for the tree removal/land clearing at the Murray Complex (\$23,500) by Brdaric Excavating Inc. A motion was made by Mr. Driscoll and seconded by Mr. Bindus. Motion carried with a roll call vote of the board.

9. Board Committee Reports

Public Transit Ridership Forum Committee- Dr. Valerie Kepner, Chairperson

Dr. Kepner said there was a public transit ridership meeting held on July 21st and minutes from that meeting were included in the packets. She said that one member of the public attended and Joe Roselle led the meeting. Dr. Kepner added that she was happy to report that the meetings are back on schedule again.

Safety Committee- Atty. Sean Robbins, Chairperson

Atty. Robbins said the safety committee has not met. He explained that we have covered some of the main safety issues during the meeting such as safety shields for drivers, the motions for gates at the Kingston location as well as the fencing at the Murray Complex.

Strategic Planning Committee- Mr. Michael Cefalo, Chairperson

Mr. Cefalo said you will start seeing formal invitations and agendas coming out and hoped in the next couple months we have the plan updated.

Health and Pension Committee- Mr. Joseph Padavan, Chairperson

Mr. Padavan said we haven't had any meeting because of COVID. He asked Mr. Lisman to reach out so we can set something up.

Operations Committee- Mr. Gary Polakoski, Chairperson

Mr. Polakoski was absent from the meeting.

Personnel Committee- Mr. Joseph Padavan, Chairperson

Mr. Padavan said the committee met last week and we are looking to hire up to eight positions. He said we are looking at the hazard pay but it is not settled at this time. He mentioned that they were looking at part time employee wages and are trying to bump those up. Mr. Padavan said that Janine has been doing a good job with the Wellness Program.

Mr. Padavan made a motion to increase the stipend by \$500 for Interim Director, Lee Horton; also to increase the salary for the Director of Finance, Randy Lisman, by \$3,000 a year. The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

9. Old Business: There was no old business discussed.

10. New Business: No new business was discussed.

11. Remarks: None were made.

12. Adjournment: With all business completed, Mr. Driscoll made a motion to adjourn, seconded by Mr. Cefalo. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board