

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 22, 2020

PRESENT:

MICHAEL CEFALO, VICE-CHAIRMAN  
VALERIE KEPNER, PH.D, TREASURER  
JOSEPH PADAVAN, ASST. TREASURER  
LYNETTE VILLANO, SECRETARY  
GARY POLAKOSKI, ASST. SECRETARY  
TOM BINDUS, MEMBER

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

ABSENT:

CHARLES SCIANDRA, CHAIRMAN  
DENNIS DRISCOLL, MEMBER  
SEAN ROBBINS, MEMBER

ADMINISTRATIVE STAFF:

LEE HORTON, INTERIM EXECUTIVE DIRECTOR  
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.  
RANDY LISMAN, FINANCE DIRECTOR  
ROBERT LAUER, INTERIM OPERATIONS DIRECTOR  
TRACY KLINE, ACCOUNTING ASSISTANT  
FRANK KNOREK, COMPLIANCE ANALYST

OTHERS:

PAUL JASON, BUS OPERATOR  
KEVIN MCGEE, UNION PRESIDENT  
JOE GRANAHAN, BUS OPERATOR

**1. Pledge of Allegiance:** Board Vice-Chairman, Mr. Cefalo, conducted the meeting in Mr. Sciandra's absence. He welcomed everyone to the meeting and invited those in attendance to join him in the Pledge of Allegiance.

**2. Roll Call:** The following Board Members were present for the meeting: Mr. Bindus, Mr. Cefalo, Dr. Kepner, Mr. Padavan, Mr. Polakoski and Ms. Villano.

**3. Public Comment:** None.

**4. Approval of Minutes:** Board Vice-Chairman, Mr. Cefalo, asked for approval of the board minutes from the August 18<sup>th</sup>, 2020 meeting. A motion was made by Ms. Villano and seconded by Mr. Bindus. 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 addressed to Mr. Lisman. Mr. Lisman said he is wrapping up the budget and it will be available in October. She made a motion to accept the treasurer’s report, pending audit. The motion was seconded by Mr. Padavan. Motion carried with a roll call vote of the board.

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

Mr. Sciandra was absent from the meeting.

**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 5:15 p.m. He said that during that time personnel matters were discussed. Atty. Blazosek said there were no final decisions made but there will be some matters that involve board action, which may be tied to the resignation of Mrs. Hennigan. Also discussed in the session was pending litigation regarding the Murray Complex property.

**8. Executive Directors Report: Interim Director, Lee Horton**

Mr. Horton presented the following action items:

**ACTION ITEMS:**

Motion to approve the 2021-2023 DBE Goal Methodology. A motion was made by Mr. Padavan and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Motion to approve the Volunteers of America Contract. A motion was made by Ms. Villano and seconded by Mr. Bindus. Motion carried with a roll call vote of the board.

Motion to approve the REMIX Contract. A motion was made by Ms. Villano and seconded by Mr. Padavan. 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 September 16<sup>th</sup> and one member of the public attended. She was excited to report that there is a MyStop app that you can download and it will tell you how many people are riding the bus and if it is running on time. Mr. Roselle explained that Google Transit will tell you where to walk for a bus stop and what bus to take. He also said they have been trying to get the word out there about the app and Google Transit. He stated that ridership was at about 75% and attributed that to not cutting back on bus routes and the drivers coming in to work during the height of the COVID Crisis.

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

Atty. Robbins was absent from the meeting.

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

Mr. Cefalo thanked everyone for participating in the exercise that Toby Fauver held about two weeks ago. He said we gleaned a lot of information out of that and we will develop some goals and try to make a robust plan you can all manage over the next five years. He said to look for more information coming out shortly and added the next meeting is on Wednesday.

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

Mr. Padavan said we haven't had any meeting because of COVID. He said that Tracy Kline reached out to AFG and they still do not want to meet in public. He stated that at the end of the quarter they will send us a report and we can possibly set up a conference call in October.

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

Mr. Polakoski said they are targeting November 1<sup>st</sup> to begin collecting fares again. Mr. Cefalo explained we have samples of the driver shields with more on the way. He added that our goal is to target November 1<sup>st</sup> to bring fares back on line but the safety of the drivers comes first.

**Personnel Committee- Mr. Joseph Padavan, Chairperson**

Mr. Padavan said that Janine Hennigan resigned and we will be looking for a Director shortly. He added that the staff will be putting together a job description and will be accepting resumes. Mr. Padavan said in the meantime we are looking at using One Source to take over the personnel questions and answers but we will need an approval.

Mr. Cefalo said there is a motion before the board to hire One Source as an interim resource for the team here for Human Resources. The motion was made by Ms. Villano and seconded by Mr. Bindus. Motion carried with a roll call vote of the board.

**9. Old Business:** Murray Complex Update: Mr. Horton said that all but one piece of equipment is off of the property. He said there are trees in the way of putting up a fence and he has reached out to Butch Fratti and is waiting on him. Mr. Padavan said that it looks like Brdaric did a pretty good job. It was confirmed that the fence will be going just about to the bridge.

**10. New Business:** Dr. Kepner said that since she is the treasurer and also chair of the Ridership Forum Committee asked if there are any reports they would like to see added. She said there are tons of information that Joe Roselle can provide and also tons of information that Randy can provide and encouraged anyone to email her with suggestions.

Mr. Cefalo clarified our objective is to replace a Human Resource Manager, not a Director, as Mr. Padavan stated earlier. He said that we just received a resignation letter from Atty. Robbins mentioning his workload is robust. He made a motion to accept the resignation of Atty. Robbins and Dr. Kepner seconded the motion. She stated it has been a pleasure and an honor to serve with Sean Robbins over the years. Motion carried with a roll call vote of the board.

**11. Remarks:** Paul Jason said it has been brought to his attention that with the sample shield installed inside the bus one of the drivers said it is very difficult to see out of it. He asked if that is how they all will be. Mr. Horton stated that was the first negative thing he has heard about any of them. He said that he sat in the bus inside the garage and it was clear. Mr. McGee said at night it will be even harder to see

with the bright screens in the bus. Mr. Cefalo said that safety comes first. Mr. Horton suggested that they go for a ride and see how it is.

**12. Adjournment:** With all business completed, Dr. Kepner made a motion to adjourn, seconded by Mr. Padavan. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board