

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 01, 2020

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
MICHAEL CEFALO, VICE-CHAIRMAN
VALERIE KEPNER, PH.D., TREASURER (By Phone)
JOSEPH PADAVAN, ASST. TREASURER (By Phone)
LYNETTE VILLANO, SECRETARY
GARY POLAKOSKI, ASST. SECRETARY
TOM BINDUS, MEMBER (By Phone)
DENNIS DRISCOLL, MEMBER (By Phone)
JOHN YOUNG, MEMBER

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

ABSENT:

NONE

ADMINISTRATIVE STAFF:

LEE HORTON, INTERIM EXECUTIVE DIRECTOR (By Phone)
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
RANDY LISMAN, FINANCE DIRECTOR
VINCE COVIELLO, DIRECTOR OF MAINTENANCE
TRACY KLINE, ACCOUNTING ASSISTANT
FRANK KNOREK, COMPLIANCE ANALYST

OTHERS:

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. Bindus, Mr. Cefalo, Mr. Driscoll, Dr. Kepner, Mr. Padavan, Mr. Polakoski, Ms. Villano, Mr. Young and Mr. Sciandra.

3. Public Comment: None

4. Approval of Minutes: Chairman, Mr. Sciandra, asked for approval of the board minutes from the October 20th, 2020 meeting. A motion was made by Ms. Villano and seconded by Mr. Polakoski. Motion carried.

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

Dr. Kepner directed the board to Mr. Lisman with any financial questions. Dr. Kepner made a motion to accept the treasurer's report, pending audit. Mr. Sciandra asked when the audit would be finished. Mr. Lisman said hopefully in the next two weeks. 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 last Tuesday some of the board members and senior staff along with our consultant, Toby Fauver, made a presentation at County Council. He stated it was in reference to some questions on their budget and our local match as well as our letter requesting County Council to give us the ability to begin discussions with COLTS on a potential consolidation. He added that we are sending additional information over to County Council that they requested, including last year's audit, Mr. Fauver's presentation, Harrisburg's presentation and some additional financial information. He said Atty. Blazosek will be sending something to them in the next several days.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:15 p.m. until approximately 5:20 p.m. He said that during the time we had input both from Mr. Horton and Mr. Lisman to update the board on personnel matters. Atty. Blazosek added that any actions will be done at a public meeting or will be part of our agenda tonight.

8. Executive Directors Report: Interim Director, Lee Horton

Mr. Horton presented the following action items:

Motion to approve the Highmark / Benistar healthcare plans for 2021. Mr. Sciandra said we will be seeing a 7% decline in cost which is exceptional in the environment we are currently in as most places are seeing increases. He stated it was heck of a job by our administration and our broker of record, Joyce Insurance along with Millenium. A motion was made by Ms. Villano and seconded by Mr. Cefalo. Motion carried with a roll call vote of the board.

Motion to approve the LCTA Public Transportation Safety Plan. A motion was made by Mr. Cefalo and seconded by Mr. Padavan. Motion carried with a roll call vote of the board.

Atty. Blazosek added that there is a resolution prepared and it will be submitted as part of the safety plan with the approval of the board.

Motion to approve the part-time employee pay increase for the administrative employees. A motion was made by Mr. Padavan and seconded by Mr. Polakoski. 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 they had a ridership meeting in November and she called in. She said that Joe Roselle put the meeting together. Dr. Kepner also stated that for the record she thinks there has been a heck of a job done by everyone at LCTA to make sure that bus services have continued without any stoppage and also doing it with the risk and the uncertainty of COVID. She said she talked to Lee Horton earlier today and wanted the board to know that if the bus gets too full, for the safety of the drivers and the riders, there are helper buses sent out. She talked about why we have a policy encouraging passengers to wear masks even though we cannot require them.

Safety Committee

Mr. Sciandra explained that we will re-organize in January and new committees will be formed.

Strategic Planning Committee- Mr. Michael Cefalo, Chairperson

Mr. Cefalo stated he and Toby continue to massage the language around the goals and objectives for the re-draft of the Strategic Plan and said they would take some of the metrics out of the safety plan and make sure they are included. He also said they are working on formalizing some of the reports in which a board member would sign off on the report.

Mr. Sciandra asked about whether or not we extend the auditors contract or put it out for an RFP.

Mr. Lisman said we have the ability to extend the current contract with a 2% increase and believed there are two years remaining. Mr. Lisman said it doesn't hurt to put out an RFP but he also doesn't have any issues with the current auditor. Dr. Kepner said she tends to lean toward putting an RFP out there.

It was agreed that the contract does not automatically renew and we can make the choice to put out an RFP and discussions will take place at the beginning of the year

Health and Pension Committee- Mr. Joseph Padavan, Chairperson

Mr. Padavan said the pension committee has not been able to meet but we would try to put some kind of zoom meeting together at the beginning of the year. He stated that regarding health care we are doing very well. Mr. Padavan remarked that it is better than it has been in years and we were able to lower the premiums for the employee. Regarding personnel, he said that COVID has totally controlled everything but Lee, Randy, Joe Roselle and Charlie have done a heck of a job.

Operations Committee- Mr. Gary Polakoski, Chairperson

Mr. Polakoski did not report at this time.

9. Old Business:

Murray Complex update: Atty. Blazosek said both he, Mr. Horton, and the Stantec Consultant, Mr. Olivo met with the Wilkes-Barre Planning Commission and the designer gave a very good presentation. He felt it went very well and there were some follow up requests that were asked for but they did receive a letter which granted conditional approval for the plan.

10. New Business: Mr. Cefalo made a motion to change the December meeting from 12/15/2020 to 12/22/2020. The motion was seconded by Mr. Young. Motion carried with a roll call vote of the board.

10. Remarks: None

11. 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