

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
FEBRUARY 23, 2021

PRESENT:

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

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR
ATTORNEY MATTHEW CARMODY, ASST. SOLICITOR (By Phone)

ABSENT:

NONE

ADMINISTRATIVE STAFF:

LEE HORTON, INTERIM EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
LOUIS URITZ, PROCUREMENT MANAGER
VINCE COVIELLO, DIRECTOR OF MAINTENANCE
RANDY LISMAN, FINANCE DIRECTOR
TRACY KLINE, ACCOUNTING ASSISTANT
FRANK KNOREK, COMPLIANCE ANALYST

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. 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 January 26th, 2021 meeting. A motion was made by Ms. Villano and seconded by Mr. Cefalo. Motion carried. Mr. Sciandra asked how long it takes to post the minutes from the board meetings. It was concluded that the minutes have to be approved by the board before they are posted on the website.

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

Dr. Kepner 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 gave an update in reference to the potential merger with COLTS. He said we were informed that County Council sent a letter that they are in favor, it did pass. He said there are three County Council members that would represent Luzerne County. He said also it would be the Chair and Vice Chair from LCTA and Lackawanna County's three commissioners and whoever their board appoints from Lackawanna County. He added that we are waiting for Lackawanna County to give the final approval and after that we would start having meetings. He stated the goal and request from County Council Chair is that this gets done and voted and finished by July, the next budget year. No meeting has been set at this time until Lackawanna County makes the next move.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:10 p.m. until approximately 5:10 p.m. He said that during the time the director, solicitors and our financial director updated the board on various matters that touch on personnel. He stated that the board was able to gather information, ask questions and share comments. Atty. Blazosek added that no decisions were made and any actions that may be taken would take place during a regular meeting of the board.

8. Executive Directors Report:

Motion to approve the donation of old, used Ecolane tablets to the Wilkes-Barre YMCA. Mr. Sciandra asked what the value of the tablets are. Mr. Horton said that when they were purchased, they cost \$230 new, currently they are worth between \$50 to \$60. A motion was made by Ms. Villano and seconded by Mr. Young. Motion carried with a roll call vote of the board.

Motion to approve the hiring of a full-time maintenance service position. A motion was made by Mr. Bindus and seconded by Mr. Padavan. Motion carried with a roll call vote of the board.

Motion to approve the advertising and hiring of a full-time administration person. A motion was made by Mr. Cefalo and seconded by Mr. Young. Motion carried with a roll call vote of the board.

Motion to approve leave of absence request for Bobby Nikolic. A motion was made by Mr. Young and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

9. Committees:

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

Dr. Kepner said they had a meeting last week and the minutes from the meeting were in the board packets.

Operations/Safety Committee- Tom Bindus, Chairman

Mr. Bindus said that he came in for the ridership meeting and found out that they like to have safety committee meetings in the morning around 9:00 a. m. He asked if Mr. Polakoski and Dr. Kepner are able to meet at 9:00 a.m. Mr. Polakoski said yes. Dr. Kepner said she could meet Tuesdays and Thursdays at that time. Mr. Bindus continued to say that Bob, Chris and Jake gave him a tour of the shop earlier and buses and said he was really impressed with the safety. He also saw the driver's sheets and was shown the HEPA filters in the buses, stating the best ones will cut down on germs. He said he would like a further tour and talk directly to the employees. He stated COVID was the number one concern but there are also ongoing safety issues especially in the winter. He said he would let Mr. Polakoski and Dr. Kepner know when the next meeting is.

Strategic Planning Committee- Michael Cefalo, Chairperson

Mr. Cefalo said that a set of goals and objectives was sent out for comment to the board members and the leadership team at LCTA. He commented that the approval from Luzerne County with the merger study would be integrated and we should have an outline of the strategic plan for the next session in March. hopefully a draft for everyone to review.

Health and Pension Committee- Lynette Villano, Chairperson

Ms. Villano said that LCTA has been working with Matt Vough from Luzern County Council. The council is trying to get vaccines for a location to do mass vaccinations. She said our role is to provide transportation needed in return all employees would have the opportunity to get vaccinated if they choose.

Personnel Committee- Joe Padavan, Chairman

Mr. Padavan commented that things are going pretty well and we are keeping all of our workers that are capable, working. He hopes to keep filling up the buses so we can keep our guys working.

10. Old Business: Mr. Horton stated that in the training room there is a collage of material that will be used in the new building if anyone would like to see it.

11. New Business: Mr. Sciandra asked Mr. Lisman when budgeting would start. Mr. Lisman said he would start in April so we can have it done before our fiscal year ends in June.

Finance and Budget Committee- Dr. Kepner, Chairman

Dr. Kepner said that she spoke with Randy earlier today. She said he closed the books through November. His She stated that part of what is taking up his time is Human Resources and the conversion with payroll was not as smooth as it could have been. She said the RFP for an auditor would be put off for a year.

Mr. Lisman said we are pretty close to the budget. Mr. Sciandra said he felt that each of the department heads need to be an integral part. He added that budgets are only numbers on paper unless people are involved in them.

12. Remarks: No remarks were made at this time.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board