

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
April 27, 2021

PRESENT:

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

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

ABSENT:

JOSEPH PADAVAN, MEMBER

ADMINISTRATIVE STAFF:

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

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. 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 March 23<sup>rd</sup>, 2021 meeting. A motion was made by Ms. Villano and seconded by Mr. Young. Motion carried.

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

Dr. Kepner said the budget finance committee met before the work session and someone asked what exactly was being approved in the treasurer's report. She confirmed it was the financials and 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 Lackawanna County has decided they do not wish to merge with LCTA. He stated that we would be strengthening our strategic plan and hiring some key positions.

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

Atty. Blazosek noted for the record that there was an executive session from 4:25 p.m. until approximately 5:00 p.m. He said that during the time the board received an update on personnel matters. He stated that he gave a report concerning insurance coverages. Atty. Blazosek said they discussed personnel needs that will be addressed by the board. He added that no decisions were reached and any future actions would be at a public meeting.

**8. Executive Directors Report:**

Motion to approve the Program of Projects (POP). Kathy Bednarek read the proposal noting the funding covers the construction of an administrative and maintenance facility and ticketing kiosks. A motion was made by Mr. Bindus and seconded by Mr. Driscoll. Motion carried with a roll call vote of the board.

Motion to approve the 2<sup>nd</sup> layer flood insurance for the amount of \$15,640.00 for the administrative buildings. A motion was made by Dr. Kepner and seconded by Mr. Driscoll. Motion carried with a roll call vote of the board.

Motion to approve the LCTA to submit to County Council a letter requesting matching local funds. Mr. Horton stated that we will be asking the County for \$717,075.00 in order to obtain \$6,411,756.00 from PennDOT. 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 resumption of collecting fares effective June 1<sup>st</sup>, 2021. A motion was made by Mr. Young and seconded by Mr. Bindus. Motion carried with a roll call vote of the board.

Dr. Kepner asked if the advertising for fare collection would include service alerts from MY Stop. She also inquired if the passengers would have to buy passes from the web site if the intermodal isn't open yet. Mr. Horton said they could also be purchased from the Kingston Office and day passes can be purchased from the driver. Mr. Sciandra suggested we go to the media regarding the fare collection beginning on June 1<sup>st</sup> and asked approximately how much monthly does the collection of fares bring in. Mr. Lisman said it was around \$100,000 per month.

## **9. Committees:**

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

Dr. Kepner thanked Joe Roselle for setting up the meetings on a regular basis. She explained she was available by phone and Mr. Bindus was in person for the last meeting and one person from the public attended.

### **Operations/Safety Committee-** Tom Bindus, Chairperson

Mr. Bindus said that on 4/15/21 at 10:00 a.m. they had a meeting in the garage and 8 to 10 people attended. He said that security came up because someone harassed a driver. He also mentioned a first aid/safety kit for the compressed natural gas.

He stated that they wanted to try to get more Wilkes-Barre police security at the intermodal. Mr. Bindus said he talked to George Brown and a council member regarding it. Ms. Villano asked if there was a certain time the incidents occurred to which Mr. Horton replied that most of them happen during the day. Mr. McGee explained that when the last incident happened it took 20 minutes for the police to show up. Mr. Lisman explained before COVID we split the cost of hiring off-duty police officers with Martz. He said he doesn't understand why we were paying the police to patrol that area when it is part of their job. Mr. Horton explained that the police rotated schedules and it was effective.

Mr. Sciandra asked Atty. Blazosek to craft a letter to express our concerns.

Atty. Blazosek said we should be looking into getting more police presence there adding that the intermodal is a gateway into Wilkes-Barre. He felt we should send the letter to mayor.

Mr. McGee said that originally there was supposed to be a police substation at the intermodal but it was turned into an office.

Mr. Driscoll asked why we wouldn't go to the Chief of Police first and give him an opportunity to make any corrective action. Mr. Lisman said he felt we should go to the mayor. Mr. Bindus said he told the mayor that we would be talking about security at the board meeting. Mr. Young felt we should send a letter to both the Mayor and the Chief and Mr. Sciandra agreed.

Mr. Bindus said they would be scheduling another meeting for May.

### **Strategic Planning Committee-** Michael Cefalo, Chairperson

Mr. Cefalo said that he circulated a draft outline for updating the strategic plan and would give everyone a chance to review that.

### **Health and Pension Committee-** Lynette Villano, Chairperson

Ms. Villano did not have a report at this time.

### **Personnel Committee-** Joe Padavan, Chairperson

Mr. Padavan was absent from the meeting. Mr. Sciandra said that there will be some interviews on Friday for a finance/human resources position.

### **Budget Committee-** Dr. Valerie Kepner, Chairperson

Dr. Kepner said she got a meeting scheduled and they talked about financials. She said the budget would go through the committee before it went through to the board. Dr. Kepner asked what we might like to see in financial reports going forward and said anyone who has a specific request could talk to her or Randy.

Mr. Cefalo said the last section in the strategic plan is about the communication and the metrics on how to standardize the treasurer's reports and all of the committee reports. He said it should make things go a lot faster and smoother.

**10. Old Business:** No old business was discussed.

**11. New Business:** None.

**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