

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
June 22, 2021

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
VALERIE KEPNER, PH.D., TREASURER (By Phone)
LYNETTE VILLANO, SECRETARY
TOM BINDUS, MEMBER
JOSEPH PADAVAN, MEMBER
GARY POLAKOSKI, MEMBER

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

ABSENT:

MICHAEL CEFALO, VICE-CHAIRMAN
DENNIS DRISCOLL, ASST. TREASURER
JOHN YOUNG, ASST. SECRETARY

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
KATHY BEDNAREK, GRANTS COORDINATOR
ROBERT LAUER, OPERATIONS MANAGER

OTHERS:

TOBY FAUVER, CONSULTANT (By Phone)

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, Dr. Kepner, Mr. Padavan, Mr. Polakoski, 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 May 25th, 2021 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 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 said that this evening Mr. Horton, Mr. Blazosek and Toby Fauver will be on the County Council Zoom Call Meeting regarding the County match.

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 4:55 p.m. He said that during the time the Executive Director, the solicitors and the board had an opportunity, along with consultant Mr. Fauver, to review a number of personnel matters that involve management positions. Atty. Blazosek stated they discussed some upcoming matters that will involve negotiations going forward with one of the bargaining units. He mentioned there was also discussion of procedural matters on staff training and some other issues. Atty. Blazosek said no decisions were made and any actions would be at a public meeting.

8. Executive Directors Report:

Mr. Sciandra asked Mr. Horton for an update on Wilkes-Barre Area School District. Mr. Horton explained that they are moving locations for the next school year and we have had multiple meetings with them. He said we will have a route that goes through the property with a stop right in front of the school. Mr. Sciandra mentioned that Mr. Polakoski was instrumental working with John Quinn and the superintendent. Mr. Sciandra asked about the 2,000 passes they discussed during a meeting. Mr. Horton said he felt they would still be pursuing the passes.

Motion to approve the LCTA Annual FTA PTASP Safety Performance Targets. 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 Northeast Sight Service 3rd Party Sponsor. A motion was made by Mr. Padavan and seconded by Mr. Polakoski. Motion carried with a roll call vote of the board.

Motion to approve the Northeast Sight Service contracted trips outside of programs. A motion was made by Mr. Bindus and seconded by Mr. Padavan. Motion carried with a roll call vote of the board.

9. Committees:

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

Dr. Kepner said the ridership meeting is tomorrow afternoon. She added that LCTA did not participate in “Dump the Pump” Day this year because we have not collected fares for over a year.

Operations/Safety Committee- Tom Bindus, Chairperson

Mr. Bindus said there was a meeting this morning from 10:00 a.m. to 10:54 a.m. with about 8 to 10 people. He said they discussed incidents and accidents that had occurred in May and June. Mr. Bindus stated that Lee is going to schedule a fire drill and explained that everyone knows where the fire extinguishers and first aid kits are located. He said they discussed the drivers collecting fares and remarked there is a way for the drivers to move the curtain shield when necessary. Mr. Bindus

mentioned a large pothole in the Forty-Fort Office parking lot. Mr. Horton said he spoke with County Maintenance and they will get to it as soon as they can.

Mr. Sciandra inquired about an active shooter training on the bus. Mr. Bindus said that it was brought up today regarding the building but not the buses. Atty. Blazosek stated that he knows of places that will do active drills and they would set up a sequence to simulate what could happen. Mr. Horton said he did reach out to the Kingston Police Department in the past to see if we could all benefit from the training.

Mr. Bindus said they talked about the intermodal and the police, though Martz is not motivated because they only have four buses running. Mr. Horton said that Martz is not running at full capacity so they are not looking to incur any additional expenses.

Next, he spoke about First Aid training through the Red Cross adding that Mr. Horton was concerned about the liability. Mr. Bindus said we could look into what the liability would be. Atty. Carmody said they have discussed this issue, pre-Covid and he would gather the research they have done on it.

Strategic Planning Committee- Michael Cefalo, Chairperson
Mr. Cefalo was absent from the meeting.

Health and Pension Committee- Lynette Villano, Chairperson
Ms. Villano did not have a report at this time.

Personnel Committee- Joe Padavan, Chairperson
Mr. Padavan said we are discussing doing some hiring and are looking for Executive Director, Procurement position, part-time spotter and a janitor.

He made a motion to authorize the Interim Executive Director, Mr. Horton, to present an offer of employment to his recommended candidate for the position of customer service rep contingent upon the Authority receiving no additional applications by June 23, 2021, close of business. The motion was seconded by Mr. Bindus. Motion carried with a roll call vote of the board.

Budget Committee- Dr. Valerie Kepner, Chairperson
Dr. Kepner said they have not had a recent meeting, also she said it will be another couple of weeks for the budget to be ready.
Mr. Lisman said he is working on the budget however he has been involved in a lot of interviews and hiring lately.

10. Old Business:

Mr. Sciandra said the State has held up the bidding process until September until we receive the local match on our building from the County. He stated the match is also contingent on the amount of money we receive from the state gambling money.
Kathy Bednarek said the gaming fund request was for \$700,000. Mr. Sciandra stated that the more money we receive there, the less local match the county will have to come up with. He said the State is saying that the project is going to be about 60 million dollars though Mr. Fauver feels the number is high and it may be less than that.

Mr. Horton said the County will need to match anywhere from \$300,000 to 1.1 million dollars and if we get the gaming funds, the County would only need to give us \$300,000 in matching funds.

Mr. Sciandra said in order to move forward on the bid we would need some kind of document from the County stating they would give us the money.

11. New Business: None.

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

13. Adjournment: With all business completed, Mr. Polakoski made a motion to adjourn, seconded by Mr. Padavan. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board