

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
October 26, 2021

PRESENT:

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

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

ABSENT:

NONE

ADMINISTRATIVE STAFF:

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

OTHERS:

KEVIN MCGEE- BUS OPERATOR, UNION PRESIDENT
PAUL JASON- BUS OPERATOR
STAN KARGE- BUS OPERATOR
JOHN KLINIEWSKI, BUS OPERATOR

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.

Before the start of the meeting Mr. Sciandra said he wanted to recognize two drivers who passed away, Jarad Klem, a Fixed Route driver for 13 years and Tom McHugh, a Shared Ride driver for over 20 years. He asked for a moment of silence and thanked them for their service.

3. Public Comment: None.

4. Approval of Minutes: Board Chairman, Mr. Sciandra asked for approval of the board minutes from the September 28th, 2021 meeting. A motion was made by Mr. Driscoll and seconded by Ms. Villano. 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. Cefalo. Motion carried with a roll call vote of the board.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra said we have been working with Mr. Fauver and Mr. Fiume. He added that Mr. Fiume has been working with Mr. Horton on different projects.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:14 p.m. until approximately 5:09 p.m. He said that Mr. Fiume and Mr. Horton gave the board an assessment on staffing needs and matters of personnel that may involve certain management positions.

8. Executive Directors Report:

Mr. Fiume said he has been here for a little over a week now and they are working on a lot of areas, adding that there are a lot of good things being done.

He said we are looking at staffing both in the administrative and in the driver areas.

Mr. Fiume stated we are moving forward with the transit building and are looking to schedule a groundbreaking down the road. He said we have contract negotiations coming up with the Teamsters.

Mr. Fiume explained our ridership now in both Shared Ride and Fixed route is hovering around 65% pre-covid. He said we are giving free rides this week, in conjunction with COLTS, until the end of the week.

He hoped it would generate some ridership.

The following motions were approved collectively and are subject to verification of the local match:

Motion to approve the General Contract to Quandel Construction Group, Inc.

Motion to approve the Mechanical Contract to Hosler Corporation.

Motion to approve the Electrical Contract to Mike Walsh Electrical, Inc.

Motion to approve the Plumbing Contract to O & M Multi-Trade.

Motion to approve the Special Inspection Contract to Hillis-Carnes Engineering Associates.

A motion was made by Mr. Bindus and seconded by Mr. Young. Motion carried with a roll call vote of the board.

Motion to approve the new phone system to be awarded to Chestnut Ridge Communication Services.

Mr. Sciandra questioned who was involved in selection of the phone system. Mr. Fiume stated that Joe Roselle, Lou Uritz and Kathy Bednarek took part in the selection and said it was tabled last meeting.

Atty. Blazosek said there were proposals solicited and the cost of the system would be within an amount that the procedure used was acceptable and met federal and state guidelines. He noted that the staff's recommendation was Chestnut Ridge Communication Services which is located in Dallas.

Mr. Horton said they also installed the Shared Ride phone system which is compatible.

Mr. Sciandra said we cannot make a mistake on the phone system and inquired about the voicemail system and asked about training. He suggested tabling it once again and have them come in to make a presentation.

Mr. Horton explained it was under the threshold of bidding. He didn't know if the price would hold true by going another month. He said we could definitely contact them to do a presentation if that is what the board wants.

Mr. Fiume stated the price of system is \$21,021.73.

Mr. Sciandra said he thinks that we did a good job. He commented that he has seen phone systems that are lacking after they are installed and mentioned training again. He said one of the biggest complaints he hears from the outside is that when you call in you can't get anyone.

Mr. Fiume asked to read the justification part of the draft. He said we could get them to come in if necessary.

Mr. Roselle said the technology we have at the Kingston office is from 2004, outdated and hard to customize. He also mentioned that you cannot get any reports out of the current system. Mr. Roselle said he is sure Chestnut Ridge would come in and do a demonstration. He stated that we have two people during the day and if one is on bus time giving out directions and another is handling a complaint, the call is going to go to the menu options regardless of what kind of system we have. He added that if we are looking for a live person to always answer, that would be a different problem of having more people to answer phones. Mr. Sciandra asked if they are going to provide training. Mr. Roselle said the company did training, helped to set up the menu system at Shared Ride and they walk you through how to get reports. A motion was made by Ms. Villano and seconded by Mr. Driscoll. Motion carried with a roll call vote of the board.

The following Shared Ride contracts were approved in one motion.

Motion to approve the Volunteers of America Contract.

Motion to approve the Luzerne County Community College Transportation Contract.

Motion to approve the Luzerne County Children and Youth Services Contract.

A motion was made by Mr. Padavan and seconded by Mr. Cefalo. Motion carried with a roll call vote of the board.

Motion to approve the AVAIL Technologies extension of ITS System Maintenance and Support Contract for one year. Mr. Roselle said this is a renewal from last year. He explained that they provide the cell data connection for the FRITS system. A motion was made by Mr. Polakoski and seconded by Mr. Bindus. Motion carried with a roll call vote of the board.

9. Committees:

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

Dr. Kepner said there was a meeting last week and the minutes were included in the board packet.

Operations/Safety Committee- Tom Bindus, Chairperson

Mr. Bindus said he spoke with Mr. Horton and Mr. Fiume and they were unable to get enough drivers to have a meeting. He discussed having someone come in from TSA for training. He was hoping to have a meeting in November.

Strategic Planning Committee- Michael Cefalo, Chairperson

Mr. Cefalo said they will get all the information we have collected to date and then sit down with Bob and Toby to do a page turn. He will then set the agenda for the next strategic planning committee. Mr. Cefalo said they could meet possibly in the next week if schedules allow.

Health and Pension Committee- Lynette Villano, Chairperson

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

Personnel Committee- Joe Padavan, Chairperson

Mr. Padavan stated that we definitely have to do some hiring for both Fixed Route and Shared Ride. He said we need administration and drivers.

Budget Committee- Dr. Valerie Kepner, Chairperson

Dr. Kepner did not have a report.

10. Old Business: None.

11. New Business: No new business was discussed.

12. Remarks: None

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board