

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
FEBRUARY 22, 2022

PRESENT:

CHARLES SCIANDRA, CHAIRMAN  
MICHAEL CEFALO, VICE-CHAIRMAN  
LYNETTE VILLANO, SECRETARY  
TOM BINDUS, MEMBER (By Phone)  
JOSEPH PADAVAN, MEMBER  
GARY POLAKOSKI, MEMBER (By Phone)

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

ABSENT:

VALERIE KEPNER, PH.D., TREASURER  
JOHN YOUNG, ASST. TREASURER  
DENNIS DRISCOLL, ASST. SECRETARY

ADMINISTRATIVE STAFF:

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

OTHERS:

TOBY FAUVER, CONSULTANT (By Phone)  
KEVIN MCGEE- BUS OPERATOR, UNION PRESIDENT  
PAUL JASON- 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. Padavan, Mr. Polakoski, Ms. Villano and Mr. Sciandra.

**3. Public Comment:** None.

**4. Approval of Minutes:** Board Chairman, Mr. Sciandra asked for approval of the board minutes from the January 25<sup>th</sup>, 2022 regular meeting and the Program of Projects (POP) meeting. A motion was made by Ms. Villano and seconded by Mr. Cefalo. Motion carried.

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

Mr. Cefalo made a motion to accept the financials, 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 did not have a report at this time.

**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 4:56 p.m. He said during that time he and Mr. Fiume updated the board on real estate matters pertaining to the Murray Project. Atty. Blazosek mentioned there were other updates that involved management review of personnel needs and forecasts. He said no decisions were made or final determinations on the matters.

**8. Executive Directors Report:**

Mr. Fiume said that we are still looking for some full-time and part-time drivers for both Fixed Route and Shared Ride.

He said our ridership for Shared Ride is averaging 63% and Fixed Route is at 51%, however this past week Shared Ride went up to 74% and Fixed Route went up to 60%.

Mr. Fiume stated we are looking at doing a routine upgrade of our email server and software, at a projected cost of \$15,000, which would be covered by existing grants.

He said the phone system at the Kingston office is scheduled to be installed the first week in March. He explained that we are gathering procurement information for automated fare collection and the Optibus, which is a route planning tool.

Mr. Fiume said we will be attending a Career Expo at Mohegan Sun on April 5<sup>th</sup>

He said we are doing a promotion on April 20<sup>th</sup> which involves teaching a child to save using cardboard bus banks. He added that we plan on visiting the elementary schools and doing some more outreach.

Mr. Fiume commented that the Department of Homeland Security will be here on March 10<sup>th</sup> to do an assessment.

The following motions were presented by Mr. Fiume:

Motion to approve the Poetry in Motion in the amount of \$1,000.00. A motion was made by Mr. Padavan and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to approve the Luzerne and Wyoming Counties Mental Health/Developmental Services Contract Extension. A motion was made by Mr. Bindus and seconded by Mr. Cefalo. Motion carried with a roll call vote of the board.

Motion to approve the Coal Creative contract proposal on an as needed basis. He added that the 6-month contract will be reviewed and approved by the solicitor prior to using the service. A motion was made by Mr. Padavan and seconded by Mr. Cefalo. Motion carried with a roll call vote of the board.

## **9. Committees:**

**Public Transit Ridership Forum Committee-** Dr. Valerie Kepner, Chairperson  
Dr. Kepner was absent from the meeting.

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

Mr. Bindus said there was no meeting last month as it was cancelled by Homeland Security, however it was rescheduled to March 10<sup>th</sup> at 10:00 a.m.

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

Mr. Cefalo said there was a draft plan circulated to the Chair and some others. He added that internally the group is meeting on a regular basis. He said we will get a draft of the marked-up plan out to everyone. Mr. Sciandra confirmed there would be a meeting which would include the board and managers.

**Personnel Committee-** Joe Padavan, Chairperson

Mr. Padavan said they had a good meeting on the 16<sup>th</sup> of February. He stated that we have new HR Director, Denisse Batista. He said that we are looking to hire some part-time and full-time positions at Shared Ride, also a full-time marketing position and a full-time Shared Ride Director. He explained we are trying to hire part-time drivers for Fixed Route and a spotter for the Intermodal Center. Mr. Padavan said Mrs. Batista is working on attracting new hires.

Mr. Padavan made a motion to acknowledge the separation of employee #00DG. The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

**10. Old Business:** Mr. Fiume commented that Quandel is starting to do some work on Monday and the trailers are set up. He said we are having biweekly meetings with the contractors and PennDOT.

**11. New Business:** No new business was discussed.

**12. Remarks:** No remarks were made.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board