

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 20, 2022

PRESENT:

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

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

ABSENT:

JOHN YOUNG, ASST. TREASURER

ADMINISTRATIVE STAFF:

ROBERT FIUME, EXECUTIVE DIRECTOR
LEE HORTON, ASSISTANT EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
RANDY LISMAN, FINANCE DIRECTOR
VINCE COVIELLO, MAINTENANCE DIRECTOR
DENISSE BATISTA, HUMAN RESOURCES DIRECTOR
DEBBIE DENNIS, SHARED RIDE DIRECTOR
GINO MARRIGGI, SAFETY/TRAINING DIRECTOR
TRACY KLINE, ACCOUNTING MANAGER
KATHY BEDNAREK, GRANTS COORDINATOR
FRANK KNOREK, COMPLIANCE ANALYST

OTHERS:

NONE

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 and Mr. Sciandra.

3. Public Comment: None.

4. Approval of Minutes: Board Chairman, Mr. Sciandra asked for approval of the board minutes from November 22nd, 2022. A motion was made by Ms. Villano and seconded by Dr. Kepner. 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. All members present voted yes; motion carried.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra thanked everyone for an excellent job on Stuff the Bus. He said he thought it was a fantastic success with overwhelming enthusiasm. He explained the board has been discussing enhancing our ridership committee to a customer service committee. He stated that our Director of Marketing, Ms. Wintermantel, will be heading it internally along with Dr. Kepner from the ridership committee with involvement from our Human Resources Director, Ms. Batista.

Mr. Sciandra said we will be looking at all aspects of building a brand strategy to support and welcome our customers.

7. Solicitor's Report: Attorney

Atty. Blazosek noted for the record that there was an executive session from 4:12 p.m. until approximately 5:05 p.m. He said during that time the board was updated on personnel matters and we also had an opportunity to discuss recommendations that were developed by the personnel committee. Atty. Blazosek said no actions were taken but those matters will be the subject of further board action.

8. Executive Directors Report:

Mr. Fiume said we are moving forward after the holidays with our Transit Development Plan and Micro Transit plans. He stated our building is moving fast at the Murray Complex site and running smoothly, also that he is anticipating completion in February of 2024.

Mr. Fiume wished everyone a Merry Christmas and Happy New Year and thanked the board on behalf of himself and the staff for their continued support over the past year.

He said that service will be completely shut down on December 26, 2022 for both Fixed Route and Shared Ride.

Mr. Fiume presented the following motions:

Motion to approve the Change Orders for the new building. A motion was made by Ms. Villano and seconded by Mr. Padavan. All members present voted yes; motion carried.

The following motions were approved together:

Motion to approve AVAIL Technologies as sole supplier in sign replacement.

Motion to approve the placement of transit shelter in right of way. A motion was made by Mr. Cefalo and seconded by Mr. Polakoski. All members present voted yes; motion carried.

Motion to approve the administrative wages and vacations adjustment. A motion was made by Mr. Padavan and seconded by Mr. Cefalo. All members present voted yes; motion carried.

Motion to approve the recommendation from the Personnel Committee to fill the Shared Ride Director position. A motion was made by Ms. Villano and seconded by Mr. Bindus. All members present voted yes; motion carried. The board congratulated Deborah Dennis.

Motion to approve the termination of employee #0185. A motion was made by Mr. Cefalo and seconded by Ms. Villano. Seven of the members present voted yes; Mr. Padavan voted no. Motion carried.

Mr. Sciandra commented that we need dates for the reorganization meeting in January. The board members discussed and agreed on Wednesday, January 11th at 4:00 p.m.

9. Committees:

Public Transit Ridership Forum Committee- Valerie Kepner, Chairperson

Dr. Kepner said that we are continuing to meet every other month with the help of Joe Roselle with riders and community stakeholders. Dr. Kepner referred to the KPI, pages 3 and 4, regarding complaints. She stated that complaints went from 21 in October to 44 in November, specifically referring to the bus passing someone by.

Mr. Fiume explained that we get daily reports on the buses. Mr. Horton said that he, Mr. Marriggi and Mr. Kravitz and Mr. Roselle review the reports daily. He stated that the drivers will get one warning. He said that there is no reason for the bus to run early. Mr. Fiume commented that you can be late but can't be early and we will be seeing some changes with new routes put into place.

Mr. Sciandra asked how people are being passed by the bus. Mr. Horton explained some scenarios in which this could possibly happen. Dr. Kepner asked if it is one specific driver who is doing it.

Mr. Fiume said we are cracking down with the complaint procedure. He explained if passenger is not at a designated bus stop, the driver must pull over in safe location.

Dr. Kepner said we have a responsibility to also educate our riders on what is acceptable.

Mr. Fiume said the drivers should be educating them also.

Mr. Sciandra said we have hired additional people and said that Mr. Marriggi and Mr. Kravitz could ride the buses and routes for the entire day.

Mr. Fiume said we have a schedule to do road supervision and Mr. Marriggi and Mr. Kravitz will take turns in different areas.

Mr. Cefalo said that we haven't had these discussions until now because we did not have the physical statistics before. He stated that when you see a statistical outlier like this you need to prepare a response for this board.

Operations/Safety Committee- Tom Bindus, Chairperson

Mr. Bindus wished Mr. Padavan a Happy Birthday. He said there are no safety meetings scheduled for December but he would plan something in January.

Strategic Planning Committee- Michael Cefalo, Chairperson

Mr. Cefalo said he greatly appreciated Joe Roselle's efforts on expanding the report and getting this stuff visible to the board. He said as we start working on improvements, he looks forward to seeing the metrics and added that awareness goes a long way.

Personnel Committee- Joe Padavan, Chairperson

Mr. Padavan thanked Mr. Fiume, Mr. Sciandra and Ms. Batista, he said we have done a good job this year and have hired a number of people. He explained that we are working harder to get good people

and increasing wages. He said we are looking to make this a professional organization. Mr. Padavan stated that Mr. Fiume and everyone has done a great job.

10. Old Business: No old business was discussed.

11. New Business: None

12. Remarks: Mr. Sciandra wished everyone a Merry Christmas and a Happy New Year. He said that this organization over the past year has measured up, everyone has worked very hard and we brought in some new talent. He said it isn't all because of new talent, referring to Mrs. Dennis as a credit as someone who has spent twenty years here. He mentioned the new leadership of Mr. Fiume. He said that when you look at the board members they come from different ways of life and frames of reference and this board has risen to the occasion. He explained that they were on boards where it was just a battle. He said it's not that this board doesn't have disagreements, but when we walk away, we walk away with what is good for this board.

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