

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
MAY 23, 2017

PRESENT:

VALERIE KEPNER, PH.D, BOARD CHAIRMAN
ARTHUR BOBBUINE, VICE-CHAIRMAN (Called in)
CHARLES SCIANDRA, TREASURER
SEAN ROBBINS, ESQ., ASST. TREASURER
LYNETTE VILLANO, SECRETARY
GARY POLAKOSKI, ASST. SECRETARY
SID HALSOR, PH.D, MEMBER
JOHN KOCH, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

PATRICK CONWAY, MEMBER

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
JOHN ALU, DIRECTOR OF FINANCE
LEE HORTON, DIRECTOR OF OPERATIONS
VINCE COVIELLO, DIRECTOR TRANSIT MAINTENANCE
LOUIS URITZ, PROCUREMENT MANAGER
JANINE HENNIGAN, HR MANAGER
TRACY KLINE, ACCOUNTING ASSISTANT
LORRI VANDERMARK, MARKETING

OTHERS:

JOHN CAREY, BUS OPERATOR

1. Pledge of Allegiance: Board Chairman, Dr. Kepner, welcomed everyone and invited those present to join her in the Pledge of Allegiance.

2. Roll Call: The following Board members were present for the meeting: Dr. Halsor, Dr. Kepner, Dr. Koch, Mr. Polakoski, Atty. Robbins, Mr. Sciandra, Ms. Villano and Mr. Bobbouine. Mr. Conway was absent. Mr. Bobbouine participated by phone. There were 8 board members present and one absent.

3. Public Comment: None

4. Approval of Minutes: May 2nd, 2017 Meeting:

Chairman, Dr. Kepner, asked for approval of the board minutes from the May 2nd, 2017 meeting. A motion to approve was made by Ms. Villano and seconded by Mr. Sciandra. Motion carried.

5. Treasurers Report: Mr. Charles Sciandra

Mr. Sciandra said the financial information was included in the board packets. He also said that the budget committee received a nice write up outlining what is going on in 2017. Dr. Kepner said that John planned on doing this on a monthly basis. It was noted the information was included in the board packets. Atty. Robbins felt it was helpful. Dr. Kepner asked for approval of the treasurer's report, pending audit. A motion to approve was made by Atty. Robbins and seconded by Dr. Halsor. Motion carried.

6. Chairperson's Report: Dr. Valerie Kepner

Dr. Kepner did not have anything to report at this time.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 5:02 p.m. until approximately 5:40 p.m. He said that the board was updated on some ongoing personnel matters and they discussed real estate; adding that no final decisions were made.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick mentioned that the #17, regular airport service, started yesterday. He spoke about the air show and said LCTA will provide an additional bus that will run a free shuttle the day of the show. He added that it will run from the intermodal center from approximately 9 a.m. to 5 p.m. adding that the air show is from 10 a.m. to 4 p.m. He noted that COLTS would also be running a bus shuttle. He said he had a meeting on Friday with Bob Fiume (COLTS), and Ralph Sharp from Hazleton to further discuss collaboration and cooperation between the three entities.

Action Items:

A motion was made to approve expanding the marketing position from part-time to full-time with the duties outlined in the Manager of Public Relations job description. A motion to approve was made by Atty. Robbins and seconded by Dr. Koch. Dr. Halsor, Dr. Koch, Mr. Polakoski, Atty. Robbins, Mr. Sciandra, Ms. Villano and Mr. Bobbouine voted yes. Dr. Kepner voted no. Motion carried.

Mr. Bobbouine made the motion to hire Lorri Vandermark from part-time to full-time for the marketing position. Ms. Villano seconded the motion. Dr. Halsor abstained from the vote. Dr. Kepner, Dr. Koch, Mr. Polakoski and Atty. Robbins voted no. Mr. Sciandra, Ms. Villano and Mr. Bobbouine voted yes. The motion did not carry.

A motion was made by Ms. Villano and seconded by Mr. Sciandra to decide whether or not to look externally for a candidate to fill the Marketing position.

Dr. Kepner said she would be voting for external to stay consistent with how she has wanted positions filled and it had nothing to do with this particular position or person. She clarified that she is voting for a process. Dr. Halsor agreed and said that we need a best management practice.

Ms. Villano stated that we did bring in someone full time last year however the person was unable to take it but now is able. Going forward Ms. Villano said we need to do this for other positions but we are adding unnecessary obstacles to someone who was given a full-time job last year.

Mr. Bobbouine agreed with Ms. Villano.

Dr. Halsor said the position title has changed as well as the job description.

Ms. Villano said that part of the reason it changed is because the people doing the advertising are no longer doing it.

Mr. Sciandra felt that going forward we need a policy but in this scenario the position was a work in progress and we agreed that she would go full-time a year ago.

Dr. Halsor, Dr. Kepner, Mr. Polakoski and Atty. Robbins voted to post the position both externally and internally. Dr. Koch, Mr. Sciandra, Ms. Villano and Mr. Bobbouine voted to post the position internally.

Mr. Bobbouine had to end his phone call at this point.

With a tied vote, Mr. Sciandra made a motion to table the previous motion until the next meeting in June. Atty. Robbins seconded the motion. Motion carried.

Motion to approve the LCTA advertising policy. A motion to approve was made by Dr. Koch and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to approve the 2017/18 Keystone Purchasing Network Fuel Contract with Petroleum Traders at the prices noted in the addendum. A motion to approve was made by Mr. Sciandra and seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to approve provision of transportation agreement between LCTA and Volunteers of America. A motion to approve was made by Mr. Sciandra and seconded by Atty. Robbins. Motion carried with a roll call vote of the board.

Motion to approve provision of transportation agreement between LCTA and B&D Bus Co. A motion to approve was made by Ms. Villano and seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

Motion to approve Memorandum of Agreement between LCTA and Lackawanna-Luzerne Transportation Metropolitan Planning Organization. A motion to approve was made by Atty. Robbins and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to approve resolution authorizing the submittal and modification of PennDOT DOTGRANT objects. A motion to approve was made by Dr. Halsor and seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

Motion to approve Amendment No 2. Between LCTA and Luzerne Wyoming Counties MH/DS. A motion to approve was made by Ms. Villano and seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

9. Board Committee Reports

Operations/Ridership Committee – Dr. Halsor, Chairperson

Dr. Halsor said the minutes are posted from the May 16th meeting and asked if there were any questions. Dr. Kepner said that riders have not been in attendance and there is not much interest right now. She is telling riders to go to the website and view the minutes. She asked if there could be a link to the minutes and noted that the link to the meeting schedule did not work properly. Mr. Roselle said he would check the site.

John Carey, bus operator, asked how riders would be notified of the new prices.

Mr. Gavlick said it has been in the media and there will also be signs on the fare box and in the buses. Atty. Blazosek suggested flyers. Dr. Kepner mentioned the texting service to let riders know to go to the website. She said she did not know that some of the time points had changed until she went to the website. Mr. Carey said there are a lot of people who get the alerts as demonstrated with the snow routes.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch noted the safety committee meeting minutes were included in the packet.

Bylaws Committee- Mr. Art Bobbouine, Chairperson

Ms. Villano said the committee hasn't met yet but plans on doing so.

Mr. Sciandra had to be excused from the meeting at approximately 6:14 p.m.

Strategic Planning Committee- Mr. Charles Sciandra, Chairperson

Dr. Kepner believed that they had not met.

Personnel Committee- Atty. Sean Robbins, Chairperson

Atty. Robbins, Personnel, put forth the following motions:

Motion to hire Daryle Redditt PT SR Van Driver, effective 5/17/17, at \$10.00 per hour.
The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to hire Richard Keist PT SR Van Driver, effective 5/17/17, at \$10.00 per hour.
The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to promote Patrick Flaherty from PT SR Van Driver to FT SR Van Driver, effective 5/8/17, at contract rate. The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to promote John Usavage from PT SR Van Driver to FT SR Van Driver, effective 5/8/17, at contract rate. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to promote Ann Marie Jones from PT FR Bus Operator to FT FR Bus Operator, effective 5/22/17, at contract rate. The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to promote Nicolette Maciejczak from PT FR Bus Operator to FT FR Bus Operator, effective 5/22/17, at contract rate. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

10. Old Business: Dr. Halsor asked about the status of the Dallas Park and Ride. Mr. Gavlick said it was on the MPO list and they are doing traffic counts. He stated there is nothing new though it is on the long range list. Mr. Gavlick said everyone thinks it is a great idea but there are a lot of other things competing for money so we have to make a case to get it pushed up on the priority list.

11. New Business: There was no new business discussed.

12. Remarks: No remarks were made.

13. Adjournment: With all business completed, a motion to adjourn was made by Atty. Robbins and seconded by Dr. Halsor. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board