

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
JUNE 27, 2017

PRESENT:

VALERIE KEPNER, PH.D, BOARD CHAIRMAN  
CHARLES SCIANDRA, TREASURER  
SEAN ROBBINS, ESQ., ASST. TREASURER  
LYNETTE VILLANO, SECRETARY  
GARY POLAKOSKI, ASST. SECRETARY  
PATRICK CONWAY, MEMBER  
SID HALSOR, PH.D, MEMBER  
JOHN KOCH, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

ARTHUR BOBBOUINE, VICE-CHAIRMAN

ADMINISTRATIVE STAFF:

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

OTHERS:

KEVIN MCGEE, BUS OPERATOR/UNION PRESIDENT  
PAUL JASON, 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: Mr. Conway, Dr. Halsor, Dr. Kepner, Dr. Koch, Mr. Polakoski, Atty. Robbins, Mr. Sciandra and Ms. Villano. Mr. Bobbouine was absent. There were eight board members present and one absent. Dr. Kepner said because of board members needing to be at other places we would cover the action items first.

**3. Action Items:**

Motion to approve a donation of \$750.00 to the Poetry in Motion Program at Wilkes University. 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 accept the fiscal year 2017/2018 operating budget.

Mr. Sciandra questioned the budget since Harrisburg said the numbers will change. He asked how Norm could hold any of his managers to any goals or standards if the numbers are going to change and wanted his concerns to go on record.

Dr. Kepner mentioned the information that was provided to the board was second to none. She felt they should be partly responsible for holding senior managers responsible for hitting goals as well.

Atty. Robbins said it sounds like a pilot project for the state and we would need some flexibility.

Mr. Alu said it was done only two weeks ago and he was unable to change anything. He agreed with Mr. Sciandra adding that he was in the same position. A motion to approve was made by Dr. Koch and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Mr. Conway and Mr. Polakoski left the meeting at this time, approximately 5:45 p.m.

Motion to approve contract between LCTA and Luzerne County for the period October 1, 2016 through 6/30/2017. 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 contract between LCTA and Luzerne County for the period July 1, 2017 through 6/30/18. 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 Agreement between LCTA and Luzerne County Area Agency on Aging for the period 7/1/2017 through 12/31/17. 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 set the price of a 10 ride pass at \$14.00. A motion to approve was made by Atty. Robbins 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 Peditria Healthcare for Kids, Inc. A motion to approve was made by Atty. Robbins and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Motion to approve Provision of Transportation Agreement between LCTA and Trans-Med Ambulance, Inc. A motion to approve was made by Ms. Villano and seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

#### **4. Personnel Committee- Atty. Sean Robbins, Chairperson**

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

Motion to advertise the Manager of Public Relations position internally in accordance with the personnel policy. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to hire Joseph Reinhard PT SR Van Driver, effective 6/8/17, at \$10.00 per hour.

The motion was seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Motion to hire John DiMaria PT SR Van Driver, effective 6/8/17, at \$10.00 per hour.  
The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to hire James Kairo PT SR Van Driver, effective 6/8/17, 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 Abraham Rushing PT SR Van Driver, effective 6/8/17, 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 Thomas Lavelle from PT SR Van Driver to FT SR Van Driver, effective 6/5/17, at contract rate. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to hire Ronald Collins PT SR Van Driver, effective 6/22/17, at \$10.00 per hour. The motion was seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

Motion to hire Chantel Brown Jones PT SR Van Driver, effective 6/22/17, at \$10.00 per hour. The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to hire Salvatore Piccillo PT SR Van Driver, effective 6/22/17, at \$10.00 per hour. The motion was seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

Atty. Robbins left the meeting at this time, approximately 5:55 p.m.

**5. Public Comment:** None

**6. Approval of Minutes: May 23<sup>rd</sup> and June 2<sup>nd</sup>, 2017 Meetings:**

Chairman, Dr. Kepner, asked for approval of the board minutes from the May 23<sup>rd</sup>, 2017 meeting. A motion to approve was made by Mr. Sciandra and seconded by Ms. Villano. Motion carried. She then asked for approval of the board minutes from the June 2<sup>nd</sup>, 2017 meeting. A motion to approve was made by Ms. Villano and seconded by Mr. Sciandra. Motion carried.

**7. Treasurers Report: Mr. Charles Sciandra**

Mr. Sciandra said the financial information was included in the board packets. Dr. Kepner asked for approval of the treasurer's report, pending audit. A motion to approve was made by Atty. Robbins and seconded by Ms. Villano. Motion carried.

**8. Chairperson's Report: Dr. Valerie Kepner**

Dr. Kepner thanked the board and employees noting that all have been very helpful with meetings.

**9. Solicitor's Report: Attorney Joseph Blazosek**

Atty. Blazosek noted for the record that there was an executive session from 4:37 p.m. until approximately 5:35 p.m. He said that the board was updated on personnel matters and they discussed ongoing matters, adding that no final decisions were made.

#### **10. Executive Directors Report: Executive Director Norm Gavlick**

Mr. Gavlick mentioned the airport service is on schedule and also the free shuttle service we will be providing for the air show.

He said the airport has purchased advertising on our buses.

Next, he discussed a meeting with LCCC and said it went very well. He noted a student advisory board would be set up and that he is calling Wilkes this week. He said we would be pursuing all the local schools to get something set up.

Mr. Gavlick stated we have the ACT 44 draft report and that the senior staff has gone through it. He remarked that there is an action plan attached to the report that management is already working on. He said there are two board items on the action plan and once the report is final, Jim Brock could begin training, possibly in July.

He commented that the Remix schedule project is part of the action plan in the Act 44 review adding that the transit development plan reviews the system for efficiency and cost effectiveness. He said that Kathy Bednarek would be giving a high level review of where we are with the project and show what the Remix program looks like. He hoped that ultimately the savings could be used for night service. He added that Kathy, Joe Roselle and Dan Butch have been working on the project. He pointed out that the Institute at Wilkes did a transit study and determined that our coverage is good.

Kathy Bednarek explained the Remix route project with a power point presentation. She said the main objective is to simplify the system and showed proposed changes that she and Dan had worked on. Mr. Gavlick explained that longer routes are more efficient adding that a passenger could potentially get on the bus and go from one end of the valley to the other without having to get off the bus. Mr. Blazosek asked if there was a way to trace where people go from the intermodal. Ms. Bednarek stated that the only way to do that would be a passenger survey.

Paul Jason asked if the route would still go through the intermodal. Mr. Gavlick confirmed it would. He stated that nothing is final and we are going to have sit downs with drivers and discussions with the ridership committee.

Kevin McGee asked if the drivers are taken into consideration with the longer routes. Mr. Gavlick said it would be similar to what happens now with time built in for drivers.

Ms. Bednarek noted the route project is in theory and other considerations would need to be made.

Dr. Kepner said the public may be willing to ride longer in exchange for evening service.

Mr. Jason asked about the quarter mile change for a 90-year old that can't walk a quarter mile.

Mr. Roselle said a quarter mile is an industry standard.

Mr. Gavlick indicated we have to find a balance to come up with the most efficient and effective system we can. He said this has been presented to the advisory committee, it will be presented at ridership meetings and we would have additional public meetings.

He noted after the meetings we would bring back a more solid plan that should result in some savings.

He stated that so far everything is on schedule for November.

**11. Board Committee Reports**

Dr. Kepner asked if any of the committees have anything to report.

Mr. Sciandra said the Strategic Planning Committee is waiting on the board training.

**12. Old Business:** There was no old business at this time

**13. New Business:** There was no new business discussed.

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

**15. Adjournment:** With all business completed, a motion to adjourn was made by Mr. Sciandra and seconded by Dr. Halsor. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board