

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
AUGUST 22, 2017

PRESENT:

VALERIE KEPNER, PH.D, BOARD CHAIRMAN  
ARTHUR BOBBOUINE, VICE-CHAIRMAN  
LYNETTE VILLANO, SECRETARY  
SID HALSOR, PH.D, MEMBER  
JOHN KOCH, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

CHARLES SCIANDRA, TREASURER  
SEAN ROBBINS, ESQ., ASST. TREASURER  
GARY POLAKOSKI, ASST. SECRETARY  
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  
LOUIS URITZ, PROCUREMENT MANAGER  
JANINE HENNIGAN, HR MANAGER  
TRACY KLINE, ACCOUNTING ASSISTANT  
LORRI VANDERMARK, MARKETING  
FRANK KNOREK, COMPLIANCE ANALYST

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 five Board Members were present for the meeting: Dr. Halsor, Dr. Kepner, Dr. Koch, Ms. Villano and Mr. Bobbouine. Mr. Conway, Mr. Polakoski, Atty. Robbins and Mr. Sciandra were absent.

**3. Public Comment:** None

**4. Approval of Minutes: July 25<sup>th</sup> Meeting:**

Chairman, Dr. Kepner, asked for approval of the board minutes from the July 25<sup>th</sup>, 2017 meeting.

A motion to approve was made by Mr. Bobbouine and seconded by Dr. Koch. Motion carried.

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

Mr. Sciandra was absent. Dr. Kepner asked for approval of the treasurer's report, pending audit. A motion to approve was made by Ms. Villano and seconded by Dr. Halsor. Motion carried.

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

Dr. Kepner said it has been a quiet month. She said she has not read through the entire Act 44 report but mentioned page 13 which discusses a board strategic plan, training and what PennDOT recommends regarding board activities.

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

Atty. Blazosek noted for the record that there was an executive session from 4:40 p.m. until approximately 5:30 p.m. He said that the board was updated on personnel and real estate matters, adding no final decisions were made.

**8. Executive Directors Report: Executive Director Norm Gavlick**

Mr. Gavlick mentioned the free air show shuttle went well and ridership tripled on the #17 route. He said he has received positive feedback and hoped to expand it if they have it again next year. He stated that the shuttle service is an opportunity to have people ride the bus who normally would not.

He said that he and John had a meeting with the Wilkes-Barre School District and they are going to start buying 31-day student passes at face value. He noted they would order them on a monthly basis.

Mr. Gavlick commented that the Act 44 report is final and is included in the board packets for review. He added that he got an email from Jim Brock saying that Anthony Stever asked to wait until mid-September for the board training. He said there are some sections on the action plan that the board has to respond to.

**Action Items:**

Motion to approve Provision of Transportation Agreement between LCTA and Wilkes Barre Family YMCA. A motion to approve was made by Mr. Bobbouine 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 Wyoming Valley Catholic Youth Center. A motion to approve was made by Dr. Koch and seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

Motion to amend agreement between LCTA and Busy Bee to reflect name change of Shirley Corrado. A motion to approve was made by Ms. Villano and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Motion to amend agreement between LCTA and Little Explorers (Busy Bee) to reflect name change of Shirley Corrado. A motion to approve was made by Mr. Bobbouine and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

## **9. Board Committee Reports**

### **Public Transit Ridership Forum – Dr. Halsor, Chairperson**

Dr. Kepner said the minutes from the last meeting are in the packets and asked if anyone had comments. There were none.

### **Safety Committee- Dr. John Koch, Chairperson**

Dr. Koch said there was a safety committee meeting last week and the minutes were included in the packet.

### **Bylaws Committee- Mr. Art Bobbouine, Chairperson**

Mr. Bobbouine said they would be holding a meeting on Tuesday before the next board meeting.

### **Strategic Planning Committee- Mr. Charles Sciandra, Chairperson**

Mr. Sciandra was absent.

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

Atty. Robbins was absent.

Ms. Villano, Personnel Committee, put forth the following motions:

Motion to hire Lisa Carroway PT SR van driver effective 7/26/17 at \$10 per hour. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to hire Louis Woychick PT SR van driver effective 7/13/17 at \$10 per hour. The motion was seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Motion to create a full-time Client Schedule Reservationist at Shared Ride. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to approve title and job description for Assistant Shared Ride Operations Manager. Mr. Gavlick noted that this is replacing the safety/training manager and was not a new position. The motion was seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

**10. Old Business:** Mr. Gavlick mentioned a change to the top of the agenda adding that he included the chairperson and members of each committee.

**11. New Business:** None

**12. Remarks:** None

**13. Adjournment:** With all business completed, a motion to adjourn was made by Mr. Bobbouine and seconded by Ms. Villano. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board