

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
SEPTEMBER 26, 2017

PRESENT:

VALERIE KEPNER, PH.D, BOARD CHAIRMAN
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:

ARTHUR BOBBOUINE, VICE-CHAIRMAN
CHARLES SCIANDRA, TREASURER
PATRICK CONWAY, MEMBER

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
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:

KAREN LEONARDI, BUS RIDER
JOHN USAVAGE, SHARED RIDE DRIVER
JACK 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 five Board Members were present for the meeting: Dr. Halsor, Dr. Kepner, Dr. Koch, Mr. Polakoski, Atty. Robbins, and Ms. Villano. Mr. Conway, Mr. Sciandra and Mr. Bobbouine were absent.

3. Public Comment: Karen Leonardi, a frequent rider, read a complaint letter she composed regarding Steve, an LCTA Bus Driver. She stated he was rude to the riders and almost passed her by at the stop. Mrs. Leonardi said she has never had a problem with any other drivers. She added that there are two written complaints and two phone calls from the day she spoke about. Mr. Gavlick said we would check the video from that day. Mrs. Leonardi said the other passengers called the complaint line on 9/12/17. She asked why he is never punished. Mr. Gavlick said it was a personnel issue which cannot be

discussed but said we would look into it. He stated that he would have staff review the complaint logs and take care of the situation internally. She commended drivers, Bob Chapin and Lou Lyons.

4. Approval of Minutes: August 22nd Meeting:

Chairman, Dr. Kepner, asked for approval of the board minutes from the August 22nd, 2017 meeting. A motion to approve was made by Ms. Villano and seconded by Dr. Halsor. Motion carried.

5. Treasurers Report: Mr. Charles Sciandra

Mr. Sciandra was absent. Atty. Robbins referred to the information in the board packets. Dr. Kepner stated that the financial overview prepared by John Alu was helpful and Atty. Robbins agreed. 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. Koch. Motion carried.

6. Chairperson's Report: Dr. Valerie Kepner

Dr. Kepner thanked all who were involved with the contacting of state legislators. She also thanked everyone for all that they do day to day at LCTA.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:35 p.m. until approximately 5:30 p.m. He said that the board was updated on personnel issues and interviewed John Usavage who is under consideration for a position that will be acted on during the public meeting but no votes were taken.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick discussed the Luzerne County Fair and said we ran some night service for the first time adding that it was successful.

He said he and staff had a meeting with Mayor Tony George from Wilkes-Barre City and discussed projects and remarked that it went very well.

He stated the Act 44 hard copies were delivered to the board and they discussed working on the action plans.

He mentioned the Transit Task Force consolidation meeting discussion and that he briefed the board.

Lastly, he said he highlighted the actions with State Budget from last week and the proposals there that failed.

Mr. Polakoski left the meeting at approximately 5:50 p.m.

Action Items:

Motion to approve the revised 2017 Fleet Management & Maintenance Manual. A motion to approve was made by Dr. Koch and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Motion to approve the revised 2017 Facility & Equipment Maintenance Plan. A motion to approve was made by Dr. Koch and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Motion to approve a provision of transportation agreement between LCTA and the Nanticoke Active Adult Center. A motion to approve was made by Ms. Villano and seconded by Atty. Robbins. Motion carried with a roll call vote of the board.

Motion to approve a provision of transportation agreement between LCTA and the Housing Development Corp. Mid-Atlantic. A motion to approve was made by Ms. Villano and seconded by Atty. Robbins. Motion carried with a roll call vote of the board.

Dr. Kepner asked Mr. Gavlick if he would notify the board regarding training. Mr. Gavlick said he would pass the information on as it is received.

9. Board Committee Reports

Public Transit Ridership Forum – Dr. Halsor, Chairperson

Dr. Halsor said they met on 9/19/17 and minutes from the meeting are in the packets. He congratulated LCTA on the night service they provided to the Luzerne County Fair.

Safety Committee- Dr. John Koch, Chairperson

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

Bylaws Committee- Mr. Art Bobbouine, Chairperson

Dr. Kepner said they were set to meet but had to reschedule. She said the meeting is tentatively set for next Tuesday, 10/3/17, with a 5 p.m. start at Fortis in Forty Fort.

Strategic Planning Committee- Mr. Charles Sciandra, Chairperson

Mr. Sciandra was absent. Dr. Kepner said we are waiting to receive board training.

Personnel Committee- Atty. Sean Robbins, Chairperson

Atty. Robbins put forth the following motions:

Motion to hire Fritz Leon PT to FT FR bus operator effective, 8/28/2017, at contract rate.

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

Motion to promote John Usavage from FT SR van driver to FT SR Assistant Operations Mgr. at \$30,000, effective October 9, 2017. The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to promote Laura Patrick from PT SR CSR to FT SR CSR effective October 9, 2017 at \$25,500 per year. The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

10. Old Business: No one had old business to discuss.

11. New Business: No new business was discussed.

12. Remarks: There were no remarks given.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board