

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
NOVEMBER 14, 2017

PRESENT:

VALERIE KEPNER, PH.D, BOARD CHAIRMAN  
CHARLES SCIANDRA, TREASURER  
LYNETTE VILLANO, SECRETARY  
PATRICK CONWAY, MEMBER  
SID HALSOR, PH.D, MEMBER  
JOHN KOCH, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

ARTHUR BOBBUINE, VICE-CHAIRMAN  
SEAN ROBBINS, ESQ., ASST. TREASURER  
GARY POLAKOSKI, ASST. SECRETARY

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR  
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.  
JOHN ALU, DIRECTOR OF FINANCE  
VINCE COVIELLO, DIRECTOR TRANSIT MAINTENANCE  
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:

DAVE KELLAR, ONE SOURCE  
GRETA KREIDLER, ONE SOURCE

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

**3. Public Comment:** There were no comments made.

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

In Atty. Robbins absence, Ms. Villano put forth the following motion:

Motion to authorize the Executive Director to attend the PennDOT Executive Leadership Conference from December 11-14, 2017 in State College. Motion carried with a roll call vote of the board.

**4. Approval of Minutes: October 24<sup>th</sup> Meeting:**

Chairman, Dr. Kepner, asked for approval of the board minutes from the October 24<sup>th</sup>, 2017 meeting. A motion to approve was made by Dr. Halsor and seconded by Dr. Koch. Motion carried. Ms. Villano was excused from the meeting at this time.

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

Mr. Sciandra deferred to John Alu, Director of Finance. Mr. Alu commented that the financials were not in the board packets because of the quick meeting turn-around. He said the audit was going well. Mr. Alu said that Aliciene was on the home stretch of the audit and he is not aware of any findings at this point. He also mentioned that the final Snyder and Clemente invoice through October 31<sup>st</sup> was received for \$15,000 which is a \$10,000 savings compared to last year. He noted that there were thirty less journal entries this year. Dr. Kepner asked for approval of the treasurer's report, pending audit. A motion to approve was made by Mr. Conway and seconded by Dr. Halsor. Motion carried with a roll call vote.

**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 4:30 p.m. until approximately 5:30 p.m. Atty. Blazosek stated that some personnel matters were discussed and that any actions had been presented earlier in the meeting.

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

Mr. Gavlick reported that LCTA held a public meeting regarding the fare adjustments and the meeting notes were in the board packets. He said Dr. Halsor attended and one person from the media adding that no one from the public was present. Mr. Gavlick stated that there will be another meeting this Saturday morning at the same location, the Osterhout Library at 10 a.m.

He mentioned that a holiday bus and also a van will be in the Wilkes-Barre holiday parade this Saturday morning. He said we are conducting a food drive and accepting donations for Toys for Tots.

Mr. Gavlick said that all veterans rode the bus for free both Friday and Saturday and we handed out pins; also all employees that were veterans received special Veteran's Day hats. Dr. Halsor asked how many veterans we employ and Mr. Gavlick noted it was around 20.

Mr. Gavlick said he has a meeting with the Transit Committee tomorrow noting they cover topics from consolidation to bus routes. In addition, he will be meeting with Andy Reilly from the Luzerne County Redevelopment Authority to discuss grants and the Murray Site.

He then discussed an upcoming meeting with Chewy.com, noting the company was a distributor located in the Hanover Industrial Park. He stated the #13 has picked up ridership since the company moved in and started hiring. He said Chewy.com is a progressive company regarding transit adding that they have

partnered with CATA (Centre Area Transportation Authority) and are doing unique and aggressive things. Mr. Gavlick added that the company provides incentives for their employees to take buses. He felt it could lead to some expansion and stated that he is looking forward to working with them.

Mr. Gavlick stated that we are working with Avail to repair the signs at the Intermodal.

He said he would be attending a breakfast with Representative Mullery later this week.

Lastly, he noted the PennDOT board training is finally moving and that after the paperwork is approved the trainer would possibly be here in December.

**Action Items:**

No action items were presented.

**9. Board Committee Reports**

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

Dr. Halsor said the meeting was scheduled for next Tuesday. LCCC

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

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

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

Mr. Bobbouine was absent from the meeting. Dr. Kepner said they have not met since the last meeting.

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

Mr. Sciandra said we are waiting to receive board training from Harrisburg.

**10. Old Business:** Dr. Halsor inquired about night service and asked if there would be a formal proposal presented to the board. Mr. Gavlick commented that we are in the first phase and as soon as we have something structured, it would be presented to the board. He further explained that they are cutting out non-producing routes and have to rework the driver jobs to fit the schedules. Mr. Gavlick noted that before we go public it would be presented to the board. He expected to have public meetings as they did with the fare increase.

**11. New Business:** No new business was discussed.

**12. Remarks:** Mr. Gavlick thanked the board for the opportunity to attend the conference in State College.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board