

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
APRIL 24, 2018

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
ARTHUR BOBBOUINE, VICE-CHAIRMAN
VALERIE KEPNER, PH.D, TREASURER
MICHAEL GILHOOLEY, 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: NONE

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR
LEE HORTON, DIRECTOR OF OPERATIONS
LOUIS URITZ, PROCUREMENT MANAGER
JANINE HENNIGAN, HR MANAGER
TRACY KLINE, ACCOUNTING ASSISTANT
FRANK KNOREK, COMPLIANCE ANALYST
KATHY BEDNAREK, GRANTS COORIDINATOR

OTHERS:

KEVIN MCGEE, BUS OPERATOR, UNION PRESIDENT
PAUL JASON, BUS OPERATOR

1. Pledge of Allegiance: Board Chairman, Mr. Sciandra, welcomed everyone and invited those present to join him in the Pledge of Allegiance.

2. Roll Call: The following Board Members were present for the meeting: Mr. Bobbouine, Mr. Conway, Mr. Gilhooley, Dr. Halsor, Dr. Kepner, Dr. Koch, Mr. Polakoski, Ms. Villano and Mr. Sciandra.

3. Public Comment: None

4. Approval of Minutes: March 27th meeting

Chairman, Mr. Sciandra, asked for approval of the board minutes from the March 27th, 2018 meeting. A motion to approve was made by Mr. Bobbouine and seconded by Dr. Kepner. Motion carried.

5. Treasurers Report: Dr. Valerie Kepner

Dr. Kepner said the financial information submitted by Mr. Alu was included in the packets. Mr. Sciandra requested a motion to accept the treasurer's report, pending audit. A motion was made by Ms. Villano and seconded by Mr. Conway. Motion carried with a roll call vote of the board.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra reported they will be getting dates together for the strategic plan. He said they would meet two evenings or afternoons for the planning. Mr. Gavlick confirmed that the senior managers would also be present.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:15 p.m. until approximately 5:20 p.m. Atty. Blazosek stated that they received comments from representatives of the Amalgamated Transit Union. He also said that personnel matters were covered and steps were outlined on filling possible positions at the Authority.

Atty. Blazosek added that he outlined and provided to the board information concerning the applicants we received for the Assistant Solicitor position. He then asked the board to consider the comments made and the information provided and requested that it be an agenda item in today's meeting. He added that no decisions were made and any actions taken will be done at the public meeting.

8. Executive Directors Report: Executive Director Norm Gavlick

Action Items:

Motion to approve resolution certifying the local match for the State Operating Financial Assistance. A motion to approve was made by Mr. Bobbouine and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Motion to approve resolution Memorandum of Agreement between LCTA and Lackawanna –Luzerne Transportation Metropolitan Planning Organization. A motion to approve was made by Mr. Gilhooley and seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to approve authorizing signatory in PennDot's Engineering and Construction Management System (ECMS). A motion to approve was made by Ms. Villano and seconded by Mr. Gilhooley. Motion carried with a roll call vote of the board.

Motion to execute agreement to authorize Electronic Access to PennDot Systems. A motion to approve was made by Mr. Gilhooley and seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to award the new Shared Ride Phone System IFB 17- 18- 003 to Chestnut Ridge Communications Services Inc. at a cost of \$16,468.74. A motion to approve was made by Dr. Koch and seconded by Mr. Gilhooley. Motion carried with a roll call vote of the board.

Motion to appoint an Assistant Solicitor. Mr. Gilhooley made the motion to appoint Atty. Matt Carmody. The motion was seconded by Mr. Conway. Ms. Villano made a motion to appoint Atty.

Robert Davison. The motion was seconded by Dr. Kepner. After a roll call vote, seven members voted for Carmody. Dr. Halsor abstained from the vote. Ms. Villano voted for Davison. Atty. Carmody was appointed as Assistant Solicitor.

Mr. Sciandra said they met with representatives of the Union during the executive session to discuss compensation issues. He stated that they were still under additional discussion and would like to table it for an additional 30 days and have a decision by next meeting.

9. Board Committee Reports

Public Transit Ridership Forum – Dr. Halsor, Chairperson

Dr. Halsor explained that the ridership documents are in the meeting packets. He said they had their second on campus ridership forum meeting on April 17th at Wilkes University with several in attendance. He thanked Norm, Lorri, Frank and Josh adding they did a nice job filling everyone in. He stated that there were some comments about adding service to the Hazleton and Mountain Top areas.

Dr. Kepner mentioned that there would be a more streamlined process to buy passes once we transfer to the new website. She noticed that the student passes will not be sold on line as they have to document that they are a student. She inquired whether or not we are selling passes at the schools. Mr. Gavlick said we are currently selling them at LCCC where they verify the student I.D. along with the bus drivers. Dr. Kepner said that someone asked if we are selling tickets at Misericordia. Mr. Gavlick said we are pursuing selling them at other schools.

Mr. Bobbouine said that students ask to leave early to buy tickets at the intermodal and inquired about selling them at his school. Ms. Villano mentioned selling them at Barnes and Noble.

Mr. Gavlick added that with the technology that is coming within the next year or so you will be able to buy the bus passes on your phone and not need a ticket.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch did not make any comments.

Bylaws Committee- Mr. Art Bobbouine, Chairperson

Mr. Bobbouine stated they met this past Tuesday and they have completed a draft of the Bylaws. He said that everyone will have a copy in the next week or so and it will be on the agenda to be approved at the next board meeting.

Strategic Planning Committee- Mr. Charles Sciandra, Chairperson

Mr. Sciandra referred to his earlier comment.

Health and Pension Committee- Ms. Lynette Villano, Chairperson

Ms. Villano verified the next Union pension meeting will be held on Thursday, May 3rd, 2018.

Mr. Sciandra inquired whether or not we appointed a pension board solicitor. Mr. Gavlick said we were waiting until the Assistant Solicitor position was filled and added that the pension board will have to vote on it.

Operations Committee- Mr. Gary Polakoski, Chairperson

Mr. Polakoski did not have anything to report at this time.

Personnel Committee- Patrick Conway, Chairperson

Mr. Conway presented the following motions:

Motion to approve the separation of employee #9026 and employee #9078.

The motion was seconded by Mr. Bobbouine. Motion carried after a roll call vote.

Motion to hire Dominic Ortolini PT SR Van Driver, effective 5/6/18, at \$10 per hour.

Motion to hire George Barndard PT SR Van Driver, effective 5/6/18, at \$10 per hour.

Motion to hire Daniel Kopinski PT SR Van Driver, effective 5/6/18 at \$10 per hour.

Motion to promote James Kario PT SR van driver to FT, effective 5/7/18, at contract rate.

Motion to promote Lottie Schultz PT SR van driver to FT, effective 5/7/18, at contract rate.

The above motions were seconded by Dr. Halsor. All motions carried after a roll call vote.

Motion to approve SR Clearances/Certifications Reimbursement Policy, effective 1/1/2018.

The motion was seconded by Mr. Bobbouine. Motion carried after a roll call vote.

10. Old Business: No old business was discussed.

11. New Business: None

12. Remarks: None

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board