

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 28, 2018

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
ARTHUR BOBBOUINE, VICE-CHAIRMAN
VALERIE KEPNER, PH.D, TREASURER
LYNETTE VILLANO, SECRETARY
GARY POLAKOSKI, ASST. SECRETARY
PATRICK CONWAY, MEMBER
JOHN KOCH, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR
ATTORNEY MATTHEW CARMODY

ABSENT:

MICHAEL GILHOOLEY, ASST. TREASURER
SID HALSOR, PH.D, MEMBER

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
JOHN ALU, DIRECTOR OF FINANCE
LEE HORTON, DIRECTOR OF OPERATIONS
JANINE HENNIGAN, HR MANAGER
TRACY KLINE, ACCOUNTING ASSISTANT
FRANK KNOREK, COMPLIANCE

OTHERS:

PAUL JASON, BUS OPERATOR
RICHARD MCNEIL, 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, Dr. Kepner, Dr. Koch, Mr. Polakoski, Ms. Villano and Mr. Sciandra. Mr. Gilhooley and Dr. Halsor were absent.

3. Public Comment: Paul Jason, Bus Operator, inquired about the status of the letter from the Solicitor regarding reimbursement to the Union. He asked if there was a time period in which they would be receiving the letter. Atty. Carmody asked that they submit a request in writing explaining what the basis is for the reimbursement. Mr. Jason explained that they have done that. Atty. Carmody said they have the invoices but would like those supplemented with a letter to the board. Mr. Jason asked why it took two months to say a letter was needed. Atty. Carmody stated that it was not brought up at the last meeting and said if it is put in writing the board will take it under review.

4. Approval of Minutes: July 24th meeting

Chairman, Mr. Sciandra, asked for approval of the board minutes from the July 24th, 2018 meeting. A motion to approve was made by Ms. Villano and seconded by Mr. Bobbouine. Motion carried.

5. Treasurers Report: Dr. Valerie Kepner

Dr. Kepner made a motion to approve the treasurer's report, pending audit. The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra said that next meeting we will do our strategic plan update, possibly with Jim Broch attending.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:05 p.m. until approximately 5:00 p.m. Atty. Blazosek stated that the Union gave them a brochure from the Attorney General's office. He said the board discussed some matters of personnel, talked about modifications in hiring procedures and also got an update on property matters from Mr. Gavlick. He added that no decisions were made and any actions taken will be done during the public meeting.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick said that tomorrow is "Y Walk Wednesday" which is sponsored by the YMCA. He said he would be at the YMCA at 6 p.m. and then they will be walking over to the intermodal. He added that this month is featuring LCTA and anyone is welcome to come.

He stated that we would again be providing transportation to the Luzerne County Fair next week.

He explained we are in the process of arranging transportation for Veterans to visit McDade Park in Scranton to see the traveling Veteran's Wall on September 11th.

Lastly, he mentioned that next week we have a press event to introduce the two new CNG buses and they will probably be on the road the following week.

Action Items:

Motion to approve Provision of Transportation agreement between LCTA and Luzerne County Community College.

Motion to approve Provision of Transportation agreement between LCTA and John Corrado (Busy Bee Daycare, Inc).

Motion to approve Provision of Transportation agreement between LCTA and John Corrado (Little Explorers Inc.).

Motion to approve Provision of Transportation agreement between LCTA and Child Development Council of NEPA, Inc.

Motion to approve Provision of Transportation Agreement between LCTA and Wyoming Valley Catholic Youth Center.

Motion to approve Provision of Transportation Agreement between LCTA and John Corrado – Scribbles and Giggles Daycare

The motions listed above were approved collectively. A motion was made by Mr. Bobbouine and seconded by Dr. Koch. Motion carried with a roll call vote of the board.

9. Board Committee Reports

Public Transit Ridership Forum – Dr. Halsor, Chairperson

Dr. Halsor was absent from the meeting. Mr. Gavlick explained that the meeting was held at LCTA this month with only one or two people attending. He also said the ridership notes are in the meeting packets.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said there was a meeting today which he did not attend but the minutes will be forthcoming.

Bylaws Committee- Mr. Art Bobbouine, Chairperson

Mr. Bobbouine said they have finished and the bylaws were approved; also they are waiting on strategic planning and may change something later on.

Health and Pension Committee- Ms. Lynette Villano, Chairperson

Ms. Villano said we did not have a summer pension meeting. She also said that One Source is attempting to obtain quotes from several carriers. She stated that we are running approximately \$30,000 ahead of the full health insurance quote this year.

Operations Committee- Mr. Gary Polakoski, Chairperson

Mr. Polakoski asked Mr. Gavlick to explain the meeting next Thursday. Mr. Gavlick said that next Thursday at 10:00 a.m. we are going to have an open session with the public, VIPs and politicians so they can come and see the new CNG buses. He added that we will do an inaugural run over to the intermodal and give everyone an opportunity to ride the bus and see some of the features before they go on the road the following week.

Personnel Committee- Patrick Conway, Chairperson

Mr. Conway presented the following motions:

Motion to hire Joseph Thomas PT FR bus operator, effective 9/5/18, at contract rate.

Motion to hire Giorgio Tribastone PT FR bus operator, effective 9/5/18, at contract rate.

Motion to hire James Helveston PT CSR, effective 8/30/18, at \$12 per hour.

Motion to hire April May PT SR dispatcher, effective 8/30/18, at \$12 per hour.

Motion to acknowledge the separation of employees #9171, 0964 and #GM.

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

Atty. Blazosek suggested it would be appropriate to consider a change in the hiring procedure to allow the administrative staff to make recommendations to hire van drivers, pending all clearances before

starting, but to give the personnel director and executive director the latitude to do that and make it part of our personnel procedure.

Mr. Sciandra confirmed that the responsibility of making sure the clearances come through would be with our HR Director. Mr. Sciandra further stated that they would be hired at a meeting contingent that they pass all clearances before start date and would not be paid while that was happening.

A motion was made by Mr. Bobbouine and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Mr. Bobbouine added the following motions for hire, pending clearances:

Motion to hire Stephen Magdalinski PT SR Driver at \$12 per hour.

Motion to hire Kitisha Davis PT SR Driver at \$12 per hour.

Motion to hire Henry Higdon PT SR Driver at \$12 per hour.

Motion to hire Susan Farrell PT SR Driver at \$12 per hour.

Motion to hire Patrick Wilgus PT SR Driver at \$12 per hour.

Motion to hire Dorothy Curtis PT FR Bus Operator at contract rate.

A motion was made by Mr. Bobbouine and seconded by Dr. Koch. Motion carried with a roll call vote of the board.

10. Old Business: None

11. New Business: Mr. Gavlick discussed forming a non-profit foundation. He said they met with Charles Barber at the Luzerne Foundation and explained that LCTA is not a 501C3 charitable entity so therefore people can't take deductions.

Mr. Gavlick stated that we have a lot of non-profit groups and social service groups in the area that are looking for free and discounted passes. Mr. Barber said we could set up the organization through the Luzerne Foundation and they would handle everything.

Mr. Gavlick added that LCTA would come up with the name, create a committee and complete an application process. He also said LCTA would stop giving out all passes and discounts and start funneling them through the foundation process. He noted it would be a transportation fund not only restricted to bus passes.

The name Mr. Gavlick proposed is the Miles Ahead Foundation which would have a seven member committee; three of our staff, one from the board and three outside people.

There is a one page application form that John would send to Charles and it will be brought back to the board in October to approve. He added that the committee would come up with fundraising events throughout the year.

Mr. Gavlick commented that The Luzerne Foundation does not have a charge but most work out an agreement and take 1-2% of the monies collected as a fee for handling all the accounting and tax filing. Mr. Sciandra asked if companies will be able to donate to it. Mr. Gavlick confirmed they could and that 98-99% will go right back to be used for transportation. He said it can also be used for ride sharing, taxis or a Martz bus and felt it would be a win all the way around. Mr. Sciandra said it was a great idea as did Mr. Conway and Ms. Villano.

Ms. Villano asked who would set the committee up and how we are recruiting the people from outside. Mr. Sciandra felt we should have our marketing person on it. Mr. Gavlick said he, Lorri and John would sit on the committee.

Mr. Gavlick explained it would be promoted everywhere we go, included on the website and we would send letters to agencies.

Mr. Sciandra and Ms. Villano said they liked the concept but were not crazy about the name.

Mr. Gavlick said that we are open to ideas.

12. Remarks: None

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board