

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 25, 2018

PRESENT:

CHARLES SCIANDRA, 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  
ATTORNEY MATTHEW CARMODY

ABSENT:

ARTHUR BOBBOUINE, VICE-CHAIRMAN

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:

KEVIN, MCGEE, UNION PRESIDENT, BUS OPERATOR  
DAWN HOWELL, BUS OPERATOR  
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. Conway, Mr. Gilhooley, Dr. Halsor, Dr. Kepner, Dr. Koch, Mr. Polakoski, Ms. Villano and Mr. Sciandra. Mr. Bobbouine was absent.

**3. Public Comment:** Kevin McGee, Union President and Bus Operator, inquired if the letter from the Union was received by the board. Atty. Blazosek confirmed that a letter was received and said it was referred to the proper party for further review.

Atty. Carmody questioned whether or not the letter he was referring to was dated March, 2018. Mr. Jason said they sent the same letter that was given to board previously.

Atty. Carmody said they should expect a letter from either him or the board in the very near future. Mr. McGee said it was unacceptable adding they presented it last October and then again in March. He asked for a vote on the matter today.

Mr. Sciandra explained that it was agreed on to table the decision and they would receive a response from the solicitor within the next week or so.

Mr. Jason said they were told in June that they would be receiving a response letter from the solicitor.

Mr. Sciandra said there would not be a vote today and they will get a response from our solicitor.

Mr. McGee said it was a joke and they don't have the guts to answer.

#### **4. Approval of Minutes: August 28<sup>th</sup> meeting**

Chairman, Mr. Sciandra, asked for approval of the board minutes from the August 28<sup>th</sup>, 2018 meeting.

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 they were updated on the strategic plan and it will be discussed at the next meeting in October.

#### **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. He said the board discussed some personnel and land matters. He added that no decisions were made and any actions taken will be done during the regular meeting today or at subsequent meetings of the board.

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

Mr. Gavlick referred to his written report included in the board packets.

#### **Action Items:**

Motion to approve the ATU shift differential of \$1 per hour, per contract stipulations for night service.

Dr. Kepner asked if the shift differential was fully budgeted. Mr. Alu said it was budgeted for the drivers though maintenance would be a cost of approximately \$12,000. A motion was made by Dr. Kepner and seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to approve setting up a nonprofit foundation with the Luzerne Foundation. A motion was made by Ms. Villano and seconded by Mr. Gilhooley. Motion carried with a roll call vote of the board.

Motion to approve a budget transfer. A motion was made by Dr. Halsor and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Motion to approve engine rebuild contract with MARS Diesel Inc. in the amount of \$30,375.87. Mr. Alu added that 80% of the cost is reimbursed by the FTA. A motion was made by Mr. Gilhooley and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to approve FFY 18/19 FTA TAM (Transit Asset Management) Data Set/Annual State of Good Repair Goals. A motion was made by Dr. Koch and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Motion to approve TAM (Transit Asset Management) plan data sharing between LCTA & the Lackawanna/ Luzerne MPO. A motion was made by Dr. Halsor and seconded by Mr. Gilhooley. Motion carried with a roll call vote of the board.

Motion to approve Provision of Transportation agreement between LCTA & Daniel J. Flood Preservation LP. A motion was made by Dr. Kepner and seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to approve Medical Assistance Transportation Agreement (MATP) between LCTA and Luzerne County. A motion was made by Ms. Villano and seconded by Mr. Gilhooley. Motion carried with a roll call vote of the board.

## **9. Board Committee Reports**

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

Dr. Halsor said the monthly ridership data is in the meeting packet and it also includes the minutes from the September 18<sup>th</sup> ridership meeting that was held at the Pittston Adult Center. He added that another meeting was held on September 18<sup>th</sup> with two cabinet members of Wilkes University, Lorri Vandermark and John Alu.

Ms. Vandermark said they met with two vice presidents of Wilkes University and talked about providing passes to the entire Wilkes Community. She said they were given ideas, offered several options and questions were answered. Ms. Vandermark stated that Wilkes is going to get back to us for another meeting. She said they acknowledged that Wilkes would like more communication and participation from LCTA; they were also interested in a pass program possibly starting with staff. Ms. Vandermark mentioned that they have had meetings with Kings as well. Lastly, she said that there have been increased pass sales at LCCC by offering them a new program.

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

Dr. Koch said they would be meeting in the next couple weeks.

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

Mr. Bobbouine was absent from the meeting.

### **Health and Pension Committee- Ms. Lynette Villano, Chairperson**

Ms. Villano mentioned obtaining health insurance information from our broker. Mr. Gavlick said that we could keep Ms. Villano up to date on that progress.

### **Operations Committee- Mr. Gary Polakoski, Chairperson**

Mr. Polakoski said that night service started yesterday, September 24<sup>th</sup> and hoped to have a report on ridership next meeting.

**Personnel Committee- Patrick Conway, Chairperson**

Mr. Conway presented the following motions:

Motion to promote Lillian Ekas from PT Bus Operator to Full-time Bus Operator, effective 9/24/18, at contract rate.

Motion to promote Slobodan Bobby Nikolic from PT Bus Operator to Full-time Bus Operator, effective 9/24/18, at contract rate.

Motion to promote Jeffrey Lewis from PT Bus Operator to Full-time Bus Operator, effective 9/24/18, at contract rate.

Motion to promote Brenda Scott from PT Bus Operator to Full-time Bus Operator, effective 9/24/18, at contract rate.

Motion to hire Carol Ransome PT Van Driver, effective 9/27/18, at \$12.00 per hour.

Motion to acknowledge the separation of employees # 9133 and VM.

Motion to accept/approve Pre-Employment Screenings:

Motion to hire Laurie Nowakowski PT SR Driver at \$12.00 per hour.

Motion to hire Kevin Kocher PT SR Driver at \$12.00 per hour.

Motion to hire Patrick Merrick PT SR Driver at \$12.00 per hour.

Motion to hire Kenneth Carpenter PT SR Van Driver at \$12.00 per hour.

Motion to hire Mia Butler PT FR Dispatcher at \$12.00 per hour.

Motion to hire Jennifer Zbierski PT Van Cleaner at \$12.00 per hour.

All of the previous motions made by Mr. Conway were seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

**10. Old Business:** None

**11. New Business:** None

**12. Remarks:** Dr. Kepner said one of the reasons she wanted to be on the board is because she wanted to see night service. She thanked everyone that was involved with putting together night service. Dr. Kepner added that she heard it is not exactly perfect but it was still a start.

Mr. Sciandra said he heard raves from the Mericle Park about night service and stated it was very positive. A round of applause followed.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board