

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
JANUARY 23, 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
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:

JIM BROCK, PENNDOT CONSULTANT
ROBERT TURINSKI, RETIRED BOARD MEMBER

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, Dr. Halsor, Dr. Kepner, Dr. Koch, Mr. Polakoski, Mr. Sciandra, Ms. Villano, Mr. Bobbouine and Mr. Gilhooley. No one was absent.

3. Public Comment: There were no comments made.

4. Approval of Minutes: December 12th, December 12th POP and January 10th reorg. meetings:

Chairman, Mr. Sciandra, asked for approval of the board minutes from the December 12th, December 12th POP and the January 10th reorganization meetings. A motion to approve was made by Mr. Bobbouine and seconded by Dr. Koch. Motion carried.

5. Treasurers Report: Dr. Valerie Kepner

Dr. Kepner mentioned the information included in the packets and directed any questions to Mr. Alu. Mr. Sciandra said the auditor will be at the next meeting. He asked for approval of the treasurer's report, pending audit. A motion to approve was made by Ms. Villano and seconded by Dr. Kepner. Motion carried.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra said that he, Mr. Conway and Dr. Kepner met with Mr. Gavlick to go over the results of the 360 evaluation. He said it was an open discussion and that both they and Norm learned things from the 360 they will be working on.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek said the 2018 meeting schedule was announced publically and the proper advertisements have been made. He noted for the record that there was an executive session from 4:38 p.m. until approximately 5:30 p.m. Atty. Blazosek stated that some personnel matters were discussed, there were no final decisions made and that any actions would be done at the public meeting.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick noted that at the request of the board, his report is now written and was included in the packets. He mentioned that Jim Brock started the process for the board training. He stated that it is scheduled for March 24th at 7:30 a.m. in the board room and the training will be 5 or 6 hours. Mr. Gavlick said that we look forward to going through that process and getting a strategic plan. Mr. Gavlick noted the audit approval motion has been taken off the agenda and will be voted on at the February meeting where Mr. Aliciene will be present.

Action Items:

Motion to approve the Vision Benefits of America insurance plan at the existing monthly rate of \$6.55 per single member and \$13.75 per family, effective February 1, 2018 (two-year contract). Mr. Gavlick noted there was no increase in price for the renewal and other quotes received were not competitive. A motion to approve was made by Mr. Bobbouine and seconded by Ms. Villano. Motion carried with a roll call vote.

Motion to approve the Transportation Agreement between LCTA and Luzerne/Wyoming Counties Mental Health and Developmental Services. A motion to approve was made by Mr. Conway and seconded by Mr. Gilhooley. Motion carried with a roll call vote.

Motion to approve the First Addendum to Agreement between LCTA and Luzerne /Wyoming Counties Mental Health and Developmental Services. A motion to approve was made by Dr. Koch and seconded by Dr. Kepner. Motion carried with a roll call vote.

Motion to appoint Lynette Villano to the LCTA Union Pension Board. A motion to approve was made by Mr. Bobbouine and seconded by Dr. Koch. Motion carried with a roll call vote.

Motion to establish a Board Personnel Procedure that until Board action is taken to approve a prospective applicant for employment that no applicant begin training or job duties until after the date of Board approval. A motion to approve was made by Mr. Bobbouine and seconded by Mr. Conway. Motion carried with a roll call vote.

Mr. Bobbouine made a motion to hire an assistant Solicitor to the board at a salary range of \$20-25,000 with the approval of Mr. Alu. Mr. Bobbouine said there are no benefits. Mr. Gavlick asked if the assistant Solicitor will be on the payroll and it was confirmed that he would. Ms. Villano asked if it would be advertised and Mr. Sciandra agreed. Mr. Bobbouine added that all applications will go to the Solicitor for review. The motion was seconded by Mr. Gilhooley. After a roll call vote there were eight "yes" votes, Dr. Kepner voted "no". Motion carried.

Mr. Conway made a motion to advertise for an Executive Director. The motion was seconded by Mr. Bobbouine. Mr. Bobbouine seconded the motion, clarifying that the current executive director is able to apply and he would be given extra points on a national search. After a roll call vote of the board there were four "yes" votes- Mr. Conway, Mr. Polakoski, Mr. Sciandra and Mr. Bobbouine and five "no" votes- Dr. Halsor, Dr. Kepner, Dr. Koch, Ms. Villano and Mr. Gilhooley. The motion did not carry.

Personnel Committee- Patrick Conway, Chairperson

Motion to hire Robert Rinaldi FT FR Utility/Dispatcher, effective 12/30/17, at \$26,000 per year. The motion was seconded by Dr. Kepner. After a roll call vote there were eight "yes" votes, Mr. Bobbouine voted "no". Motion carried.

Motion to hire George Hart PT SR Van Driver, effective 1/9/18, at \$10.00 per hour. The motion was seconded by Ms. Villano. After a roll call vote there were eight "yes" votes, Mr. Bobbouine voted "no". Motion carried.

Motion to hire David Murray FT FR Service Position, effective 1/9/18, at contract rate. The motion was seconded by Dr. Kepner. After a roll call vote there were eight "yes" votes, Mr. Bobbouine voted "no". Motion carried.

Motion to hire Michaelene Gringo PT FR CSR, effective 1/11/18, at \$12 per hour. The motion was seconded by Dr. Kepner. After a roll call vote there were eight "yes" votes, Mr. Bobbouine voted "no". Motion carried.

10. Old Business: No old business was discussed.

11. New Business: Dr. Kepner asked if the wash bay was working. Mr. Coviello said it went down on Friday and was repaired yesterday morning.

Dr. Kepner also mentioned that the boards at the intermodal were not working. Mr. Gavlick said that the project has been funded and set up with Strategic Mapping and the last time he spoke with Mr. Roselle we were waiting for the new modems. He said he would check on the status.

She then asked if there would be an RFP process for the audit in 2018. Mr. Alu said the current auditor has two one-year renewals and we just finished our second year.

She said she is in favor of a RFP process and knows it takes a period of time. Mr. Alu said there was one finding which is the same every year.

Dr. Kepner said she would like to see an auditing firm with experience in transportation conducting the audit to get a different opinion.

Mr. Sciandra said Mr. Aliciene would be here next meeting to present the audit and if the board feels there should be an RFP put out then that is the direction we will go.

Mr. Alu added that if we choose to do that, February would have to be the meeting so we are locked in for July.

12. Remarks: None

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board