

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
FEBRUARY 27, 2018

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
ARTHUR BOBBUINE, 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 (Work Session)

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT: NONE

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:

JOE ALICIENE, AUDITOR
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. Conway, Dr. Halsor, Dr. Kepner, Mr. Polakoski, Mr. Sciandra, Ms. Villano, Mr. Bobbouine and Mr. Gilhooley. Dr. Koch was absent for the public meeting.

3. Public Comment: There were no comments made.

4. Approval of Minutes: January 23rd meeting

Chairman, Mr. Sciandra, asked for approval of the board minutes from the January 23rd, 2018 meeting. A motion to approve was made by Mr. Bobbouine and seconded by Dr. Halsor. Motion carried.

5. Treasurers Report: Dr. Valerie Kepner

Dr. Kepner asked if there were any questions and thanked Mr. Alu for the summary included with the report. Mr. Sciandra asked for approval of 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 reminded the board about the upcoming training on Saturday, March 24th at 7:30 a.m.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:25 p.m. until approximately 5:35 p.m. Atty. Blazosek stated that some personnel matters were covered and the board was given an update on litigation involving the PLRB (PA Labor Relations Board). He affirmed for the record his recommendation that the matter not be appealed. Atty. Blazosek stated that Mr. Gavlick has taken the appropriate steps to carry out the decision of the Labor Board.

Mr. Bobbouine made a motion based on the solicitor's report to recommend not filing the appeal.

Ms. Villano seconded the motion. Motion carried with a roll call vote of the board.

8. Executive Directors Report: Executive Director Norm Gavlick

Action Items:

Motion to approve a "First 30 Days Free" promotion for night service. Mr. Gavlick explained this would be from the date of commencement which would be at some point in April. A motion to approve was made by Mr. Bobbouine and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Mr. Bobbouine thanked the LCTA staff for working very diligently on the night service adding that they did a great job. Mr. Sciandra said it would be a boost for the industrial zones and night shift. Mr. Gavlick said the staff has put in many long hours and has worked on it for a long time adding that it is very detailed work.

Motion to approve fee accounting contract with Snyder & Clemente for fiscal year ending June 30, 2018 at a cost not to exceed \$20,000. A motion to approve was made by Mr. Gilhooley and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Motion to approve Provision of Transportation Agreement between LCTA and Luzerne County Children and Youth for the period 1/1/2018 to 6/30/18. A motion to approve was made by Ms. Villano and seconded by Mr. Conway. Motion carried.

Motion to approve Provision of Transportation Agreement between LCTA and Northeast Sight Services for the period 3/1/18 to 12/31/18. A motion to approve was made by Dr. Halsor and seconded by Mr. Gilhooley. Motion carried.

Motion to approve Third Party Sponsor Agreement between LCTA and Northeast Sight Services (formerly the Association for the Blind) for the period 1/1/18 to 12/31/18. A motion to approve was made by Dr. Kepner and seconded by Mr. Bobbouine. Motion carried.

Motion to accept revised Appendix A to service Agreement between LCTA and Luzerne/Wyoming Counties MH/DS for period 1/1/18 to 6/30/18 and 7/1/18 to 12/31/18. A motion to approve was made by Ms. Villano and seconded by Mr. Gilhooley. Motion carried.

Motion to accept FY 16/17 Single Audit. A motion to approve was made by Mr. Bobbouine and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to approve a five year fixed rate contract to Bridgestone Americas of Nashville, TN for bus tire leasing and services with a total five year cost of \$221,862.83 effective March 1, 2018. A motion to approve was made by Dr. Halsor and seconded by Mr. Gilhooley. Motion carried with a roll call vote of the board.

Motion to award a PA Dept. Of Labor & Industry Right to Know Act compliance services contract to Coccardi and Associates in the amount of \$2,500.00. A motion to approve was made by Dr. Kepner and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

9. Board Committee Reports

Public Transit Ridership Forum – Dr. Halsor, Chairperson

Dr. Halsor explained that the ridership documents are in the meeting packets. He stated that the ridership group is currently reviewing the monthly meetings as they have been poorly attended. He said they are looking at being more targeted in the meeting audience and have looked at several categories such as general riders, seniors, millennials /students and industrial park workers. He added they would set up a schedule for 2018 where the venues would be at senior centers, college campuses and industrial parks. He thanked Lorri and Frank who are helping to move this along and said they are looking forward to seeing more riders at the meetings. Mr. Gavlick noted it would also tie into the surveys.

Safety Committee- Dr. John Koch, Chairperson

Mr. Sciandra said that Dr. Koch had to leave but the notes were on line.

Bylaws Committee- Mr. Art Bobbouine, Chairperson

Mr. Bobbouine said there was nothing to report at this time but asked Dr. Kepner and Ms. Villano to give him some evening date suggestions between now and the next meeting.

Strategic Planning Committee- Mr. Charles Sciandra, Chairperson

Mr. Sciandra noted it was contingent on the training reminding members of the training date.

Health and Pension Committee- Ms. Lynette Villano, Chairperson

Ms. Villano did not have anything to report at this time.

Operations Committee- Mr. Gary Polakoski, Chairperson

Mr. Polakoski did not have anything to report but asked to review some of the large repairs in the shop. He questioned that if we are rebuilding engines and transmissions if it wouldn't be more cost effective to buy an engine from a company. He said that while at PennDOT the engines came from Harrisburg and they just put it in the vehicle. He noted that it is hard to track a mechanic and man hours. He stated he would like to look at the cost effectiveness of doing it in house versus buying an engine somewhere. Mr. Coviello commented that they had done some checking on it and he could get him some numbers for the next meeting. Mr. Polakoski stated there are no guarantees or warranties on the work. Mr. Coviello said that other transit authorities bring in Cummins but it is very costly from \$20,000-\$30,000.

Personnel Committee- Patrick Conway, Chairperson

Mr. Conway made a motion to recognize the separation of Justin Davis, effective February 6th, 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. Conway. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board