

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
MARCH 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

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT: NONE

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
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 JOYCE, JOYCE INSURANCE
KEVIN MCGEE, BUS OPERATOR, UNION PRESIDENT
PAUL JASON, BUS OPERATOR
DORIS SHAW, BUS OPERATOR
BILL WRIGHT, 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, Dr. Koch, Mr. Polakoski, Mr. Sciandra, Ms. Villano, Mr. Bobbouine and Mr. Gilhooley.

3. Public Comment: None

4. Approval of Minutes: February 27th meeting

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

5. Treasurers Report: Dr. Valerie Kepner

Dr. Kepner asked if there were any questions. She requested a motion to accept the treasurer's report, pending audit. The motion was seconded by Mr. Gilhooley. Motion carried with a roll call vote of the board.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra mentioned the board training was held on Saturday, March 24th adding he thought Jim Brock did an excellent job. He said he is looking forward to strategic planning.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:20 p.m. until approximately 5:20 p.m. Atty. Blazosek stated that some personnel matters were covered and no decisions were made. He said that he and Mr. Gavlick updated the board on some pending matters which involve land acquisition and other issues. Atty. Blazosek said there is some interest in the position of Assistant Solicitor and he made note to the board the applicants he received. He explained he would be reviewing that information and providing a summary to the board for further review.

8. Executive Directors Report: Executive Director Norm Gavlick

Action Items:

Motion to approve the Workers Compensation Insurance renewal with the Housing & Redevelopment Insurance Exchange at the premium of \$351,947.00, effective April 1, 2018. 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 approve the Excess Flood Insurance renewal policy with Lloyd's of London, effective 5/11/2017 at \$17,040.00. A motion to approve was made by Dr. Kepner and seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

Motion to approve the Guardian insurance package including dental/STD/LTD/Life, effective May 1, 2018. (Rate schedule included in board packet). A motion to approve was made by Dr. Koch 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 explained that the ridership documents are in the meeting packets. He said they had the ridership forum meeting on March 20th at LCCC, though he was unable to attend. Mr. Gavlick said there were about 12-15 people, one of our best turnouts, and they passed out surveys. He stated that they had a discussion with the students regarding starting up a student advisory board.

He added that we received good feedback and they were happy about night service. He said they offered a one-day bus pass to those who came to the meeting and participated in the surveys. He hoped the participation would continue.

Mr. Sciandra asked what our policies and procedures are on active shooters, for example, if someone takes over one of our buses. He inquired whether or not our bus drivers would know what to do. Mr. Gavlick said we have emergency procedures and they recently discussed it internally. He mentioned that COLTS recently went through training

Mr. McGee said that COLTS had the training about a year ago where TSA and Homeland Security went in and planted stuff on buses. Mr. Gavlick said he would be getting information on that. Mr. Sciandra said we need to get that on an agenda.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said there was a safety committee meeting today and the minutes have been passed out.

Bylaws Committee- Mr. Art Bobbouine, Chairperson

Mr. Bobbouine said there was nothing to report but hoped that maybe on April 10th or 17th the three of them could get together.

Strategic Planning Committee- Mr. Charles Sciandra, Chairperson

Mr. Sciandra noted they did get the board training and asked what the next step was. Mr. Gavlick said he would put a request in to Anthony Stever that the board would like Jim Brock to come in and do the next step. Mr. Sciandra confirmed that Saturday mornings were good for everyone. Mr. Gavlick added he would get back to them on the time line.

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 said we would be starting night service at the end of April.

Personnel Committee- Patrick Conway, Chairperson

Mr. Conway presented the following motions:

Motion to hire Martin Dartoe FT FR Service/Cleaner eff. 3/28/2018 at contract rate.

Motion to hire Joseph Hodle PT SR van driver eff. 3/28/18 at \$10hr.

Motion to hire David Garrity PT SR van driver eff. 3/28/18 at \$10hr.

Promote David Babetski from PT FR Bus Operator to FT Bus Operator eff. 4/9/18 at contract rate.

Promote Kelly Bonds from PT FR Bus Operator to FT Bus Operator eff. 4/9/18 at contract rate.

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

10. Old Business: No old business was discussed.

11. New Business: None

12. Remarks: Mr. Sciandra said they discussed the letter they received from Union Member, Paul Jason in executive session. He added that the board would like the next 30 days to evaluate more of their options and they will prepare to make a final decision at the next meeting.

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