

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
JANUARY 22, 2019

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
JOSEPH PADAVAN, TREASURER
VALERIE KEPNER, PH.D, ASST. TREAS./ASST. SECRETARY
LYNETTE VILLANO, SECRETARY (via phone)
PATRICK CONWAY, MEMBER
SID HALSOR, PH.D, MEMBER
GARY POLAKOSKI, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR
ATTORNEY MATTHEW CARMODY

ABSENT:

MICHAEL GILHOOLEY, VICE-CHAIRMAN
SEAN ROBBINS, MEMBER

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
JOHN ALU, DIRECTOR OF FINANCE
VINCE COVIELLO, DIRECTOR TRANSIT MAINTENANCE
LOUIS URITZ, PROCUREMENT MANAGER
ROBERT LAUER, ASSISTANT OPERATIONS MANAGER
JANINE HENNIGAN, HR MANAGER
TRACY KLINE, ACCOUNTING ASSISTANT
FRANK KNOREK, COMPLIANCE
LORRI PALOVCHAK, MARKETING

OTHERS:

KEVIN MCGEE, UNION PRESIDENT, BUS OPERATOR
PAUL JASON, BUS OPERATOR
JOSEPH ALICIENE, AUDITOR

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. Padavan, Mr. Polakoski, Ms. Villano and Mr. Sciandra.

3. Public Comment: None

4. Approval of Minutes: December 18th 2018 meeting, January 10th 2019 Reorg, January 10th 2019 POP Meeting

Chairman, Mr. Sciandra, asked for approval of the board minutes from the December 18th, 2018 meeting, the January 10th, 2019 Reorganization meeting and the January 10th, 2019 Program of Projects meeting. A motion was made by Ms. Villano and seconded by Mr. Conway. Motion carried.

5. Treasurers Report: Mr. Joseph Padavan

Mr. Padavan explained that the financial reports are in the packets. Mr. Alu added a correction to the financial narrative explaining there was not an accrual for medical assistance in the December financials because it hasn't happened yet. He said it shows Shared Ride is worse than December of last year, however, we are actually about \$30,000 better.

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

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra commented that everyone did a great job during the current weather conditions. Mr. Gavlick agreed.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:26 p.m. until approximately 5:15 p.m. Atty. Blazosek said that the board was updated on personnel matters, there was discussion involving executive staff and the board was apprised of ongoing union negotiations with Amalgamated Union Local #164. He added that there is a union negotiation session scheduled tonight and most likely a second session tomorrow. Atty. Blazosek said no decisions were made and any actions taken would be at a later time.

8. Executive Directors Report: Executive Director Norm Gavlick

Action Items:

Motion to accept the annual audit as presented by Joseph Aliciene. A motion to approve was made by Ms. Villano and seconded by Mr. Conway. Motion carried with a roll call vote of the board.

Motion to approve a provision of transportation agreement between the Luzerne County Transportation Authority and The Village at Greenbriar. A motion to approve was made by Mr. Conway and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

9. Board Committee Reports

Public Transit Ridership Forum – Dr. Halsor, Chairperson

Dr. Halsor mentioned the ridership data in the packets and asked about the Facebook forum meeting. Mrs. Palovchak said this was the second meeting on Facebook. She added that the subject discussed was communicating with LCTA. She stated that there were about 12 live people and we also had approximately 200 interactions and comments.

Dr. Halsor asked when the next meeting would be. Mrs. Palovchak mentioned a possible spring open house meeting.

Dr. Kepner suggested a possible topic might be educating bus riders on pick up procedures. She explained that a driver cannot pick up a rider that is not at the bus stop or they will be fired. Dr. Kepner added that riders who have just missed the bus will run up and knock on the door. She also mentioned the folding up of strollers, which is a federal law, and talking to the spotters who back the buses out. Mr. Lauer, Operations Supervisor, said that every time he is at the intermodal people just walk out. He suggested that the city make some sort of a fence way or walk way. Mr. Conway suggested giving the spotters whistles to get riders attention.

Safety Committee- Atty. Sean Robbins, Chairperson

Atty. Robbins was absent from the meeting.

Strategic Planning Committee- Mr. Charles Sciandra, Chairperson

Mr. Sciandra confirmed that we would meet sometime next month.

Health and Pension Committee- Mr. Joseph Padavan, Chairperson

No report at this time.

Operations Committee- Mr. Gary Polakoski, Chairperson

Mr. Polakoski asked for a report on the night service in March. Mr. Gavlick said that information is included in the board packets and it is doing very well.

Personnel Committee- Patrick Conway, Chairperson

Mr. Conway presented the following motions:

Motion to promote Daniel Kopinski PT SR van driver to FT SR van driver, effective 1/14/19, at contract rate.

Motion to promote George Hart PT ST van driver to FT SR van driver, effective 1/14/19, at contract rate.

Motion to hire Charles Menziff PT Van Cleaner pending pre-employment clearances at contract rate.

Motion to hire Richard Luckwaldt PT SR Dispatcher pending pre-employment clearances at \$12.00 per hour.

The above motions were made by Mr. Padavan and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

A discussion was held regarding the promotion of part-time drivers to full-time before it has been approved by the board. Atty. Blazosek suggested that the board vote on the promotions before they happen with the effective date being the date of the board meeting.

Motion to acknowledge the separation of employees # 9208 and #HJ

The motion was made by Mr. Conway and seconded by Mr. Polakoski. Motion carried with a roll call vote of the board.

10. Old Business: Dr. Kepner asked about the status of the student committee. Mrs. Palovchak explained that the students have been out on break but she will be contacting them next week.

11. New Business: Dr. Kepner inquired about the auditor RFP. Mr. Gavlick said that it has been advertised in the newspaper.

Mr. Conway made a motion to advertise for an Executive Director with the understanding that Norm be allowed to apply. The motion was seconded by Mr. Polakoski. After a roll call vote, Mr. Conway, Dr. Kepner, Mr. Polakoski, Ms. Villano and Mr. Sciandra voted yes. Dr. Halsor and Mr. Padavan voted no. Motion passed.

Mr. Sciandra said we would have to come up with a committee to advertise and decide on the criteria. Dr. Kepner volunteered to be on the committee.

Atty. Blazosek confirmed that Mr. Gavlick will continue to serve as executive director.

12. Remarks: None

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board