

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
APRIL 28, 2015

PRESENT:

ANTHONY BALDO, VICE-CHAIRMAN  
ARTHUR BOBBOUINE, TREASURER  
ATTORNEY SEAN ROBBINS, ASST. TREASURER  
PATRICK CONWAY, SECRETARY  
DR. JOHN KOCH, ASST. SECRETARY  
DR VALERIE KEPNER, MEMBER  
LYNETTE VILLANO, MEMBER  
CHARLES SCIANDRA, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, INTERIM EXECUTIVE DIRECTOR  
HUMAN RESOURCES DIRECTOR  
LEE HORTON, DIRECTOR OF OPERATIONS  
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.  
LOUIS URITZ, PROCUREMENT MANAGER  
JOHN ALU, DIRECTOR OF FINANCE  
VINCE COVIELLO, MAINTENANCE SUPERVISOR  
TRACY KLINE, ACCOUNTING ASSISTANT  
FRANK KNOREK, COMPLIANCE ANALYST  
JUSTIN DAVIS, SAFETY TRAINING MANAGER

OTHERS:

LINDA SLATER  
KATHLEEN BEDNAREK  
STEVE MOCARSKY, TIMES LEADER

**1. Pledge of Allegiance:** Board Vice-Chairman, Mr. Baldo, 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. Baldo, Mr. Conway, Dr. Kepner, Dr. Koch, Mr. Bobbouine, Attorney Robbins, Ms. Villano and Mr. Sciandra. There were eight board members present and one absent.

**3. Public Comment:** Mr. Baldo then invited comments from anyone in the audience. Linda Slater, PTAC, spoke to the board about safety and the information available to them. She then questioned if the agenda was available in Spanish. Mr. Gavlick and Atty. Blazosek said that we could provide it in any language if requested. She then passed out informational material to the board members regarding ADA laws. She expressed her concerns regarding the van service saying she was scheduled to be dropped off at the wrong place and it has happened in the past. Atty. Blazosek said that no one on the board wants this to happen and we would check into past issues. He added that if we are not fulfilling our duty under

ADA, to let us know and we can correct it. She also discussed the complaint form and said the PTAC members have not been called back regarding complaints they have.

Mr. Baldo said we would look into it and give Norm and his team a chance to address the concerns. She said she submitted a complaint regarding discrimination and that it had to be addressed. Atty. Blazosek established it was left earlier today. Mr. Gavlick noted it was given to Joe Roselle and it would be addressed. Ms. Slater said that there should be instructions for all programs at Shared Ride including a format for the blind, something that is audio. She urged the board members to read the information to understand the rights.

Mr. Baldo said we will look into the issues she brought up. Ms. Slater said Mr. Roselle has been working with her and the board was corrected at the intermodal, thanking him.

Dr. Kepner said this is the first time they are receiving the customer complaint log in the board packets, and asked about the dates. Mr. Roselle said they used the date of the incident or the first of the month if a date was not available. He also said we would take a look at things and fix whatever we could.

Dr. Kepner then read a letter from PTAC member, Robert Grabowski, asking for night time and extended Saturday service. Mr. Grabowski expressed in the letter that the extended service would benefit everyone and would be beneficial to the city and its merchants. He also expressed a need for Sunday service.

#### **4. Approval of Minutes: February 24th Meeting**

Vice-Chairman, Mr. Baldo, asked for approval and if anyone had comments or changes to the minutes from the March 24th, 2015 meeting. With no comments or questions, a motion to approve was made by Mr. Bobbouine and seconded by Mr. Conway. Motion carried.

#### **5. Treasurers Report: Mr. Art Bobbouine**

Mr. Bobbouine said that everyone received a copy of the treasurer's report in their packet. With no questions or comments, a motion was made by Ms. Villano and seconded by Mr. Conway. Motion carried.

#### **6. Chairman's Report: Mr. Anthony Baldo**

Vice-Chairman, Mr. Baldo, said this is his first meeting sitting as chairman as Mr. Chepalonis' term has expired. He thanked Mr. Chepalonis for his service and said he will certainly be missed. He then welcomed Mr. Sciandra as a new board member.

#### **7. Solicitor's Report: Attorney Joseph Blazosek**

Atty. Blazosek noted for the record that there was an executive/personnel session from 3:30 p.m. until about 4:30 p.m. During the session the board was updated on matters in litigation and also discussed personnel matters that will be brought up later in the meeting. Atty. Blazosek added that Mr. Chepalonis provided leadership during a critical time at the Authority and wished him well, thanking him for his service. He said that because of his separation from the board, it is necessary at the next board meeting to conduct an election to fill the vacancy. He proposed that the May meeting be used for that purpose with the board members in agreement. He added that until then, Mr. Baldo will serve as chairman.

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

Mr. Gavlick welcomed new board member, Mr. Charles Sciandra. He then echoed what was said about Mr. Chepalonis. Mr. Gavlick said we will miss his experience and back ground, also that he was a great

mentor and leader. Next he mentioned Justin Davis and his completion of the Train the Trainer program adding that he is doing a great job with our safety and training programs.

### **INFORMATIONAL ITEMS:**

Mr. Gavlick said there are some new numbers and metrics that will be presented to the board every month, coming out of our Act 44 review, which is what Penn DOT uses to evaluate us. He said there are similar numbers we are working on for the Shared Ride which are also used and pointed out by Penn DOT in our evaluations and reviews.

Regarding CNG, Mr. Gavlick said we are still waiting on Penn DOT to make a decision and he is working on getting us moved up from a third tier to a second tier level organization. He added we could potentially have a CNG retail filling station on our lot. A long range plan would have all buses running on CNG. He said we would get revenue back from the station, noting that Penn DOT can buy gas at a lower rate. He said that we are optimistic and will keep the board updated.

Mr. Gavlick said there was a meeting on April 14, 2015 at the airport, set by Penn DOT, regarding consolidation. It was realized that the consolidation study was a study of the entities and not the potential services and feasibility of service. He said the consolidation study has been tabled until next year adding that a Public Transportation Feasibility Study is preferred.

There are eight new vans ordered for Shared Ride that will be CNG ready. He said we are looking at freshening up our image working on changing the logo and possibly colors. He provided examples saying there has been no final decision on the graphics or colors. Mr. Gavlick said we are putting Marketing back into the budget for July 1<sup>st</sup> and we are looking at freshening up logos and colors, and possibly hiring a part-time marketing person.

Mr. Gavlick said we are looking at freshening up the Drivers uniforms and there are three companies bringing samples in and we will be getting feedback from the drivers.

Mr. Gavlick referred to the starting of Center Point bus route adding that we can't do everything at one time. He said we are doing as much as we can and as ridership picks up we will make the decision to make it a full time run. Mr. Gavlick said that on the Shared Ride side, we are in the process of expanding Saturday service, and is looking to have a full-time, six day schedule.

## **9. Department Supervisor Reports:**

### **A. Operations Director, Mr. Lee Horton**

Mr. Horton referred to the information that Mr. Gavlick spoke of and said we are looking at more part-time drivers at both Shared Ride and Fixed Route. He said we are also working on training.

### **B. Maintenance Supervisor, Mr. Vince Coviello for Mr. Fred Brown**

Mr. Coviello said that we have three mechanics on site that are AC certified. He added that the preventative maintenance is up to date and that one-third of the fixed route fleet is ready for summer with the air conditioning units.

### **C. Director Administrative Services/IT, Mr. Joe Roselle**

Mr. Roselle reported that ridership was down during the winter months. He said new Fixed Route performance standards were introduced from the performance analysis that Penn DOT did previously.

He said he would like to eventually start looking at the numbers per route as opposed to just ridership numbers. He said the complaint log is a list of everything from July of 2014. He said they do review them and look at videos. He added that not every complaint is valid but there are valid complaints noting we could always do better. He said we lost two part-time customer service people at the intermodal but have hired replacements. He added that we are fully compliant in terms of Act 44.

Dr. Kepner asked if calling everyone will be part of the complaint procedure. Mr. Roselle said we cannot give out driver's names or what the reprimands are but we do handle them. He has called people to rectify situations and gain more information. He said he met with Linda Slater at 2 p.m. and wants to look at all of the concerns making sure we are compliant, adding that she is a valuable resource.

Dr. Kepner asked if there was any way to let people know that they may not get a response. Mr. Roselle said if there is a major concern with a complaint that we've seen, they talk to the drivers and look at video. Linda Slater said she reported an incident with Shared Ride and was told it would not happen again but it did. Mr. Baldo said we would have a follow up discussion regarding the complaints.

Mr. Gavlick said he and the staff have been working on it internally, adding that he also receives calls and replies to them. Linda Slater said that the drivers say they have not been trained on ADA laws. She suggested that they sign a paper after they receive training. Mr. Gavlick said we do that training and have the documents in our personnel files and they do sign off on it. He said we will be doing more training with the Shared Ride drivers.

#### **D. Compliance, Mr. Frank Knorek**

Mr. Knorek said we have received notice that our EEO policy is due for renewal in late July and that Joe Roselle is our EEO officer. We started a 90 day trial with Cintas for document shredding and are working on a records retention policy. Mr. Knorek asked if anyone has taken any Penn Train courses for this quarter. He said we added a terms and conditions section to our website and have posted a recording disclaimer so people know that they may be recorded. Atty. Robbins asked if we have an existing record retention policy and Mr. Knorek confirmed that we do. Mr. Gavlick said the GPS and putting cameras in the vans will help with complaints.

#### **E. Finance, Mr. John Alu**

Mr. Alu pointed out that fixed route is better than budget by \$148,000. He said we rebounded from January, where we dipped into the reserve but were able to put it back in February. Shared Ride has a \$325,000 loss year to date, which is \$20,000 better than budget. He said we have been holding expenses down and bringing in new contracts at Shared Ride.

### **10. Board Committee Reports**

#### **Operations/Ridership Committee – Dr. Valerie Kepner, Ph.D., Chairperson**

Dr. Kepner said they met last Tuesday and discussed updates to issues from the prior months meeting. Linda Slater shared a document that detailed ADA training regulations. There was also follow up discussion about the difficulty for the visually impaired to find their buses in the intermodal.

Dr. Kepner said the next ridership meeting is scheduled for Tuesday, May 19, 2015, 2 p.m., at the LCCC Wilkes-Barre Center. Mr. Gavlick mentioned possibly moving the ridership meetings around our ridership area so that more people may attend. Dr. Kepner expressed her concerns with moving the meeting and getting the information out to people. She said maybe it could be done every two or three months. Mr. Gavlick said we may want to consider it even if was done quarterly or bi-annually.

**Safety Committee- Mr. Patrick Conway, Chairperson**

Mr. Conway said there was not a committee meeting however there is one scheduled for May 2<sup>nd</sup>, 2015.

**Personnel Committee- Atty. Sean Robbins, Chairperson**

Atty. Robbins put forth the following motions:

Motion to promote William Wright from PT to FT bus driver, effective March 30, 2015 at contract rate. The motion was seconded by Dr. Koch. Motion carried.

Motion to promote Angel Rodriguez from PT to FT bus driver, effective April 13, 2015 at contract rate. The motion was seconded by Mr. Sciandra. Motion carried.

Motion to promote Doris Shaw from PT to FT bus driver, effective April 13, 2015 at contract rate. The motion was seconded by Mr. Conway. Motion carried.

Motion to promote Rahfeeqah Sajaadullah from PT to FT bus driver effective April 27, 2015 at contract rate. The motion was seconded by Ms. Villano. Motion carried.

Motion to hire Tina Montijo as PT Van Driver Shared Ride at \$8.75 hr. effective 3/11/2015. The motion was seconded by Mr. Sciandra. Motion carried.

Motion to hire Dyhesha Reid-Paul as PT customer service at \$12 hr. effective 4/20/2015. The motion was seconded by Mr. Conway. Motion carried.

Motion to hire LaTanya Yarrel as PT customer service at \$12 hr. effective 4/21/2015. The motion was seconded by Ms. Villano. Motion carried.

Motion to hire Kathleen Bednarek as FT Grant Administrator at \$27k per year, effective 5/11/2015. The motion was seconded by Dr. Koch. Motion carried.

Motion to hire Megan Warunek as a PT Van Driver Shared Ride at \$8.75 hr. effective 4/29/15. The motion was seconded by Mr. Sciandra. Motion carried.

**11. Old Business:** There was no old business at this time.

**12. New Business:** Mr. Alu brought up an item he wanted to mention in his department report saying he wanted to thank Tracy Kline for everything she does in the office, adding that she is an essential part of the department.

**13. Remarks:** There were no remarks made.

**14. Adjournment:**

With all business having been completed, a motion to adjourn was made by Mr. Conway and seconded by Mr. Sciandra. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board