

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 25, 2015

PRESENT:

ANTHONY BALDO, BOARD CHAIRMAN
PATRICK CONWAY, SECRETARY
JOHN KOCH, PH.D, ASST. SECRETARY
SID HALSOR, PH.D, MEMBER
VALERIE KEPNER, PH.D, 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
KATHLEEN BEDNAREK, GRANT ADMINISTRATOR

OTHERS:

LINDA SLATER, PTAC MARCILLA KESTER, TIMES LEADER
RICH MCNEIL KEVIN MCGEE
LOU ROMAN

1. Pledge of Allegiance: Board 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. Halsor, Dr. Kepner, Dr. Koch, Ms. Villano and Mr. Sciandra. There were seven board members present and two absent.

3. Public Comment: Mr. Baldo then invited comments from anyone in the audience. Linda Slater said she went to a state advisory council meeting and presented them with the riders guide, pointing out the ADA laws. She asked to verify with our lawyer that everything is correct in our riders guide so she can fight for rights throughout the state. Atty. Blazosek stated that our information is felt to be up to date, though we will be bringing in a consultant to further evaluate the information.

4. Approval of Minutes: July 28th Meeting

Chairman, Mr. Baldo, asked for approval and if anyone had comments or changes to the minutes from the July 28th, 2015 meeting. With no comments or questions, a motion to approve was made by Dr.

Halsor and seconded by Ms. Villano. Motion carried. Dr. Kepner verified that the August 12th, 2015 minutes were also approved by the vote.

5. Treasurers Report: Mr. Art Bobbouine

Mr. Bobbouine was absent from the meeting and Mr. Baldo asked if anyone had any questions or comments regarding the financial statements through the end of June. With no comments or questions, a motion to approve was made by Mr. Sciandra and seconded by Ms. Villano. Motion carried.

6. Chairman's Report: Mr. Anthony Baldo

Mr. Baldo said that on behalf of the board they felt that the Authority is moving in a positive direction. He expressed his appreciation and congratulated the staff on their hard work and efforts as it seems to be paying off.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 3:58 p.m. until about 4:50 p.m. He added that he and Mr. Gavlick spoke to the board regarding personnel matters and that no decisions were made. Also, any actions will be presented later in the meeting.

8. Executive Directors Report: Interim Executive Director Norm Gavlick

Mr. Gavlick stated that representatives from Don Williamson/ASCO Financial updated the board on the Union and Non-Union pension plans regarding the status of the funds and funding ratios. He said the board will decide in the future if they want to add funds to the currently underfunded plans. Mr. Gavlick mentioned he would be attending the County Council meeting later this evening, looking for their support regarding the CNG project and a possible retail filling station. Mr. Gavlick said he is also trying to generate interest from other entities. He said that eight new Shared Ride vans are expected with two already converted to use CNG. He added that we will use a portable filling station and be able to start running the two vehicles using CNG.

Next, he stated a meeting was held with Butch Fratti regarding intermodal upgrades. He said they will be doing some roof and canopy updates and relining pavement for safety issues. He also discussed the possibility of using four spots on Washington Street to alleviate some of the congestion in the intermodal. He said we will put together a letter and Butch will take it to City Council for approval and added that Lee is looking at what routes we would put there.

He referred to the Shared Ride training manuals passed out for the board to review adding that he asked the Shared Ride staff to be finished with the training by this Friday. He was proud to say they got it done, also that the training took three and a half hours to complete.

Mr. Gavlick said the Slocum run finished up last week. He said there was improvement and felt it increased because of the midday run. He added that the Center Point run is showing some significant signs of improvement.

Mr. Gavlick said that we were contacted by Martz asking if we would be interested in sharing the cost of having off-duty police officers for security at the intermodal. It was estimated that the cost to LCTA would be \$20-22,000 per year and noted that the police officers would make people feel more secure. Lastly, he mentioned that he spoke with Andy Mehalshik regarding the security proposal from Martz and gave him the facts.

ACTION ITEMS:

Motion to approve the updated Organization Chart, effective August 25, 2015. A motion to approve was made by Dr. Koch and seconded by Mr. Sciandra. Motion carried.

Motion to approve Provision of Transportation Agreement between LCTA and Child Development Council of NEPA. Mr. Alu explained this was reoccurring and the rate is the same as last year. Mr. Baldo asked how the rate was determined. Mr. Alu said the rate was based on the driver wage, number of children, frequency and time spent. A motion to approve was made by Ms. Villano and seconded by Mr. Conway. Motion carried.

Motion to approve Memorandum of Agreement between Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization and the LCTA 2014-2016. Mr. Alu explained that this is something that occurs every two years with our local MPO. He added that they receive grant money through FTA and the organization flows it back to us, usually about \$12,000 per year. A motion to approve was made by Dr. Kepner and seconded by Dr. Halsor. Motion carried.

9. Department Supervisor Reports:

A. Operations Director, Mr. Lee Horton

Mr. Horton said the trainees are on the road with the drivers. He said he is still working with Lou and the union regarding the uniforms and is also working on union contract negotiations.

B. Maintenance Supervisor, Mr. Vince Coviello

Mr. Coviello explained that vacations left maintenance short but the guys are stepping up. He said that the PM's are where they should be. He added that they lost another mechanic for 6-8 weeks who is out on medical leave. Mr. Gavlick said the union has been working with us out in the garage to keep things moving.

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

Mr. Roselle said that our new customer service line is working and we will have placards for the vans and buses showing the number for complaints. He said the Francis Slocum run was about a 4% increase from last year. He also mentioned that the Center Point run was started at the end of March and has been increasing each month with July at 492 riders. He said the numbers for ridership are also up about 4%. Mr. Roselle said he included the compliance summary for July. He said he included the performance standards for the entire fiscal year and that everything is improving. He reviewed the categories and presented the numbers.

He said Frank did a great job getting the training manual together. He added that Jill Nagy has our information and will have something in September. Mr. Roselle mentioned the transition to One Source and said we will be meeting this week.

Mr. Gavlick discussed the Act 44 metrics and said everything we do here has a direct bearing on our funding. He said the next review will be in 2016.

D. Compliance, Mr. Frank Knorek

Mr. Knorek referred to the 2015 EEO Report required every two years by employers with over 100 employees and got a confirmation it was accepted. He also mentioned the twelve policies the board

approved previously and that we got word back from The Office of Long Term Living we can now provide transportation services and get reimbursed from The Department of Aging.

E. Finance, Mr. John Alu

Mr. Alu said as of the end of June, Fixed Route had to use funds from deferred revenue by about \$30,000. He said we had already budgeted \$280,000 out of deferred revenue after having to payback state funds in the amount of \$155,000. He said Shared Ride was about \$100,000 better than budget and said cutting expenses helped out. Lastly, he noted that the numbers are unaudited.

10. Board Committee Reports

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

Dr. Kepner said they met last Tuesday, August 18th and talked about things from the prior meeting. Dr. Kepner said Ridership Meetings are the 3rd Tuesday of the month, the next is September 15th starting at 2 p.m. and all are welcome to attend. She thanked her committee members who attended and asked if there were any questions.

Safety Committee- Mr. Patrick Conway, Chairperson

Mr. Conway said that the committee met yesterday and said that Rich McNeil recommended that two full-time spotters be hired. He also said that the radios on the fixed route buses are not working and it was recommended changing from analog to digital. Mr. McNeil commented that the spotters may have issues in the winter with ice. Mr. Gavlick said we have 6 part-time spotters and we try to cover as much as we can. He said it is clear that we need spotters there and we need to decide how many. He said we would take into consideration the safety committee recommendations and see what we can do.

Dr. Kepner confirmed that spotters would not be needed on Washington Street. Mr. Conway asked if the study from Reilly and Associates was still available. Mr. Gavlick said he gave it to Butch Fratti. He also mentioned we are looking for grant money to update buses. He discussed the frequencies used for Shared Ride and the repeater system. Mr. Gavlick said we are looking into it and will bring it to the board.

Dr. Kepner asked who attended the Safety meeting and it was noted that the committee varies depending on who is available to attend but normally all factions are represented. Mr. Baldo asked if there were timelines for the items pointed out by the safety committee. Mr. Gavlick and Mr. Uritz said that some had already been addressed.

Personnel Committee- Atty. Sean Robbins, Committee Chairperson

In the absence of Atty. Robbins, Mr. Baldo put forth the following motions:

Motion to hire Elias Ferraira as PT Van Driver Shared Ride, effective 8/5/2015 at \$8.75 hr.

Motion to hire Authur Walton as PT Van Driver Shared Ride, effective 8/5/2015 at \$8.75 hr.

Motion to hire Julio Avila as PT Van Driver Shared Ride, effective 8/5/2015 at \$8.75 hr.

Motion to hire Jeffrey Kairo as PT Van Driver Shared Ride, effective 8/5/2015 at \$8.75 hr.

Motion to hire Charles Dente as PT Van Driver Shared Ride, effective 8/5/2015 at \$8.75 hr.

The motions were seconded by Dr. Kepner. Motions carried.

Motion to hire Christopher Gunshore as PT Van Driver Shared Ride, effective 8/13/2015. The motion was seconded by Ms. Villano. Motion carried.

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

12. New Business: Dr. Kepner inquired about the change to the #14 and #15 Bus. Mr. Gavlick said that they moved the Senior Center in Nanticoke and we got a call from Senator Yudichak asking to move the stop. Dr. Kepner asked if the change was communicated to riders, commenting that she used the eliminated stop for over seven years. It was agreed that we would get the word out next time and give prior notice of the change.

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