

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 16, 2014

PRESENT:

SAL LICATA, CHAIRMAN
DR VALERIE KEPNER, PH.D., VICE-CHAIRMAN
DR SID HALSOR, PH.D., ASST TREASURER
ARTHUR BOBBUINE, MEMBER
DR JOHN KOCH, PH.D., ASST SECRETARY
ROBERT CHEPALONIS, MEMBER
PATRICK CONWAY, MEMBER
ATTORNEY SEAN ROBBINS, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, INTERIM EXECUTIVE DIRECTOR
HUMAN RESOURCES DIRECTOR
FRED BROWN, MAINTENANCE SUPERVISOR
MOHAMMED NAJIB, CONTROLLER
LEE HORTON, DIRECTOR OF OPERATIONS
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
LOUIS URTIZ, PROCUREMENT MANAGER
JOHN ALU, SENIOR FISCAL GRANTS MANAGER
VINCE COVIELLO, MAINTENANCE SUPERVISOR
TRACY KLINE, ACCOUNTING ASSISTANT
FRANK KNOREK, COMPLIANCE ANALYST

MEDIA:

JOE SYLVESTER- TIMES LEADER

OTHERS:

PAUL JASON
KEVIN MCGEE
STAN KARGE
LINDA SLATER

1. Pledge of Allegiance: Board Chairman, Mr. Licata 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. Chepalonis, Mr. Conway, Dr. Halsor, Dr. Kepner, Mr. Bobbouine, Dr. Koch, Attorney Robbins and Mr. Licata. There were eight board members present and one member absent.

3. Public Comment:

Mr. Licata then invited comments from anyone in the audience. Linda Slater expressed concerns about the air quality in the intermodal noting the spotters are wearing masks. She mentioned that there are buses idling and people smoking and the air quality is terrible. She asked that something be done about the idling and to possibly move the smokers.

Mr. Licata said the concerns are legitimate though the intermodal center is under the city's control.

Mr. Chepalonis said the idling law is three minutes and we would look into it; also we should contact the city about the air handlers in the intermodal so they can be serviced.

Ms. Slater said the audio systems and bus route boards at the intermodal are not working.

She then commented on the LCTA website saying there is redundancy and said that you cannot purchase van tickets at the intermodal though it says it on the website. She also said the system map says that you can get senior citizens passes at the intermodal and that is not the case.

Mr. Roselle said he would contact Avail regarding the boards not working.

Paul Jason stated that as of January 1st, 2015 he will no longer be the Union President and Kevin McGee will be taking his place. Mr. Licata thanked Mr. Jason for working with the board. Mr. Jason commented that he will still be involved as financial secretary.

4. Approval of Minutes: November 25, 2014 board minutes:

Chairman, Mr. Licata asked for approval and if anyone had comments or changes to the minutes from the November 25, 2014 meeting. With no comments or questions, a motion to approve was made by Mr. Bobbouine and seconded by Dr. Halsor. Motion carried.

5. Accounts Payable Checks: November, 2014

After review of the Accounts Payable Checks for the month of November, 2014, a motion to approve was made by Dr. Kepner and seconded by Atty. Robbins. Motion carried through a roll call vote of the Board.

6. Financial Statements: Not available at this time.

7. Chairman's Report: Mr. Sal Licata

Chairman, Mr. Licata, said there needs to be a reorganization meeting in January. It was decided the meeting would be held on Tuesday, January 13th at 3:30 p.m. at which the board meetings for the rest of the year will be set. **Note:** the board meeting was later changed to Wednesday, January 14th.

8. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted the Board went into an executive session from 3:28 p.m. until 4:20 p.m. during which he gave the board an update on some litigation matters. Mr. Gavlick updated the board on personnel matters though no decisions were made. A motion to approve was made by Mr. Chepalonis and seconded by Mr. Conway. Motion carried through a roll call vote of the Board.

9. Executive Directors Report: Interim Executive Director Norm Gavlick

INFORMATIONAL ITEMS:

Mr. Gavlick said that average ridership numbers are up slightly from last year.

Mr. Gavlick mentioned a contract pending from Verizon to put a small service antenna on the property. He said the solicitor will be reviewing the contract and if approved, Verizon would make a \$2,000 payment up front and then \$100 every month with an on-going lease. There would be a series of 5 year contracts for 29 years, 11 months.

He said the holiday bus broke down but there will be a new bus out tomorrow.

Next, Mr. Gavlick said that we are on the PennDOT CNG program list for installing a filing station here on our property and a garage update, with PennDOT also buying LCTA some CNG buses. He added that we will need to wait on PennDOT for that.

He said that we received a response letter from PennDOT following the five year presentation made a week or so ago. They are asking that we take a look at fixed route fares and a vehicle overhaul program. They also asked the Board to consider a reserve funding over and above what we already do. Mr. Gavlick said we will be responding to the letter by the middle of January.

ACTION ITEMS:

A. Motion to approve Agreement for Provision of Transportation between Luzerne County Transportation Authority and Luzerne County Children and Youth (1/1/2015 – 12/31/2015)
A motion to approve was made by Atty. Robbins and seconded by Dr. Koch. Motion carried through a roll call vote of the Board.

B. Motion to approve Agreement for Provision of Transportation between Luzerne County Transportation Authority and Senior Care Centers of Luzerne County, Inc. (1/1/2015 – 12/31/2015)
Dr. Kepner said the tickets you purchase at the senior center allow you to go to only the senior center that is closest to where you live. The ticket will say that shared ride has to deliver you to the senior center listed. It was noted that LCTA is not involved. Mr. Alu said he wasn't sure if that is a PennDOT rule but thought it may be the case. This particular contract is not for a senior center but a for-profit, adult daycare center and they qualify as a third party sponsor; adding that we did have special approval from PennDOT for this contract. A motion to approve was made by Mr. Chepalonis and seconded by Mr. Bobbouine. Motion carried through a roll call vote of the Board.

10. Department Supervisor Reports:

A. Operations Director, Mr. Lee Horton

Mr. Horton said there are new drivers being trained for Fixed Route. He said there are AVL's waiting for units and maintenance would then install them. He said we have ongoing issues with the fare boxes and cards, and is hoping to resolve that issue by trying different cards. Mr. Horton thanked maintenance for getting the holiday bus back on the road so quickly. He mentioned that at Shared Ride they are looking at several different schedules and routes. He said there has been huge cutback in overtime over the last two months, mostly due to part-time drivers and scheduling.

B. Maintenance Supervisor, Mr. Fred Brown

Mr. Brown said he received a message from Michelle Anthony saying there will be Poetry in Transit kick-off at 5 p.m. on December 19th at Barnes and Noble, inviting anyone that wanted to come. Dr. Kepner clarified that it was the one on Public Square. Mr. Brown wished everyone a Happy Holiday and Happy New Year.

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

Mr. Roselle said they are in final testing phases with the AVL system, also that there were eight boxes that had to go back. He said the AVL system is tied in with the PA system and there are some volume issues but we are trying to figure out a way around that. He mentioned Ecolane and the fare structure, adding that he and John have been working with PennDOT on that. He noted there had been some computer issues in the past weeks. He said, regarding Shared Ride, we can go to five o'clock as far as scheduling but need to rearrange schedulers to take the calls. Dr. Kepner said she received a text message when buses were pulled off the road. She said someone did not receive an email message about the buses. Mr. Roselle said that one group did not go out correctly.

D. Compliance, Mr. Frank Knorek

Mr. Knorek said we had our FTA audit for our Drug and Alcohol Program in October and we have 90 days to reply to the findings. He added that there are 60 audited questions to be answered and those are due on January 16th. He mentioned route expansion data collection, using all 76 municipalities within the county, hoping the data will be helpful in the future. He noted that revisions are being made to our FMLA policy for 2015. Mr. Knorek said we have first draft of a revised training manual, for Fixed Route and Shared Ride with more formal, written guidelines. He said we will be reporting the findings from the first quarter data, NTD rider surveys that we have been doing sometime in January. Lastly, he noted there will be a compliance committee meeting with managers to get further input on some policies he is working on.

11. Board Committee Reports

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

Dr. Kepner said that they cancelled their December meeting, also that minutes were sent in an email.

Safety Committee- Art Bobbouine, Chairperson

Mr. Bobbouine said the meeting was supposed to be last Thursday but was cancelled due to snow. The next meeting will be in January.

Personnel Committee- Mr. Robert Chepalonis, Chairman

Mr. Chepalonis put forth the following motions:

Motion to hire John Goeckel as a PT Van Driver, Shared Ride at \$8.75 hr., effective 12/3/2014

The motion was seconded by Dr. Kepner. Motion carried through a roll call vote of the Board.

Motion to hire Kereshia Brerton as a PT Spotter at \$12.00 hr., effective 12/12/2014

The motion to approve was seconded by Dr. Koch. Motion carried through a roll call vote of the Board.

Motion to approve the LCTA DOT/FTA Drug and Alcohol Program as presented by Mr. Knorek.

A motion to approve was made by Mr. Chepalonis and seconded by Mr. Conway. Motion carried through a roll call vote of the Board.

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

13. New Business: Dr. Halsor asked if we could look at getting a fare box compatible senior pass, sending a clear message to PennDOT that we are being proactive. Mr. Brown confirmed that it could work as long as there are magnetic strips. Mr. Licata added that it was a great suggestion.

Dr. Kepner suggested it might be good time to go over the website. Mr. Gavlick said that he and Jake have been updating details on the website, mostly weather related. He said the site is currently hosted by Network Solutions but it is limited. He suggested possibly moving it to another site as we move forward to handle the AVL system and get into Ecolane. He mentioned upgrading our internet access, possibly moving from DSL to cable as there are problems with speed of the internet. Dr. Kepner said there is a lot going on, on the website, and asked for an update time frame. Mr. Gavlick said that we can change some things now. He said the site is showing the updated weather and we try to give a two hour lead time, allowing people time to get to where they are going.

14. Remarks:

Mr. Licata said has been a long and difficult year for the Authority. As Chairman, he thanked drivers and the maintenance staff for doing a great job this year in spite of some difficult conditions adding that we've kept our buses running because of the hard work of these people. He also thanked the administrative staff, who worked above and beyond, mentioning the extra hours and time, including Saturdays and Sundays. He said that our administrative staff went above and beyond what they are supposed to do making sure our operations ran smoothly. He then thanked the solicitor, Atty. Blazosek, who has worked long and hard advising us and traveling to get information. Mr. Licata said that he does things for the authority that are not in his job description; he comes to meetings and is there for everything adding that he doesn't get the credit for all that hard work. He went on to say that the board is unpaid and they have worked extremely hard spending hours above and beyond, attending multiple committee meetings and he appreciates everything the board has done to keep the operation running smoothly. Lastly, he thanked Ms. Slater for coming to the meetings and trying to give us the best suggestions to help us. He wished the employees and board members a safe and Happy Holiday Season.

15. Adjournment:

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board