

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
FEBRUARY 24, 2015

PRESENT:

ROBERT CHEPALONIS, CHAIRMAN  
ANTHONY BALDO, VICE-CHAIRMAN  
ARTHUR BOBBUINE, TREASURER  
ATTORNEY SEAN ROBBINS, ASST. TREASURER  
PATRICK CONWAY, SECRETARY  
DR. JOHN KOCH, ASST. SECRETARY  
DR. VALERIE KEPNER, MEMBER  
DR. SID HALSOR, MEMBER  
LYNETTE VILLANO, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, INTERIM EXECUTIVE DIRECTOR  
HUMAN RESOURCES DIRECTOR  
FRED BROWN, MAINTENANCE SUPERVISOR  
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  
JUSTIN DAVIS, SAFETY TRAINING MANAGER

MEDIA:

STEVE MOCARSKY, TIMES LEADER

OTHERS:

BOB CHRISTOPHER      LOU ROMAN  
KEVIN MCGEE

- 1. Pledge of Allegiance:** Board Chairman, Mr. Chepalonis 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. Baldo, Mr. Conway, Dr. Halsor, Dr. Kepner, Dr. Koch, Mr. Bobbouine, Attorney Robbins and Ms. Villano. All board members were present.
- 3. Public Comment:** Mr. Chepalonis then invited comments from anyone in the audience. With no public comment, Mr. Chepalonis moved to the next item.
- 4. Approval of Minutes:** January 14<sup>th</sup>, Re-organization meeting and January 27, 2015

Chairman, Mr. Chepalonis asked for approval and if anyone had comments or changes to the minutes from the January 14<sup>th</sup>, re-organization meeting or the January 27, 2015 meeting. With no comments or questions, a motion to approve was made by Mr. Bobbouine and seconded by Dr. Halsor. Motion carried.

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

Mr. Bobbouine said that everyone received a copy of the treasurer's report in their agenda. With no questions or comments, a motion was made by Mr. Baldo and seconded by Atty. Robbins. Motion carried.

**6. Chairman's Report: Mr. Robert Chepalonis**

Chairman, Mr. Chepalonis, thanked the employees of the organization, noting the cold weather and no issues with service. He said that it says a lot to their dedication and included maintenance, the drivers, cleaners and spotters.

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

Atty. Blazosek noted for the record that there was an executive session from 3:15 p.m. until about 4:20 p.m. During the session the board was updated on personnel matters and they spoke about possible property acquisition still in the early stages. He said that we will be starting contract negotiations with the bargaining unit for the Fixed Ride service and Mr. Gavlick has indicated to the board some areas of possible issues.

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

**INFORMATIONAL ITEMS:**

A. Ridership- Mr. Roselle said the ridership numbers are down slightly from last year due to weather related cancellations. He also said that we are compliant with Act 44.

B. AVL- Mr. Roselle said the system would be tentatively going live on the website portal, 3/16/15. This is the same portal he demonstrated to the board last month

C. November / December Financials- Mr. Alu said both November and December were provided to the board members. He said that Shared Ride had a 20% excess over budget loss, due to decreased revenues. Mr. Alu added that Fixed Route budgeted 2.574 million and came in at 2.544 million. He said we also budgeted to dip into the reserves but have not had to do so, also that we are good on our Act 44 carry over. Mr. Chepalonis asked about the financials and when they would be available in the future. Mr. Gavlick said the January financials should be available for the March meeting.

D. PennDot CNG site visit- Mr. Gavlick said that on March 25, 2015 PennDOT will be touring the property and evaluating the site. The program is to initially install a CNG filling station on the property that would be open to the public. A separate company would run the station with both PennDOT and LCTA receiving portions of the revenue for the CNG gas sales. Another part of the project would be upgrades to the maintenance garage to service the CNG buses. Mr. Gavlick said we will get initial feedback from PennDOT as to what they think as far as our layout and potential. Dr. Halsor asked if the buses would be retrofitted to use CNG. Mr. Gavlick said PennDOT would be buying new CNG buses, adding that the fueling station would generate revenue for the Authority.

## **ACTION ITEMS:**

A. Approve provision of service contract with Sugarloaf Day Care. Mr. Alu added that it was similar to the Kids Korner Day Care contract. Mr. Baldo asked if there were a minimum number of students required. Mr. Alu said the charge is per child. A motion to approve was made by Mr. Conway and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Mr. Gavlick said there is a meeting coming up with Geisinger to discuss van services for their facilities.

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

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

Mr. Horton said he is looking at fixed route schedules with possibly changing hours of shifts to minimize dead time. He is also evaluating the CenterPoint service and whether we would need to hire someone. He thanked both Kevin and Norm for being at the meetings. Mr. Horton said that he and Frank met with Northeast Chiropractic regarding DOT physicals adding they have a better price and are mobile. Lastly, he said the new part-time drivers should be ready to go in 2-3 weeks.

Mr. Gavlick said that Justin Davis, Safety Training Manager, put together a 14-week training program for our bus drivers. He said it is the most comprehensive training we've ever done. He thanked Justin, Lee, Kevin and our drivers for participating in the training. He said the training provides feedback in which we are able to address certain areas or concerns.

#### **B. Maintenance Supervisor, Mr. Fred Brown**

Mr. Brown said the PM inspections are on schedule, also that there was a new bid that took place, effective on February 15, 2015. Mr. Gavlick asked Vince Coviello to give an update on the Dossier System. Mr. Coviello said they are up to date with records in the system. He said they knew it would probably take a year and added that it was a good system.

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

Mr. Roselle said that the boards at the intermodal have been working and we are trying to verify times. He said he has been working on getting the data out of Mobility Master at Shared Ride so we can get it to Ecolane and be up and running as soon as possible.

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

Mr. Knorek said we have a revised passenger code of conduct and asked for feedback and review. He said this would be displayed on the buses, at the intermodal, our lobby and the website. Regarding the air quality at the intermodal, he said Wilkes-Barre City did an inspection and all air handlers are in compliance. Mr. Knorek spoke about PennTrain which is training mandated through PennDOT with different tracks for different employees. He said Track 4 applies to all board members and should be done off-site. All training should be completed by June 30, 2015. Dr. Kepner asked if the passenger code of conduct could be brought to the next ridership meeting for discussion. He said the code was based off of several major transit systems. Mr. Baldo asked about the PennTrain user ID and password information and Mr. Gavlick said he would check on it. He added that there is also "in person" training in addition to the modules.

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

Mr. Alu referred to his previous report.

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

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

Dr. Kepner said they met last Tuesday and discussed the starting of service to CenterPoint and other industrial parks; also there was a request for service to Hazleton. Dr. Kepner asked about Saturday van service. Mr. Gavlick said we are looking to expand to full service on Saturdays. Dr. Kepner asked Mr. Gavlick if he would give a quick summary regarding extreme weather service. He said we are working with the Union on getting a bus into CenterPoint sometime in March. With more people relying on the service to get back and forth to work, he said we are considering a second layer of service after snow routes. The extreme weather plan is where service is reduced one step further instead of eliminating it. Mr. Gavlick said the people using the service for work could at least get to their home town. Dr. Kepner said the next ridership meeting is scheduled for Tuesday, March 17, 2015. She also requested that the ridership committee minutes be posted to the website.

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

Mr. Conway said that he met with Justin Davis and discussed getting whistles for the spotters to get the people's attention behind the buses. Also discussed was getting a radio for dispatch with two different stations, one for EMA and one for 911.

**Budget Committee- Mr. Anthony Baldo, Chairperson**

Mr. Baldo said they will be getting a meeting together hopefully before the next board meeting. Mr. Bobbouine said they discussed making it a finance/budget committee to try and make some of the reports more user friendly to the board.

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

Atty. Robbins put forth the following motion:

Motion to hire Craig Roberts as a PT Spotter at \$12.00 per hour, effective Jan. 20, 2015

The motion was seconded by Mr. Bobbouine. Motion carried by roll call vote of the board.

**11. Old Business:** Dr. Kepner asked about a summary of the number of complaints and/or positive comments and presenting it to the board. Mr. Roselle said he would start compiling that information which he also has from Shared Ride. Mr. Chepalonis asked if there was a benchmark available from other agencies to compare.

**12. New Business:** There was no new business at this time

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

**14. Adjournment:**

With all business having been completed, a motion to adjourn was made by Ms. Villano and seconded by Atty. Robbins. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board