

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
JANUARY 27, 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

MEDIA:

STEVE MOCARSKY, TIMES LEADER

RETIREES PRESENT:

THERESA CHAPMAN	BILL MACLUNNY
TOM LANDON	BOB MCGEEHAN
KEITH EVANS	JOE UREVITCH
FRED GRIBBLE	

OTHERS:

PAUL JASON	BOB CHRISTOPHER
KEVIN MCGEE	PATTY PROCIAK
JOE JOYCE	

**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: December 16, 2014 Board Minutes:**

Chairman, Mr. Chepalonis asked for approval and if anyone had comments or changes to the minutes from the December 16, 2014 meeting. With no comments or questions, a motion to approve was made by Dr. Koch 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 Atty. Robbins and seconded by Dr. Kepner. Motion carried.

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

Chairman, Mr. Chepalonis, welcomed new board member, Lynette Villano. Ms. Villano commented that she looked forward to working with everyone.

Mr. Chepalonis read a letter he received from Mr. Licata. In the letter, Mr. Licata commended board members for their contributions and wished them good luck going forward.

Mr. Chepalonis noted the value Mr. Licata brought to the board and said he would be invited back for recognition. He then read the committee listings for the 2015 board year. The committees were Personnel, Operations/Ridership, Budget and Safety (member list attached). It was noted that the Safety Committee usually meets the second Tuesday of the month.

Mr. Chepalonis then commented on the value of the Ecolane system, saying it will be a help and solve issues. He said the system would pay for itself in less than a year.

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

Atty. Blazosek did not have anything to report at this time.

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

**INFORMATIONAL ITEMS:**

A. Ridership- Mr. Roselle said using the four week period comparison report we are up about 8,000 riders from last year. He referred to the fiscal year ridership analysis and projected that ridership would be up approximately 2% over the year. He said he also included the compliance report, adding that we are compliant on all of our numbers.

B. Employer survey scheduling/routing project- Mr. Gavlick said they are looking to revamp schedules to try and get service going into CenterPoint Industrial Park. He said they have had numerous meetings and are now loading an employer survey through the Career Link database. He added that all employers in the area will be surveyed to gather data. Mr. Gavlick said there is an extreme amount of interest in getting bus service into the industrial parks.

C. Ecolane project- is an ongoing project updating our software at Shared Ride. Mr. Gavlick said we are at a point now where we need to get data out of the old system and into the new system which will not be an easy task.

D. Prociak 2013-14 Audit- Mr. Gavlick said we all were provided copies of the audit and that questions and concerns were addressed by Patty Prociak.

E. Retirement Recognitions- Mr. Gavlick said the recognitions were presented earlier in the meeting and that the process will be ongoing in the future.

Lastly, he added that the Mission Statement plaques are finished. He commended Lou Uritz for his work and said they will be put up at various locations.

Mr. Blazosek mentioned that Mr. Maher wished he could be present for the retirement recognitions and he expressed his appreciation to the board members and staff for recognizing his participation.

#### **ACTION ITEMS:**

A. Motion to approve the renewal of the property, crime, general liability, auto, public official liability, and EPLI insurances effective January 1, 2015. The premium is \$39,130. A motion was made by Mr. Bobbouine and seconded by Atty. Robbins. Motion carried through a roll call vote of the Board.

B. Motion to approve a two year extension on the insurance policy with Darwin at the same premium cost of \$14,231.00 per year. The total cost for two year period- \$28,462.00. A motion was made by Dr. Kepner and seconded by Mr. Bobbouine. Motion carried through a roll call vote of the Board.

C. Approve Memorandum of Agreement between Luzerne County and LCTA. The memorandum outlines the work items as listed in the Fiscal Year 2014-2015 Lackawanna/Luzerne Transportation Study's Unified Planning Work Program. A motion was made by Dr. Halsor and seconded by Dr. Koch. Motion carried.

D. Approve Provision of Transportation Agreement between LCTA and Greater Wilkes-Barre Association for the Blind. A motion was made by Mr. Conway and seconded by Atty. Robbins. Motion carried.

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

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

Mr. Horton said drug and alcohol training is underway here, and at Shared Ride. He said we are also training new drivers and looking to hire more spotters for vacant positions.

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

Mr. Brown said the PM's are up to date and that maintenance is keeping up with the snowy and icy weather conditions to date.

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

Mr. Roselle said that he reviewed the ACT 44 Compliance Summary and stated that all reviewed items were within normal parameters. He also reviewed the Fiscal Year Ridership Analysis at mid- year. The forecasted ridership is 1.2 million total riders which would be approximately a 2% increase over last year. He added the main reason for this increase is milder weather conditions this winter as compared

to 2014. Mr. Roselle said that the AVL system is nearing a “go live” point on the web site. He offered a live demonstration to the board following the Work Session. Lastly, he noted that all hardware issues were fixed on the buses themselves and routes were being reviewed with driver feedback.

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

Mr. Knorek said we submitted findings and a reply to DOT/FTA for the LCTA Drug and Alcohol Program Audit which was due 1/16/15. He said we started conducting 60 minute training sessions of safety sensitive employees on updated testing policies, illegal drug and alcohol abuse as required by DOT/FTA. The training will be completed by the end of February. He noted that revisions are being made to the employee handbook and will be reviewed by the personnel committee. Lastly, he said that findings were reported to NTD from Quarter 4, 2014 rider survey. The surveys will continue until 6/30/15.

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

Mr. Alu spoke regarding the final, fiscal year audit results for 2013-2014. He stated that Shared Ride had an actual loss of \$175,707 versus a budgeted loss of roughly \$298,000. He then mentioned the October financials noting the Shared Ride loss was greater than budgeted due to the underperformance of revenue; such as the loss of URS trips.

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

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

Dr. Kepner said they met on January 20<sup>th</sup>, 2015 with Norm Gavlick starting the meeting giving updates. She added that the riders who attend the meetings are very excited about greater service to the CenterPoint Industrial Park and other industrial parks. It was noted that the Francis Slocum run will be offered again this summer. She mentioned that riders use both COLTS and LCTA but COLTS will accept only a few of our passes. Dr. Kepner commented that it will be fantastic when the AVL system is up and running. She said the next ridership meeting is on Tuesday, February 17<sup>th</sup>, 2 p.m., at LCCC Wilkes-Barre Center and that anyone is welcome to attend even if they do not ride the bus.

Mr. Jason said that COLTS has a separate button for LCTA. He stated the problem is the communication between their drivers as they don't realize that they are supposed to be taking our passes, adding they will take everything but the 10 and 20 ride passes. Mr. Roselle said he spoke to Mr. Fiume recently and that there is a price discrepancy with the cost of the passes.

Mr. Gavlick said we will be looking at the costs of our passes, but does not advocate raising the base fare. He added that if you calculate the costs using the base fare, for a 31-Day pass, we are selling it for less than half the price. He proposed looking at some of the pass prices to try and bring them more in line with COLTS. He noted our base fare is \$1.50 and COLTS is \$1.75 and also the COLTS passes are more realistically priced. Mr. Roselle said that our percentages on our discounts are a lot lower. Mr. Gavlick said this was an item that PennDOT pointed out to us, saying our fares are too low. He hopes that changing the costs of passes may resolve issues with the COLTS passes and transfers.

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

Mr. Bobbouine said the last meeting was in December and the meeting scheduled last Wednesday was cancelled due to weather. The next meeting will be in February and Mr. Conway will report on that.

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

Mr. Baldo said he had nothing to report as the committee will meet closer to budgeting time. He added that it would be a good idea for them to meet in advance as a budget/finance committee for discussion.

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

Atty. Robbins put forth the following motions:

Motion to hire Jeanette Gadison as a PT spotter at \$12/hour, effective 1-21-2015

The motion was seconded by Mr. Baldo. Motion carried.

Motion to hire Michael Syms as a PT van driver shared ride at \$8.75 hour, effective 1-14-2015.

The motion to approve was seconded by Dr. Halsor. Motion carried.

**11. Old Business:** Mr. Chepalonis said he talked with Butch Frati from the city regarding the intermodal exhaust system and he has put a call out to the vendor that has the maintenance contract. Mr. Chepalonis said he asked for a report on the findings.

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

**13. Remarks:** Mr. McGee, Union President, asked why the union was not notified of the zero tolerance drug policy and training in advance as in the past. Mr. Gavlick said it was an FTA requirement having the drug policy in place and we had to revise and update the current policy. Mr. Roselle added that we were not in compliance with FTA before.

Mr. Chepalonis said Mr. McGee should first approach Norm and if he did not get satisfaction; then bring it up to the board. Mr. Chepalonis also suggested monthly meetings with the Union.

Mr. McGee stated that people were coming to him asking questions and he did not know about it.

Mr. Gavlick said it was disappointing that Mr. McGee took the issue up in the board meeting and did not ask him previously as he has an open door policy. Mr. McGee said he did not have the opportunity due to his work schedule to discuss it before the meeting.

**14. Adjournment:**

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board

## **2015 BOARD COMMITTEES**

### Personnel

1. Attorney Sean Robbins, Chair
2. Mr. Anthony Baldo
3. Mr. Arthur Bobbouine

### Alternates

1. Dr. Valerie Kepner
2. Dr. John Koch

### Operations/ Ridership

1. Dr. Valerie Kepner, Chair
2. Dr. Sid Halsor
3. Mr. Patrick Conway

### Alternates

1. Mr. Arthur Bobbouine
2. Ms. Lynette Villano

### Budget

1. Mr. Anthony Baldo, Chair
2. Mr. Arthur Bobbouine
3. Ms. Lynette Villano

### Alternates

1. Dr. Sid Halsor
2. Dr. Valerie Kepner

### Safety

1. Mr. Patrick Conway, Chair
2. Dr. John Koch
3. Ms. Lynette Villano

### Alternates

1. Attorney Sean Robbins
2. Mr. Anthony Baldo