

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

PRESENT:

ANTHONY BALDO, BOARD CHAIRMAN
ARTHUR BOBBOUINE, VICE-CHAIRMAN/TREASURER
SEAN ROBBINS, ESQ., ASST. TREASURER
JOHN KOCH, PH.D, ASST. SECRETARY
VALERIE KEPNER, PH.D, MEMBER
LYNETTE VILLANO, 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:

PHIL AMEND, ONE SOURCE

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, Dr. Kepner, Dr. Koch, Mr. Bobbouine, Atty. Robbins and Ms. Villano. There were six board members present and three absent.

3. Public Comment: Mr. Baldo then invited comments from anyone in the audience. With no public comment, he moved to the next item.

4. Approval of Minutes: June 23rd Meeting

Chairman, Mr. Baldo, asked for approval and if anyone had comments or changes to the minutes from the June 23rd, 2015 meeting. With no comments or questions, a motion to approve was made by Dr. Koch and seconded by Ms. Villano. Motion carried.

5. Treasurers Report: Mr. Art Bobbouine

Mr. Bobbouine said that everyone received a copy of the financials in their packet. Mr. Baldo asked if anyone had any questions or comments. With no comments or questions, a motion to approve was made by Dr. Kepner and seconded by Atty. Robbins. Motion carried.

6. Chairman's Report: Mr. Anthony Baldo

Mr. Baldo had nothing to report at this time.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 3:45 p.m. until about 4:45 p.m. He said that they received input from Mr. Horton on some personnel matters. He added that he and Mr. Gavlick spoke to the board on matters regarding union negotiations, state funding and ongoing property issues. He said the personnel committee updated the board on some of the motions that will be presented later in the meeting.

8. Executive Directors Report: Interim Executive Director Norm Gavlick

Mr. Gavlick mentioned the Penn DOT feasibility study and that they are looking at our facilities regarding expansion options and relocating Shared Ride. He said all of those options will be evaluated and considered by a consulting company hired by Penn DOT, explaining that some of it ties into the CNG program. He said we are waiting for Penn DOT to finish those things.

Regarding the ADA audit, Mr. Gavlick said we will be contracting Jill Nagy, an employment labor lawyer, to review our policies. She will meet with us and advise of any changes, additions or deletions needed. He said we would incorporate that into a modified training program and institute full staff training at Shared Ride to make sure they are handling ADA situations correctly. He hoped that would alleviate a lot of the questions and issues that come up on the Shared Ride side.

ACTION ITEMS:

Motion to approve amendment to the One Source Benefits agreement to add payroll/HR modules. It was noted that the basic cost is about \$2.50 per employee, per pay period. A motion to approve was made by Mr. Bobbouine and seconded by Ms. Villano. Motion carried.

Motion to approve the 2015 LCTA Equal Employment Opportunity (EEO) program. A motion to approve was made by Dr. Koch and seconded by Dr. Kepner. Motion carried.

Motion to update origination agreement for consumer payments with Keystone Bank. Mr. Alu explained it was to change names for signatory purposes. A motion to approve was made by Ms. Villano and seconded by Mr. Bobbouine. Motion carried.

9. Department Supervisor Reports:

A. Operations Director, Mr. Lee Horton

Mr. Horton said they are working on the bid, uniforms and union contract negotiations. He also said the trainees would be training with drivers soon.

Dr. Kepner inquired about where we were in the uniform process. Mr. Gavlick said Cintas came in and gave us some samples and pricing we are currently looking at charcoal gray pants and a maroon shirt. He added that there are three other companies coming in to give us pricing. He said we want the drivers to see and feel the uniforms and get feedback because they will be wearing them. It was noted the board would be involved in the final decision. Mr. Horton added that he thought meeting with the

remainder of the companies would go a lot faster. Mr. Gavlick said he did not want to rush through the process because we want to pick the best product and want the drivers to like them.

B. Maintenance Supervisor, Mr. Vince Coviello

Mr. Coviello said that there was a new bid up due to retirement. He said that the PM's are where they should be and they are staying on top of things.

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

Mr. Roselle said that Lou has been in charge of the inventory process adding that the auditors came in. Mr. Gavlick said that PennDOT gave us warning regarding inventory saying we need a snap shot count of the inventory on June 30th. He said the staff helped but Lou did a phenomenal job getting it done. The Prociak auditors were here on July 1st and they were pleased that it was done. Mr. Baldo asked what the result was. Mr. Roselle and Mr. Alu said there were minor discrepancies in the count and monetarily it was only off by a couple hundred dollars. Mr. Alu said it solved two findings regarding the count and an inventory control issue.

Mr. Roselle said he included the compliance summary for June. He said the numbers for ridership are almost exactly the same as last year. He added that Center Point continues to improve; also he is working on the other compliance metrics. Lastly he noted the customer complaint log, adding that we have a line that goes directly to one of our offices with a part-time person calling the complaints back. He said we will post the phone number and it will be separate from bus time.

D. Compliance, Mr. Frank Knorek

Mr. Knorek referred to the ADA audit and said we are waiting for them to get back to us.

He noted the approval of the EEO program and said it will go to the FTA tomorrow. He said he finished up the driver ADA training documents, which is now about 75 pages, and there is a 50 question test the drivers will be taking.

E. Finance, Mr. John Alu

Mr. Alu said Fixed Route is closed through May and is trending 5 percent better than budget. He said Shared Ride is 21 percent better than budget at a \$376,000 loss through May. He said he Act 44 grant was submitted.

10. Board Committee Reports

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

Dr. Kepner said they met on Tuesday, July 21st. She said there was a request for an audio version of the Shared Ride materials and was told that would happen. Also mentioned was the grant money to install cameras in the shared ride vans. She inquired about the cameras in the fixed route buses that will need to be updated. Mr. Roselle said that the company doesn't support them any longer. Mr. Gavlick said we would be talking to a company about the Fixed Route and Shared Ride cameras pending the grant money.

Dr. Kepner asked about the cameras on the outside and noted the importance of the bus cameras. Mr. Roselle said the cameras were ok but there are issues with the hard drives. Mr. Gavlick said we are working on funding for the cameras. Mr. Baldo asked what the cost per bus would be. It was noted that it is about \$1,200 per van and approximately \$2,000-3,000 per bus. Dr. Kepner said there was interest in riders taking shopping carts onto Shared Ride vans. Currently only plastic bags are allowed. Dr. Kepner said Ridership Meetings are the 3rd Tuesday of the month and all are welcome to attend.

Safety Committee- Mr. Patrick Conway, Chairperson

Mr. Conway was absent from the meeting.

Personnel Committee- Atty. Sean Robbins, Committee Chairperson

Atty. Robbins put forth the following motions:

Motion to hire Barbara Cole as PT bus driver at contract rate, effective July 13, 2015.

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

Motion to hire Ann Marie Kocher PT bus driver at contract rate, effective July 13, 2015.

The motion was seconded by Ms. Villano. Motion carried.

Motion to hire Ann Marie Jones PT bus driver at contract rate, effective July 13, 2015.

The motion was seconded by Dr. Koch. Motion carried.

Motion to hire John Amann PT bus driver at contract rate, effective July 13, 2015.

The motion was seconded by Dr. Kepner. Motion carried.

Motion to hire Betty Barnett. PT bus driver at contract rate, effective July 13, 2015.

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

Motion to promote Kimberly Guth from PT to FT bus driver, effective June 1, 2015.

The motion was seconded by Ms. Villano. Motion carried.

Motion to hire Christopher Timinski as PT bus cleaner at contract rate, effective June 8, 2015.

The motion was seconded by Dr. Koch. Motion carried.

Motion to hire Eric Ellsworth as PT spotter, effective July 25, 2015, at \$12 per hour.

The motion was seconded by Dr. Kepner. Motion carried.

Motion to hire Jennifer Zbierski as PT bus cleaner, effective July 28, 2015, at contract rate.

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

Motion to promote Vince Coviello to Director Transit Maintenance at \$58,000, effective August 3, 2015.

The motion was seconded by Dr. Koch. Motion carried.

Motion to hire John Romanuski as a fixed route mechanic at contract rate, effective July 27, 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 asked for a motion to fund poetry in transit for the 2015 year. She explained that it is a Wilkes University program to put local poet's work on LCTA buses for one year in

empty advertising space, switching each month. This years' funding request to LCTA is \$1,800. Dr. Kepner made the motion with Mr. Bobbouine seconding the motion.

13. Remarks: There were no remarks made.

14. Adjournment:

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board