

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
JUNE 23, 2015

PRESENT:

ANTHONY BALDO, BOARD CHAIRMAN
ARTHUR BOBBUINE, VICE-CHAIRMAN/TREASURER
PATRICK CONWAY, SECRETARY
DR. JOHN KOCH, ASST. SECRETARY
DR. SID HALSOR, 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
STEVE MOCARSKY, TIMES LEADER
LOU ROMAN
ROB MILLER

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. Koch, Mr. Bobbouine, Ms. Villano and Mr. Sciandra. There were seven board members present and two absent.

Mr. Baldo and Mr. Gavlick recognized former board member, Rosemary Lombardo, with a plaque for her 15 years of service on the LCTA Board. Also recognized was Robert Chepalonis for his service and contributions to the LCTA Board.

3. Public Comment: Mr. Baldo then invited comments from anyone in the audience. Linda Slater, PTAC, commended the Shared Ride staff for their hard work and response to recent computer system problems. She also thanked Jake for his effort getting the system running again. Mr. Gavlick said that we did have an issue and thanked Jake and other employees who worked late into the evening getting the system back on line. Joe Roselle said the Mobility Master System went down due to storage issues

but he was able to use an off- site back-up. He thanked both Jake and the personnel for the hours they put in getting the system up and running.

4. Approval of Minutes: May 26th Meeting

Chairman, Mr. Baldo, asked for approval and if anyone had comments or changes to the minutes from the May 26th, 2015 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 packet. Mr. Baldo asked if anyone had any questions or comments.

6. Chairman's Report: Mr. Anthony Baldo

Chairman, Mr. Baldo, said that it is budget season again. He thanked Mr. Alu for his hard work and effort pulling the budget together adding that he feels the process is improving. He commented on the passing of Fred Brown, saying he will be missed and it was always a pleasure to chat with him. He gave his condolences to everyone noting he was like a family member.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 3:50 p.m. until about 4:45 p.m. He said that Mr. Gavlick and Mr. Roselle updated the board on changes in duties and management at Shared Ride and any formal actions will be presented later in the meeting. During the session the board was also updated on some pending real estate negotiations and funding possibilities with Penn DOT. He said no actions were taken or decisions made. He apologized to the public for the delay in starting the meeting.

8. Executive Directors Report: Interim Executive Director Norm Gavlick

Mr. Gavlick said the matching funds for 2015-2016 were approved and then thanked John for his hours and work on the budget both at work and at home.

Mr. Alu said it is 12.6 million dollar budget, with approximately 10 million allocated to Fixed Route and about 3 million to Shared Ride. He said Fixed Route has a balanced budget without using deferred revenue from prior years. He added that Shared Ride is balanced using a deferred state carry over from prior years of \$587,000.

INFORMATIONAL ITEMS:

Mr. Gavlick discussed the possibility of payroll outsourcing. He said we met with One Source to see a live demonstration and added that employees would be able to log onto their own personal portals. He said there would be a full presentation to the board in July.

Mr. Gavlick said that a customer survey proposal was prepared by The Institute based out of Wilkes University. He noted the price would be \$25,000 but did not want to take that money from the budget. He asked them to narrow the scope of the survey to just include rider satisfaction.

He said we are getting quotes from five independent agencies to come in and do a full ADA audit and give us feedback.

Mr. Gavlick said that CNG is progressing adding that we had a conference call with Penn DOT last week. Penn DOT is expecting to have a contractor selected by the summer, starting construction the first quarter of next year on stage 1 properties. He said we are currently a stage 3 hoping to be bumped up to a stage 2 because we have CNG ready vans.

He discussed possible projects such as creating a Student Advisory Board. He said by initiating a Student Board, we can get schools and students involved and support LCTA.

He said that he has been in contact with Junior Achievement, who has a great program with Biz Town, and is exploring ways we can incorporate public transit experience or training into it.

He is looking at the possibility of forming a foundation to work between the non-profit agencies and LCTA. He said people would be able to give tax deductible donations which would be used to purchase bus tickets and then allocate those to other non-profit agencies.

He spoke of a possible promotion incentive with Movies 14 that was suggested at a ridership meeting. He said he was working with the Marketing Manager to come up with a ticket promotion.

Lastly, he discussed bus advertising, adding that Direct Media said we were one of four agencies chosen to do a full blown advertising campaign for "Sleepy's". Mr. Uritz said it was still in the final stages but the ads would be sizeable and run for twelve weeks. Mr. Gavlick added that we are looking at expanding that to Shared Ride Vans.

ACTION ITEMS:

-Motion to approve 2015-2016 Operating Budget. A motion to approve was made by Dr. Halsor and seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

-Motion to approve Third Party Sponsor Contract with Corpus Christi Parish. Mr. Alu said this allows the church to purchase lottery tickets through us for parishioners. A motion to approve was made by Mr. Conway and seconded by Mr. Bobbouine. Motion carried.

-Motion to approve Certification of Local Match for State Operating Financial Assistance. Atty. Blazosek said he was present for both county meetings and Mr. Gavlick did a very good job presenting the needs of the Authority for the amount of funding. A motion to approve was made by Ms. Villano and seconded by Mr. Sciandra. Motion carried.

-Motion to approve contract with Pediatrics Healthcare for Kids. Mr. Alu said it's a reoccurring contract at \$27 per trip which is refunded by DPW. A motion to approve was made by Mr. Bobbouine and seconded by Mr. Conway. Motion carried.

-Motion to approve contract with Hazleton Public Transit for Lottery Program trips. Mr. Alu said that Hazleton does not run the lottery program as we do. This would allow them to flow passengers through LCTA and the lottery refunds us. A motion to approve was made by Ms. Villano and seconded by Dr. Koch. Motion carried.

-Motion to approve contract with TransMed Ambulance, Inc. for MATP urgent transportation. Mr. Alu said this is also a reoccurring contract that flows through DPW. A motion to approve was made by Mr. Sciandra and seconded by Ms. Villano. Motion carried.

-Motion to approve provision of transportation contract between LCTA and Volunteers of America. Mr. Alu said we have a contract every year and the new rate is \$14.23 a trip. He added that we bill the Commonwealth and MH/MR at our Shared Ride rates. A motion to approve was made by Mr. Conway and seconded by Dr. Halsor. Motion carried.

-Motion to approve the purchase of 8 accessible Shared Ride Vans using the following funding sources: \$91,599 State Section 1516 CTC funds, \$348,401 Federal 5310 funds, for a total of \$440,000. Mr. Baldo asked if the funding was specifically for Shared Ride. Mr. Alu said that it was awarded to Shared Ride. A motion to approve was made by Mr. Bobbouine and seconded by Mr. Sciandra. Motion carried.

9. Department Supervisor Reports:

A. Operations Director, Mr. Lee Horton

Mr. Horton said the bus driver trainees are driving on a modified schedule. He said he has been in touch with Colleen from Shared Ride discussing scheduling. He also said that Center Point was picking up.

B. Maintenance Supervisor, Mr. Vince Coviello

Mr. Coviello said that we are keeping up with the preventative maintenance and that all of the fleet's air conditioning is running. He also said there is a new bid coming up on Monday because of retirement.

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

Mr. Roselle said with the problems at Shared Ride the down time was minimal compared to what it could have been. He said we had Dump the Pump on Thursday, June 18, and reported ridership was up about 25% on that day. He added that overall ridership is about equal to last year. He noted the Act 44 compliance summary included for board members. Lastly, he mentioned Shared Ride administration changes.

D. Compliance, Mr. Frank Knorek

Mr. Knorek referred to the Penn Training that is due one week from today.

He said the NTD Surveys will be done this Friday and the report is due to FTA in July. He mentioned the EEO Program, and that he is working on the data component which is due next month for FTA. He said there is a compliance review for the MATP at Shared Ride going on yesterday and today. He also provided the board with the ADA compliance update for Fixed Route and Shared Ride.

E. Finance, Mr. John Alu

Mr. Alu said we presented April's Financials in the board packets and he is continuing to monitor Fixed Route which is on track with the budget. He said Shared Ride is at a \$371,000 loss, but we should come in around \$40-50,000 under budget for the fiscal year. Mr. Alu said we will be working on our 15-16 operating grants through Penn DOT. He noted we are also working on projects for multi-modal and LSA money.

Mr. Gavlick noted that Kathy Bednarek, Grants Coordinator, has been doing a good job finding us money for projects. Mr. Gavlick mentioned LED lighting and a project to put solar panels on the roof.

Mr. Baldo asked about the Penn DOT benchmarks and Mr. Roselle said they have improved since last time. Mr. Roselle said he would like to breakdown those numbers, noting we should have been going by them a long time ago.

Mr. Gavlick added they are the metrics that Penn DOT uses under Act 44, to measure our efficiency and performance with the last one done in 2009. He said we have corrected the numbers and going forward, we expect the numbers to improve.

10. Board Committee Reports

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

Dr. Kepner was absent from the meeting. Dr. Sid Halsor recapped the most recent ridership meeting noting that the possibility of lowering pass prices was discussed.

Mr. Gavlick said we put out an ADA summary and will have an outside agency looking at it. He also said they talked about making adjustments to passes. In addition to discussing raising fares they also discussed lowering fares, noting that other agencies have done that to increase ridership.

Safety Committee- Mr. Patrick Conway, Chairperson

Mr. Conway said there was no safety meeting since last month.

Personnel Committee- Mr. Art Bobbouine, Committee member

Mr. Bobbouine put forth the following motions:

Motion to hire William Gardiner as PT Van Driver, Shared Ride, effective 6/1/2015 at \$8.75 hour. The motion was seconded by Mr. Conway. Motion carried.

Motion to hire Daniel Butch as PT Scheduler, Shared Ride at \$12 hour, effective 7/6/2015. The motion was seconded by Dr. Koch. Motion carried.

Motion to adjust the salary of John Dennis, Shared Ride, from **\$21,260.20 to \$25,000*** with the added responsibilities of Ecolane, effective 7/6/15. The motion was seconded by Mr. Sciandra. Motion carried.

***correct figures: from \$25,000 to \$27,500**

Motion to adjust the salary of Debbie Dennis, Shared Ride, from \$23,000.12 to \$29,000 with added duties as client representative, effective 7/6/15. The motion was seconded by Ms. Villano. Motion carried.

Motion to adjust the salary of Molly Metzger, Shared Ride, from \$35,886.24 to \$38,000 due to added responsibilities, effective 7/6/15. The motion was seconded by Mr. Sciandra. Motion carried.

Motion to adjust the hourly rate of Elizabeth Santacroce, Shared Ride from \$11.33 to \$12.00, effective 7/6/15. The motion was seconded by Mr. Conway. Motion carried.

Mr. Gavlick noted that the Shared Ride adjustments were the result of Jim Darr's resignation and they are not additional salaries. He said we are still seeing an overall salary savings.

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

12. New Business: No new business was reported.

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