

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
MARCH 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
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 URITZ, 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

OTHERS:

LINDA SLATER
BOB CHRISTOPHER
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. Kepner, Dr. Koch, Mr. Bobbouine, Attorney Robbins and Ms. Villano. There were eight board members and one absent.

3. Public Comment: Mr. Chepalonis then invited comments from anyone in the audience. Linda Slater, PTAC, thanked everyone for all of their hard work keeping up with their demands. She then said thank you for starting the service to Center Point saying it was a good start. She noted the boards are still not working in the intermodal correctly. Next, she said that we need extended service, more bus time, adding she had two job offers and could not take either as she does not have the transportation and is unable to drive. She mentioned there are many others like her and the service is very much needed in the community. Mr. Chepalonis said that we hear her requests and we will be

analyzing that in addition to the costs. Ms. Slater said that after her research; if there is a public outcry for evening service there is funding available from transportation. Mr. Gavlick assured Ms. Slater that if there is funding out there we would find it. He mentioned starting the Center Point service with the full help and cooperation from the Union and that we can only do things incrementally but would get there.

4. Approval of Minutes: February 24th Meeting

Chairman, Mr. Chepalonis asked for approval and if anyone had comments or changes to the minutes from the February 24th, 2015 meeting. With no comments or questions, a motion to approve was made by Ms. Villano and seconded by Dr. Koch. Motion carried.

5. Treasurers Report: Mr. Art Bobbouine

Mr. Bobbouine said that everyone received a copy of the treasurer's report in their agenda. Dr. Kepner asked about the payment made to Nancy McGuckin and if we had a final report. Atty. Blazosek said we have everything that she was contracted to provide and she is up to date. Mr. Chepalonis briefly explained the situation to Ms. Villano. A motion was made by Mr. Baldo and seconded by Atty. Robbins. Motion carried.

6. Chairman's Report: Mr. Robert Chepalonis

Chairman, Mr. Chepalonis, said Center Point is a great step forward as is the AVL System. He thanked Joe Roselle, Director Administrative Services/ I.T. for his work. He mentioned the monitors at the intermodal that need to be addressed and is looking forward to the mobile app for the AVL System.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive/personnel session from 3:24 p.m. until about 4:00 p.m. During the session the board was updated on personnel matters, ongoing legal matters and the purchase of real estate. He said there are steps being taken to add to the Authority's real estate for expansion and to have the facilities to keep the system running at maximum capacity.

8. Executive Directors Report: Interim Executive Director Norm Gavlick

Mr. Gavlick spoke about the AVL System thanking Joe, Jake, Kevin's team and maintenance saying they did a great job with that. Next Mr. Gavlick explained the driver training program. He said it includes classroom training and hours driving on the buses with experienced drivers and that the drivers do not go out on their own until they complete the program. He said there are four people who completed the training and asked the Chairman, Mr. Chepalonis, to join him in welcoming the newest drivers.

INFORMATIONAL ITEMS:

Presentations: Bus Driver Training Certificates – Justin Davis, congratulated and presented certificates to four new drivers who completed the 14 week training program. Those drivers included Doris Shaw, Sajaadullah Rahfeeqah, Kimberly Guth and Sylvester Yefko.

Doris Shaw thanked Justin and the drivers themselves, saying we have a great crew of people that feel like family.

A. Ridership- Mr. Roselle said the ridership numbers are down compared to last year due to weather related cancellations.

B. Mr. Gavlick said that eight new vans were recently ordered with a GPS option.

He said that Fred and Vince spent a lot of time going over the options. Vince explained the GPS is a mobile unit. Mr. Gavlick added that we are looking at video camera options for the vans. He said the cameras have been very beneficial for the buses.

C. Mr. Gavlick said we did get the new Center Point bus running on a part-time schedule in conjunction with Kevin McGee, Union President. He said we are working with Mericle and Career Link to get the word out and he is confident there will be more ridership in the next 2-4 weeks and we will make it a full time run. He added that he is optimistic we may need to add more buses in the future. Mr. Gavlick noted that we try to get the board packets out a week in advance then send updates if needed. Dr. Kepner asked about the summary of complaints/compliments being part of the board packets and Mr. Gavlick said it will be in the packet next month.

ACTION ITEMS:

Mr. Gavlick said there are five separate flood insurance policies due to separate structures on the property. He noted that you can only buy \$500,000 of insurance on the main building so we buy two additional excess policies. He said we added insurance to cover the contents of the fuel building and the tire/battery building. He also said we are adding a policy on for the Forty-Fort location contents.

He then asked for a motion to approve flood insurance policy renewals: \$5,286,900.00 with the following premium amounts:

Main bldg. /premium \$3188.00; Fuel bldg. /premium \$1944; Tire/battery bldg. /\$1485; Lloyds London excess flood/ \$16,500 (\$3 million); Evanston excess/\$24,115/ (\$1 million). A motion was made to accept the insurance package by Mr. Conway and seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

Next was a motion to approve the workers compensation insurance renewal, Joyce/HARIE: April 1, 2015-April 1, 2016 at a premium of \$354,726 (reduction from \$428,208) with a savings of \$73,482.00. A motion was made by Ms. Villano and seconded by Atty. Robbins. Motion carried with a roll call vote of the board.

9. Department Supervisor Reports:

A. Operations Director, Mr. Lee Horton

Mr. Gavlick noted that Lee Horton is not present but Mr. Roselle would give an update. Mr. Roselle said that Lee wanted to convey his thanks to the union and all the drivers for getting the Center Point route going. Also, that he is proud of Justin and the graduates from the training program. Mr. Roselle added that they are both looking at other route options.

B. Maintenance Supervisor, Mr. Fred Brown

Mr. Brown said the PM inspections are on schedule and two employees from maintenance were sent to air conditioning training and completed testing. He also thanked Vince for all of his work on the vans.

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

Mr. Roselle reported that the AVL System is up and running for its second week. He thanked Jake and his work with the drivers in getting the correct routes. He said there are still some hardware issues but he is getting good feedback from the public, they are using it and asking questions. He also thanked Joe Sisco and maintenance for their help. Mr. Roselle said they will be adding a statistics page to the board packet including the complaint log.

D. Compliance, Mr. Frank Knorek

Mr. Knorek said we have submitted our annual MIS report to the FTA which is all the drug and alcohol testing program data from 2014. Regarding Penn Training, he said that Shared Ride should receive their log-ins as well as Fixed Route, this coming week. He also confirmed that the board members have received their log-ins.

Mr. Gavlick added that since he has been here, as a team, they have been doing patch work, fixing up, repairing and re-doing things. He said we have an Act 44 review coming up with Penn Dot and added that we found most of the numbers were wrong. There is also a Triennial Review next year which Frank is planning ahead for. He said that Frank has been doing an amazing job with compliance.

E. Finance, Mr. John Alu

Mr. Alu pointed out that there were six line items added to the statements so everyone could see more easily the bottom lines for Fixed Route and Shared Ride. He said the Shared Ride is approximately 10% better than budget. Mr. Alu said that Fixed Route had a \$93,000 budgeted loss that would be zeroed out in June. He said the gain that Shared Ride did have is due to the increase of MATP revenue. He also noted that expenses decreased for Shared Ride.

10. Board Committee Reports

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

Dr. Kepner said they met last Tuesday and discussed the signs on the buses that say there is video and audio recording. She asked what the rules were and if it could be put on the website.

Mr. Gavlick said that we checked and as long as we have the notice up we are legally allowed.

Dr. Kepner said that she and Mr. Gavlick were discussing new ideas for student passes and ways to expand. Mr. Gavlick talked about the possibility of a student advisory board in the fall.

Mr. Gavlick said we have a contract with Wilkes-Barre Area and we will look at the Wilkes-Barre program. He said the current passes are restricted to school days, but we want to encourage them to ride the buses other than school. He mentioned coming up with a fee structure that would allow students to ride the bus at any time.

Dr. Kepner mentioned it is difficult to navigate at the intermodal, specifically the island, for the visually impaired. She also asked about the air quality in the intermodal as the meters show it fails. Mr. Gavlick explained that the meters are the City's and we would be in contact with them.

Mr. Gavlick said we are researching the ADA requirements for the visually impaired and what would be feasible to do.

Dr. Kepner said the next ridership meeting is scheduled for Tuesday, April 21, 2015, 2 p.m., at the LCCC Wilkes-Barre Center.

Safety Committee- Mr. Patrick Conway, Chairperson

Mr. Conway said that there has not been a committee meeting. Justin Davis commented that it would be on Tuesday, March 31st at 11:30 a.m.

Personnel Committee- Atty. Sean Robbins, Chairperson

Atty. Robbins put forth the following motions:

Motion to hire Tina Montijo as a PT Van Driver for Shared Ride at \$8.75 per hour, effective 3/11/15

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

Motion to accept the resignation of Mohammed Najib as of 3/11/15. The motion was seconded by Mr. Conway. Motion carried.

Motion to promote John Alu to Director of Finance at a salary of 65,000 effective, 3/24/15
The motion was seconded by Mr. Bobbouine. Motion carried.

Motion to advertise for a new Grants Coordinator. The motion was seconded by Mr. Conway. Motion carried.

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

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

13. Remarks: Mr. Chepalonis said that every board member received a statement of Financial Interest to be completed and returned to Mr. Gavlick.

14. Adjournment:

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board