

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
MAY 26, 2015

PRESENT:

ANTHONY BALDO, VICE-CHAIRMAN
ARTHUR BOBBOUINE, TREASURER
ATTORNEY SEAN ROBBINS, ASST. TREASURER
DR. JOHN KOCH, ASST. SECRETARY
DR VALERIE KEPNER, 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
JUSTIN DAVIS, SAFETY TRAINING MANAGER
KATHLEEN BEDNAREK, GRANTS

OTHERS:

LINDA SLATER

1. Pledge of Allegiance: Board Vice-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, Attorney Robbins, Ms. Villano and Mr. Sciandra. There were seven board members present and two absent.

Mr. Baldo explained that an agenda item needed to be added relative to the vacancy of the Chairman position. He said each board member received a notice of special election. He then turned the meeting over to Atty. Blazosek who said he is acting as chairman only for the purpose of this special election. He then opened the floor for Chairperson nominations.

Mr. Bobbouine made a motion to nominate Mr. Tony Baldo and it was seconded by Dr. Koch. The motion carried after a roll call vote.

Atty. Blazosek asked for a motion for the now vacant Vice-Chair position.

Ms. Villano nominated Mr. Art Bobbouine for the position of Vice-Chair and it was seconded by Atty. Robbins. Motion carried after a roll call vote.

Atty. Blazosek mentioned the open Treasurer position. The board decided that Mr. Bobbouine will remain as treasurer, noting that the Treasurer could defer to the Assistant Treasurer if necessary.

3. Public Comment: Mr. Baldo then invited comments from anyone in the audience. Linda Slater, PTAC, thanked the board and LCTA saying that the ADA laws are finally in place. She asked when it would be noted on the website.

Mr. Roselle said guidelines are being given to the drivers and they are also training Shared Ride. Mr. Gavlick said that Frank is working on the language and we will be revamping the website, pamphlets and flyers. He added that we need to make sure the information is correct and it takes time to complete and print. Atty. Blazosek suggested that Ms. Slater inform Mr. Roselle of the agencies she would like contacted and he could communicate the accurate information.

4. Approval of Minutes: April 28th Meeting

Chairman, Mr. Baldo, asked for approval and if anyone had comments or changes to the minutes from the April 28th, 2015 meeting. With no comments or questions, a motion to approve was made by Atty. Robbins and seconded by Mr. Bobbouine. 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. Mr. Bobbouine commented the new report is much easier to read.

6. Chairman's Report: Mr. Anthony Baldo

Chairman, Mr. Baldo, reminded everyone to turn in the statement of financial interest and complete the Penn Training. He also thanked Ms. Slater for taking the time to bring her comments to the board's attention.

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 4:30 p.m. During the session the board was updated on matters in litigation and also discussed personnel matters but no actions were taken or decisions made.

8. Executive Directors Report: Interim Executive Director Norm Gavlick

Mr. Gavlick said we revised the way we used to do the board packet, getting an initial packet out the week before. He said we add additional things as they come in and hoped that it was working better for them.

INFORMATIONAL ITEMS:

Mr. Gavlick said at Shared Ride, full six day service is now available. He said we will modify the MATP grant as well so we can offer a full six day schedule. He said we are anticipating we will get more activity on Saturday.

Dump the Pump is on Thursday, 6/18/15. Mr. Gavlick said it is a free bus riding day to encourage people to try out the bus. He is hoping to work in a marketing budget for next year and is in the process of finding a part-time marketing person.

Francis Slocum run is beginning the same week as Dump the Pump. Mr. Gavlick said we are going to stretch the run out to go earlier in the morning and come back later in the day adding they also plan to have a mid-day run this year.

Mr. Gavlick said we are on the agenda tonight at the Luzerne County Council meeting for the local matching funds request. He said there are staff and board members going to the meeting.

Mr. Gavlick mentioned that the Center Point Route is going well and we are adding riders. He said we will add more runs, going from four to eight each day. He felt it would continue to grow as we get more runs going. Lastly he mentioned some grants we are working on such as lighting and solar grants. He said we are looking for ways to run more efficiently and cut costs. He noted that it is good to have reserve funds in case of recession where funding gets cut so that we can continue to operate.

ACTION ITEMS:

-Motion to approve transportation contract with the Village at Greenbriar

Mr. Alu stated that the Nursing Home approached us looking for transportation to Montage Shops and PNC Field. He said the cost would be \$14.00 round trip.

A motion to approve was made by Ms. Villano and seconded by Dr.Koch. Motion carried.

-Motion to approve MATP Summer Camp provider contract with B&D Bus Co.

Mr. Alu said this is our typical annual contract. A motion to approve was made by Dr. Kepner and seconded by Atty. Robbins. Motion carried.

-Motion to approve new KPN Fuel Bid Contract

Mr. Uritz said he locked in a substantially lower price which would generate a savings of \$294,720 for the year. He said we use approximately 240,000 gallons of diesel and 115,000 gallons of unleaded fuel annually. A motion to approve was made by Mr. Sciandra and seconded by Mr.Bobbouine. Motion carried.

-Motion to approve Interpretation & Translation Services

Mr. Uritz noted it would be used mostly for translation services. A motion to approve was made by Ms. Villano and seconded by Mr. Sciandra. Motion carried.

9. Department Supervisor Reports:

A. Operations Director, Mr. Lee Horton

Mr. Horton said they got the mileage for the Francis Slocum Route for scheduling purposes. He said there are currently three new hires in classroom training. Lastly, he added that he is working on the shared ride schedule for the full day service.

B. Maintenance Supervisor, Mr. Vince Coviello for Mr. Fred Brown

Mr. Coviello said that we are keeping up with the preventative maintenance and that one-half of the fleet is air conditioning ready. Mr. Gavlick added that Vince is doing a good job keeping things together in maintenance.

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

Mr. Roselle reported that ridership was up slightly and is about even compared to last year. He said that we put together a quick reference guide for the drivers to sign off on and it addresses anything we had complaints on. He also said he is looking at Shared Ride schedules and working on Ecolane.

Dr. Kepner asked about a mobile application for the bus location feature. Mr. Roselle said we are working on it, in conjunction with the AVL vendor, and it should be available by the end of the summer.

D. Compliance, Mr. Frank Knorek

Mr. Knorek referred to the passenger code of conduct received in the board packets. He said we have looked at it internally and is looking for feedback from the board. He added that Penn Training is due next month. Dr. Kepner asked if there is an actual appeals process and Mr. Knorek said there is. She asked what the consequences were and the number of times a rider can do something before disciplinary action is taken. Mr. Knorek said he would review that.

E. Finance, Mr. John Alu

Mr. Alu pointed out that the overview financial report replaces those in the board packet. He said Shared Ride had a \$360,000 loss and is five percent better than budget. He added that Fixed Route is also five percent better than budget and we are not dipping into the deferred reserve. He said Kathy is spending a lot of time looking at grants. He added that one of the grants is for lighting improvements through the NEPA Alliance and that we are also working with a sustainable energy company in Allentown regarding possible solar panels on the roof. Mr. Bobbouine asked if we would be under budget for the year. Mr. Alu said that if things continue as they are shared ride would be under budget and fixed route would not have to dip into reserve funds.

10. Board Committee Reports

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

Dr. Kepner said they met on May 19th and discussed many of the things Norm touched on. She said the next ridership meeting is scheduled for Tuesday, June 16, 2015, 2 p.m., at the LCCC Wilkes-Barre Center. Dr. Kepner added that Wilkes-Barre City has grant money to use on the intermodal. Mr. Gavlick said that they have met with Butch Frati and they are going to be doing some upgrades, one of which is additional line painting. Butch is also looking to see what is available for the island so the visually impaired know what buses are there. Also discussed was the number of bus slots available. Mr. Gavlick said that at certain times of the day, between LCTA and Martz, we are running out of slots. The City is looking at the possibility of buses on Washington Street, taking some of the congestion from the intermodal.

Safety Committee- Mr. Patrick Conway, Chairperson

Mr. Conway was absent from the meeting.

Personnel Committee- Atty. Sean Robbins, Chairperson

Atty. Robbins put forth the following motions:

-Motion to hire Bernard Lombardo as PT bus driver fixed route effective 5/18/2015 at contract rate. The motion was seconded by Mr. Bobbouine. Motion carried.

-Motion to hire Michael Inabinett as a PT bus driver fixed route, effective 5/18/2015 at contract rate. The motion was seconded by Dr. Koch. Motion carried.

-Motion to hire Dawn Howell as a PT bus driver fixed route, effective 5/18/2015 at contract rate. The motion was seconded by Ms. Villano. Motion carried.

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

12. New Business: Atty. Blazosek noted that he had some deadlines to meet and needed some historical information for litigation and he appreciated Tracy getting that after hours.

Mr. Gavlick pointed out that a lot of the staff puts in extra hours. He wanted to let the board know and thank the staff for doing what they do.

13. Remarks: There were no remarks made.

14. Adjournment:

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board