

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
November 25, 2014

PRESENT:

DR VALERIE KEPNER, PH.D., VICE-CHAIRMAN  
ANTHONY BALDO, TREASURER  
DR SID HALSOR, PH.D., ASST TREASURER  
ARTHUR BOBBOUINE, MEMBER  
ROBERT CHEPALONIS, MEMBER  
ATTORNEY SEAN ROBBINS, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, INTERIM EXECUTIVE DIRECTOR  
HUMAN RESOURCES DIRECTOR  
FRED BROWN, MAINTENANCE SUPERVISOR  
MOHAMMED NAJIB, CONTROLLER  
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:

JAMES HALPIN- CITIZENS VOICE  
STEVE MOCARSKY- TIMES LEADER

OTHERS:

Representatives from Swift Kennedy, One Source, Kistler Tiffany and Joyce Insurance.

**1. Pledge of Allegiance:** Vice-Chairman, Dr. Kepner welcomed everyone and invited those present to join her in the Pledge of Allegiance.

**2. Roll Call:** The following Board members were present for the meeting: Mr. Baldo, Mr. Chepalonis, Dr. Halsor, Dr. Kepner, Mr. Bobbouine and Attorney Robbins. There were six board members present and three members absent.

**3. Public Comment:**

Dr. Kepner then invited comments from anyone in the audience. With no comments, Dr. Kepner moved to the next item.

**4. Approval of Minutes: October 28, 2014 board minutes:**

Vice-Chairman, Dr. Kepner asked for approval and if anyone had comments or changes to the minutes from the October 28, 2014 meeting. With no comments or questions, a motion to approve was made by Mr. Bobbouine and seconded by Dr. Halsor. Motion carried.

**5. Accounts Payable Checks: October, 2014**

After review of the Accounts Payable Checks for the month of October, 2014, a motion to approve was made by Mr. Chepalonis and seconded by Atty. Robbins. Motion carried.

**6. Financial Statements: September, 2014**

Dr. Kepner asked for a motion to accept the financial statements. Dr. Kepner inquired why Shared Ride was running behind, and if it was just the timing of payments issued. John Alu explained that revenue is not performing as expected and there has been a reduction in trips with the URS closing. Mr. Gavlick added that we are working to obtain new business and hopefully it would be turning around very soon. Upon review of the financial statements for September, 2014, a motion to approve was made by Dr. Halsor and seconded by Mr. Baldo. Motion carried through a roll call vote of the Board.

**7. Chairman's Report: Mr. Sal Licata**

Chairman, Mr. Licata, was unable to attend the meeting. Vice Chairman, Dr. Kepner, had nothing to report at this time.

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

Atty. Blazosek noted the Board went into an executive session from 3:36 p.m. until 4:55 p.m. during which he asked Atty. Robin Snyder, who represents the Authority, to update the board on some matters. He added that he will be asking for a motion later in the meeting regarding the communications given to the board.

Atty. Blazosek said that he also updated the board of the ongoing efforts we are undertaking with PennDOT concerning a grant adjustment. He asked to note for the record that we are reviewing some documentation that our consultant provided to us and he expects that the evaluation will be completed in approximately two weeks. He noted that Atty. Michael Kline, assistant council for contract and legal services section, has indicated to the hearing officer, the following status as of November 20, 2014: "The parties are still pursuing an informal discussion of the matter and a request was made that there be a general continuance of the hearing to remain in effect until submission of further reports."

Atty. Blazosek said he expects that there will be more clarification to present at the next meeting. He said it is too early to say what resolution it will take but it is ongoing and it is still active on the hearing docket at the Commonwealth of PA.

He then mentioned that Atty. Snyder gave a report on litigation regarding Horst vs LCTA and she has presented to the board a recommendation provided through the insurance carrier. He added that any determination of settlement claim requires board input. He said he will ask for a motion to approve the settlement for the litigation adding that the details will be revealed at a later date if there is an approval by all parties. He then asked for a motion to approve the settlement outlined by our carrier. A motion to approve was made by Mr. Chepalonis and seconded by Mr. Bobbouine. Motion carried through a roll call vote of the Board.

## **9. Executive Directors Report:** Interim Executive Director Norm Gavlick

### **INFORMATIONAL ITEMS:**

Mr. Gavlick said that average ridership numbers are up slightly from last year. He said that we are working on our scheduling and routing projects and have had meetings on extending service into Industrial Parks.

He noted the Holiday Bus started running yesterday Nov. 24, and will run through the first week in January. He said there has been good feedback already.

Mr. Gavlick also mentioned that we are working on some shuttle runs to local colleges and looking at expanding our route service there.

He said we have made some progress on our AVL hardware systems and there are 9 buses with hardware problems. He said that we will be sending those back and getting parts.

He then mentioned that our driver training program is underway and ADA/customer service training has been revived.

Mr. Gavlick said we are picking up clients from Allied for Shared Ride and also working on getting some of the Keystone and URS clients. He also mentioned that Prociak auditors have been in house for the last couple weeks doing the annual audit.

Lastly he said that we recently had the three year PennDOT Shared Ride audit and their initial feedback was good. He mentioned that on December 1<sup>st</sup>, he, John and Mohammed are going to Harrisburg to do the 5 yr. PennDOT presentation regarding capital projects.

### **ACTION ITEMS:**

#### **Motion to approve purchase of Pressure Wash Lift from Alan Tye & Assoc. at a purchase price of \$39,887.00.**

Mr. Gavlick said we are waiting to hear from PennDOT regarding the consolidation grant.

PennDOT pulled the funds because the time period expired. Atty. Robbins asked if it was possible for them to fund one of the items and not the other. Mr. Alu explained it would be on a reimbursement basis and they won't release any funds until we spend it. Mr. Baldo concluded that we would have to continue with both projects regardless of the outcome. Mr. Uritz said we do need the upgrades due to safety issues and that we are unable to wash the Shared Ride vans in the current wash bay. Dr. Halsor asked why it took so long to use the funds. Mr. Gavlick said there were questions on the bidding process and some other delays. A motion was made by Mr. Chepalonis and seconded by Mr. Baldo. Motion carried through a roll call vote of the Board.

#### **Motion to approve purchase of Wash Bay Upgrade for Shared Ride Vans at a price of \$27,928.00**

Motion made by Atty. Robbins and seconded by Mr. Bobbouine. Motion carried through a roll call vote of the Board.

#### **Motion to approve Office of Long Term Living revalidation packet including necessary applicable Policies and Agreements.**

Mr. Alu explained that Shared Ride provides transportation through a program run by the OLTL for senior citizens and said we are kept to a higher standard as if we were a nursing home. He then said we have to develop certain policies and have them in place to continue to run the program and also need to be recertified every five years for us to be able to provide services and receive funding. Dr. Kepner asked how we know we are meeting all of the ADA requirements. Mr.

Gavlick explained the packet has to be approved by OLTL. A motion to approve was made by Atty. Robbins and seconded by Mr. Chepalonis. Motion carried through a roll call vote of the Board.

**Motion to approve Agreement between Luzerne County Transportation Authority and Luzerne/Wyoming Counties Area Agency on Aging for transportation services (1/1/15-12/31/15)**

A motion to approve was made by Mr. Chepalonis and seconded by Mr. Bobbouine. Motion carried through a roll call vote of the Board.

**Motion to approve Agreement between Luzerne County Transportation Authority and Luzerne/Wyoming Counties Mental Health and Developmental Services and related Business Associate Agreement to Maintain Confidential Protected Health Information (1/1/15-12/31/15)**

A motion to approve was made by Dr. Halsor and seconded by Mr. Chepalonis. Motion carried through a roll call vote of the Board.

**Motion to approve First Addendum to Agreement between Luzerne County Transportation Authority and Luzerne/Wyoming Counties Mental Health and Developmental Services**

A motion to approve was made by Mr. Chepalonis and seconded by Mr. Baldo. Motion carried through a roll call vote of the Board.

**10. Department Supervisor Reports:**

**A. Operations Director, Mr. Lee Horton-** Mr. Horton said there has been good feedback from the Holiday Bus and recognized the maintenance department for their work on it. He also said we will be doing a "Stuff the Bus" on Black Friday to benefit Toys for Tots at Walmart in Wilkes-Barre and Kmart in Edwardsville.

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

Mr. Brown said that PMs are going well and that the plows and salt are ready for the predicted snow storm tomorrow.

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

Mr. Roselle said the route project is moving ahead and focusing on options for the Commerce Park. He said the new IT hire is working out well. He noted that we are looking at some different schedule options at Shared Ride regarding Saturday service. He commended Mr. Knorek for his work on the OLTL project.

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

Mr. Knorek said rider surveys are still going on and the information will be submitted to NTD quarterly. He explained the OLTL project, is a Federal policy given to the state to administrate. The funding is received from the state and we are held to same standards as a nursing home would be as an external service. He also said the program is audited every three years and he had the package preapproved at the state level before it was submitted. He noted that the policy is broken down into three sections along with quality management processes to any solve issues that come up. Lastly, Mr. Knorek mentioned the Drug and Alcohol Policy update for FTA. He said the audit took place during 2013-2014 with training in held in October 2014 and that we have 90 days to submit an updated policy.

**11. Board Committee Reports**

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

Dr. Kepner said that ADA compliance and the AVL system not working in the bus comes up as an issue.

She said she has talked to Justin and Frank regarding an ADA compliance manual and is looking into that with more detail. Dr. Kepner said there is no meeting in December and the next ridership meeting is January 20, 2015. Lastly, Dr. Kepner asked if there were any questions on the ridership minutes submitted in the packets.

**Safety Committee- Art Bobbouine, Chairperson**

Mr. Bobbouine said minutes from the October meeting are posted and that there was a safety meeting this past Thursday at 9 a.m. He also said that AED's and first aid kits have been ordered for both Shared Ride and Fixed Route. He then mentioned the approved revamping of the safety committee saying it would be more manageable than before.

**Personnel Committee- Mr. Robert Chepalonis, Chairman**

Mr. Chepalonis noted that there was a personnel meeting today at 2:15 p.m. and put forth the following motions:

Motion to approve the Geisinger Health Plan with no change in plan benefits with broker services through One Source, December 1<sup>st</sup> renewal. The motion was seconded by Atty. Robbins  
Motion carried through a roll call vote of the Board.

The following hires were approved in one motion, all effective December 1<sup>st</sup>:

Motion to hire Stanley Timinski as a PT bus cleaner at the contract rate.

Dave Verosky as a PT bus driver at the contract rate.

Sylvester Yefko as a PT bus driver at the contract rate.

Warren Young as a PT bus driver at the contract rate.

Kimberly Guth as a PT bus driver at the contract rate.

The motion was seconded by Atty. Robbins. Motion carried through a roll call vote of the Board.

He then made the motion to hire:

Andrea Morgan as a PT spotter at \$12 per hour.

Elizabeth Vale as a PT spotter at \$12 per hour.

The motion was seconded by Dr. Halsor. Motion carried through a roll call vote of the Board.

Lastly, a motion to approve the updated Succession Plan. Dr. Kepner questioned it, asking if it was a new plan. Mr. Gavlick said it was an existing plan but had to be updated with current names because of recent changes so it can be submitted at the PennDOT meeting. The motion was seconded by Mr. Bobbouine. Motion carried through a roll call vote of the Board.

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

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

**14. Remarks:** There were no remarks at this time.

**15. Adjournment:**

With all business having been completed and no remarks, a motion to adjourn was made by Mr. Bobbouine and seconded by Dr. Halsor. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board