

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
NOVEMBER 17, 2015

PRESENT:

ANTHONY BALDO, BOARD CHAIRMAN  
ARTHUR BOBBOUINE, VICE-CHAIRMAN/TREASURER  
SEAN ROBBINS, ESQ., ASST. TREASURER  
PATRICK CONWAY, SECRETARY  
JOHN KOCH, PH.D, ASST. SECRETARY  
SID HALSOR, PH.D, MEMBER  
VALERIE KEPNER, PH.D, 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  
TRACY KLINE, ACCOUNTING ASSISTANT  
FRANK KNOREK, COMPLIANCE ANALYST

OTHERS:

LINDA SLATER, PTAC  
KEVIN MCGEE, UNION PRES.  
DAVE KELLAR, ONE SOURCE  
LINDA ROWE, GEISINGER  
CONNIE BEDNAR, GEISINGER

**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. Kepner, Dr. Koch, Mr. Bobbouine, Atty. Robbins, Ms. Villano and Mr. Sciandra. All board members were present.

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

**4. Approval of Minutes: October 27th Meeting**

Chairman, Mr. Baldo, asked for approval and if anyone had comments or changes to the minutes from the October 27th, 2015 meeting. Dr. Kepner mentioned a name correction. A motion to approve was made by Mr. Bobbouine and seconded by Ms. Villano. Motion carried.

**5. Treasurers Report: Mr. Art Bobbouine**

Mr. Bobbouine asked if anyone had any questions or comments regarding the financial statements. With no comments or questions, a motion to approve was made by Mr. Sciandra and seconded by Atty. Robbins. Motion carried.

**6. Chairman's Report: Mr. Anthony Baldo**

Mr. Baldo thanked the board and staff for being at the meeting and noted the lengthy work session. He wished everyone a Happy Thanksgiving.

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

Atty. Blazosek noted for the record that there was an executive session from 4:47 p.m. until about 5:25 p.m. He said the board reviewed some matters but no final decisions were made. He added that there will be another board meeting December 1<sup>st</sup>, 2015 and the notice would be publicly advertised.

**8. Executive Directors Report: Interim Executive Director Norm Gavlick**

Mr. Gavlick mentioned the information discussed during the work session and a lengthy presentation regarding self-funded health insurance that the board would consider at a later point.

**ACTION ITEMS:**

Motion to renew the current Geisinger health insurance plan through Dec. 31, 2015 with no changes. A motion to approve was made by Mr. Bobbouine and seconded by Dr. Koch. Motion carried.

Motion to approve the LCTA 2015-18 Title VI Program. Atty. Robbins said there is a typo on page 21. It was agreed the language should read "will be". A motion to approve with the language correction was made by Atty. Robbins and seconded by Ms. Villano. Motion carried.

**9. Department Supervisor Reports:**

**A. Operations Director, Mr. Lee Horton**

Mr. Horton said the new driver bid is in effect and he is now working on a vacation bid. He added that we are getting ready for Toys for Tots and the Holiday Bus. He said the food drive for the CEO/Weinburg food bank is wrapping up with contributions more than anticipated.

Regarding the Maintenance Department: Mr. Horton said there is a new bid starting on Monday, a new employee was hired and that two rears went out last week. Mr. Horton gave an Administrative update saying the Ecolane going live date is set for February. He added that Mr. Roselle said the ridership numbers are about the same as this time last year.

#### **B. Compliance, Mr. Frank Knorek**

Mr. Knorek said the ACA is requiring everyone to revalidate by March. He added this is how we get reimbursed for certain Shared Ride clients. He said that he finished up the STEP Rider guide, an ADA document looked at by Jill Nagy. He said the STEP Rider guide answers questions for riders and covers different aspects of the program. He said it will also be posted to the website. Lastly he mentioned that the Triennial review is coming up with several staff members currently at training, also that all the documents required by FTA are due next month.

Mr. Gavlick said our Marketing efforts have been stepping up, adding that Lorri is doing a great job with more things coming up. He mentioned the staff triennial review training in Philadelphia. He said he would be attending the training later this week. He said he wanted to get all of the senior staff up to speed on the latest federal requirements hoping to make things go more smoothly.

In finance news, Mr. Gavlick noted the Shared Ride deficit. He said John's prediction was a \$600,000 deficit for the fiscal year and approximately \$190,000 for the quarter ending in September. He noted the actual deficit for the most recent quarter was down to \$4,800. He felt this was due to cost cutting and the recent efforts in marketing and promotion. Mr. Gavlick said there is a need to get the Ecolane system in place so we can get a rate increase. Mr. Baldo asked if John could take a look at the fringe benefits, fuels and lubricants and purchased transportation categories and email board members.

### **10. Board Committee Reports**

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

Dr. Halsor spoke for the Ridership Committee as Dr. Kepner left for a commitment. He said extreme weather routes and text alerts were discussed at the meeting.

Mr. Gavlick added that we are reviewing a more efficient option using an online based system for text alerts and messaging that would integrate with our website and Facebook. He said it can be separated out by routes and areas with alerts on individual routes. He said we would possibly be saving money by eliminating company paid cell phones. He mentioned a stipend for managers using their own cell phone.

Dr. Halsor said the February 2<sup>nd</sup>, Ecolane launch date was also mentioned.

He said a rider brought up the AVL and the 3-5 minute lag time. Mr. Gavlick said there is a lag in the response time and we would have to pay more money for data to speed up that process.

Dr. Halsor brought up an issue with the AVL voice system mispronouncing street names. Mr. Gavlick was not sure what we had access to as far as the name pronunciation but would check with Joe. Kevin McGee, bus driver, said that on his route it is pronounced correctly on the outbound but not the inbound.

**Safety Committee- Mr. Patrick Conway, Chairperson**

Mr. Conway said that there was not a safety committee meeting. He mentioned the extreme weather snow routes and not looping the buses but keeping them running. He spoke of possibly putting sanders on the buses.

**Personnel Committee- Atty. Sean Robbins, Committee Chairperson**

Atty. Robbins put forth the following motion:

Motion to hire Michael Waslin as a FR service employee effective, 11/9/2015, at contract rate. The motion was seconded by Mr. Sciandra. Motion carried.

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

**12. New Business:** No new business was discussed.

**13. Remarks:** There were no remarks made.

**14. Adjournment:** With all business completed, a motion to adjourn was made by Dr. Halsor and seconded by Mr. Sciandra. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board