

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
October 28, 2014

PRESENT:

SAL LICATA, CHAIRMAN  
DR VALERIE KEPNER, PH.D., VICE-CHAIRMAN  
ANTHONY BALDO, TREASURER  
DR SID HALSOR, PH.D., ASST TREASURER  
ARTHUR BOBBOUINE, MEMBER  
DR JOHN KOCH, PH.D., ASST SECRETARY  
ROBERT CHEPALONIS, MEMBER  
PATRICK CONWAY, 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  
JOE SYLVESTER- TIMES LEADER

OTHERS:

PAUL JASON, DRIVER/UNION PRESIDENT  
JACOB ELLENBURG, NEW HIRE-SYSTEMS SPECIALIST  
LINDA SLATER, PTAC

**1. Pledge of Allegiance:** Chairman, Mr. Licata 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. Chepalonis, Mr. Conway, Dr. Halsor, Dr. Kepner, Dr. Koch, Mr. Bobbouine, Attorney Robbins and Mr. Licata. All board members were present.

**3. Public Comment:**

Mr. Licata then invited comments from anyone in the audience. Linda Slater stood up and thanked LCTA for getting the spotters noting it was much safer in the intermodal. She questioned the para transit on Saturdays, saying there is Saturday service however it is not open to Senior Citizens. Mr. Alu explained the grant is set up that way but we are looking at opening that up to the lottery program as a whole. Mr. Gavlick mentioned that there is a limited service on Saturday and we are looking into what we can do to expand service. Linda Slater inquired about getting a laminator at the Forty-Fort location. She said when you get your card over at the Forty-Fort location, it is not laminated and the card disintegrates quickly. Mr. Uritz said he will be purchasing a laminator for the Shared Ride location.

**4. Approval of Minutes: September 23, 2014 and Addendum to the September 23, 2014 board minutes:**

Chairman, Mr. Licata asked for approval and if anyone had comments or changes to the minutes from September 23, 2014 or the Addendum regarding those excluded from the 3% raise approved at the September meeting. With no comments or questions, a motion to approve was made by Mr. Chepalonis and seconded by Dr. Halsor. Motion carried.

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

After review of the Accounts Payable Checks for the month of September, 2014, a motion to approve was made by Mr. Conway and seconded by Dr. Kepner. Motion carried with a roll call vote of the Board.

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

Mr. Licata asked for a motion to accept the financial statements. Upon review of the financial statements for August, 2014, a motion to approve was made by Dr. Koch and seconded by Mr. Baldo. Motion carried through a roll call vote of the Board.

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

Mr. Licata referred to what Linda Slater said, adding that the Authority is moving in the right direction. He said we are trying to get better and more efficient services for our ridership wanting to provide the best service possible for the residents and riders of Luzerne County. He further noted that as a board and as a company, we realize that we have some shortcomings which we are working to correct. He then noted that Dr. Halsor would be leaving in a few minutes for a prior commitment.

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

Atty. Blazosek said the Board went into an executive session from 3:30 p.m. until 4:00 p.m. in which he gave the board an update on some legal matters that are still pending. He noted they also went over some personnel matters with Mr. Gavlick and Union Representative, Paul Jason. A motion to accept the solicitor's report was made by Mr. Chepalonis and seconded by Mr. Bobbouine. Motion carried through a roll call vote of the Board.

Mr. Licata turned the meeting over to the Interim Director, Norman Gavlick.

Mr. Gavlick said it has been a good opportunity and the staff is working well together.

He noted that there are still some things to work out, but in general, employees feel things are going in the right direction and there is a better overall feeling.

**INFORMATIONAL ITEMS:**

- A. Ridership- Mr. Gavlick said that the fiscal, year to date numbers are almost identical to last year adding that our goal is to improve those numbers.
- B. Joe Roselle/Lee Horton attended an NTI route/scheduling workshop in Louisville. Mr. Gavlick said they had a great experience and brought back a lot of good tools and things we will be putting to use. He also noted they will be putting a Driver Committee together for input on routes.
- C. PPTA Winter meeting in November in Gettysburg- Mr. Gavlick noted that 4 employees will be attending the conference.
- D. Holiday Bus to run Nov 24 to Dec 27. Mr. Gavlick stated that we are taking the Saturday Bus #18 and expanding it Monday-Friday to service the Wyoming Valley Mall and Target. He added that the bus will be noticeable as it will be decorated for the holidays with Santa driving. He noted that Lee is working with the Marine Core to participate with Toys for Tots, and we would hold a "Stuff the Bus" toy event closer to the holidays to help out the Marine Core.
- E. Free rides for Veterans on November 11. Mr. Gavlick said veterans can just show any kind of military I.D. and ride the bus for free.
- F. Working with LCCC and HTA to provide service from Hazleton/Mt. Top to LCCC
- G. Thermo King HVAC training rescheduled from Nov. 14 to March 15.
- H. AVL/EcoLane projects will be getting back on track within the next few weeks as we get additional IT help. Mr. Gavlick added that we are relying on PennDOT for the Ecolane software.
- I. Driver training to resume. Mr. Gavlick stated that we have a safety training manager in place and we will be starting with some ADA/customer service training.
- J. Shared Ride contracts pending. Mr. Gavlick added that we are working on additional business for Shared Ride and we have a meeting with Allied tomorrow to discuss services. He said we will also be setting up meeting with Keystone who are providing URS/temp services, to talk about their client base and what we can do to help them.
- K. Prociak auditors began this week and will continue until the end of the year.
- L. PennDOT Shared Ride Audit tomorrow 10/29/14, at Shared Ride.
- M. FY 14/15 State Operating Grant has been approved and executed.
- N. FY 14/15 State Capital Grant has been approved.

**ACTION ITEMS:**

Motion to approve Guardian Dental Plan and renew the Guardian Life & disability plan. Mr. Gavlick said that Guardian has given us a 16% discount and they also offer a tuition plan for employees. Mr. Licata confirmed that is the same plan just a different carrier. A motion to approve was made by Mr. Conway and seconded by Mr. Chepalonis. Motion carried with a roll call vote of the Board.

**The following motions were read by Atty. Blazosek, then approved by the board and voted on collectively:**

Motion to approve changes to the Resolution authorizing the submittal and modification of Pennsylvania Department of Transportation DOTGRANT Objects (changes "Executive Director" to "Interim Executive Director")

Motion to approve authorizing Resolution appointing Norm Gavlick for the filing and execution of annual certification and assurances and other FTA documents in addition to the execution of Federal Grants and cooperative agreements with the Federal Transit Administration.

Motion to approve Norm Gavlick as the designation of signature authority for Transportation Electronic Award & Management Process (TEAM).

Motion to approve Transportation Electronic Award Management System (TEAM) Grantee/Recipient user access request for Norm Gavlick. Motion to approve Norm Gavlick as the authorizing official for ECHO-Web transactions.

Resolution to replace Stanley Strelish and approve Norman Gavlick, Interim Executive Director, as an authorized bank signer for First Keystone Community Bank.

A motion to approve items B through G on the agenda was made by Dr. Koch and seconded by Mr. Bobbouine. Motion carried with a roll call vote of the Board.

Lastly was a motion to approve Bid Request 13-14-012, Paving and Repair to lowest bidder, American Asphalt. Mr. Uritz said the amount of the bid was \$59,113.10 with Smith coming in at \$63,500. A motion to approve was made by Mr. Bobbouine and seconded by Mr. Chepalonis. Motion carried with a roll call vote of the Board.

## **10. Department Supervisor Reports:**

**A. Operations Director, Mr. Lee Horton-** Mr. Gavlick said that Lee is covering dispatch and unavailable for meeting.

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

Mr. Brown said that Vince Covello has done a great job with the Dossier System. He also said they are 94 % compliant on PMs (preventative maintenance) with the vans. He noted that we are having an issue with the buses but we are going to change the way we are doing our PM's to every 6,000 miles. He said the changes would take a while but right now it is still running at about 80% on buses.

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

Mr. Roselle said that customer service representatives are at the Intermodal from 6:30 a.m. to 6:30 p.m. and on Saturdays with more phone calls answered and sales taking place. He mentioned that he and Mr. Horton attended the route scheduling training which was very informative. He said they will be looking at our routes and trying to add some things in. Mr. Roselle said the AVL system is now updated further, noting that in the near future, passengers will be able to login in and see when the bus will arrive.

Dr. Kepner said the boards at the intermodal are working regularly and she is not hearing things from riders any more. Mr. Roselle noted he has not been able to go through it fully but it should be better. Mr. Gavlick said that will continue to improve as we get additional IT help. He said the AVL systems on the buses are all working with staff members taking bus rides to check on the systems. He also said it is an ADA requirement that the AVLS must be turned on and running.

**D. Compliance:** Mr. Knorek said that an NTD rider survey is currently underway and will end in June 2015. He said we must report to the FTA what kind of service is being consumed by riders.

He added that once we get that data over the next three months we should be at the point where we can automate the system which will help with transportation planning.

He noted that we have an updated vehicle cleaning policy using precautionary measures with the recent Ebola concern.

Mr. Knorek said we will have an updated formal lost and found policy for items found on the bus. The items will be tagged and inventoried with proper disposal methods used.

He said there was training recently on the Title 49 Drug and Alcohol policy after audit recommendations. Lastly he mentioned an LCTA spotter and back up procedure policy noting there will be better formal training for drivers to recognize the spotters hand signals and procedures. Mr. Gavlick said Frank is doing a phenomenal job.

## **11. Board Committee Reports**

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

Dr. Kepner said that Mr. Gavlick attended the last ridership meeting as Interim Executive Director.

Dr. Kepner said one point that was brought up was a request to follow the policies that Martz has regarding cell phone or IPod use. Mr. Chepalonis said that the Martz policy is to keep conversations brief and low and not be used in the first three rows. He also noted that Martz is a longer haul with people trying to sleep on the bus. Mr. Chepalonis added that we should check with other transit agencies regarding their policies.

Dr. Kepner asked if there were any questions on the ridership minutes submitted in the packets.

### **Safety Committee- Art Bobbouine, Chairperson**

Mr. Bobbouine said there will be safety meeting this Thursday at 9 a.m. Mr. Bobbouine noted there were no safety issues this month adding that all of our inspections talked about at the last meeting came back fine. He said members of the committee met with EMA regarding evacuations and threats.

Mr. Bobbouine said he would have more information to report after Thursday's meeting. Mr. Licata asked if it would be possible to rotate drivers so different drivers are able to attend meetings.

Mr. Jason said it depends if you have someone to relieve the person and who is on extra board but they can try to rotate them.

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

Mr. Chepalonis put forth the following motions:

Motion to hire Jacob Ellenburg as a Systems Specialist at \$29k effective Nov. 3, 2014. Seconded by Mr. Conway. Motion carried with a roll call vote of the Board.

Motion to approve revised Benefit Manual for Admin/non-contract employees. Mr. Gavlick explained that it was previously presented to the personnel committee and there were some minor changes regarding the use of floating holidays and sick leave. It was seconded by Mr. Bobbouine. Motion carried with a roll call vote of the Board.

**12. Old Business:** Mr. Licata nominated Dr. Koch for the secretary position on the board, Mr. Chepalonis seconded the motion. He then nominated Mr. Bobbouine for the assistant secretary position. The appointments were agreed on by acclamation.

**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. Conway and seconded by Mr. Bobbouine. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board