

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
OCTOBER 27, 2015

PRESENT:

ANTHONY BALDO, BOARD CHAIRMAN
ARTHUR BOBBOUINE, VICE-CHAIRMAN/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
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
LOUIS URITZ, PROCUREMENT MANAGER
JOHN ALU, DIRECTOR OF FINANCE
VINCE COVIELLO, MAINTENANCE SUPERVISOR
LEE HORTON, DIRECTOR OF OPERATIONS
TRACY KLINE, ACCOUNTING ASSISTANT
FRANK KNOREK, COMPLIANCE ANALYST
KATHLEEN BEDNAREK, GRANT ADMINISTRATOR
LORRI VANDERMARK, MARKETING COORDINATOR

OTHERS:

LINDA SLATER, PTAC	BILL WELLOCH, CITIZENS VOICE
KEVIN MCGEE, UNION PRES.	GERI GIBBONS, TIMES LEADER
SANDY KING, BUS DRIVER	

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. Koch, Mr. Bobbouine, Ms. Villano and Mr. Sciandra. Seven board members were present at the time of roll call. It was noted that Dr. Kepner left at approximately 5:30 p.m. but was present for the work session.

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

4. Approval of Minutes: September 22nd Meeting

Chairman, Mr. Baldo, asked for approval and if anyone had comments or changes to the minutes from the September 22nd, 2015 meeting. A motion to approve was made by Mr. Bobbouine and seconded by Dr. Halsor. 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 Ms. Villano. Motion carried.

6. Chairman's Report: Mr. Anthony Baldo

Mr. Baldo thanked everyone for their patience noting the delayed start of the meeting.

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 5:35 p.m. He said that he and Mr. Gavlick updated the board on some personnel matters. He added that no final decisions were made and any actions will be made during this or another meeting.

8. Executive Directors Report: Interim Executive Director Norm Gavlick

Mr. Gavlick noted that representatives were present from Joe Joyce regarding Excalibur Insurance. He said during the work session we heard from Joe Joyce, Chuck Volpe and Jerry Wallach and went over the recent developments.

Atty. Blazosek said that Mr. Volpe, along with the underwriter, assured the board that no costs were assessed to us and any losses arising are not the responsible of the Authority.

Regarding CNG, he said that our project is slated to be started sometime during 2017-2020. He added that this will be up to the contracting company that is chosen by PennDOT on March 1st. He said that we met with consultants last week for the feasibility study and they will be looking at our overall facilities and options. The study is due to be submitted to PennDOT sometime next month.

He spoke of the ADA Operator Training which is now complete. He said that it included dispatchers and other staff, adding that Joe Roselle and his department are spearheading the ADA training and compliance work.

Mr. Gavlick said the police presence at the intermodal is having the desired effect there and he is receiving positive feedback.

Mr. Gavlick mentioned recent visits/meetings with: Rep. Mike Carroll, Mark Gronski (Sen. Yudichak), Ryan Phippen (Rep. Aaron Kaufer), Sen. Lisa Baker and a conversation with Representative Karen Boback. He said we want to keep them informed of the various projects we are working on at LCTA and ask for whatever assistance their offices can provide.

Next, he said the FTA Triennial Review is under way. He added that they review all of our policies as well as our grants, finances and inventory and it will take the better part of a year to complete. He said we've had some phone conversations with the firm FTA has hired and have a list of items to provide to them by mid-December. Also, in June there will be an extensive site visit with the review finished up in the second half of next year then presented to the board. The PennDOT five-year review will also be starting in 2016.

Lastly, he mentioned the Ecolane Project, the software update at Shared Ride, is ongoing. Among other things, he said it will automate all our manifests and added it is a PennDOT project and we are at the mercy of Ecolane. Mr. Baldo asked if there was any indication of a time line.

Mr. Roselle said the rescheduled visit would be in November and he will be having a conversation with them soon.

ACTION ITEMS:

Motion to approve addendum to PA University Hospital Contract. A motion to approve was made by Dr. Koch and seconded by Dr. Halsor. Motion carried.

Motion to approve Provision of Transportation contract with Nanticoke Active Adult Daycare. A motion to approve was made by Ms. Villano and seconded by Mr. Sciandra. Motion carried.

Motion to approve Provision of Transportation Contract with the Epilepsy Foundation of Eastern PA. A motion to approve was made by Mr. Conway and seconded by Mr. Sciandra. Motion carried.

Mr. Alu explained that all of the motions were for a specific date and a one-time trip only.

It was noted that approval of the Title VI program was deferred to next month.

9. Department Supervisor Reports:

A. Operations Director, Mr. Lee Horton

Mr. Horton said the ADA training will be completed tomorrow morning with the training of the last Fixed Route driver. He said the police presence at the intermodal has had an impact and he is receiving good feedback. Also mentioned was that all bus radios were serviced. He said the uniform process is ongoing and hoped he would have information to present to the board at the next meeting. It was noted that we are waiting for the union contract books to be printed.

B. Maintenance Supervisor, Mr. Vince Coviello

Mr. Coviello said there is a new bid up in maintenance. He hoped they would be back to being full-staffed by the end of November. He said they are sending a mechanic to SEPTA for wheel chair training on 11/10/15 and the PM's are current.

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

Mr. Roselle said that ridership for this time period last year was about the same. He noted the compliance summary and also that he included an ADA status update. He thanked Kevin and Sandy for their cooperation in getting all the drivers in and trained. He said the ADA Training was approximately five hours and Justin gave hands on training with the wheelchairs. He said there is a new customer complaint policy included and that Jake is working on a customer complaint tracking system. Lastly, he added that Jake has also been closely monitoring the AVL status on all of the buses.

D. Compliance, Mr. Frank Knorek

Mr. Knorek said they had a conference call with Jill Nagy regarding the review of ADA policies which are in the final revision. He mentioned the FTA triennial review and said they cover 17 operational subject areas, review our documents and schedule an on-site visit. He said the board was provided with a summary sheet of the changes to the Title VI policies since the last submission. He noted Sections 11 and 12 were newly added and it took time to gather the necessary data. Mr. Knorek explained Title VI is ensuring fair and equitable access to transit in all facets of operations in a non-discriminatory manner. Lastly, he said it is an FTA funding requirement meant to ensure equal access.

E. Marketing, Lorri Vandermark

Ms. Vandermark said she is working on increasing our social media and that we just started a Twitter page. She said at Shared Ride we are putting together a monthly event calendar. She noted that all buses displayed a magnet for October for breast cancer awareness. She said there will be special pins for our veteran bus drivers and that veteran riders will also receive a pin and be able to ride free. Ms. Vandermark said we will be doing a "Stuff the Bus" food drive for the next three Thursdays. She said we will be collecting non-perishable food items and donating to the CEO/Weinburg food bank. Lastly, she mentioned the Holiday Bus and the Toys for Tots promotion.

F. Finance, Mr. John Alu

Mr. Alu said as of the end of August, Fixed Route is performing 7% better than budget due to over-performing revenue. Shared Ride was budgeted at a loss of \$115,000 however the loss was \$51,000, 55% better than budget. He attributed this to over-performing revenue, adding that MATP, MH/MR and the lottery

programs have been picking up. He said that federal appropriations were released but we are awaiting payment on the operating funds. He noted there are prospective grants for solar projects, LED lighting, Hybrid and CNG buses.

10. Board Committee Reports

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

Dr. Kepner was absent for this part of the meeting due to a teaching commitment. Mr. Roselle said that he attended; they talked about ADA and issues were brought up regarding the use of transfers and the time spent on the bus. He spoke of possibly changing the transfer acceptance. Mr. Gavlick said they only sell transfers on the inbound. Sandy Horst added that there are only a few buses that actually meet and you have to be cautious of passengers paying a lower fare instead of buying an all-day pass. She also said that she always asks where the passenger is going if they have a transfer. Mr. Gavlick said that maybe we can remove the restrictions as we want to make the system as easy as possible to use.

Safety Committee- Mr. Patrick Conway, Chairperson

Mr. Conway said that the committee met on October 23, 2015 and they spoke about putting bigger antennas on the buses. Also discussed was the possibility of asking the city to put speed bumps in the intermodal to slow down the traffic.

Personnel Committee- Mr. Art Bobbouine for Atty. Sean Robbins, Committee Chairperson

Mr. Bobbouine put forth the following motions:

Motion to promote Daniel Butch from PT to FT Shared Ride at \$22,500 per year, effective Oct. 12, 2015. The motion was seconded by Mr. Koch. Motion carried.

Motion to approve proposed administrative employee increases as recommended by the personnel committee, effective Oct. 12, 2015. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to change the status of Stanley Strelish from unpaid administrative leave to a resignation from employment at LCTA, effective immediately. The motion was seconded by Mr. Conway. Motion carried.

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

12. New Business: Mr. Gavlick mentioned that he had a conversation with Mr. Conway, Mr. Quinn and Wilkes-Barre School District's solicitor about increasing our ridership with students from South Wilkes-Barre; adding it is probably 2 years out. He said we would negotiate the price of tickets, possibly modifying routes, though we cannot do school/sporting events. He also said we are looking to expand the current student bus passes to include evenings and weekends in an effort to gain future ridership. Mr. Gavlick noted that it would potentially save the school district a lot of money and would benefit LCTA and students.

13. Remarks: There were no remarks made.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board