

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
September 23, 2014

PRESENT:

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

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ADMINISTRATIVE STAFF:

FRED BROWN, MAINTENANCE SUPERVISOR
MOHAMMED NAJIB, CONTROLLER
LEE HORTON, DIRECTOR OF OPERATIONS
LOUIS URITZ, PROCUREMENT MANAGER
JOHN ALU, SENIOR FISCAL GRANTS MANAGER
VINCE COVIELLO, MAINTENANCE SUPERVISOR
TRACY KLINE, ACCOUNTING ASSISTANT
NORMAN GAVLICK, HUMAN RESOURCES DIRECTOR
FRANK KNOREK, COMPLIANCE ANALYST

MEDIA:

JAMES HALPIN- CITIZENS VOICE
JOE SYLVESTER- TIMES LEADER

OTHERS:

TOM LANDON, SHARED RIDE DRIVER
PAUL JASON, DRIVER/UNION PRESIDENT
LOU ROMAN, DRIVER/UNION TREASURER
JUSTIN DAVIS, DRIVER/SAFETY MANAGER

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 and Mr. Licata. There were 8 members present with Atty. Sean Robbins absent.

3. Public Comment:

Mr. Licata then invited comments from anyone in the audience. With no comments, he moved to the next item.

4. Approval of Minutes: August 26, 2014

Chairman, Mr. Licata asked for approval and if anyone had comments or changes to the minutes from August 26, 2014. 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: August, 2014

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

6. Financial Statements: July, 2014

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

7. Chairman's Report: Mr. Sal Licata

Mr. Licata asked Mr. Tom Landon to stand up stating that Tom has been an outstanding employee of LCTA. Mr. Licata said there was an incident last month where Tom, as a shared ride driver, went above and beyond his duties and responsibilities. Mr. Licata said that the board of directors would like to thank Tom, then read a letter of commendation and presented a plaque to Mr. Landon. He went on to say that we have a lot of very good employees at LCTA and when we see an employee going above and beyond, we want to commend them and make the public aware that our employees are doing a great job.

8. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek said the Board started their public work session at about 3:00 p.m. and then at 3:20 p.m., went into an executive session to discuss both legal and personnel matters. The session concluded at about 4:45 p.m.

Atty. Blazosek said that he invited attorney, Robin Snyder, who is representing the authority in some civil matters, to give the board an update regarding on-going litigation.

He noted they then spoke about personnel matters that the personnel committee wanted to bring the full board aware of. They also met with various members of the administrative staff. Atty. Blazosek said they did not make decisions on personnel and actions would be brought forward during the regular public meeting.

Atty. Blazosek said that he, along with the board, arranged for staff to post an invitation to apply for the Interim Executive Director Position. He then read the posting which said resumes must be submitted by Sept. 10, 2014 in a sealed envelope, addressed to Mr. Robert Chepalonis, Chairman of the Personnel Committee. Atty. Blazosek noted that it was under the direction of the Board Chair, Mr. Licata.

A motion to accept the solicitor's report was made by Mr. Baldo and seconded by Dr. Koch. Motion carried through a roll call vote of the Board.

INFORMATIONAL ITEMS:

Atty. Blazosek said Mr. Knorek had prepared a compliance summary that both he and Mr. Gavlick placed in a proper format for the board to understand the various issues we have to report- primarily to The

National Transportation Database (NTD). He went on to say that the summary highlights various steps that the authority takes in conducting its service to measure the various matters that go into that data base. Atty. Blazosek said we are supplying the information that all transit agencies have to put into the database. He also mentioned it is a compliment to Mr. Knorek that he provided the information in a timely way as he just assumed the position.

He further noted that we have provided ridership information in the board packets for August 2014.

Atty. Blazosek said that our service is achieving the goal and we continue to try to attract riders from all spectrums of the public.

Atty. Blazosek also said that Shared Ride is making an effort to make the public aware that we have greater service ability there. At future board meetings there will be additional reporting on their efforts to enhance the ridership base that we now serve.

ACTION ITEMS:

A. Motion to approve revised LCTA Mission Statement. Atty. Blazosek read a copy of the mission statement which has had the input of board members and staff. A motion to approve was made by Mr. Conway and seconded by Dr. Halsor. Motion carried with a roll call vote of the Board.

B. Approve agreement to provide transportation between LCTA-Shared Ride and Hazleton Public Transit. Atty. Blazosek stated that we have some overlapping services, not duplicated, and a duty to provide shared ride services within the greater Hazleton Area. Hazleton Public Transit has a duty to provide fixed route services and there are times when various riders have the choice and option to ride HPT. When they do, we need to recognize the rides and make sure they are accurately counted and assigned to the proper designation for grants and Act 44 purposes. The agreement recognizes how that will occur and what steps will be taken. A motion to approve was made by Dr. Koch and seconded by Mr. Baldo. Motion carried with a roll call vote of the Board.

C. Approve corrected LCTA Resolution certifying that some of the local match will be used for State Operating Financial Assistance. Atty. Blazosek stated that a corrective resolution is needed to certify that some of the local match will be provided by operating funds listed by the Authority as carry over funds. He said the controller has certified that the funds are available and PennDOT recognizes that those funds may be used for local match purposes. A motion to approve was made by Mr. Bobbouine and seconded by Mr. Baldo. Motion carried with a roll call vote of the Board.

D. Approve addendum to provision of service contract with Mount Olivet Enterprises, Inc. Atty. Blazosek stated that it allows Shared Ride to use Mount Olivet for certain transportation needs for clients of the Authority. He also said the parties have agreed on a more efficient way of recognizing wait time and payment. Atty. Blazosek said the staff recognized it as a benefit and he also has looked at it. A motion to approve was made by Mr. Conway and seconded by Dr. Halsor. Motion carried with a roll call vote of the Board.

E. Approve sending two maintenance employees for air conditioning training in Minnesota, November 17-21st, 2014. Mr. Brown said that Bob Christopher and William Nevin would be attending the training, noting that they would become certified. A motion to approve was made by Mr. Chepalonis and seconded by Mr. Conway. Motion carried with a roll call vote of the Board.

Department Supervisor Reports:

A. Operations Director, Mr. Lee Horton

Mr. Horton reported that the spotters are in place, they started yesterday and the feedback from drivers is good. He said that after a few issues, it seems to be going smoothly.

B. Maintenance Supervisor, Mr. Fred Brown

Mr. Brown said all the signs have been installed at the intermodal making a neater appearance and the passengers seemed pleased. He then said that all files in storage have been moved to a secure area in the bays and are under lock and key. He also noted the dispatch area has been redesigned.

Mr. Brown gave thanks to Lou Uritz for all of his work and also thanks to Vince Coviello for helping and allowing Mr. Brown to get projects done. He went on to say that it is a pleasure to work with the staff we have, everyone pitches in and helps each other.

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

Atty. Blazosek noted that Mr. Roselle is on jury duty and asked Mr. Gavlick to report.

Mr. Gavlick said that the Customer Services Intermodal people are working with four people on the job. Schedules may be adjusted though it is covered 6 days a week from open to close.

Mr. Licata noted that Dr. Halsor has to leave at approximately 5 p.m.

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

Dr. Kepner said the ridership committee met a week ago today and that they (along with Lee Horton and Joe Roselle) continue talking about the possibility to see extended and expanded service. Dr. Kepner added, that they continue to get people to attend the meetings asking to extend and expand service. Dr. Kepner said she was very optimistic. To avoid rehashing information from prior meetings, Mr. Roselle suggested that ridership minutes be posted to the LCTA webpage. Dr. Kepner said there has been good feedback from employees and supervisors at shared ride and a lower level of complaints. Dr. Kepner questioned what the hours are at the intermodal. Mr. Gavlick stated that they are there 6:15 a.m. to 6:00 p.m., Monday through Saturday.

Dr. Kepner stated the next meeting is Tuesday, October 21st at 2 p.m. at the LCCC Wilkes-Barre Center on Public Square.

Atty. Blazosek said there is a new report today from Mr. Arthur Bobbouine, member of the Safety Committee.

Mr. Bobbouine stated that he attended the last meeting and there are two items to be addressed. One is a letter regarding a railroad crossing, the other a letter to chiefs of police regarding driving around the intermodal. He said in the future he will have a report similar to the other committees and there has not yet been a date set for the October meeting. Mr. Licata thanked Mr. Bobbouine for volunteering his time to be on the committee.

Dr. Kepner asked about the make-up of the committee. Justin Davis said there are drivers, mechanics, administration (fixed route & shared ride) and one board member.

Mr. Licata said the size of the committee is big (approximately 18 people), and next month they may pare down the number so the committee may work more efficiently.

11. Personnel Committee- Mr. Robert Chepalonis, Chairman

Mr. Chepalonis put forth the following motions:

Confirmation of William Wright from PT to FT bus driver effective 6/6/14, Dr. Koch seconded the motion, motion carried.

Motion to hire Bernadine Barber for part-time customer service (intermodal) at \$12.00/hour, effective 9/17/14. Seconded by Mr. Baldo. Motion carried with a roll call vote of the Board.

Hire Justin Davis for Safety Training Manager, Fixed Route at \$45,000 year, effective 9/29/14. Seconded by Mr. Bobbouine. Motion carried with a roll call vote of the Board.

Motion to hire Karen VanDerzee for part-time spotter at intermodal at \$12.00/hour, effective 9/22/14. Seconded by Mr. Baldo. Motion carried with a roll call vote of the Board.

Motion to hire Interim Executive Director, Norman Gavlick at an annual salary of \$80,000, effective 9/23/14. Seconded by Mr. Conway, motion carried with a roll call vote of the Board.

Motion to send up to 4 people to APTA Conference Expo in Houston. It is a large conference done every three years, educational seminar and vendors. Seconded by Mr. Bobbouine. Motion carried with a roll call vote of the Board.

Motion for consent to mediate Horst vs LCTA. Mr. Baldo seconded the motion. Motion carried with a roll call vote of the Board.

Hire two part-time clerical positions in accounting around 40 hours total, per week. The motion was seconded by Mr. Conway. Motion carried with a roll call vote of the Board.

Mr. Chepalonis made the motion for the following salary grade adjustments:

Senior Fiscal Grants Manager, to a salary of \$58,525, effective 9/15/14. The motion was seconded by Dr. Kepner. Motion carried with a roll call vote of the Board.

Adjustment to Procurement Manager Position to \$52,925, effective 9/15/14. Seconded by Dr. Kepner. Motion carried with a roll call vote of the Board.

Salary grade adjustment to the Controller position, of \$62,460, effective 9/15/14. Motion was seconded by Mr. Bobbouine. Motion carried with a roll call vote of the Board.

Motion for the annual administrative staff salary increase at 3% - would not include those that received increases in 2014 or hired in 2014, effective 10/1/14. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the Board.

12. Old Business: Mr. Chepalonis asked if we are getting plaques to present to former board members and retirees. Mr. Gavlick said the list is complete and presentation would be done in October or November. It was confirmed that those receiving plaques will be asked to attend.

Dr. Kepner said she has been the board representative for the United Way Income Impact Council and is attending meetings. She said everything LCTA is trying to do will help. She also said she has information if anyone has questions. Mr. Licata thanked her for the extra time.

13. New Business: Mr. Licata stated that we do not have a board secretary at the present time and all secretarial matters have been handled by the assistant secretary, Dr. Koch. He said at the next board meeting we will make a resolution to nominate a new secretary and a new assistant secretary. Mr. Licata asked that the mission statement be placed on our website and the county's website. Mr. Gavlick said that we will be putting up plaques with the mission statement in the lobby, at the intermodal, at shared ride and it will be on the website.

Mr. Licata asked Mr. Uritz if it was possible to put it on the buses to which Mr. Uritz agreed. Mr. Chepalonis suggested an advertising poster. Dr. Kepner noted that not all riders make it into the intermodal.

14. Remarks:

Mr. Gavlick thanked the board for their confidence in himself and the team here at LCTA. He thanked the board members saying that we appreciate what you do for us and for helping us to get our jobs done. Mr. Gavlick stated the employees are dedicated and loyal and care deeply about the organization adding that they all do whatever they have to do to get the job done. Lastly, he said that he is very happy to be here and have the opportunity to lead this group.

Mr. Chepalonis mentioned that during one of the personnel committee meetings, they spoke with John Quinn and he had some good things to offer. Mr. Licata further stated that Mr. Gavlick and Mr. Quinn both applied for the Interim Director position and were interviewed. He congratulated Mr. Gavlick on his position and thanked Mr. Quinn for taking the time and stepping up to try and help LCTA. Mr. Chepalonis thanked Tom Landon again.

15. Adjournment:

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board