

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 22, 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  
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.  
LOUIS URITZ, PROCUREMENT MANAGER  
JOHN ALU, DIRECTOR OF FINANCE  
VINCE COVIELLO, MAINTENANCE SUPERVISOR  
TRACY KLINE, ACCOUNTING ASSISTANT  
FRANK KNOREK, COMPLIANCE ANALYST  
KATHLEEN BEDNAREK, GRANT ADMINISTRATOR

OTHERS:

LINDA SLATER, PTAC  
BOB CHRISTOPHER  
KEVIN MCGEE  
LORRIANN VANDERMARK

**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 nine board members were present.

**3. Public Comment:** Mr. Baldo then invited comments from anyone in the audience. Linda Slater, PTAC, said she found an addendum to the Georgetown schedule and confirmed that the buses were already running to the trailer park. She said that it is not noted on the schedules at the intermodal or the website and that changes should be announced. Mr. Conway stated the change was in the newspaper. Dr. Kepner asked if it was on the website. Mr. Roselle said the schedules are still at the printer and are then put on the website. Dr. Kepner said not having the same information in all places causes confusion. Kevin McGee stated the changes were in addition to the #7 schedule. He said the regular Georgetown Route is still the same; the additional runs were added. Mr. Roselle said the bus

started going to the trailer park in July. Dr. Halsor asked if the website could be changed without the printed schedule. Mr. Baldo asked if there was a time frame for implementing the changes on the website. Mr. Roselle said there should be an informational block noting the changes on the website and when the schedules are printed the file is sent to him and uploaded to the website. Mr. Uritz added that it takes 7-10 days to get schedules back from the printer and is working with Lee to implement the changes. Dr. Kepner said that she relies on the website and asked if it was possible to add the information near the schedule.

Linda Slater mentioned that the AVL is still not working. She said the Bus 14 doesn't start announcing the stop until it gets to Carey Avenue and Bus 12 wasn't on at all. Mr. Gavlick said we monitor the drivers and tell them to turn the systems on. Atty. Robbins said that in his experience some do not work properly or the system is not on. Dr. Halsor asked if the AVL is not on are they still able to track the location of the bus. Mr. Roselle said that Jake monitors the buses and calls drivers. Mr. Gavlick added that dispatch is aware and looks at the screens periodically to see the buses. He said we are required to announce the stops but not to have an automated system. Lastly, he noted that the Fixed Route drivers will be trained on ADA beginning 10/10/15.

Mr. Roselle said that the main schedule is put up but it is impossible to put every detail into the portal. Mr. Sciandra asked if there was a log showing who is logged into the system. Dr. Kepner said that sometimes it just doesn't work. Mr. McGee added that the dominant schedule is used. Atty. Robbins said that sometimes the visual is on but not the audio and also the sound is hard to hear. Mr. McGee said that depending on how many people are on the bus, the acoustics change and sometimes the sound is muffled. Atty. Robbins asked if the volume could be controlled. Dr. Kepner asked if it was possible to use earphones to hear the stop announcements. Mr. Roselle said the buses would need to be upgraded and the time lapse between stops is an issue. Lastly, Linda Slater said the bus riders are elated that they can now track the buses. Mr. Baldo thanked Ms. Slater for her input.

Dr. Kepner said that in the ridership meetings, one issue that always comes up is the review of ADA policies. She added that she received an email on the ADA status from Joe Roselle and asked to put that information in the September minutes.

Ms. Slater said we should have a Facebook link on the website. Mr. Roselle confirmed that there is a Facebook link on the website. It was established that the link wasn't working properly. Lorriann Vandermark said sometimes there are issues with Facebook.

#### **4. Approval of Minutes: August 25th Meeting**

Chairman, Mr. Baldo, asked for approval and if anyone had comments or changes to the minutes from the August 25th, 2015 meeting. Dr. Kepner stated that under item 8, the Executive Directors Report, a reference made to county council, should have been city council. A motion to approve was made by Dr. Halsor and seconded by Mr. Sciandra. 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 Ms. Villano and seconded by Dr. Kepner. Motion carried.

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

Mr. Baldo did not report at this time.

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

Atty. Blazosek noted for the record that there was an executive session from 3:34 p.m. until about 4:45 p.m. He said that he and Mr. Gavlick updated the board on the status of union negotiations with Local 164 and highlighted essential provisions adding that there will be more formal action based on the information presented. Also, he noted some personnel matters were updated and that no decisions were made.

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

Mr. Gavlick stated that several of the Shared Ride Vans are on the road. He said five are more due and the last two will be CNG. He added that there is a webinar with PennDOT next week for an update on the project. He said they did get support from county council for the CNG project, saying they would consider using CNG for their own vehicles.

Mr. Gavlick said they met with Bob Chepalonis from Martz and a Wilkes-Barre City police officer and discussed the arrangement at the intermodal. He said that he and Atty. Blazosek discussed the options noting that all the liability for the officers lies with the city. Martz will pay the officers directly and we will pay Martz our share of the cost. He added the officers would be covered under the city's workers comp and would have full police authority while there.

#### **ACTION ITEMS:**

Motion to approve the cost share agreement with Martz to pay Wilkes Barre City Police Officers to patrol the Intermodal center not to exceed \$25,000 per year. A motion to approve was made by Mr. Bobbouine pending an agreement letter that will be put together by Atty. Blazosek. Dr. Kepner asked if a six month review could be included in the letter. It was seconded by Mr. Conway. Motion carried with a roll call vote of the board.

Motion to approve Provision of Transportation Agreement between LCTA and Pennsylvania University Hospital. John Alu explained that this allows us to bill them directly. Mr. Baldo clarified that we are transporting to Philadelphia. A motion to approve was made by Mr. Sciandra and seconded by Ms. Villano. Motion carried.

Motion to approve Provision of Transportation Agreement between LCTA and Count on US Preschool, Daycare Inc. Mr. Gavlick said he got in touch with the preschool after a news story said school districts are not picking up or dropping off at day care locations. A motion to approve was made by Mr. Bobbouine and seconded by Dr. Koch. Motion carried.

Motion to approve Provision of Transportation Agreement between LCTA and Kidz Korner. A motion to approve was made by Mr. Conway and seconded by Mr. Sciandra. Motion carried.

#### **9. Department Supervisor Reports:**

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

Mr. Horton was absent from the meeting.

##### **B. Maintenance Supervisor, Mr. Vince Coviello**

Mr. Coviello thanked the Union, maintenance staff and management for helping out and said they are understaffed at the moment.

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

Mr. Roselle said that Ecolane is scheduled to visit 10/13-14/15 adding that the date was pushed back from August due to issues with other systems. He said that ridership numbers are now generated from the new GFI system. He said ridership for this time period last year was approximately 90,000 and this year the number was at 93,000 noting the improvement. He also stated that the ADA compliance review continues and he is going to State College for an ADA course. Lastly, he noted the driver ADA training is in October.

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

Mr. Knorek referred to Title 6 policies which are updated every three years. He said it requires board approval before he can send it to FTA.

**E. Finance, Mr. John Alu**

Mr. Alu said as of the end of July, Shared Ride is at a loss of \$37,000, much less than the budgeted loss of \$75,000. Shared Ride's revenue is 2% higher than budgeted. He said Fixed Route is 2% ahead of budget, with expenses 1% higher than budget. He said that they submitted the operating grants and are awaiting payment. He noted that capital plans are on hold at this point.

**10. Board Committee Reports**

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

Dr. Kepner spoke previously in the meeting as she had a teaching commitment.

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

Mr. Conway said that the committee met and there was an issue brought up with van tires saying they were worn with cords showing. Mr. Coviello said the driver should not have taken it out, and we are watching them as they are coming through at the pumps.

Kevin McGee was nominated to finish the term of Eric Turinski on the committee. Mr. Baldo inquired about the Butler Township garage, Drums facility. Mr. Gavlick said the property is owned by the county and we do basic maintenance there though we have no control over it. Mr. Coviello said the drivers stop and drop, leave their vehicles and drive the vans. Mr. Uritz added that they get their manifests from the fax machine. Mr. Baldo said we should address the issues or secure a safer location; possibly inquire with county.

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

Atty. Robbins put forth the following motions:

Motion to hire Lorriann Vandermark as PT Marketing Coordinator effective, 8/31/2015 at \$12.00 per hour. The motion was seconded by Mr. Bobbouine. Motion carried.

Motion to hire Richard Wasilius as Maintenance Supervisor effective, 9/8/2015 at \$40k per year. The motion was seconded by Dr. Koch. Motion carried.

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

**12. New Business:** Mr. Bobbouine made a motion to ratify the proposed Union Contract pending the ratification by their body. The motion was seconded by Ms. Villano . Motion carried with a roll call vote of the board.

**13. Remarks:** Mr. Bobbouine thanked Norm, Kevin and the negotiating teams for their hard work getting the contract done. Mr. Gavlick thanked management staff and the ATU for their hard work. He added that we have a good working relationship with the ATU and the combined teams did a good job.

**14. Adjournment:**

With all business having been completed, a motion to adjourn was made by Dr. Koch and seconded by Mr. Sciandra. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board