

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
JANUARY 26, 2016

PRESENT:

ARTHUR BOBBOUINE, BOARD CHAIRMAN  
PATRICK CONWAY, VICE-CHAIRMAN  
CHARLES SCIANDRA, TREASURER  
SEAN ROBBINS, ESQ., ASST. TREASURER  
LYNETTE VILLANO, SECRETARY  
GARY POLAKOSKI, ASST. SECRETARY  
SID HALSOR, PH.D, MEMBER  
VALERIE KEPNER, PH.D, MEMBER  
JOHN KOCH, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR  
HUMAN RESOURCES DIRECTOR  
LEE HORTON, DIRECTOR OF OPERATIONS  
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.  
LOUIS URITZ, PROCUREMENT MANAGER  
JOHN ALU, DIRECTOR OF FINANCE  
VINCE COVIELLO, DIRECTOR TRANSIT MAINTENANCE  
TRACY KLINE, ACCOUNTING ASSISTANT  
FRANK KNOREK, COMPLIANCE ANALYST  
KATHLEEN BEDNAREK, GRANT ADMINISTRATOR

OTHERS:

LINDA SLATER, PTAC  
PATTY PROCIAK, PROCIAK & ASSOCIATES  
JANINE HENNIGAN, HR MANAGER  
KEVIN MCGEE, DRIVER/UNION PRESIDENT

**1. Pledge of Allegiance:** Board Chairman, Mr. Bobbouine, 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. Conway, Dr. Kepner, Dr. Koch, Mr. Polakoski, Mr. Sciandra, Ms. Villano and Mr. Bobbouine.  
There were 7 board members present and 2 absent.

**3. Public Comment:** Mr. Bobbouine then invited comments from anyone in the audience.  
Linda Slater welcomed Mr. Polakoski to the board. She commented that he was a member of a previous LCTA board who cut night service. Mr. Polakoski said they had budgetary constraints at the time but said he is open to anything that will improve the Authority. Linda also thanked the board regarding Shared Ride. She said she received feedback that Shared Ride improved greatly and they are happy with the service.

Mr. Bobbouine welcomed Mr. Polakoski to board, noting his prior service on the LCTA board. He also mentioned that Mr. Conway was appointed for another term.

**4. Approval of Minutes: December 1, 15 & 22, 2015 Meetings**

Chairman, Mr. Bobbouine, asked for approval and if anyone had comments or changes to the minutes from the December 2015 meetings. A motion to approve was made by Ms. Villano and seconded by Dr. Koch. Motion carried.

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

Mr. Bobbouine asked if anyone had any questions or comments regarding the financial statements. Dr. Kepner mentioned that it looks like Shared Ride is running at a profit which is not accurate. Mr. Alu explained that it was due to the lottery program adjustment made in October when they discovered that Shared Ride was overbilling. A motion to approve was made by Ms. Villano and seconded by Mr. Conway. Motion carried.

**6. Chairman's Report: Mr. Art Bobbouine**

Mr. Bobbouine thanked the board for their hard work and felt they have done a good job. He said he looked forward to working with everyone to make LCTA a premier transit agency.

Mr. Bobbouine announced the following committee assignments:

Personnel – Atty. Robbins, Chair

Mr. Conway

Ms. Villano

Budget - Mr. Sciandra, Chair

Ms. Villano

Dr. Koch

Safety - Dr. Koch, Chair

Mr. Polakoski

Mr. Sciandra

Ridership - Dr. Halsor, Chair

Dr. Kepner

Mr. Polakoski

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

Atty. Blazosek noted for the record that there was an executive session from 3:25 p.m. until about 4:50 p.m. He said the board reviewed some ongoing litigation, real estate matters and personnel updates. He said no decisions were made at that time.

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

Mr. Gavlick said the Ecolane project is still on track for Tuesday. He said Joe Roselle and his team have done an outstanding job. He said that both John and Joe are involved in this huge project adding that

Vince and maintenance have installed 49 tablets in the Shared Ride vehicles. He said there will still be some issues at first but we are looking forward to Ecolane and further improvements.

He then discussed the performance reviews that he will do with the Senior Management. He said management will then sit down with their staff for reviews and will set out some expectations. He added that copies of the review form were sent to the board. Mr. Gavlick said we will do the performance reviews in November with outcomes voted on at the December board meeting which will be effective for January 1<sup>st</sup>.

### **ACTION ITEMS:**

Motion to accept LCTA 2014/2015 single audit from Prociak. A motion to approve was made by Dr. Koch and seconded by Mr. Sciandra. Motion passed with a roll call vote of the board members.

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

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

Mr. Horton said they are in the process of a new bid and thanked Kevin and Paul for their help with schedules. He mentioned active shooter training and said they are working with Kingston to get something lined up using a bus.

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

Mr. Coviello said they replaced a transmission on a bus and had several engine rebuilds. He noted they are up to date on preventative maintenance. He said they ordered four new Shared Ride vans. Mr. Bobbouine mentioned that he was impressed with the maintenance department and what they accomplish. Mr. Coviello added that they do a good job.

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

Mr. Roselle said we are on the home stretch with Ecolane. He said Jake has been extremely helpful and has put in extra time. He said that all the Shared Ride personnel have been pitching in. He said they plan to go live next Tuesday, possibly Wednesday. He mentioned that Hazleton was also included in Ecolane and training.

He said ridership is up slightly compared to this time period last year noting better weather.

He noted the compliance report included with the board packets and said we had improvements.

He said they need a good analysis on routes and had a demo with route software.

He added that according to the route performance graph, routes 8, 16, 17 and 19 are performing the least. He said they could reallocate trips based on information analysis. Mr. Roselle said the EEO report was included with the board information and thanked Frank for running all of the numbers to be submitted to FTA.

Dr. Kepner said while reviewing the complaints and comments, she noticed that at certain times there was no footage pulled. Mr. Roselle said the system is getting older and sometimes it is not available. He added that Mary follows up on all the complaints.

Dr. Kepner said it is a benefit to LCTA to have the footage, noting the equipment may need to be replaced to be more consistent.

Mr. Gavlick said it is frustrating to not have the video that is needed. He said we are putting new HD systems in the Shared Ride vans and are looking in to placing some in the buses on a trial basis.

Mr. Gavlick brought to the board's attention the fact that staff members put in extra time.

He said they had a meeting regarding payroll and they were here after 6:00 p.m. He said Joe stayed until 9:30 p.m. doing Ecolane work and payroll, also both John and Lee came back later on that evening. He noted that we don't just put in eight hour days and included other staff members who do the same. He added, they do whatever they have to and that is how they are able to accomplish what they do. Dr. Kepner mentioned that she has emailed John and he responded after hours. Mr. Bobbouine mentioned that Norm has done the same.

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

Mr. Knorek said this month we had a safety sensitive employee audit and that we have 2015 drug and alcohol reporting due in March. He said we are going to be updating the emergency response plan. He noted that the EEO management report with a summary was included with the board packet. Lastly, he mentioned there were no complaints from the Office of Long Term Living in 2015.

#### **E. Marketing, Lorri Vandermark**

Ms. Vandermark mentioned more December coverage for Santa Claus. She said families were posting pictures of their kids with Santa Claus on the Facebook page. The Executive Director announcement produced a 3,600 reach on Facebook. She said they received a thank you letter for the food drive from Weinburg and we collected 610 pounds of food. She mentioned a Valentine photo contest adding that we will be giving away two 31-day bus passes. Lastly, she said the weather alerts resulted in people coming back to the Facebook page to get more information.

#### **F. Finance, Mr. John Alu**

Mr. Alu said Shared Ride was showing a net profit due to the Lottery Program adjustment. He said we did negative adjustments in October and accrued them back to the 14-15 year. He said he did a positive adjustment in November. The year to date shows we are 59% better than budget with Shared Ride. He said at Fixed Route, year to date, we are above budget by 2%. He said we applied for a grant to subsidize Francis Slocum marketing materials and that Kathy sent out a mass email regarding a transportation funding opportunity.

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

#### **Operations/Ridership Committee – Dr. Sid Halsor, Ph.D., Chairperson**

Mr. Bobbouine discussed moving the ridership meetings around so we get other riders from different areas. He said we could meet later in the evening to get some different opinions and reach out to other riders. Linda Slater said people would not have transportation in the evenings. Dr. Kepner said it was a fantastic idea but it will need planning as it is now at an established time. Mr. Bobbouine said we can move the meeting quarterly. Linda Slater suggested Pittston. Dr. Kepner mentioned moving the board meeting to another location as well to which Mr. Bobbouine agreed.

#### **Safety Committee- Dr. John Koch, Chairperson**

Dr. Koch said that he attended the recertification meeting this morning at 11 a.m. He said they completed a training session with a consultant and then walked around maintenance. Dr. Koch said they had meeting to elect new officers. He also noted that he was impressed with the group and invited other members to attend the meetings.

#### **Personnel Committee- Mr. Conway for Atty. Sean Robbins, Committee Chairperson**

Mr. Conway put forth the following motions:

Motion to hire Craig Trojan as PT Van Driver SR at \$8.75 hr. effective, 12/22/2015  
The motion was seconded by Mr. Sciandra. Motion carried.

Motion to hire Joseph Sudo as PT Van Driver SR at \$8.75 hr. effective, 1/8/2016  
The motion was seconded by Dr. Koch. Motion carried.

Motion to promote Megan Warunek from PT to FT SR van driver at \$11.89 hr. effective, 1/4/2016. The motion was seconded by Ms. Villano. Motion carried.  
Mr. Gavlick noted that this was a replacement of a retired driver.

Motion to hire Kathryn Holtslander as PT spotter effective, 1/25/2016, at contract rate  
The motion was seconded by Dr. Kepner. Motion carried.

Motion to hire Human Resources Manager Janine Hennigan at a salary of \$37,000, effective 2/15/16.  
The motion was seconded by Dr. Kepner. Motion carried.

**11. Old Business:** No old business was discussed.

**12. New Business:** Dr. Kepner made a motion to accept the job description for the Executive Director.  
The motion was seconded by Mr. Sciandra. Motion carried.

**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 Dr. Kepner. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board