

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

PRESENT:

ARTHUR BOBBOUINE, BOARD CHAIRMAN
PATRICK CONWAY, VICE-CHAIRMAN
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
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
JOHN ALU, DIRECTOR OF FINANCE
LEE HORTON, DIRECTOR OF OPERATIONS
VINCE COVIELLO, DIRECTOR TRANSIT MAINTENANCE
LOUIS URITZ, PROCUREMENT MANAGER
JANINE HENNIGAN, HR MANAGER
TRACY KLINE, ACCOUNTING ASSISTANT
FRANK KNOREK, COMPLIANCE ANALYST
KATHLEEN BEDNAREK, GRANT ADMINISTRATOR

OTHERS:

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. Halsor, Dr. Kepner, Dr. Koch, Mr. Polakoski, Atty. Robbins, Ms. Villano and Mr. Bobbouine. There were 8 board members present and 1 absent.

3. Public Comment: Mr. Bobbouine noted for the record that public comment regarding Shared Ride was heard from John Neuman during the work session.

4. Approval of Minutes: January 13 & 26, 2016 Meetings

Chairman, Mr. Bobbouine, asked for approval and if anyone had comments or changes to the minutes from the January 13th, 2016 meeting. A motion to approve was made by Ms. Villano and seconded by Dr. Kepner. Motion carried. The January 26th meeting was approved by Dr. Koch and seconded by Mr. Conway. Motion carried.

5. Treasurers Report: Atty. Sean Robbins

Atty. Robbins asked if anyone had any questions or comments regarding the financial statements. A motion to approve was made by Dr. Kepner and seconded by Ms. Villano. Motion carried.

6. Chairman's Report: Mr. Art Bobbouine

Mr. Bobbouine had nothing to report at this time. Dr. Kepner asked Mr. Bobbouine about meeting weekly and sending out a weekly email. Mr. Bobbouine said nothing has been happening but he could send emails every two weeks or as needed. He added that there would be a personnel meeting before the next board meeting.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 3:15 p.m. until about 4:15 p.m. He said the board reviewed personnel matters and Mr. Gavlick gave some updates. He said no decisions were made during this time.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick said the Ecolane project has been progressing very well and Shared Ride has improved on-time performance. He added the drivers have been following the tablet schedule instead of a manifest.

He said we met with Direct Media and reviewed the advertising contract adding we will continue with them for the remainder of the year and put out an RFP next year. He noted that there will be a Sleepy's ad on almost every bus. He felt the new sales reps and management would be aggressive with advertising on buses. He also mentioned the bus shelters and that we have been receiving a small amount of money from Lamar from an existing contract. He said we do not have records on the shelters to know if the money they are sending is accurate. He noted that the contract expired in 2015 and we are looking into who owns the bus shelters. He said we will be meeting with them soon.

Mr. Gavlick said the OneSource transition has been on-going and we hope to complete it in the next two payrolls. He said employees will have access to their own information; including W-2's and benefits and we will eventually get to paperless on-boarding for new employees. He discussed that future time-off for admin will be tracked and approved on-line.

Mr. Gavlick said we received a Recreational grant from the county in the amount of \$4,000; the original request was for \$8,000. He said we will use this money to promote the Francis Slocum run from June through September adding that we are the only Transit Authority in PA to offer bus service to a State Park. He said we are planning a promotional event and want students to be able to use their bus pass for this purpose.

He mentioned meeting with Wilkes-Barre School Board, who we currently contract with and provide discounted rates for students. He said they are looking at buying more passes. He noted the current contract expires in June 2016 and we charge \$1.50 per pass with a 15% discount to account for absenteeism. He talked about giving students an unlimited bus pass. Mr. Polakoski asked about other school districts. Mr. Gavlick said there is a limited student summer pass, adding he would like to revamp the fare schedule and create a new student pass that would be good year round.

He said with LCTA, students are not limited as they are with traditional school buses. He said we also want schools to give passes to faculty and administration. He spoke about increasing the rate noting that they get 63% refunded back from the state. Mr. Gavlick said the ridership is most important and we can change routes as long as the service is not exclusive to schools; they must be open to the public.

Mr. Polakoski asked if there was a bus that goes to Mountain Top. Mr. Gavlick said not at this time but we are looking into it. Mr. Gavlick discussed purchasing two or three more buses and said we are looking at using route software. He spoke about possibly using at least two buses for night service after analyzing current routes.

Lastly, he said we are getting new schedules and there are some minor changes. The printing date on the schedules will be changed to March 14, 2016 so riders know they are the most current. Mr. Gavlick said we are going to hand them out two weeks in advance and Lorri is going to promote them so that riders are aware. Mr. Uritz said printing would take 2-3 days.

9. Department Supervisor Reports:

A. Operations Director, Mr. Lee Horton

Mr. Horton said a new driver training is starting. He said we needed additional sizes for the uniforms and that an order will be placed next week. Mr. Gavlick said that retired driver, Tom May, is coming back as a part-time driver.

B. Maintenance Supervisor, Mr. Vince Coviello

Mr. Coviello said that two more motors went down last week. He also mentioned issues they are having with the hybrid buses. Mr. Gavlick said the new buses would be diesel.

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

Mr. Roselle said that ridership is doing well this year, up about 3% with the mild weather. He noted the compliance report included with the board packets and said they are about the same as last month. He discussed the Ecolane project at Shared Ride noting it has been in place about two weeks and said the on-time performance is at 90%. He said he met with the Shared Ride drivers to get feedback and they made some administrative changes with more defined job titles.

Dr. Kepner questioned the amount of 20-Ride passes on the ridership report, noting a significant decrease. Mr. Roselle said comparing the numbers monthly is deceiving. He said previously Colts and any misreads were all added to the 20-Saver/20-Ride category but there is now a separate category. Dr. Kepner acknowledged that it is a classification issue.

She mentioned that the 20-Ride pass stops working after 1 or 2 rides and then drivers have to punch it or write on it. Atty. Robbins said that while he had issues with the 20-Ride before, it has been better recently. Mr. Coviello said the new cards are working better.

D. Compliance, Mr. Frank Knorek

Mr. Knorek said we are sending the 2015 drug and alcohol reports to FTA on Monday or Tuesday. He said we are in the process of drafting an emergency response plan and he has been training the new HR manager on regulations. Mr. Robbins asked who requires the emergency plan. Mr. Knorek said OSHA and the State. Mr. Gavlick said we met with EMA a couple weeks ago to coordinate what we would do in an emergency situation.

E. Marketing, Lorri Vandermark

Ms. Vandermark said she worked on the text alert release and placed signs in the buses. She noted the highest Facebook reach was the board reorganization and mentioned some employee kudos. She spoke about the Valentine contest and added that we had a feature story in the Times Leader, "A Day in the Life of a Bus Driver." She said she will be promoting bus schedule changes and putting out a press release on Ecolane.

F. Finance, Mr. John Alu

Mr. Alu said that for the month of December, Shared Ride revenue is 4% over budget. He said on the expense side we are better than budget by 14%, which is largely due to the health insurance change. He added that Shared Ride is \$114,000 under budget for the month and 57% better than budget for the year. He said Fixed Route fares outperformed expectations by 31%. He noted that expenses were 1% over budget due to the MMO payments needed for the pension plans. He added that year to date; fixed route is within allocation and expected that to continue.

Mr. Alu said we will be submitting our FTA grant for the 2015 year, adding that their grant software has been down since November. Grant projects include wash bay upgrades, scheduling software, buses and battery packs, also signage and preventative maintenance, which total about 3.1 million.

10. Board Committee Reports

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

Mr. Halsor said a work conflict prevented him from attending the meeting. He mentioned an alternate meeting time may be needed. Mr. Roselle confirmed there was a meeting in February.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said the safety committee meeting was rescheduled until tomorrow due to the school early out and need for more buses.

Personnel Committee- Atty. Sean Robbins, Committee Chairperson

Atty. Robbins put forth the following motion:

Motion to hire Laura Patrick as PT admin at SR at \$12.00/hour, effective 2/08/2016. The motion was seconded by Dr. Halsor. Motion carried.

11. Old Business: No old business was discussed.

12. New Business: There was no new business at this time.

13. Remarks: Dr. Kepner noted how much different it is now than when she was first on the board with the schedules being made available prior to the changes. She said it really makes a difference for those that rely on the buses.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board