

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
MARCH 22, 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
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

OTHERS:

KEVIN MCGEE, DRIVER/UNION PRESIDENT
PAUL JASON, FR DRIVER
TOM LANDON, SR DRIVER

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, Atty. Robbins, Mr. Sciandra, Ms. Villano and Mr. Bobbouine. There were 8 board members present and 1 absent.

3. Public Comment: There were no public comments made.

4. Approval of Minutes: February 23rd, 2016 Meeting

Chairman, Mr. Bobbouine, asked for approval and if anyone had comments or changes to the minutes from the February 23rd, 2016 meeting. A motion to approve was made by Ms. Villano and seconded by Mr. Sciandra. Motion carried.

5. Treasurers Report: Mr. Charles Sciandra

Mr. Sciandra asked if anyone had any questions or comments regarding the financial statements.

With none, a motion to approve was made by Mr. Conway and seconded by Atty. Robbins. Motion carried.

6. Chairman's Report: Mr. Art Bobbouine

Mr. Bobbouine thanked Atty. Robbins for conducting the personnel session last week in his absence.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 3:35 p.m. until about 4:35 p.m. He said the board reviewed ongoing legal and personnel matters though no decisions were made or actions taken.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick discussed the board packets and how the board would like it sent. Atty. Robbins said he would like it somewhat consolidated. Mr. Roselle said he usually makes a table of contents with links to the information. Mr. Gavlick said instead of sending information piece by piece he would resend the entire package when items are added, placing them at the end.

Next, he mentioned that he made a formal request to the Luzerne County Planning Commission to add a park & ride facility in the Back Mountain/Dallas area to be used for transit and carpooling.

Mr. Gavlick said that meetings and inquiries are coming in from W-B Chamber, Diamond City Partnership and the Joe Amato Group. He added that they are interested in working with us and felt it was a result of the positive momentum at the Authority.

He said we will be meeting with Lamar and their General Manager regarding the bus shelters and figure out what we own and do not own. He added that Dispatch and our drivers have been compiling a list of shelters. Mr. Gavlick said he would like to generate more revenue from the shelters that are out there, adding that the 20-year contract with Lamar ended in 2015.

He said there are four employees attending the PPTA Spring Conference, April 19-21 in Lancaster, for the duration and various employees attending different days for certain seminars. He said there are great seminars and programs offered affecting all of the staff. He noted that Tuesday, April 19th is the award luncheon day when we find out whether Fred Brown is selected for the Hall of Fame Award. He added that regardless of the outcome, we will be recognizing Mr. Brown at LCTA in the next couple of weeks. Mr. Gavlick said employees will be reimbursed for expenses incurred while at the conference by submitting their receipts. He said we will be using company vehicles and most of the food is included, noting the expenses would be minimal.

Action Items:

Motion to approve the Workers Compensation Insurance Policy, through H.A.R.I.E., effective April 1, 2016, for \$329,295.00. A motion to approve was made by Atty. Robbins and seconded by Mr. Sciandra. Motion carried.

Motion to approve the Excess Flood Insurance Policy renewal effective, April 2, 2016, for \$23,965.00
A motion to approve was made by Ms. Villano and seconded by Dr. Koch. Motion carried.

Motion to approve proposed budget transfers to the 15/16 Operating Budget
A motion to approve was made by Dr. Kepner and seconded by Atty. Robbins. Motion carried.

Motion to approve Drug and Alcohol Policy Revision: Post-Accident Testing **section 4.37**
A motion to approve was made by Dr. Koch and seconded by Mr. Sciandra. Motion carried.

9. Department Supervisor Reports:

A. Operations Director, Mr. Lee Horton

Mr. Horton mentioned the new drivers going through training are doing well. He said they were also working on the bus shelter project, making a list and trying to figure out who owns them.

B. Maintenance Supervisor, Mr. Vince Coviello

Mr. Coviello said they are sending two mechanics, April 7th, to a wheelchair repair seminar on the Shared Ride vehicles. He said they started air conditioning service on the Fixed Route buses, noting they are switching over to a new refrigerant which is better for the environment and would cut the cost in half. He added that they just finished a complete rebuild on a 2006 and they are rebuilding one of the Shared Ride vans.

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

He discussed Shared Ride and said that Ecolane is doing well noting on-time performance is at 90%. He said they would be getting some more advanced training in the beginning of April.

Mr. Roselle said that Fixed Route ridership is up about 3% from last year with the good weather. He said the compliance report is good and that he included performance metrics with a graph, which are slightly down. He mentioned we would be reviewing that next week when Penn DOT consultants come in to help us better look into the numbers. Attorney Robbins commented that the graph made things easy to see.

D. Compliance, Mr. Joe Roselle for Frank Knorek

Mr. Roselle mentioned both the Title 6 and EEO programs were accepted by FTA and said Frank is prepping information for the triennial in June.

E. Marketing, Lorri Vandermark

Ms. Vandermark mentioned the Times Leader story featuring driver, Doris Shaw, and also the press release on the new schedules which was picked up by newspapers and television stations.

She said the Valentine contest generated a lot of interaction. She discussed the PPTA Hall of Fame Award nomination for Fred Brown and added she enjoyed working on the project, going through photos, history and talking with those who knew him.

She noted the new schedules were a big part of the month with Facebook, press releases and signage on the buses. She mentioned the chamber meeting and marketing opportunities, also a Live Well Luzerne meeting, one of the co-sponsors for Francis Slocum.

She said we had driver appreciation day. Ms. Vandermark said it was celebrated last Friday with a barbecue, cake and a banner signed by staff for Fixed Route and Shared Ride.

Lastly, she said she would be getting out for more community events.

Mr. Gavlick said they did not receive any complaints about missed stops. Dr. Kepner said she was impressed by the roll out of the different schedules and the attention they received.

F. Finance, Mr. John Alu

Mr. Alu said that for the month, Shared Ride revenue is 1% better than anticipated and year to date revenues are about 5% higher. He added that Shared Ride expenses are under budget for the month with the year to date expenses 6% better than expected. He said year to date operating loss is at \$161,000 and compared it to January of 2015 when the loss was at \$245,000.

He said Fixed Route fares were better than budget by \$11,000 and expenses were trending below budget. He said we have the audit RFPs out and hoped to receive several responses.

He noted that we are continually working on contracts for Shared Ride to subsidize some of the losses.

10. Board Committee Reports

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

Dr. Halsor was not present. Mr. Gavlick said he, Lee Horton and Frank Knorek attended the ridership meeting and spoke with two individuals.

Mr. Bobbouine mentioned a note from Sid, asking to discuss alternative times for the meetings.

Mr. Gavlick said he was open to changing the time, day or location and referred to the committee members. He suggested setting up ridership meetings for the year and publishing them so people know when they are. Mr. Gavlick said he would be in touch with Sid to discuss it.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said the safety committee met and discussed radios. He said they were testing out a new antenna that may assist communications and noted it would be a big expense to get new radios.

Dr. Koch mentioned he was impressed with the committee and their professionalism.

Mr. Gavlick said we own our own frequency for the Fixed Route, but for Shared Ride it is contracted out through Industrial Electronics using their frequency and repeater. He said that he bought his own radio so that he can listen to both frequencies. He did not know if it would be necessary to update the repeater on the mountain.

He suggested getting radios for Shared Ride that can be on the same frequency as Fixed Route. He added that it is possible to reprogram the radios ourselves depending on whether the van radios have an internal separation capability. It was noted that this was an ongoing issue with the safety committee and we are aware of it. He mentioned the project to get high definition cameras on the vans and said we are installing a new security system on site and will be able to see more areas.

Personnel Committee- Atty. Sean Robbins, Committee Chairperson

Atty. Robbins put forth the following motions:

Motion to hire Charles Drust SR Part-time Van Driver effective 2/22/2016 at \$8.75/hr.

The motion was seconded by Dr. Koch. Motion carried.

Motion to hire William Sherman SR Part-time Van Driver effective 2/22/2016 at \$8.75/hr.

The motion was seconded by Ms. Villano. Motion carried.

Motion to hire Thomas May FR Part-time Bus Driver effective 2/24/2016 at contracted rate

The motion was seconded by Mr. Sciandra. Motion carried.

Motion to hire Kimberly Ann Gardner FR Part-time Bus Driver effective 2/24/2016 at contracted rate
The motion was seconded by Dr. Kepner. Motion carried.

Motion to hire Nicholette Maciejczak FR Part-time Bus Driver effective 2/24/2016 at contracted rate
The motion was seconded by Dr. Koch. Motion carried.

Motion to promote Thomas Landon SR Part-time Van Driver to SR Part-time Dispatch at \$12.00 p/ hour
The motion was seconded by Mr. Conway. Motion carried.

Motion to promote Julio Avilo from SR Part-time Van Driver to FR Part-time Bus Driver effective
2/29/2016 at contracted rate. The motion was seconded by Dr. Koch. Motion carried.

Motion to promote Ann Marie Kocher from FR part-time Bus Driver to FR Full-time Bus Driver effective
2/29/2016 at contracted rate. The motion was seconded by Ms. Villano. Motion carried.

Motion to hire Bernard Lee SR Part-time Van Driver effective 3/8/2016 at \$8.75/hr.
The motion was seconded by Mr. Sciandra. Motion carried.

Motion to hire Norman Tomchak Part-time SR Van Driver effective 3/8/2016 at \$8.75/hr.
The motion was seconded by Mr. Conway. Motion carried.

11. Old Business: No old business was discussed.

12. New Business: Dr. Kepner asked if a board meeting could be held at Shared Ride as she has not been there. Mr. Gavlick said there is not room but we could plan a trip over there. Dr. Kepner said there use to be a report regarding Shared Ride. Mr. Gavlick said Mr. Roselle is in charge at Shared Ride and goes back and forth, adding he has been there on a regular basis with Ecolane.

13. Remarks: No remarks were 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