

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

PRESENT:

PATRICK CONWAY, VICE-CHAIRMAN
SEAN ROBBINS, ESQ., ASST. TREASURER
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
FRANK KNOREK, COMPLIANCE ANALYST
LORRI VANDERMARK, MARKETING

OTHERS:

ROSEMARY LOMBARDO

- 1. Pledge of Allegiance:** Board Vice-Chairman, Mr. Conway, 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 and Atty. Robbins. There were 5 board members present and 4 absent.
- 3. Public Comment:** There were no public comments made.
- 4. Approval of Minutes: March 22rd, 2016 Meeting**
Vice-Chairman, Mr. Conway, asked for approval and if anyone had comments or changes to the minutes from the March 22rd, 2016 meeting. A motion to approve was made by Dr. Kepner and seconded by Dr. Koch. Motion carried.
- 5. Treasurers Report: Mr. Charles Sciandra**
Mr. Sciandra was absent from the meeting.
- 6. Chairman's Report: Mr. Patrick Conway, Vice-Chairman**
There was no report at this time.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 3:21 p.m. until about 3:58 p.m. He said the board reviewed ongoing legal /personnel matters and property interests though no decisions were made or actions taken.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick said the Park & Ride in Dallas concept has been submitted to the Luzerne County Planning Commission and the MPO for inclusion on the Federal TIP plan.

He said we met with the Transpro Group, which are consultants for Penn DOT.

He added that the meeting with the Luzerne County Planning Commission included Larry Neuman from the Diamond City partnership. He noted that we had meetings with Penn DOT and attended PPTA meetings in Lancaster.

Mr. Gavlick said that several employees have joined PPTA Committees. He said PPTA is closely tied in with Penn DOT and felt it would be good to participate and be involved. He mentioned that we will be participating in an organization called "Women in Transit" and LCTA would be the founder of a Northeast chapter under the direction of Lorri.

Mr. Gavlick said he submitted a letter to Luzerne County for the matching funds request and it would be on the agenda in the next weeks. He felt things would go a lot smoother this year.

Lastly, Mr. Gavlick said we will be ordering two or three buses this year but would not see them until the middle of next year.

Action Items:

Motion to approve the sale of vehicles per bid no. IFB15-16-002 on April 20, 2016.

A motion to approve was made by Atty. Robbins and seconded by Dr. Koch. Motion carried.

Motion to approve a grant of \$1,200.00 to the Poetry in Transit Program at Wilkes University.

A motion to approve was made by Dr. Kepner and seconded by Atty. Robbins. Motion carried.

Motion to approve an Excess Flood Insurance Policy through Joyce Insurance for \$16,550.00, effective May 11, 2016. Mr. Gavlick explained that we are only able to purchase \$500,000 in coverage from the federal government and we have additional layers of flood insurance which total approximately \$6,000,000. He said this policy is held by Lloyds of London. A motion to approve was made by Dr. Koch and seconded by Mr. Polakoski. Motion carried.

9. Department Supervisor Reports:

A. Operations Director, Mr. Lee Horton

Mr. Horton mentioned the new drivers going through training are doing well and there is some additional training coming up for drivers. Mr. Polakoski questioned if we have coordinated with Penn DOT regarding paving. Mr. Horton said we do have information on what they are paving in Nanticoke and Dallas and we have also been working with the construction supervisor.

B. Maintenance Supervisor, Mr. Vince Coviello

Mr. Coviello said they just finished a 2004 rebuild. He said they are working on air conditioning service and that preventative maintenance is up to date. He noted that with vacations coming up in the department they would be scrambling. He added that they are also updating bus stop signage.

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

Mr. Roselle mentioned the complaint log was included in the board packet and that Jake has been working on it. He said he included a Shared Ride report and in March; Ecolane on-time performance is at 93% and the goal is 95%. He said they went to Ecolane training at CATA in the beginning of April. He noted that performance metrics were about the same from last month and Fixed Route ridership is up about 3%.

D. Compliance, Mr. Frank Knorek

Mr. Knorek mentioned the Customer Satisfaction Survey, part of the Act 44 review which needs to be completed every two and a half years. He said we needed a minimum of 400 surveys and completed 618. He said we handed those in at PPTA and will receive the data in two to three weeks noting about two-thirds of the surveys were positive. Mr. Knorek added that we are putting together a master compliance calendar including dates and programs that we are responsible for. He also said we are getting ready for the FTA and Penn DOT reviews.

Mr. Gavlick said there was an update on the Act 44 review process at the PPTA and they would be meeting this week to go over information with the senior staff. He said Joe was able to get additional information through his affiliation with the PPTA IT committee. Mr. Gavlick said that we have to be able to show we gathered the data and that we have checked the data using counters, fare boxes and video to verify. Lastly, he said Anthony Stever from Penn DOT would be sitting in on the Triennial Review.

E. Marketing, Lorri Vandermark

Ms. Vandermark said this month we have been focused on community collaboration and we met with Diamond City and The Chamber of Commerce. She also mentioned a meeting with Highmark Blue Shield regarding parking procedures and finding ways for them to use public transportation through the Commuter Choice Program. Ms. Vandermark said that we are in the process of making a commercial and are working out details. She discussed the PPTA conference and said they would be trying to do more cross promotion sharing with other agencies. She said "Women in Transit" involves talking to young people in hopes they would move toward a career in transit. She said the manager from Francis Slocum would be here tomorrow to talk about promotion. Ms. Vandermark said that National Transportation week is coming up in May and we are looking into promotions. Lastly, she added that she and Debbie Dennis went to a community event held by LCCC but due to the weather the response was not good.

F. Finance, Mr. John Alu

Mr. Alu said that for the month of February, Shared Ride has a \$60,000 loss and revenue exceeded expectations. He said we are still about 50% better than budget and expected that to continue. He noted that with Fixed Route, we are about 10% better than budget. He said revenues are still exceeding expectations and we are seeing savings in salaries and wages.

10. Board Committee Reports**Operations/Ridership Committee – Dr. Sid Halsor, Ph.D., Chairperson**

Dr. Halsor was not present. Frank Knorek said he attended the ridership meeting and it was mostly positive. It was noted the meeting minutes were included in the board packets.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said the safety committee met and discussed radios. Mr. Uritz confirmed that new antennas have been ordered and we are waiting for their arrival.

Personnel Committee- Atty. Sean Robbins, Committee Chairperson

Atty. Robbins put forth the following motions:

Motion to hire Nancy Besancon as SR PT van driver, effective 3/23/16 at \$8.75 hr.
The motion was seconded by Dr. Koch. Motion carried.

Motion to hire Andrew Kuntz as SR PT van driver, effective 4/11/2016 at \$8.75hr.
The motion was seconded by Dr. Kepner. Motion carried.

Motion to promote Jeffrey Kairo from PT to FT SR van driver, effective 4/27/2016 at contract rate.
The motion was seconded by Mr. Polakoski. Motion carried.

Motion to promote Charles Drust from PT to FT SR van driver, effective 4/27/2016 at contract rate.
The motion was seconded by Dr. Koch. Motion carried.

Motion to promote Bernard Lee from SR PT van driver to PT dispatch, effective 4/19/16.
The motion was seconded by Mr. Polakoski. Motion carried.

11. Old Business: No old business was discussed.

12. New Business: Dr. Koch asked if documents could be printed double sided to save paper mentioning the Satisfaction Survey as an example.

Dr. Kepner asked if we could discuss the police contract at the Intermodal at the next board meeting. She added that the restrooms at the intermodal are a disaster and felt it makes us look bad. Mr. Gavlick said unfortunately we are not in control there but he would send an email to Bob Chepalonis regarding it. Mr. Conway asked if we were still doing accountability to the board adding that PPTA was always brought before the board to be voted on. Mr. Gavlick said we have a \$25,000 training budget which we are well under. He noted that it was operational and he was hired to do that job.

13. Remarks: There were no remarks.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board