

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
MAY 24, 2016

PRESENT:

ARTHUR BOBBOUINE, BOARD 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  
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.  
JOHN ALU, DIRECTOR OF FINANCE  
LEE HORTON, DIRECTOR OF OPERATIONS  
LOUIS URITZ, PROCUREMENT MANAGER  
JANINE HENNIGAN, HR MANAGER  
TRACY KLINE, ACCOUNTING ASSISTANT

OTHERS:

LINDA SLATER, PTAC  
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:  
Dr. Halsor, 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:** Mr. Bobbouine asked for public comment on non-agenda items. Linda Slater, PTAC said that even though we are following ADA laws, there is no record of it in writing for the people that are signing up. She mentioned information from the Blind Association which stated a personal care attendant must be with them at all times; which is not true. Ms. Slater said the written information is not correct and Joe gave her revised information, noting that he has been helpful. She said she wants students to know they have the right to negotiate a time and not be late for a job or an interview. She added it also states that they have to call by 12 p.m. She asked for a paper with the information on it until we can update the brochure so she can take it to a meeting tomorrow. Mr. Roselle said that it is on the website and we are in the process of updating the brochure. Atty. Blazosek said that we could copy the information from the website onto a piece of paper until the brochures are updated. Mr. Bobbouine said Joe would update the brochure. He added that she should go to the senior staff first, and then go to the board if it's not handled. Atty. Blazosek said that they cannot give

her the information directly as they are not in to the day to day but she could meet with Joe tomorrow or the next day. Mr. Roselle said he would give Ms. Slater paperwork that she could use at the upcoming meeting.

#### **4. Approval of Minutes: April 26th, 2016 Meeting**

Chairman, Mr. Bobbouine, asked for approval and if anyone had comments or changes to the minutes from the April 26th, 2016 meeting. A motion to approve was made by Dr. Halsor and seconded by Dr. Koch. Motion carried.

#### **5. Treasurers Report: Mr. Charles Sciandra**

Mr. Sciandra said the information was in the packets. Mr. Alu said he made a correction on the financial statements which were sent out earlier today. A motion to approve the amended financials was made by Ms. Villano and seconded by Dr. Halsor. Motion carried.

Dr. Kepner asked about the recent budget committee meeting. Mr. Bobbouine said they met on Wednesday and went over the preliminary budget and that John would be meeting with the department heads to discuss it. He said it is a different process than used in the county. Mr. Sciandra said that John was doing a nice job and getting the managers involved.

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

Mr. Bobbouine said although there are bumps in the road, he commended the staff for the job they are doing. He added that we are all going in the same direction, thanking the staff and the union for the good work.

He also noted that the board met to approve the 2016 Program of Projects in a separate public meeting.

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

Atty. Blazosek noted for the record that there was an executive session from about 3:40 p.m. until about 4:40 p.m. He said Mr. Gavlick, Mrs. Hennigan and the board addressed personnel and ongoing legal matters though no decisions were made.

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

Mr. Gavlick mentioned the County Council meeting tonight at 6 p.m. for operating funds approval.

He said the Francis Slocum event is on June 11<sup>th</sup>, and there are informational flyers on the table.

He said he is currently working on a Board Handbook to give to new board members so they have better information when starting.

Mr. Gavlick said the uniforms have been arriving and we will wait until they are all here to distribute to the drivers.

#### **Action Items:**

Motion to approve Dump the Pump Proclamation.

Dr. Kepner asked if it would be in the newspaper, and it was noted there would be a press release.

A motion to approve was made by Dr. Kepner and seconded by Mr. Sciandra. Motion carried.

Motion to approve applying for a line of credit of up to one million dollars.

A motion to approve was made by Ms. Villano and seconded by Dr. Koch. Motion carried.

Motion to approve the KPN fuel contract for fiscal 2016-2017.

A motion to approve was made by Mr. Sciandra and seconded by Dr. Halsor. Motion carried.

Motion to approve one time contract with Bear Creek Charter School.

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

Motion to approve a one-time contract with Creating Unlimited Possibilities.

A motion to approve was made by Ms. Villano and seconded by Mr. Sciandra. Motion carried.

Motion to approve Resolution Certifying the Local Match for State Operating Financial Assistance, contingent upon the county's decision at their council meeting. A motion to approve was made by Dr. Koch and seconded by Dr. Halsor. Motion carried.

Motion to approve Provision of Transportation Agreement between LCTA and B & D Bus Company.

A motion to approve was made by Mr. Sciandra and seconded by Dr. Kepner. Motion carried.

Motion to award the Audit Services Contract for FY 15/16 with two, one year options to renew.

Mr. Sciandra made a motion to award the audit services to J. Aliciene & Co. and Ms. Villano seconded the motion. Dr. Koch stated that they were more than RKL (Reinsel Kuntz Leshner LLP) and were rated last among the LCTA group of people.

Dr. Koch made a motion to award the audit services to RKL and Atty. Robbins seconded the motion. Each board member's name was called and they gave the name of who they were voting for.

Dr. Halsor, Dr. Kepner, Dr. Koch and Atty. Robbins voted for RKL.

Mr. Polakoski, Mr. Sciandra, Ms. Villano and Mr. Bobbouine voted for J. Aliciene & Co.

Atty. Blazosek said the vote was 4-4 and they could continue to vote or table the vote.

Mr. Sciandra recommended a motion to table the vote, seconded by Dr. Halsor.

Dr. Kepner asked what tabling the vote would mean. Atty. Blazosek said it would be brought up at another meeting but it has to be a public vote. Atty. Robbins mentioned it would have to be done relatively soon due to inventory in June.

Dr. Kepner asked if it would default to Prociak if it were not voted on before the next meeting. Atty. Blazosek said he was not sure and would have to research it. She added that Aliciene was not discussed at all in the work session and there was no additional information given. Mr. Sciandra said that they qualified in all areas.

Dr. Kepner questioned whether all the others were deficient. Mr. Sciandra said the others were either purely governmental auditors without business experience or they were farming it out to a third party, which he would not advise. Dr. Kepner asked if they were the only auditors that were qualified. Mr. Sciandra said Prociak would also fit the qualifications, adding the majority felt that we needed a change. Dr. Koch noted that Aliciene did not have previous transportation auditing experience. Mr. Sciandra said they deal with government grants and they have bus contracts and things of that nature so there is transportation experience. At this time, the vote was tabled. Dr. Halsor had to leave at this point in the meeting.

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

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

Mr. Horton mentioned the trainees are out on the road. He said they have about 90% of the uniforms in and are waiting for the balance. He also said he was working with the Union regarding summer vacations.

### **B. Maintenance Supervisor, Mr. Lee Horton for Mr. Vince Coviello**

Mr. Horton said there are vacations being used in maintenance as well and they are short one man. He said they are staying up with the PMs and working on triennial paperwork.

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

Mr. Roselle said that Fixed Route ridership is still forecast to be about 3% higher for the year. He noted the metrics have been updated. He said he included a Shared Ride report which outlines some of the things they are going through. He added that on-time performance is still hovering around 90 percent and wants to improve that.

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

Mr. Knorek said he is working on wrapping up triennial review paperwork. He said last week we completed our Medical Assistance revalidation application. Mr. Knorek mentioned that if anyone did not do their PennTrain, it is due June 30<sup>th</sup>, the end of the fiscal year. He said most have completed it.

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

Ms. Vandermark discussed the High Mark Blue Shield event and the LCCC flea market where they signed up senior riders as well as shared ride. She mentioned a tour with LIU students from Hanover at the intermodal. She said we worked on the student pass program, which is ongoing. She said that 6/11/16 will be the Francis Slocum kick-off and has confirmation from two representatives who will be attending, adding there will also be some radio promotions. She noted that our Facebook page has reached 500 likes. She also talked about Dump the Pump coming up, working with Career Link and a first time rider program.

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

Mr. Alu said that Shared Ride revenues continue to exceed budget, over by about \$26,000, with year to date revenues about \$125,000 above. He added that Shared Ride expenses are right on budget and year to date are under budget by about \$95,000. He said the year to date operating loss is at \$235,000, which is 65% better than budget.

He said Fixed Route revenues continue to do well and are better than budget by \$11,000. He said expenses exceeded budget by \$90,000 due to health insurance claims though year to date we are approximately \$200,000 under budget.

He noted that we have been waiting on grants and just got word from the D.O.L. that we are about 15 days out from getting our Federal Grant approved and we will be able to draw down on approximately 1.4 million.

Lastly, he said he is continuing to work on the budget and will have something to present at a later date.

## **10. Board Committee Reports**

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

Dr. Halsor had to leave earlier in the meeting.

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

Dr. Koch said the safety committee met earlier today and referred to the minutes recently presented to the board.

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

Atty. Robbins put forth the following motions:

Motion to hire Viola Adams Part-time Customer Service Representative, effective 4/26/16 at \$12.00/hr. The motion was seconded by Dr. Koch. Mr. Polakoski abstained from the vote. Motion carried.

Motion to hire Amy Salvatore FR Part-time Bus Driver, effective 5/09/16 at contracted rate. The motion was seconded by Ms. Villano. Mr. Polakoski abstained from the vote. Motion carried.

Motion to hire Edward Carite SR Part-time Van Driver, effective 5/11/16 at \$8.75/hr. The motion was seconded by Dr. Kepner. Mr. Polakoski abstained from the vote. Motion carried.

Motion to hire Dominick Bechetti SR Part-time Van Driver, effective 5/11/16 at \$8.75/hr. The motion was seconded by Ms. Villano. Mr. Polakoski abstained from the vote. Motion carried.

Motion to hire Anthony Ippolito SR Part-time Van Driver, effective 5/11/16 at \$8.75/hr. The motion was seconded by Dr. Koch. Mr. Polakoski abstained from the vote. Motion carried.

Motion to hire Kirk Moore SR Part-time Van Driver, effective 5/11/16 at \$8.75/hr. The motion was seconded by Dr. Kepner. Mr. Polakoski abstained from the vote. Motion carried.

Motion to hire Frank Balchune SR Part-time Van Driver, effective 5/11/16 at \$8.75/hr. The motion was seconded by Ms. Villano. Mr. Polakoski abstained from the vote. Motion carried.

Motion to hire Luanne Russin as Summer Intern, effective 6/1/16 at \$10.00/hr. The motion was seconded by Dr. Koch. Mr. Polakoski abstained from the vote. Mr. Bobbouine and Mr. Sciandra voted no. Mr. Bobbouine said he felt that the interns should not be paid a higher wage than our van drivers. Motion carried with a majority yes vote of four.

Motion to hire Timothy Cornelius as Summer Intern, effective 6/1/16 at \$10.00/hr. The motion was seconded by Dr. Kepner. Mr. Polakoski abstained from the vote. Mr. Bobbouine and Mr. Sciandra voted no. Mr. Bobbouine said he felt that the interns should not be paid a higher wage than our van drivers. Motion carried with a majority yes vote of four.

**11. Old Business/New Business:** Mr. Gavlick said he had the ridership meeting minutes from last meeting that he and Frank attended. He said they discussed the Slocum run and student passes. Mr. Gavlick expressed his idea to remove the Student Summer Pass age requirement and extend it to all students when they present a valid school I.D. He noted it would be just for this pass, for this year. Mr. Bobbouine said we would need a motion to approve changing the student summer bus pass to include all students, not just those under the age of 18. A motion was made by Mr. Sciandra and seconded by Dr. Koch. Motion carried.

Dr. Kepner said she saw a comment about the City of Wilkes-Barre passing the no-smoking law at the intermodal and that it makes it much easier that there are police officers to enforce that. She asked why we are paying for that if it was the City of Wilkes-Barre who passed the law. Next, Dr. Kepner mentioned someone who was banned from the intermodal for life by Martz and she questioned if that was legal. Mr. Roselle said we are not able to ban someone from public transportation forever. He said we could ban them for a week or so but can't ban them from public transportation. Dr. Kepner said she felt strongly that since Martz doesn't own the intermodal and LCTA was told they had to use the intermodal our riders should be able to access the buses via the intermodal. Mr. Gavlick said he would follow up with Bob Chepalonis and wasn't sure if that was only the inside terminal building or the entire intermodal.

**12. Remarks:** No remarks were made.

**13. Adjournment:** With all business completed, a motion to adjourn was made by Dr. Koch and seconded by Ms. Villano. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board