

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
JUNE 28, 2016

PRESENT:

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

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR
JOHN ALU, DIRECTOR OF FINANCE
VINCE COVIELLO, DIRECTOR TRANSIT MAINTENANCE
LOUIS URITZ, PROCUREMENT MANAGER
JANINE HENNIGAN, HR MANAGER
TRACY KLINE, ACCOUNTING ASSISTANT

OTHERS:

RICH MCNEIL, FR DRIVER
LUANNE RUSSIN, LCTA INTERN

1. Pledge of Allegiance: Board Chairman, Mr. Bobbouine, joined the meeting by phone. Vice-Chairman, Patrick 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. Halsor, Dr. Koch, Mr. Polakoski, Atty. Robbins, Mr. Sciandra, Ms. Villano and Mr. Bobbouine. There were eight board members present and one absent.

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

4. Approval of Minutes: May 24th & May 31st 2016 Meetings

Vice Chairman, Mr. Conway, asked for approval of the minutes from the May 24th meeting. A motion to approve was made by Mr. Sciandra and seconded by Ms. Villano. Motion carried.

5. Treasurers Report: Mr. Charles Sciandra

He said the information was received in the packets. A motion to second the report was made by Ms. Villano, motion carried.

6. Chairman's Report: Mr. Art Bobbouine

Mr. Bobbouine apologized for not being there but had to help with All Stars and would need to finish the call around 4:45 p.m.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from about 3:31 p.m. until 4:05 p.m. He said Mr. Gavlick and Mrs. Hennigan updated the board on a number of personnel matters which will be voted on later in the meeting.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick mentioned the FTA Triennial Review post process is underway and the preliminary report listed six findings. He said we have already responded to four of the items and will have the fifth one in about a week or two. Remaining is the preventative maintenance reporting in January, February and March.

He said that LCTA held the Francis Slocum kick-off event. He thanked the board members who were at the event; Valerie, Lynette and Sean adding that we had a standing room only bus on Saturday. He mentioned representatives Gerry Mullery, Aaron Kaufer and Eddie Day Pashinski attended. Also present was Rick Williams from County Council and John Arway, Executive Director of the Fish and Boat Commission. He said it went very well, we got a lot of promotion and he is looking to do more events like that in the future.

Ms. Villano said it was a great event and commended everyone who was involved adding it was very well done. Mr. Bobbouine echoed that sentiment.

He said Dump the Pump was on Thursday and there was a lot of follow up media. Mr. Gavlick noted that ridership for the day was up about 25%.

Action Items:

Motion to approve increasing the pay rate for PT Van Drivers SR to \$10.00 hr. effective July 1st. Mr. Bobbouine commented that this was long overdue. A motion to approve was made by Dr. Koch and seconded by Dr. Halsor. Motion carried by a roll call vote of the board members.

Motion to approve 2016-2017 LCTA Operating Budget. Mr. Sciandra said he was not entirely comfortable with the budget. He said John did a great job putting it together but its numbers on paper. He said we are driving through the rear view mirror and also mentioned the health care cost. He stated he didn't think management was involved enough with the budget. He said we have no strategic initiatives, so everything in the budget, we're looking backwards. He said we've put additional people on and thinks they are great people but someone needs to steer the ship. He said he is not comfortable with it and would not make a motion to pass the budget.

Atty. Robbins asked what he meant by looking backwards. Mr. Sciandra said any of the numbers that we are looking at are from the past. He stated no one said we are going to increase our ridership by "X" doing the following or reduce expenses doing "X, Y and Z". He said everyone got together and talked about the budget but in his experience when a budget is presented there is also a strategic initiative that's presented noting he asked for that.

Mr. Alu said that not approving the budget would delay funding, a flow of \$450,000 per month, to LCTA. He said he cannot formally submit the grant until the operating budget is approved by the board. He added that every day we don't submit it is another day we are delaying the flow of money and it takes about a month for the review process.

Mr. Sciandra suggested another meeting before July 1. Atty. Robbins wasn't sure why they were delaying it. Mr. Sciandra said he doesn't want to pass the budget and say all the stuff is going to work out; he wants key initiatives for next year.

Ms. Kline asked if that would change the numbers. Mr. Alu said if there is no problem with the numbers he did not know what would change. Atty. Robbins asked if there were concerns that the budget is not balanced.

Mr. Sciandra said there are pieces of the budget that we are just not comfortable with, mentioning the health care.

Atty. Robbins noted that they all voted for the self-insured plan. He said that is not going to change.

Mr. Sciandra asked what if it comes in over budget with the claims.

Mr. Gavlick said we have stop loss insurance to prevent that.

Mr. Sciandra said he asked for a plan and how are we going to make this budget and said he is not comfortable passing it.

Mr. Gavlick mentioned there is an aggregate stop loss on the health insurance. He stated that LCTA has come in at or under budget for two consecutive years and we are following the normal budget procedure. He said prior to two years ago, no one was involved in the budget. Ms. Kline added that the budget was never even explained in the past. Mr. Gavlick stated that we can't do it under the accounting guidelines that we have to follow.

Atty. Blazosek said Mr. Alu presented the budget and we have different sentiments. If we defer it, it will have some timing effect on monies and it is better to act more quickly. He said the options are we do it today or make provisions for a special meeting.

Mr. Alu didn't understand what he would change. Atty. Blazosek commented that the sooner we have a budget the sooner the drawing ability for state funding. Mr. Alu said he received an email from Penn DOT asking about the status of the budget.

Ms. Villano asked Mr. Sciandra if his concerns could be addressed separately. He said we could table it and have a special meeting before July 1. He added he would make a motion to approve if his requests were answered in writing by Friday. Atty. Robbins asked what that was.

Mr. Sciandra stated he wanted to see a plan on how we are going to make this budget and increase ridership. Mr. Gavlick stated that ridership does not have an effect on the budget and said everything we do is to gain ridership.

Atty. Robbins said Mr. Sciandra was talking about a strategic planning exercise that is a lot more complicated; also his concern about the self-insurance. He said he was confused on why he is marrying the ideas of increasing ridership and his concerns about self-insurance as being issues for passing the budget.

Mr. Sciandra said strategic initiatives would be a four or five year plan.

Atty. Robbins did not know how it would impact the budget numbers.

Mr. Bobbouine asked if the budget could be changed once it passes.

Mr. Alu was not sure. Atty. Blazosek said there is a process but we have never had a need before.

Atty. Robbins said a change in the budget would make a change in the terms that the grant is based on.

Mr. Sciandra then said he would approve the budget with the idea he would get answers to his concerns and felt it was a good compromise.

A motion to approve the budget was made by Mr. Sciandra and seconded by Atty. Robbins. Motion carried by a roll call vote of the board members.

Motion to approve Agreement for Provision of Transportation between LCTA and Volunteers of America pending current child abuse clearances. Mr. Alu explained that this is an annual renewal and we had followed proper procedures. A motion to approve was made by Ms. Villano and seconded by Dr. Halsor. Motion carried by a roll call vote of the board members.

Motion to approve Agreement for Provision of Transportation between LCTA and Trans-Med Ambulance, Inc. Mr. Alu said that this is another annual renewal. He explained that Trans-Med usually provides urgent care trips and out-of-county trips which would not be beneficial to LCTA. A motion to approve was made by Dr. Koch and seconded by Mr. Sciandra. Motion carried by a roll call vote of the board members.

Motion to approve Agreement for Provision of Transportation between LCTA and Peditria Healthcare for Kids. Mr. Alu explained this was another annual renewal. He said they need to contract with us to flow money to them because we are the provider for the county. A motion to approve was made by Mr. Sciandra and seconded by Mr. Polakoski. Motion carried by a roll call vote of the board members.

Motion to approve Memorandum of Agreement between LLTS MPO and LCTA. Mr. Alu explained that this is a bi-annual renewal, which allows us to charge services back to the county. A motion to approve was made by Atty. Robbins and seconded by Ms. Villano. Motion carried by a roll call vote of the board members.

Motion to approve Free Transit Agreement with Frank Martz Company. Mr. Alu explained that this is contingent on our grant and they receive an allocation through LCTA. A motion to approve was made by Dr. Koch and seconded by Dr. Halsor. Motion carried by a roll call vote of the board members.

9. Department Supervisor Reports:

A. Operations Director, Mr. Lee Horton

Mr. Horton was absent for the meeting.

B. Maintenance Supervisor, Mr. Vince Coviello

Mr. Coviello said they are through the first round of vacations and that all the air conditioning is up and running in the fixed route buses. He said he is currently working on two policies which were FTA

findings. He said building and facility maintenance and preventative maintenance had not been updated since 2007. He planned to work on them and have something for the board next month.

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

Mr. Roselle was not in attendance.

D. Compliance, Mr. Frank Knorek

Mr. Knorek was absent.

E. Marketing, Lorri Vandermark

Ms. Vandermark was not present at the meeting. She provided a written marketing report for the board members.

F. Finance, Mr. John Alu

Mr. Alu said that Fixed Route revenues are doing well. He noted expenses are also under budget and expects to stay within budget for the fiscal year despite adjusting journal entries for the audit. He said Shared Ride revenues were above target for the period and YTD continues to exceed expectations. He added that Shared Ride expenses exceeded budget due to workers comp insurance renewal and an additional fuel expense though YTD expenses are under budget and on track for the year.

10. Board Committee Reports

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

Mr. Gavlick commented that he and Frank attended the ridership meeting last week. He said Linda Slater was present and very complimentary.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said the safety committee met earlier today and referred to the minutes in the packet. He added that the radios have been adjusted and buses are letting passengers on after they pull away from the gates creating a safety issue.

Personnel Committee- Atty. Sean Robbins, Committee Chairperson

Atty. Robbins put forth the following motions:

Motion to hire Michael Brown FR Part-time Bus Driver effective, 5/20/16 at contracted rate.

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

The following new hires were collectively approved in the same motion:

Motion to hire Jared Klossen Part-time Van Driver effective, 5/26/16 at \$8.75/hr.

Motion to hire Shawn Lucas Part-time Van Driver effective, 6/13/16 at \$8.75/hr.

Motion to hire David Ridley Part-time Van Driver effective, 6/13/16 at \$8.75/hr.

Motion to hire Wayne Grilz Part-time Van Driver effective, 6/13/16 at \$8.75/hr.

Motion to hire Eugene Lazarus Part-time Van Driver effective, 6/13/16 at \$8.75/hr.

Motion to hire Christopher Cimkasky Part-time Van Driver effective, 6/24/16 at \$8.75/hr.

Motion to hire Penelope Long Part-time Van Driver effective, 6/24/16 at \$8.75/hr.

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

Mr. Conway asked if they would be at \$10.00 when they start. Mr. Gavlick said the rate would start July 1st. Mr. Sciandra noted going forward we are not going to approve new hires after the fact. Atty. Robbins said the hiring process will be reviewed.

11. Old Business: There was no old business discussed.

12. New Business: Mr. Polakoski mentioned that on 7/9/16 East Northampton Street will be closed.

13. Remarks: Atty. Robbins noted that the May 31st minutes were not previously approved. A motion to approve the May 31st meeting was made by Atty. Robbins and seconded by Dr. Halsor. Motion carried.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board