

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

PRESENT:

ARTHUR BOBBOUINE, BOARD CHAIRMAN  
PATRICK CONWAY, VICE-CHAIRMAN  
CHARLES SCIANDRA, TREASURER  
LYNETTE VILLANO, SECRETARY  
VALERIE KEPNER, PH.D, MEMBER  
JOHN KOCH, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR  
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:

KEVIN MCGEE, UNION PRESIDENT  
LUANNE RUSSIN, LCTA INTERN

**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. Sciandra, Ms. Villano and Mr. Bobbouine. There were six board members present and three absent.

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

**4. Approval of Minutes: June 21<sup>st</sup> & June 28<sup>th</sup> 2016 Meetings**

Chairman, Mr. Bobbouine, asked for approval of the minutes from the previous meetings. A motion to approve the June 21<sup>st</sup> meeting was made by Dr. Koch and seconded by Ms. Villano. Motion carried. A motion to approve the June 28<sup>th</sup> meeting was made by Mr. Sciandra and seconded by Mr. Conway. Motion carried.

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

He said the information was received in the packets. A motion to approve the report was made by Ms. Villano and seconded by Mr. Conway. Motion carried.

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

Mr. Bobbouine said he received a letter/report regarding the FTA Triennial Review adding that he would scan and send it to the board members. He understood the items found were fixed with the exception of the January maintenance item.

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

Atty. Blazosek noted for the record that there was an executive session from about 3:41 p.m. until 4:05 p.m. He said Mr. Gavlick and Mrs. Hennigan updated the board on some personnel matters.

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

Mr. Gavlick mentioned the FTA Triennial and that Mr. Bobbouine received a copy of the findings. He said the last item to be corrected is the preventative maintenance process adding that we are currently above 80%.

He said the Penn DOT Act 44 review will be on-site, September 7<sup>th</sup> and 8<sup>th</sup>. Mr. Gavlick said that we received a review packet and management was requested to provide information to Penn DOT in advance of the visit. He said three people would be coming from Penn DOT; Anthony Stever, Bob Sharpe and Gary Ranck. He also said that Penn DOT is inviting board members to attend the review.

He mentioned that a lot has happened in the last five years since the previous Act 44 review. He added that for two of the years LCTA was under the old management and for the past three years, a different management team. Mr. Gavlick said that the Penn DOT review is more detailed than FTA as they use specific metrics to measure performance.

Mr. Gavlick said he received a letter from the County requesting a monthly rental fee of \$250 and a three year contract for the use of their tower for our repeater antenna. Currently, Shared Ride uses a private tower and provider and Fixed Route has its own frequency and repeater. He suggested the possibility of both using the repeater from the County.

Next, he spoke about the wellness program and mentioned there would be an event scheduled in August which would have a blood pressure screening and BMI calculation.

Lastly he mentioned the Trans Pro training through Penn DOT. He said they discussed strategic planning and developing a framework for measuring other goals.

**Action Items:**

Motion to approve the purchase of a copy machine for Shared Ride for \$1,500.00. Mr. Uritz explained that this was a micro purchase to replace the Shared Ride copy machine that is beyond its usefulness. He said he did a cost analysis noting that this was a very good price. He said a new unit would cost \$5,000 and a refurbished unit would cost \$2,000. It was further noted that the purchase was being made from Gavco Enterprises, LLC, a company owned by Mr. Gavlick. Mr. Uritz said that it must be disclosed to board according to purchasing procedures. A motion to approve was made by Dr. Koch and seconded by Ms. Villano. Motion carried by a roll call vote of the board members. Dr. Koch, Ms. Villano and Dr. Kepner voted for the motion, Mr. Sciandra and Mr. Conway voted against it.

Motion to approve the purchase of video cameras for the Shared Ride vans totaling \$149,054.72, which would be funded entirely by a state grant. Mr. Uritz explained the purchase would be made through Peppm Co-op which makes purchases for other entities. 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 the updated Facilities Maintenance Plan per the FTA triennial review. It was noted that the plan was accepted by FTA. A motion to approve was made by Dr. Kepner and seconded by Ms. Villano. Motion carried by a roll call vote of the board members.

Motion to approve the Wilkes Barre School Dist. Student pass contract for one year at the existing rates. Mr. Gavlick said a copy of the contract was provided. A motion to approve was made by Dr. Koch and seconded by Mr. Conway. Motion carried by a roll call vote of the board members.

## **9. 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.

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

Dr. Koch said the safety committee met earlier today and referred to the minutes in the packet. He noted the ongoing radio issue and that drivers are still letting passengers on after they pull away from the gates.

Kevin McGee, Union President, proposed disciplinary action for drivers allowing it to happen.

Dr. Kepner said that some people say that the drivers don't care by not picking them up. She also noticed that since the intermodal became a non-smoking facility, people are smoking outside the intermodal and riders are running to catch the bus.

Mr. Gavlick said that we receive support from the Union on safety matters and we appreciate the effort from the Union leaders.

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

Motion to hire Samantha Putnam, Part-time Van Driver, effective 5/26/16 at \$10.00/hr. The motion was seconded by Ms. Villano. Motion carried.

**10. Old Business:** Dr. Kepner asked about the status of the auditor. Mr. Gavlick said that Aliciene had been in and the inventory was complete. Mr. Uritz said the inventory count was successful. He said Mr. Aliciene verified the count, selected items to verify the count was correct and also witnessed the security in place. Mr. Gavlick noted that this was the first phase of the audit and the next phase would happen in October.

Mr. Gavlick mentioned the Direct Media chart showing the payments we receive monthly and the overage received twice during the year. He said we are looking at increasing bus advertising revenue and hoped to tie in the shelters with that. He noted an RFP would go out for the services at the end of the year. He said our marketing person will be working with the ad company and we would possibly include the website.

**11. New Business:** There was no new business discussed.

**12. Remarks:** There were no remarks at this time.

**13. 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