

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 23, 2016

PRESENT:

ARTHUR BOBBOUINE, BOARD CHAIRMAN
CHARLES SCIANDRA, TREASURER
GARY POLAKOSKI, ASST. SECRETARY
VALERIE KEPNER, 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, 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. Kepner, Dr. Koch, Mr. Polakoski, Mr. Sciandra and Mr. Bobbouine. There were five board members present and four absent.

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

4. Approval of Minutes: July 26th Meeting

Chairman, Mr. Bobbouine, asked for approval of the minutes from the July 26th meeting. A motion to approve was made by Dr. Koch and seconded by Mr. Sciandra. 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 Mr. Polakoski and seconded by Dr. Kepner. Motion carried.

6. Chairman's Report: Mr. Art Bobbouine

Mr. Bobbouine introduced Justin Davis who presented the two new part-time drivers, Mike Brown and Amy Salvatore, with their training completion certificates.

Dr. Kepner asked if the full order of uniforms had been received. Mr. Gavlick said there have been issues concerning what we ordered, what we received and what we were invoiced for and we are missing items. Mr. Davis said about half of the drivers have the new uniforms but they are short about 126 pieces.

Mr. Bobbouine asked everyone to keep Mr. Conway and Ms. Villano in their thoughts adding that Mr. Conway was recently in the hospital and Ms. Villano's husband passed away yesterday.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from about 3:15 p.m. until 4:00 p.m. He said Mr. Gavlick updated the board on some personnel matters and they discussed ongoing labor matters and possible acquisitions. There were no decisions made or actions taken.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick mentioned that several managers went up to Scranton today to participate in the grand opening of the LCCC campus at the Steamtown Mall. He added that we service the mall with Route #17 five times per day. He said they met with Bob Fiume from Colts and got a tour of the facility and will have a meeting regarding our buses using their intermodal instead of Lackawanna Avenue.

He said in recent weeks, the COLTS HR person came down, also someone from finance and some maintenance people. He mentioned that we share parts with each other and trade information back and forth, also that COLTS asked for compliance help.

Next, he discussed Route #2, The Pittston Circulator, which is starting in October. He said it was started because we need the service up there and currently COLTS is servicing the area.

He said we are going to alter the #17 Route and service the casino noting that our fares are less and we service it five times a day. Mr. Bobbouine asked when we would be promoting the new Route.

Mr. Gavlick said we are going to do a promotion kick off similar to Francis Slocum, inviting VIPs to get on the first bus. He mentioned the union has been very helpful planning things out.

He said we received notice from the federal government that they are going to pay for the REMIX scheduling software by matching the state funds. He added that we are going to share the software with the county and possibly share the cost. He said that the Planning Commission Office committed Dan Butch to work for us eight hours a week out of their funding. Mr. Gavlick pointed out that money has been lost through the Planning Commission in the past but it will not occur in the future.

He mentioned that the PennDOT Act 44 review is onsite September 7th and 8th and three board members will be attending.

Mr. Gavlick said the Student Advisory Board project has been progressing. He added that he had a meeting with Terry Ooms, from the Institute at Wilkes, and she is doing the initial contact and will potentially get one or two students from each of the schools. He said we would be showing them the SEPTA model but wants the students to make it their own. He said the students will come up with suggestions, ideas and do surveys and find out how we can get younger students on our buses.

He said they would come to a board meeting and give us an update and tell us what we can do to improve our system.

Mr. Gavlick said that John prepared a financial update on the self-insured health plan comparing what our proposed cost would be had we stayed in the plan and our current costs. He noted that we are currently realizing, as of June 30th, about \$152,000 in savings. Mr. Alu explained the numbers on the report.

Mr. Sciandra asked if January's number, \$183,000, is a catch up from the previous year. Mr. Alu said there is a phase in period and then the claims start to drop off.

Dr. Koch asked if the extra money was set aside. Mr. Alu said it is restricted cash and we are not using it for anything at this point. He also said we are in the process of getting an actuarial valuation to recommend what the cash balance needs to be.

Mr. Gavlick said we will not pay more than what we would pay in regular premiums because of the stop loss insurance. He hoped we would end up with extra funds available we can reallocate to other projects

Next, Mr. Gavlick mentioned the event at the Armory on the 13th of October. He said Senator Yudichak, Senator Baker and State Rep. Aaron Kaufer are teaming up to do their Senior Expo at the Kingston Armory. He said that we are going to be their point entity for all of their transportation needs. He noted they will be putting us in the advertising and that we can sign seniors up in advance.

He said we can schedule them for rides that day on both fixed route and shared ride. He added that Lorri has done a fabulous job setting this all up. He said we would have staff waiting for buses from senior centers at the intermodal to help them to the next bus. Mr. Gavlick said we can get new people into our system and we will have a table at the Expo next to the senators table at the entrance.

Lastly, he mentioned that LCTA attended the Roadeo and COLTS sponsored the PPTA summer event. He said we had three fixed route drivers that participated and thanked the staff who went up there for the weekend. He said there is a huge interest in doing more Roadeos at both Fixed Route and Shared Ride. He added that we would possibly have our own internal Roadeo to decide who will represent LCTA for the year at any others we enter.

Dr. Kepner agreed, asking whether the buses would be covered by insurance when used for this type of event. Mr. Gavlick said they are. He also said he felt that the activity is important for morale and the benefits are immeasurable.

Action Items:

Motion to approve Provision of Transportation Agreement between LCTA and Kidz Korner.
A motion to approve was made by Dr. Koch and seconded by Mr. Sciandra. Motion carried.

Motion to approve Provision of Transportation Agreement between LCTA and Child Development Council. A motion to approve was made by Mr. Sciandra and seconded by Mr. Polakoski. Motion carried.

Motion to approve Provision of Transportation Agreement between LCTA and Count on Us Preschool. A motion to approve was made by Dr. Koch and seconded by Mr. Sciandra. Motion carried.

Motion to approve Amendment #1 of Agreement between LCTA and Luzerne County Area Agency on Aging. A motion to approve was made by Dr. Kepner and seconded by Mr. Polakoski. Motion carried.

9. Board Committee Reports

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said the safety committee met and the minutes were provided. He said the radios are not working and it was suggested that two new repeaters be purchased to fix the problem. Mr. Gavlick said the radios are working but there are some intermittent problems. He commented that we have made some improvements and most are working. He also said the county is holding off on charging us for the repeater rental space and that we have groups coming in with proposals and ideas for the system.

Personnel Committee- Atty. Sean Robbins, Committee Chairperson

Mr. Bobbouine, board chairman, put forth the following motion:

Motion to hire Melissa Perez, Part-time Van Cleaner, effective 8/22/16, at contracted rate. A motion to approve was made by Dr. Koch and seconded by Mr. Sciandra. Motion carried.

10. Old Business: Mr. Sciandra asked if there was a personnel committee meeting. Atty. Blazosek said they had one with Atty. Robbins in attendance. It was noted that Atty. Robbins was working on the Act 44 information.

11. New Business: Dr. Kepner suggested that the agenda be run through the Chairperson of the Board. She said some things are ending up on there and they don't have enough information to vote on it. Mr. Bobbouine said the agenda is usually sent out with the board packet. Mr. Gavlick added that some things do not get on until the last minute.

Dr. Kepner questioned where the Department Supervisor reports were. Mr. Bobbouine said the reports were redundant adding that Norm goes over a lot of the items in his report. Dr. Kepner asked if that was decided at a board meeting adding that she appreciated the Shared Ride report. She also said she gets questions and would like to have a short report.

Mr. Bobbouine said he spoke to others and staff and concluded they would give reports if something was important.

Mr. Sciandra asked about the follow ups to the FTA report findings. Mr. Bobbouine said we spoke about them at the last meeting. Mr. Gavlick said the only thing pending is the maintenance report.

Mr. Sciandra questioned the late reporting to the DBE and why things were not in paid in thirty days, asking if it was a cash flow issue.

Mr. Gavlick noted that the report was for the last five years. Mr. Alu said that the payment requirement pertained specifically to DBE's.

It was discussed how the checks were signed and Mr. Bobbouine said they are now emailed and stamped. He said in the past, Tracy sometimes brought the checks to him at work for his signature when he couldn't make it to LCTA.

12. Remarks: Dr. Kepner said the outdoor landscaping was beautifully done.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board