

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 27, 2016

PRESENT:

ARTHUR BOBBOUINE, BOARD CHAIRMAN  
CHARLES SCIANDRA, TREASURER  
SEAN ROBBINS, ESQ., ASST. TREASURER  
LYNETTE VILLANO, 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  
KATHY BEDNAREK, GRANTS  
LORRI VANDERMARK, MARKETING

OTHERS:

LINDA SLATER, PTAC

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

**3. Public Comment:** Linda Slater mentioned that the AVL is still not working on all the buses, specifically the #14. Mr. Roselle said that we are in the process of an upgrade and he is working with Strategic Mapping. He added that we are currently short-handed in the IT department. He also noted that as long as the drivers call out the stops we are ADA compliant and he needs to be notified if they are not doing that.

Ms. Slater also asked about progress on night service and better Saturday service. Mr. Gavlick said that we continue to work toward that, and that after waiting a year for grant money, we just got approval for new software. He said that he is aware it has been on the list a long time; however it's a process and it will be coming.

Ms. Slater asked if bus tickets and shared ride fares were going to increase. Mr. Gavlick said the shared ride tickets will be going up in January. He said we've notified all the agencies and we are working on the details adding that it would be Penn Dot approved and public notices would be sent out.

#### **4. Approval of Minutes: August 23<sup>rd</sup>, 2016 Meeting**

Chairman, Mr. Bobbouine, asked for approval of the minutes from the August 23rd meeting. A motion to approve was made by Mr. Sciandra and seconded by Dr. Kepner. Motion carried.

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

Mr. Sciandra said the information was received in the packets. He then questioned the fringe benefits being over budget in July. Mr. Alu said that some of the line items such as health insurance, pension and sick time were over budget, though overall, fringe benefits were under budget. Regarding health insurance, he noted a high volume of claims coming in. He added that he has been increasing contributions to the union pension plan and said sick time is a timing issue and based on history. A motion to approve the report was made by Ms. Villano and seconded by Atty. Robbins. Motion carried.

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

Mr. Bobbouine commented that the board packets were easier to follow. Mr. Gavlick said he has created folders and tried to sort the documents. Mr. Bobbouine also said the board will be working on a strategic plan after the Act 44 review.

Dr. Kepner asked about the agenda being approved by the Chairman before the meeting.

Mr. Gavlick said some of the items are not ready until the day before and he sent out the agenda as part of the packet with the thought that Mr. Bobbouine would advise him of any issues. He added that he sends what he has as we go so the board doesn't get it all at once. Dr. Kepner said that it was brought up in past meetings and discussions as to how things ended up on the agenda. Mr. Sciandra agreed, adding that rather than sending it out to everyone, the Chairman should see it first. Ms. Villano said she didn't mind getting the agenda. Dr. Kepner said she would like Mr. Bobbouine to have seen the agenda before it goes to everyone else. It was concluded that Mr. Bobbouine would approve the agenda before the rest of the board received it.

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

Atty. Blazosek noted for the record that there was an executive session from about 3:12 p.m. until 4:04 p.m. He said Mrs. Hennigan and Mr. Gavlick updated the board on personnel matters covered in the personnel meeting and they discussed ongoing union matters. Atty. Blazosek also noted that there were discussions regarding the Teamsters, Shared Ride Division.

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

He said that Center Point Industrial Park will be expanding from 4,000 to about 10,000 jobs and that he has had conversations with Rob Mericle. Also, he is attending the Hanover County Council meeting tonight to meet with a representative from North Point Developing who has purchased the big tract of land in the Industrial Park and will be adding buildings and employees. He said there are tax credits, also that the businesses would like to build and install bus shelters in the park for workers. He said he spoke about transportation at a Career Link and a Pittston Chamber event informing them of the tax credit program available. He added that he would sit down and talk with employers about how to get employees in, the tax program and the possibility of minor adjustments to routes.

Mr. Gavlick mentioned we had four different audits this year, adding we were randomly selected for MATP and PCRB (PA Compensation Rating Bureau) audits. He said we haven't gotten the final results from the MATP audit and we won't be able to see the draft report from the Act 44 for another two to three months.

He presented a page from the Dossier calendar featuring Vince Coviello. He added that Dossier is the software used in the maintenance department.

Mr. Gavlick said we are interested in starting a chapter of Women in Transit in the Northeast and that Tracy would be heading that up. Tracy added that WTS helps women find opportunity and recognition in the transportation industry through professional activities, networking opportunities, education and research. He also said we are starting a Community Advisory Panel that Kathy would be participating in. He said the question has come up in audits, asking what we are doing for outreach to communities. Mr. Gavlick said we would have community and business leaders come in and go over projects we are working on to get their input and feedback and potentially ask them to come to board meetings. Kathy felt that it would be a great development tool for LCTA and said that other transportation agencies have had success.

Mr. Gavlick spoke about the recent ridership survey and said there is a lot of good info in the report. He added that the complaints and problems are the exception and not the rule. He said we had a 92% satisfaction rate noting that our drivers do a good job and what we are doing is working. It also provides a baseline to use going forward. Dr. Kepner said there was very consistent feedback for night service and extended service. Mr. Gavlick said that has not gone unnoticed.

He mentioned the Senior Expo to be held on Oct. 13. Lorri said they included our information in their mailings and we would offer almost a concierge service for attendees. Mr. Gavlick said that in today's newspaper, Senator Boback announced that a representative from LCTA, Debbie Dennis, will be at the office answering questions and taking applications. Lorri said that Senator Boback also sent out about 3,000 invitations.

Next, Mr. Gavlick spoke about the DBE Outreach Event. He said this is part of our procurement process and it is about teaching people how to do business with LCTA. Frank said it will show small businesses how to get certified and learn about state and federal contracting. Mr. Gavlick mentioned that Lou will be doing a question and answer period at the end.

Mr. Gavlick touched on some route/schedule changes and adjustments beginning on October 24<sup>th</sup>. He explained the new #2 Pittston Circulator Route along with other route changes in detail. He noted that riders on the Pittston route will not have to go through the intermodal. He said changes would affect the #11, #16, #17 and #19 bus routes. He also commented the ridership survey shows that 17-18% of people that ride the bus are seniors and 34% are employed, meaning we have room for growth. He spoke about adjustments to routes so they can better service the riders and employers. Mr. Gavlick said we would have a press release and it would be on the website.

Dr. Kepner said the best way to reach riders is to have information on the buses. Mr. Gavlick mentioned the kickoff event for the route. Atty. Blazosek added that it may help to have information in the work places. Mr. Gavlick said the schedules would be reprinted without inserts and they would be dated so riders know they have the latest schedule.

He said the REMIX software should be up and running at the end of the week and after loading our information, we will be looking at and evaluating our current routes. He noted that we have a driver committee to discuss routes.

**Action Items:**

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

Motion to approve the purchase of pressure wash area four column mobile wireless lifting system for \$39,887.00 (Costars quote) funded by a Federal Grant. A motion to approve was made by Dr. Koch and seconded by Ms. Villano. Motion carried.

Motion to approve the LCTA Fleet Maintenance Policy per FTA regulations with the minor modification by the solicitor. A motion to approve was made by Ms. Villano and seconded by Atty. Robbins. Motion carried.

Motion to approve Provision of Transportation Agreement between LCTA and Nanticoke Adult Day Care. A motion to approve was made by Dr. Kepner and seconded by Mr. Sciandra. Motion carried.

**9. Board Committee Reports**

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

Dr. Koch said the safety committee met September 20<sup>th</sup> and again discussed the radios. Also mentioned was adding more hours for spotters at the intermodal on Saturdays.

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

Atty. Robbins, Personnel, put forth the following motions:

Motion to hire Miriam Valle as a part-time customer service representative at Shared Ride, effective 9/6/16, at \$12/hour. The motion was seconded by Dr. Koch. Motion carried.

Motion to hire Kenneth Goss as a part-time customer service representative at the intermodal, effective 9/12/2016, at \$12/hour. The motion was seconded by Ms. Villano. Motion carried.

Motion to hire Damon Woods as a part-time van cleaner, effective 9/22/16, at contract rate. The motion was seconded by Dr. Koch. Motion carried.

**10. Old Business:** Atty. Robbins inquired about Lamar and the shelters. Mr. Gavlick said it is an ongoing project adding that we need appraisals and then will be meeting with them. Atty. Blazosek said there

may be a reimbursement factor if Lamar doesn't get the contract. Mr. Gavlick said the Lamar contract is up October 18<sup>th</sup> and Direct Media is up December 31<sup>st</sup> and we would be putting out an RFP for the beginning of the year.

**11. New Business:** Dr. Kepner said she has been attending United Way meetings and is participating in a conference call on October 5<sup>th</sup> to learn about a "Books on Buses" program. She said she was asked by PennDOT about board outreach and felt this could be considered as such.

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

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board