

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
OCTOBER 25, 2016

PRESENT:

ARTHUR BOBBUINE, BOARD CHAIRMAN
SEAN ROBBINS, ESQ., ASST. TREASURER
LYNETTE VILLANO, SECRETARY
GARY POLAKOSKI, ASST. SECRETARY
SID HALSOR, PH.D, MEMBER
VALERIE KEPNER, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
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
LORRI VANDERMARK, MARKETING

OTHERS:

JOSH BURKHOLDER, I.T. COORDINATOR
LINDA SLATER, PTAC
TONY BALDO
JUDY CASTANO

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, Mr. Polakoski, Atty. Robbins, Ms. Villano and Mr. Bobbouine. There were six board members present and three absent. It was noted that Dr. Koch left early for an appointment.

Mr. Gavlick recognized retiree, Robert Castano, former van driver at Shared Ride. Mr. Gavlick said that sadly, he passed away and presented the plaque to his wife, Judy Castano. Next he introduced Anthony Baldo, former Board Member, and presented him with a plaque for his service.

Other retirees receiving recognition but not present: Richard Lipinski, FR Bus Driver, Jack Magee, SR Van Driver, Thomas May, FR Bus Driver, Ronald Rowlands, FR Bus Driver, William Sterling, FR Maintenance Department and Paul Stolarski, SR Van Driver.

3. Public Comment: Linda Slater said the bus driver on the #12 did not know of any schedule changes. Mr. Gavlick said some of them were only five minutes and minimal, also that they have been published and promoted. She expressed concern for a blind rider on the #14 who may not know about it. She asked to receive changes ahead of time so she could take them to the PTAC meeting and relay the information to others.

4. Approval of Minutes: September 27th, 2016 Meeting

Chairman, Mr. Bobbouine, asked for approval of the minutes from the September 27th meeting. A motion to approve was made by Ms. Villano and seconded by Atty. Robbins. Motion carried.

5. Treasurers Report: Mr. Charles Sciandra

Mr. Sciandra was not in attendance. Mr. Bobbouine asked for approval of the treasurer's report. A motion to approve was made by Atty. Robbins and seconded by Dr. Halsor. Motion carried.

6. Chairman's Report: Mr. Art Bobbouine

Mr. Bobbouine commented that Penn Train would be coming down to help the board with the strategic planning process. He said that he rode the #2 bus on the new route along with representatives from various offices. Mr. Bobbouine added that he thought yesterday's event went well and the publicity was good. He felt the route would be a huge benefit to Pittston and thanked everyone involved in putting it together.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from about 3:30 p.m. until 4:04 p.m. He said during that time Mr. Burkholder was introduced to the board and any decisions will be presented later in the meeting by the chair of the personnel committee, Atty. Robbins. Atty. Blazosek said the board was updated on some union negotiations and general personnel matters.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick said the annual audit has started and it seems to be going well.

He talked about the new #2 Pittston Circulator which started Monday Oct. 24. He also showed a preview of a revised schedule with a better map. He said Joe is in the process of setting up Remix and entering data. Mr. Gavlick thanked all of the people who helped make the #2 route happen, adding that it was no easy task. He noted that Lorri began promoting it a month ago and he felt it would do well.

Mr. Gavlick said that LCTA was chosen for Ecolane's Award of the Year for the most successful implementation of Ecolane software at Shared Ride. Mr. Roselle said that he would be participating in some of the panels and attending seminars. Mr. Roselle also said it was a testament to the staff at Shared Ride who did everything as it was laid out. Mr. Gavlick said that Joe Roselle and Colleen O'Brien will be attending the event in State College on Thursday and Friday adding that we were proud to be recognized for getting the job done. He said it was Joe's project and he made it happen. Mr. Bobbouine congratulated Mr. Roselle noting that Joe pushed to get it done, also everyone did a great job and he was proud that LCTA was getting this award. Mr. Roselle said he accepted the comments and award on behalf of the staff at Shared Ride.

Mr. Gavlick discussed the 1st Annual DBE Event being held tomorrow. He said Frank did a phenomenal job setting everything up and working with NEPA Alliance. He said there are about 32 people signed up from various organizations, including Colts and HPT, to find out about doing business with LCTA. It was noted that DBE stands for Disadvantaged Business Enterprise. Atty. Blazosek explained that it is a measuring tool used by the government to promote a more diverse mix of participants. Mr. Gavlick said we have to follow strict purchasing guidelines and reach out to make sure those businesses are included in the process of doing business. Atty. Blazosek added that it helps the businesses and helps LCTA.

Mr. Gavlick said WBRE did a story on the #17 route change which is no longer servicing the mall and now going to the casino. He mentioned another change on the #11 to better service Keystone Automotive.

Mr. Gavlick said that ridership numbers are down about 3 ½% from last year and noted that during the hot summer there were 14 days over 95 degrees. He said future numbers will depend on the winter and how much snow we have. Mr. Gavlick was hopeful that Pittston route and the #17 change will bring more ridership. Mr. Roselle added that 2015 was a high year for ridership, also the lower gas prices are something to consider. Dr. Halsor asked how the Center Point route was going. Mr. Gavlick said there are not as many as he hoped but it is slowly gaining ridership and will continue to do so with the future industrial park plans. Lastly, Mr. Gavlick said that North Point will pay for adding bus shelters in that area.

Action Items:

Motion to approve the purchase of two Gillig CNG buses at \$479,399.00, each paid for with a federal grant. A motion to approve was made by Dr. Halsor and seconded by Atty. Robbins. Motion carried with a roll call vote of the board.

Motion to approve Provision of Transportation Agreement between LCTA and Busy Bee Daycare from October 2016 through June 2017. A motion to approve was made by Ms. Villano and seconded by Atty. Robbins. Motion carried.

9. Board Committee Reports

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

Dr. Halsor said the committee met last Tuesday, October 18th and mentioned that minutes from the meeting were included with the board packets. Mr. Gavlick discussed rotating the ridership meetings in 2017 and possibly making them quarterly. Proposed locations were Wilkes-Barre, Nanticoke, Pittston and Dallas. He mentioned that attendance at the Wilkes-Barre location usually includes 3-5 people from the public and felt it would be good to reach out to communities and other riders. Mr. Bobbouine asked if the monthly or quarterly meeting would be more productive. Monthly locations that were discussed included Misericordia, Pittston Chamber Office, LCCC or the Municipal building and the Kingston Township Building. A motion to rotate ridership meetings to the four locations was made by Dr. Halsor and seconded by Dr. Kepner. Dr. Kepner also suggested the Senior Center in Nanticoke. Mr. Gavlick said he would work on it.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch was not present but Mr. Bobbouine stated the minutes were provided. Dr. Kepner questioned the concern about police presence at the intermodal. Mr. Horton explained there was a recent issue at the intermodal and they talked about stepping up the police presence. Mr. Gavlick said the man has been arrested in the past and he changes his appearance frequently. He said we have made a compilation of his photos which will also be sent to Martz. He explained that we didn't file any charges as he has already been charged with assault on a police officer.

Personnel Committee- Atty. Sean Robbins, Committee Chairperson

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

Motion to hire Gregory Harriott PT SR Van Driver, effective 9/29/16, at \$10/hour.

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

Motion to hire Joseph Nayavich PT SR Van Driver, effective 9/29/16, at \$10/hour.

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

Motion to promote John Rosental to FT SR Van Driver effective, 10/12/2016, at contract rate.

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

Motion to hire Joshua Burkholder FT IT Coordinator effective, 10/31/2016, at \$44k per year.

Atty. Robbins said the personnel committee met with him and he is a qualified candidate.

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

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

11. New Business: Mr. Polakoski mentioned construction affecting the #7 bus and possible difficulties turning around. Mr. Horton said the buses have been turning around at the trailer park. Mr. Polakoski said the trailer park entrance will also be under construction for a couple days. Mr. Gavlick explained the reason for multiple #7 buses and said the new Remix software changes will reduce that number and reallocate the capacity. Mr. Polakoski added that they are also paving Wegmans. Mr. Horton was aware of the situation.

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

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board