

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
NOVEMBER 15, 2016

PRESENT:

ARTHUR BOBBOUINE, BOARD CHAIRMAN  
SEAN ROBBINS, ESQ., ASST. TREASURER  
LYNETTE VILLANO, SECRETARY  
SID HALSOR, PH.D, MEMBER  
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  
LOUIS URITZ, PROCUREMENT MANAGER  
JANINE HENNIGAN, HR MANAGER  
TRACY KLINE, ACCOUNTING ASSISTANT  
FRANK KNOREK, COMPLIANCE

OTHERS:

DAVE KELLER, ONE SOURCE  
CONNIE BEDNAR, MICHELLE DRAPCHO- GEISINGER REPRESENTATIVES  
-discussed the self-insured plan during the work session  
LINDA SLATER, PTAC  
KEVIN MCGEE, DRIVER/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. Halsor, Dr. Kepner, Dr. Koch, Atty. Robbins, Ms. Villano and Mr. Bobbouine. There were six board members present and three absent. It was noted that Mr. Sciandra left after the executive session. Dr. Koch left the meeting after the personnel committee report for an appointment.

**3. Public Comment:** Linda Slater inquired about the fare policy for the blind. She said they have always ridden the bus at no cost and drivers are now charging half fare. Mr. Gavlick said the fares are federally regulated; persons with disabilities get a 50 percent fare discount and that is what we are applying. He added that the blind are included in that regulation and should be paying the same as every other persons with disabilities group. He said we are applying this fairly across the board. Ms. Slater said they need to be notified so they can prepare for it. Mr. Gavlick said they do not have anything showing the free fare for the blind and the board would have to officially make that change. Frank Knorek agreed that all have to be treated fairly and the same way.

Dr. Kepner said she thought it was a law that the blind ride free and asked why it is happening now?

Mr. Knorek said that there are new drivers going through training and that is what they are learning.

Dr. Kepner said there will be other bus drivers not charging the fare.

Mr. Horton said that the drivers are alerting the visually impaired riders of the fare cost and no one has been left behind.

Ms. Slater asked if someone from the Association of the Blind or the Bureau of Visual Services could prepare the paperwork and send it in on behalf of the client. She said she will inform the people who ride the bus and stated that she would have liked advance notice of the change.

Mr. Gavlick said it was incorporated into the driver training and the drivers were updated in the process. He added that we would help out where ever we can and the drivers would help also.

#### **4. Approval of Minutes: October 25th, 2016 Meeting**

Chairman, Mr. Bobbouine, asked for approval of the minutes from the October 25th meeting. A motion to approve was made by Ms. Villano and seconded by Dr. Halsor. Motion carried.

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

Mr. Sciandra left after the executive session. Atty. Robbins asked for approval of the treasurer's report. A motion to approve was made by Dr. Koch and seconded by Dr. Halsor. Motion carried.

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

Mr. Bobbouine had nothing to report at this time.

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

Atty. Blazosek noted for the record that there was an executive session from about 3:55 p.m. until 5:20 p.m. Atty. Blazosek said the board was updated on some ongoing personnel matters, status of negotiations with the shared ride division, real estate and ongoing communications between the Authority and PennDOT. He added that no final decisions were made and any actions will be presented later in the public session.

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

Mr. Gavlick spoke about board training and said a PennDOT consultant is coming up on November 30<sup>th</sup> to meet with him; then meet with the board in January and set the plan for Penn Training. He said Bob Sharpe will approve the strategic plan process and he would keep the board posted.

Next, he discussed the purchase of two additional buses and hoped we may be able to purchase more.

He said that we may receive a waiver from PennDOT to purchase more buses.

Atty. Robbins clarified that the 400 series are the oldest with ten buses.

Mr. Gavlick mentioned that Colts is down four buses and may borrow from another authority.

Kevin McGee explained the bus series numbers currently in use:

401-410, 601-610, 901-905, 101-105, 201-207 and the trolley.

Mr. Gavlick mentioned he would be attending a consolidation meeting at the airport, Thursday Nov.

17<sup>th</sup>. He said Tony Fauver from PennDOT will be speaking about consolidation as they are reviving a 2015 study.

Lastly, he said that a director's report was included in the board packet. He said it is a required report and has been working with Atty. Robbins and Mr. Bobbouine. In the future, he will try to have it ready within two or three months after the fiscal year closes.

**Action Items:**

Motion to approve contract for wash bay upgrades and enhancements at a cost of \$25,790.00 to be paid with Federal Grant funding. A motion to approve was made by Dr. Halsor and seconded by Atty. Robbins. Motion carried.

**9. Board Committee Reports**

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

Dr. Halsor did not have anything to report at this time.

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

Dr. Koch said there would be a meeting next Monday, November 21, 2016.

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

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

Motion to hire Kimberly Honeywell PT SR CSR effective, 10/17/2016 (\$12.00 part-time rate)  
The motion was seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Motion to approve salary adjustment for HR Mgr. (per new OT rules) from \$37k to \$47,500 per year effective, 12/1/2016, with no further adjustments. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to approve salary adjustment for Maintenance Manager (per OT rules) from \$40K to \$47,500 per year effective, 12/1/2016, with no further adjustments. The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Mr. Bobbouine added that the HR Manager and Maintenance Manager did well on their performance reviews and the board was pleased with their performance.

Mr. Bobbouine left the meeting at this time (approx. 5:40pm) and Ms. Villano finished as chairperson.

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

**11. New Business:** No new business presented.

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

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board