

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 13, 2016

PRESENT:

ARTHUR BOBBOUINE, BOARD CHAIRMAN
SEAN ROBBINS, ESQ., ASST. TREASURER
LYNETTE VILLANO, SECRETARY
GARY POLAKOSKI, ASST. 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
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

OTHERS:

JOE JOYCE, JOYCE INSURANCE
DAVE KELLAR, ONE SOURCE
JENN LAMOREAUX, ONE SOURCE
GRETA KRIEDLER, GEISINGER

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, Mr. Polakoski, Atty. Robbins, Ms. Villano and Mr. Bobbouine. There were 7 board members present and 2 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: None

4. Approval of Minutes: November 15th, 2016 Meeting

Chairman, Mr. Bobbouine, asked for approval of the minutes from the November 15th meeting. A motion to approve was made by Dr. Koch and seconded by Dr. Halsor. Motion carried.

5. Treasurers Report: Atty. Sean Robbins

Atty. Robbins asked for approval of the treasurer's report pending audit. A motion to approve was made by Ms. Villano and seconded by Mr. Polakoski. Motion carried.

6. Chairman's Report: Mr. Art Bobbouine

Mr. Bobbouine thanked everyone for their hard work and dedication over the last year. He noted that we have had a lot of accomplishments including Ecolane and the Ecolane award, also the Pittston Connector. He then wished everyone a Happy Holiday.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from about 3:20 p.m. until 4:20 p.m. Atty. Blazosek said the board covered personnel and legal matters. Atty. Blazosek stated that he contacted Mr. Conway and has determined he has medical issues preventing him from attending the meetings but Mr. Conway wanted to communicate that he intended to return to active participation once his medical issues are resolved. Atty. Blazosek asked that it be reflected in the minutes of the meeting.

Next, he mentioned contract negotiations with the Shared Ride and Teamsters and said they are still not at the point of a final contract to present to the board. It was agreed that all work will continue under the old contract for 45 days.

He spoke about the administrative appeal regarding Act 44 reimbursements, the senior ridership counts and funding. Atty. Blazosek added that we have made numerous efforts to amicably resolve the issue and after investigation by both parties he asked for authorization to withdraw the appeal on behalf of the Authority. Dr. Kepner made the motion and Mr. Polakoski seconded. Motion passed with a roll call vote of the board.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick said we are running a modified version of the holiday bus as we do not have an extra bus to dedicate to the run. He added that we put decorations on the #18 and the trolley.

He said as of January 1, 2017, we will be instituting a new rate schedule at Shared Ride which includes three additional zones. He added that the three existing zones won't see a rate increase however the three new zones will have new rates to cover anything over six miles.

He then mentioned we got the approval from PennDOT and letters have been sent out to all of the agencies and officials. Also we will be doing a press release. He stated that we are changing tickets to denominations rather than use them on a program basis. He also noted braille will be added to the tickets in the future.

Next, he said the bus advertising RFP is almost ready, adding that it ties the bus advertising, shelters and van advertising into one contract that can be sold as a package. He said we are also looking to include additional things in the future such as ads and coupons in schedules, video ads, advertisements on van panels and also on the website.

Dr. Koch asked whether the bus shelter survey has been completed. Mr. Gavlick confirmed it was. He said Lamar has come up with a financial appraisal value on their shelters so we have a number on those when we put out the bid. Mr. Uritz confirmed the advertising RFP will be out next week. Mr.

Gavlick said that Lorri will be working with the company who gets the bid and she will follow up on the advertising possibilities.

He said we created a Community Advisory Panel that met on December 1st, headed up by Kathy Bednarek. He stated the panel includes other business leaders and non-profits and said we want to let them know what we do and get their feedback. He mentioned a gentleman from Misericordia offered up their facility for ridership committee and other meetings. He said we plan to have another one in February or March. Atty. Robbins asked about the number in attendance and some of the people that attended. Mr. Gavlick said we had about 12 or 13 that attended and created a lot of new connections for both Fixed Route and Shared Ride.

Mr. Gavlick spoke about the pass we are working on with COLTS, a 31-day inter-system pass. He noted our fare boxes are compatible with COLTS and Genfare can program them to take the same ticket. Mr. Roselle said he was waiting on a quote for that cost. He stated anyone wanting to ride both systems can buy the joint pass.

Lastly, Mr. Gavlick mentioned that we have had six audits this year including the current year ending audit. Other audits included: the FTA Triennial, PA State Act 44, Pension audit, Workman's Comp audit and MATP. Mr. Alu elaborated on the MATP audit and said there were no financial findings and it was a positive audit. He added that it is a million and a half dollar program. Mr. Gavlick said all of the audits went well.

Action Items:

Motion to approve the property & casualty/EPLI insurance, effective 1/1/ 2017, at \$270,127
A motion to approve was made by Dr. Koch and seconded by Dr. Halsor. Motion carried.

Motion to approve the health insurance administrative contract with Geisinger at \$69.75 PEPM, effective 1/1/2017. A motion to approve was made by Ms. Villano and seconded by Dr. Kepner.
Motion carried.

Motion to approve the stop loss insurance with Geisinger Indemnity at \$202,439.00, effective 1/1/2017
A motion to approve was made by Atty. Robbins and seconded by Dr. Koch. Motion carried.

Motion to approve the Shared Ride zone and rate increase plan, effective 1/1/2017, with the approved PennDOT scheduled reimbursement. A motion to approve was made by Ms. Villano and seconded by Mr. Polakoski. Motion carried.

9. Board Committee Reports

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

Dr. Halsor said he was unable to attend. Mr. Gavlick said no one came to the meeting stating there may have been some confusion as to the meeting date.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said they discussed weather related issues and freezing water at the Intermodal. He added that there is a road in Lake Silkworth that is passable in the summer but not in the winter and said that management has been notified.

Personnel Committee- Atty. Sean Robbins, Committee Chairperson

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

Motion to approve administrative salary increases as recommended by the personnel committee. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to approve the Executive Director's salary increase as recommended by the personnel committee. The motion was seconded by Ms.Villano. Motion carried with a roll call vote of the board.

Motion to hire Joseph Koonrad as FT bus cleaner/service eff. 12/12/16 at contract rate. The motion was seconded by Dr. Kepner. Motion carried.

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

11. New Business: No new business presented.

12. Remarks: Mr. Gavlick wished everyone a Happy Holiday.

He also thanked the staff and employees for a great year. He said he has never worked with a harder working crew of people than at this company and they will do whatever it takes to make it happen.

Lastly, he thanked the board members for their confidence in him last year and said he enjoys being at LCTA.

It was noted that the reorganization meeting would be held on Wednesday, January 11, 2017 at 4 p.m.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board