

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
JANUARY 24, 2017

PRESENT:

VALERIE KEPNER, PH.D, BOARD CHAIRMAN
ARTHUR BOBBOUINE, VICE-CHAIRMAN
CHARLES SCIANDRA, TREASURER
SEAN ROBBINS, ESQ., ASST. TREASURER
LYNETTE VILLANO, SECRETARY
GARY POLAKOSKI, ASST. SECRETARY
SID HALSOR, PH.D, MEMBER
JOHN KOCH, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

PATRICK CONWAY, MEMBER

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR
JOHN ALU, DIRECTOR OF FINANCE
LEE HORTON, DIRECTOR OF OPERATIONS
VINCE COVIELLO, DIRECTOR TRANSIT MAINTENANCE
JANINE HENNIGAN, HR MANAGER
TRACY KLINE, ACCOUNTING ASSISTANT
LORRI VANDERMARK, MARKETING
FRANK KNOREK, COMPLIANCE

OTHERS:

JOE ALICIENE, ALICIENE & CO.
KEVIN MCGEE, UNION PRESIDENT/DRIVER

1. Pledge of Allegiance: Board Chairman, Dr. Kepner, welcomed everyone and invited those present to join her 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, Mr. Sciandra, Ms. Villano and Mr. Bobbouine. There were 8 board members present and 1 absent. It was noted that Mr. Sciandra left after the executive session. Dr. Koch left the meeting after the personnel committee report.

3. Public Comment: None

4. Approval of Minutes: December 13th, 2016 and January 11th, 2017 Meetings:

Chairman, Dr. Kepner, asked for approval of the minutes from the December 13th and the January 11th meetings. A motion to approve the December 13th, 2016 meeting was made by Mr. Sciandra and seconded by Mr. Bobbouine. Motion carried. A motion to approve the January 11th, 2017 meeting was made by Ms. Villano and seconded by Mr. Sciandra. Motion carried.

5. Treasurers Report: Mr. Charles Sciandra

Mr. Sciandra said the financial information was included in the board packets. Dr. Kepner asked if Mr. Sciandra had any concerns, then asked for approval of the treasurer's report, subject to audit. A motion to approve was made by Dr. Koch and seconded by Mr. Bobbouine. Motion carried.

6. Chairman's Report: Dr. Valerie Kepner

Dr. Kepner said the members had a copy of the board committee appointments and added that she tried to make sure no one was on three committees. She mentioned that she had placed herself on two committees and though she would not be a voting member she could be a tie breaker.

Dr. Kepner announced the following committee assignments:

Personnel:	<u>Sean Robbins- Chair</u> Gary Polakoski Lynette Villano
Budget:	<u>John Koch- Chair</u> Charlie Sciandra Valerie Kepner
Safety:	<u>John Koch- Chair</u> Gary Polakoski Pat Conway
Ridership:	<u>Sid Halsor- Chair</u> Pat Conway Sean Robbins
Bylaws:	<u>Art Bobbouine- Chair</u> Valerie Kepner Lynette Villano
Strategic Planning:	<u>Charlie Sciandra- Chair</u> Sid Halsor Art Bobbouine

She requested that committee meetings be announced to all of the board members so that everyone would have an opportunity to attend. She said members should contact her the Friday before the meeting if they had anything to place on the agenda and asked if there was any feedback on the agenda set up.

Dr. Kepner also made a request that the board members try to ride the bus in the next month or two.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from about 5:12 p.m. until approximately 5:43 p.m. He said the board covered some personnel matters and no decisions were made. He added that any actions would be addressed later in the meeting. He said that he and Mr. Gavlick updated the board on some ongoing contract negotiations with the Shared Ride Teamsters and hoped to have a contract to present to the board for the next meeting. A motion to approve the Solicitor's report was made by Mr. Sciandra and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick said the LCTA/COLTS bus pass should be on track for March 1st. He said we are waiting on Genfare for the programming and also for the tickets to be printed.

He then commended John and staff on a good year-end audit and on receiving an unmodified opinion. He noted last year we had a modified opinion. He said we also had fewer findings this year, showing improvement.

Action Items:

Motion to accept the Fiscal Year 2015/2016 Single Audit. A motion to approve was made by Mr. Bobbouine and seconded by Mr. Sciandra. Mr. Bobbouine said after reading last year's audit report we went from seven to three findings adding that we did a really nice job. Motion to approve carried with a roll call vote of the board.

Motion to approve Amendment to 1/1/2016 – 12/31/16 Agreement between LCTA and Luzerne County Area Agency on Aging. A motion to approve was made by Ms. Villano and seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

Motion to approve Amendment to 1/1/17 – 6/30/17 Agreement between LCTA and Luzerne County Area Agency on Aging. A motion to approve was made by Dr. Koch and seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

Motion to approve Amendment to 1/1/17 – 6/30/17 Agreement between LCTA and Luzerne County MH/DS. A motion to approve was made by Ms. Villano and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Motion to approve Provision of Transportation Agreement between LCTA and Greater Wilkes-Barre Association for the Blind. A motion to approve was made by Atty. Robbins and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to approve a resolution requested by PennDOT to participate in an update study and task force committee regarding consolidation. A motion to approve was made by Mr. Bobbouine and seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Dr. Kepner noted that she and Mr. Bobbouine were interested in serving with the consolidation group. Ms. Villano also offered to participate.

9. Board Committee Reports

Operations/Ridership Committee – Dr. Halsor, Chairperson

Dr. Halsor said they met last week, January 17th. Dr. Kepner said Dr. Halsor agreed to chair the committee and would attend the meetings when possible. She said the committee could still meet and that she spoke with Mr. Conway and Atty. Robbins regarding meeting attendance.

Atty. Robbins asked who usually attends the meetings. Mr. Gavlick said they rotate depending on who is available but Frank and Lorri usually attend.

Mr. Knorek said it was a re-organization meeting and one person attended.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said the safety committee meeting was changed to next week.

Personnel Committee- Atty. Sean Robbins, Committee Chairperson

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

Motion to hire Frederick Threatt as PT bus cleaner, effective 12/22/16, at contract rate.

The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to promote Amy Salvatore from PT to FT bus operator, effective 1/16/17, at contract rate.

The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to promote William Gardiner from PT to FT SR van driver, effective 1/3/17, at contract rate.

The motion was seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

Motion to promote Craig Trojan from PT to FT SR van driver, effective 1/3/17, at contract rate.

The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to hire Danial Langan as PT SR van driver, effective 1/18/17, at \$10 per hour.

The motion was seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

Motion to hire Thomas Lavelle as PT SR van driver, effective 1/18/17, at \$10 per hour.

The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to hire Jason Santiago as PT SR van driver, effective 1/18/17, at \$10 per hour.

The motion was seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

Atty. Robbins congratulated Janine Hennigan on her appointment as Vice-Chair of the Human Resources PPTA committee.

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

11. New Business: Mr. Knorek mentioned that he would like the state ethics forms returned at the next board meeting and said they are due May 1st.

12. Remarks: There were no remarks made.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board