

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
FEBRUARY 28, 2017

PRESENT:

VALERIE KEPNER, PH.D, BOARD CHAIRMAN
ARTHUR BOBBUINE, VICE-CHAIRMAN
CHARLES SCIANDRA, TREASURER
SEAN ROBBINS, ESQ., ASST. TREASURER
LYNETTE VILLANO, SECRETARY
GARY POLAKOSKI, ASST. SECRETARY
PATRICK CONWAY, MEMBER
SID HALSOR, 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
LOUIS URITZ, PROCUREMENT MANAGER
JANINE HENNIGAN, HR MANAGER
TRACY KLINE, ACCOUNTING ASSISTANT

OTHERS:

REPRESENTATIVES FROM NY LIFE INSURANCE
KEVIN MCGEE, UNION PRESIDENT/DRIVER
UNION MEMBERS: PAUL JASON, SANDY KING-HORST,
LOU ROMAN, RICH MCNEIL, DORIS SHAW

1. Roll Call: Dr. Kepner noted that all of the Board members were present for the meeting. Atty. Blazosek noted for the record that we concluded the personnel session at 6:30 p.m. and are ready to continue with the regular board meeting.

2. Public Comment: None

3. Approval of Minutes: January 24th, 2017 Meeting:

Chairman, Dr. Kepner, asked for approval of the minutes from the January 24th meeting. A motion to approve the January 24th, 2017 meeting minutes was made by Mr. Sciandra and seconded by Dr. Koch. Motion carried.

4. Treasurers Report: Mr. Charles Sciandra

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

5. Chairperson's Report: Dr. Valerie Kepner

Dr. Kepner said there was a personnel committee meeting yesterday and Atty. Robbins may share that during his personnel report. She added that she would like to implement a Union Management meeting on a monthly basis. She reminded the board members to return their state ethics forms. She then thanked everyone for still being here at 6:30 p.m. noting the personnel committee was here yesterday as well.

6. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:31 p.m. until approximately 5:00 p.m. and we then had the program of projects public hearing. He said we went back into an executive session at about 5:09 p.m. until about 6:30 p.m. During the executive session, Mr. Gavlick and Mrs. Hennigan updated the board on some personnel matters and no decisions were made. He added that there is a motion that will be up for the board's consideration to approve the collective bargaining agreement proposed between the Shared Ride division and the Authority. Atty. Blazosek said the details of that agreement were highlighted to the board but because the union membership did not have an opportunity to vote on it he will not be touching on those details.

7. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick said that effective tomorrow, March 1st, the new 31 Day Inter-County bus pass goes on sale. Mr. Uritz presented a copy of the new pass to the board. Mr. Gavlick stated that we will phase out accepting the other COLTS passes but passengers could use any remaining passes. Ms. Villano said she had heard about it in the media.

He said he would be bringing to the board other ideas to expand the passes also that we will be working with COLTS. He said he would table the discussion on fares until next month in the interest of time.

Mr. Gavlick also mentioned that we currently service the airport on an on-call basis. He said he has a meeting at the airport next week to discuss having a bus stop there and explained that the #17 bus would run in and out of the airport with a predetermined schedule. He felt it would help to get more people using it for those purposes adding that we would put signs in the luggage pick-up areas and outside the terminal. Mr. Gavlick said we should be able to have that going in the next two weeks once the schedule is finalized, also that we will also do a press release to let everyone know.

Action Items:

Motion to approve offering optional NY Life program to employees at no cost to the Authority. A motion to approve was made by Mr. Bobbouine and seconded by Mr. Sciandra. Motion carried.

Motion to approve the fee accounting contract / engagement letter with Snyder & Clemente for fiscal year ending June 30, 2017 at a fee not to exceed \$25,000. A motion to approve was made by Mr.

Sciandra and seconded by Dr. Koch. After a roll call vote of the board: eight members voted yes- (Halsor, Kepner, Koch, Polakoski, Robbins, Sciandra, Villano and Bobbouine) and one member voted no- (Conway). The motion passed.

Motion to approve Provision of Transportation Agreement between LCTA and Luzerne County Children & Youth 1-1-17- 12-31-17. A motion to approve was made by Mr. Sciandra and seconded by Mr. Bobbouine. 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 Ms. Villano and seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

Motion to approve a collective bargaining agreement eff. Jan. 1, 2017 with the Teamsters local 401 contingent upon union ratification. A motion to approve was made by Dr. Koch and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Motion to approve budget transfers as shown in packet. Mr. Bobbouine asked if John could put names with the line items . A motion to approve was made by Mr. Sciandra and seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

8. Board Committee Reports

Operations/Ridership Committee – Dr. Halsor, Chairperson

Dr. Halsor asked Mr. Gavlick about the last ridership meeting. Mr. Gavlick said two people attended the advertised meeting in Pittston commenting that we hoped for a better turn out.

Dr. Kepner questioned the absence of some reports in the board packet adding that she checked at 2:00 p.m. and did not see them. Mr. Gavlick said he may have missed including them on the updates.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said the safety committee meets the second Tuesday of each month and recently met on the 14th. He said the radios seem to be working now since they have been adjusted. He noted the safety committee minutes were provided.

Personnel Committee- Atty. Sean Robbins, Committee Chairperson

Atty. Robbins said the personnel committee met yesterday with some representatives of the Union. He said they discussed a number of issues and that we are still taking a closer look at those.

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

Motion to hire Robert Robbins FT FR Maintenance/Service, effective 1/30/2017, at contract rate. The motion was seconded by Dr. Koch. Atty. Robbins noted he was not related to the employee. Motion carried with a roll call vote of the board.

Motion to hire Mark Harrison PT FR Spotter, effective 2/2/17, at contract rate. The motion was seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

Motion to promote Anthony Ippolito from PT SR van driver to FT SR van driver, effective 2/12/17, at contract rate. The motion was seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

Motion to promote Samantha Putnam from PT SR van driver to FT SR van driver, effective 2/12/17, at contract rate. The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to hire Patrick Flaherty as PT SR van driver, effective 2/22/17, at \$10.00/hour. The motion was seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

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

10. New Business: Mr. Conway asked about the merger between LCTA and COLTS. Mr. Gavlick explained that our board has already approved the resolution for PennDOT. He added that we are waiting for Luzerne County Council, HPT, COLTS and Lackawanna Commissioners to pass that resolution and respond to PennDOT so that a task force can be created to pick up the study.

Mr. Conway also asked about the Murray Complex. Mr. Gavlick said it was undergoing environmental studies and that would take one to two months. He added that if we get the green light, we would be coming to the board regarding appraisals and negotiations with the land owners to come to terms on pricing.

Mr. Conway said the place is contaminated just like it was up on Northampton Street. Mr. Gavlick said the consultants would be evaluating it. Atty. Blazosek said it depends on what they find, they could try remediation. Mr. Conway stated that they would have to dig pretty far.

Atty. Robbins said he contacted an environmental cleanup program manager as to what has been done there already and expected a file review.

Mr. Sciandra then made a motion to extend our current auditor, Aliciene & Company, for the next audit year. Mr. Bobbouine seconded the motion.

Dr. Halsor asked Mr. Gavlick whether he felt they did a higher or lower quality job in comparison to the previous audits. Mr. Gavlick said that both audits came out well according to what the LCTA does.

He commented that the previous auditor looked through more files in HR than the current auditor.

He believed the late start came out of a communication problem. Mr. Gavlick pointed out that Snyder and Clemente had been working with the previous auditor for years and they had an understanding of each other's time lines. He said that once we got past the communication issue the audit went very well. He felt that it was not his role to give an opinion or take sides regarding the auditor.

Dr. Halsor also asked Mr. Alu his feelings on the auditor. He said his answer would be similar to the one given by Mr. Gavlick. He explained he would work with whoever the auditor is. He noted there were differences in procedure.

Mr. Bobbouine said the LCTA did a great job as the audit went from seven findings to three.

Atty. Robbins echoed what Mr. Bobbouine said though he was not sure he had enough information to make an informed decision or support the motion.

Dr. Kepner said she did not feel comfortable making a decision. She commented that she did some work using an assessment mechanism that she shared with the board. She said she was looking for in depth results, good or bad.

Mr. Bobbouine said the reason they were making a decision is because of the time issue.

Mr. Gavlick agreed saying we would need time to send out an RFP and go through that process if needed. He said we would follow the policies on record approved by the board and use the same scoring process we used last year. He remarked the decision would be ultimately up to the board.

Dr. Kepner said if the motion passes they will have made a decision, if it does not we could make a motion to do an RFP.

Mr. Polakoski felt Mr. Aliciene gave a good presentation and was open to any all questions when he was here.

After a roll call vote of the board: five members voted yes- (Conway, Polakoski, Sciandra, Villano and Bobbouine) and four members voted no (Halsor, Kepner, Koch and Robbins). The motion passed.

Mr. Gavlick said that we do not have an engagement letter from Mr. Aliciene noting it is usually given with the finished audit.

He said John will send out an email tomorrow letting him know the board approved and ask for the engagement letter.

Dr. Kepner asked if we received a final invoice for the audit and if there were any additional costs.

Mr. Gavlick said that Aliciene had already been paid for his services at the agreed amount.

Dr. Kepner remarked that the auditor works for the board and also to let her know when the first meeting is with the auditor.

Mr. Gavlick said we would need to meet in May. Mr. Alu said we would also need to have the inventory completed by June 30th.

Atty. Blazosek said to update the board on what the schedule will be at the next board meeting.

11. Remarks: There were no remarks made.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board