

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

PRESENT:

VALERIE KEPNER, PH.D, BOARD CHAIRMAN  
SEAN ROBBINS, ESQ., ASST. TREASURER  
GARY POLAKOSKI, ASST. SECRETARY  
SID HALSOR, PH.D, MEMBER  
JOHN KOCH, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

PATRICK CONWAY, MEMBER  
ARTHUR BOBBOUINE, VICE-CHAIRMAN  
CHARLES SCIANDRA, TREASURER  
LYNETTE VILLANO, SECRETARY

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  
LORRI VANDERMARK, MARKETING  
FRANK KNOREK, COMPLIANCE

OTHERS:

JOSEPH JOYCE, JOYCE INSURANCE  
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, and Atty. Robbins. There were 5 board members present and 4 absent.

**3. Public Comment:** None

#### **4. Approval of Minutes: February 28<sup>th</sup>, 2017 Meeting:**

Chairman, Dr. Kepner, asked for approval of the board minutes from the February 28<sup>th</sup> 2017 meeting. A motion to approve was made by Atty. Robbins and seconded by Dr. Halsor. Motion carried.

#### **5. Treasurers Report: Atty. Sean Robbins**

Atty. Robbins said the financial information was included in the board packets. He commented that he spoke with Mr. Alu before the meeting and he said that fixed route health insurance is over budget by approximately \$250,000. Also mentioned was fixed route revenue which is under budget by about \$77,000. He said John indicated that there is a nationwide trend toward Uber. Atty. Robbins continued to say that Shared Ride expenses are \$84,000 below budget and revenue is also under budget by about \$95,000; though the recent fare increase has improved numbers slightly. Mr. Alu pointed out that the Shared Ride ridership numbers usually drop in the winter.

Dr. Koch asked if there would be much of an impact because of the snow. Mr. Alu said that we were closed for two days. He remarked that he had called the State Reps asking if there would be any subsidies and they said no. Mr. Gavlick said that no funds are expected from PennDOT, adding that we are working with Luzerne County through EMA and PEMA and may be able to get some reimbursements from them. Mr. Alu said it could be about \$2,000, usually just cover the overtime.

Dr. Kepner asked for approval of the treasurer's report, subject to audit. A motion to approve was made by Mr. Polakoski and seconded by Dr. Halsor. Motion carried.

#### **6. Chairperson's Report: Dr. Valerie Kepner**

Dr. Kepner said the handling of bus services and communication went well during the snow storm. She said in the past she would have been hoping to get through on bus time to find out information. With the texting service and updates, she had time to negotiate other transportation if necessary and thanked everyone at LCTA for that.

Dr. Kepner spoke about rescheduling the April board meeting and felt it would be more efficient to do so. Dr. Koch felt it would be better to communicate face to face and it wouldn't take time away while employees are at the conference. Mr. Gavlick said there was nothing pressing that would be affected by moving the meeting to the next week. The general consensus was that the April 25<sup>th</sup> meeting would be moved to May 2<sup>nd</sup>. Mr. Gavlick said the change in the meeting would be advertised.

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

Atty. Blazosek noted for the record that there was an executive session from 4:26 p.m. until approximately 5:10 p.m. During the executive session, the board was updated on litigation, personnel, and property matters adding that no final decisions were made.

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

Mr. Gavlick said that the PennDOT Operating Grant has been awarded. He hoped the county match would be \$589,000. Mr. Gavlick said he would let everyone know when we get word it will be on the agenda.

Next, he mentioned the #17 route for airport service. He stated that it should start mid-April and there would be a bus stop sign in the luggage area; also schedules available at the information desk. He said it would be advertised with a fixed schedule.

He remarked that all of the bodies have approved the Transit Committee resolution except for Luzerne County Council and they have it on their voting session for tonight.

Lastly, he spoke about a recent bus accident. He added that the video clearly showed we were not at fault and there is an ongoing police investigation.

**Action Items:**

Motion to approve the Workers Compensation Renewal Insurance Policy for 1 year effective April 1, 2017 at a premium of \$354,891.00. A motion to approve was made by Dr. Koch and seconded by Atty. Robbins. Motion carried with a roll call vote of the board.

Motion to approve the renewal of the excess flood insurance coverage with Joyce Insurance at \$16,545.00. A motion to approve was made by Atty. Robbins and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Dr. Kepner said she received from Norm the 2017 PPTA agenda and it is available on Google Docs. Mr. Gavlick said the senior management sits down and decides who needs to go to the various seminars. Dr. Kepner mentioned a PPTA seminar offered by RKL on board reporting best practices and it was determined board members could attend.

**9. Board Committee Reports**

**Operations/Ridership Committee – Dr. Halsor, Chairperson**

Dr. Halsor said the minutes from the May 21<sup>st</sup> ridership meeting are in the board packets. Mr. Gavlick said that Valerie, Frank and Lorri attended the last ridership meeting. Dr. Kepner said she attended the Nanticoke meeting and there were no LCCC students present but Lorri felt that the storm may have affected participation. It was noted that the next meeting is in Dallas.

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

Dr. Koch said the safety committee meeting was cancelled due to the storm and rescheduled for the following Wednesday. He added that there was a discussion about lights, also water and ice problems at the intermodal.

Dr. Kepner asked that the bylaws committee and the strategic planning committee be given a spot on the agenda each month. She indicated that they have not had a chance to meet yet.

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

Atty. Robbins said drivers and mechanics raised some issues that were talked about with the personnel committee. He said management has since responded to some of them. Atty. Robbins said he was putting together a compilation of those to make sure they are all addressed.

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

Motion to hire Cherri Swainbank as PT Bus Operator, effective 3/27/17, at contract rate. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to hire Reginald Clark as PT Bus Operator, effective 3/27/17, at contract rate.

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

Motion to hire Fritz Leon as PT Bus Operator, effective 3/27/17, at contract rate.

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

Motion to hire Edison Dumas as PT Bus Operator, effective 3/27/17, at contract rate.

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

Dr. Kepner inquired about a change in fare structure mentioned at the last board meeting.

Mr. Gavlick said they have been working on creating some new fixed route fares and are looking to create a new student pass. He said they would be proposing to lower the amount of the discount on some of the passes.

**10. Old Business:**

Mr. Polakoski asked if there was service to Mountain Top and indicated that there is a senior high rise located there. Mr. Gavlick said we have in the past but do not currently because of the lack of ridership.

Mr. Alu noted that Shared Ride does service that area.

Atty. Robbins inquired about the Crestwood Park. Mr. Gavlick said that the Crestwood Industrial Park is a more mature park with not a lot of new companies going in.

Mr. Polakoski asked if Hazleton was public or private. Mr. Gavlick said it is run by the city and they own the buses. He stated that it is contracted to a private contractor that hires the drivers and does the bus maintenance. It was mentioned that it is subsidized by the county and they also receive a grant from PennDOT.

**11. New Business:** There was no new business discussed

**12. Remarks:** No remarks were made.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board