

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
MAY 2, 2017

PRESENT:

VALERIE KEPNER, PH.D, BOARD CHAIRMAN
CHARLES SCIANDRA, TREASURER
LYNETTE VILLANO, SECRETARY
SID HALSOR, PH.D, MEMBER
JOHN KOCH, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

ARTHUR BOBBUINE, VICE-CHAIRMAN
SEAN ROBBINS, ESQ., ASST. TREASURER
GARY POLAKOSKI, ASST. SECRETARY
PATRICK CONWAY, MEMBER

ADMINISTRATIVE STAFF:

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

OTHERS:

DAVE KELLAR, ONE SOURCE

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. Sciandra, and Ms. Villano. There were 5 board members present and 4 absent.

3. Public Comment: None

4. Approval of Minutes: March 28th, 2017 Meeting:

Chairman, Dr. Kepner, asked for approval of the board minutes from the March 28th 2017 meeting. A motion to approve was made by Mr. Sciandra and seconded by Dr. Koch. Motion carried.

5. 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, pending audit. A motion to approve was made by Ms. Villano and seconded by Dr. Halsor. Motion carried.

6. Chairperson's Report: Dr. Valerie Kepner

Dr. Kepner wanted to publically thank the members of Luzerne County Council for working with us and approving the matching funds. She also congratulated LCTA on receiving two awards at the recent PPTA conference. Lastly, she thanked the board members for returning the ethics forms.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:30 p.m. until approximately 5:40 p.m. He said that the board covered a number of personnel matters and discussed real estate adding that no final decisions were made.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick mentioned the COLTS van lease and other assistance. He said there is a meeting with COLTS tomorrow at 10 a.m. to continue discussions on collaboration and cooperation.

Mr. Gavlick said we had a meeting in Nanticoke with Senator Yudichak's office and they were discussing transit opportunities, bus stops and the possibility of putting in an intermodal.

He stated that Lisa Baker's office had a PennDOT representative come in and talk about construction projects and to fill us in on what is going on.

He spoke about Centre Point and on-going talks with Mericle and indicated the possibility of putting in a transfer station. He mentioned possible route changes to better service the area.

Mr. Gavlick discussed the possibility of an intermodal in downtown Nanticoke. He added that the #14 route from Glen Lyon is our heaviest route. Dr. Kepner commented that commonly there is standing room only on the #14, she takes the #15 instead. Mr. Gavlick said they were also looking at safety as the bus has to stop in the middle of the street.

He said we had a discussion with Wilkes-Barre City and there is block grant monies that the municipalities and the county are getting that could be used for financially disadvantaged areas.

He said we are working with city and county to use some of those funds for bus shelters and signs and possibly rebuild transit infrastructure.

Dr. Koch inquired whether the construction was having an effect on the routes. Mr. Gavlick said there has been a slight impact.

Mr. Gavlick was pleased to say that for two months in a row our maintenance department has had a preventative maintenance record of 100%. He noted that it was an item on our Triennial review.

Mr. Coviello commented that the procedure has been revised and uses the actual hub mileage which is an exact reading. Mr. Gavlick recognized the department for doing a good job.

Regarding the fuel contract, he remarked that we are in the stage of watching the pricing and Lou has been tracking it. He felt the price would probably go up a little bit but we would try to limit our increase.

Action Items:

Motion to approve the Guardian Insurance renewal package, effective 5/1/2017 (appendix 1), as presented by Mr. Gavlick. A motion to approve was made by Mr. Sciandra and seconded by Ms. Villano. Motion carried after a roll call vote of the board.

Motion to approve Resolution certifying the local match for State Operating Financial Assistance. (appendix 2) A motion to approve was made by Mr. Koch and seconded by Mr. Sciandra. Motion carried after a roll call vote of the board.

Motion to approve the sale of vehicles per bid no. IFB16-17-004, on April 19, 2017 (appendix 3) A motion to approve was made by Mr. Sciandra and seconded by Dr. Halsor. Motion carried after a roll call vote of the board.

Motion to approve the amended pass schedule and rates, effective June 1st, 2017. (appendix 4) A motion to approve was made by Mr. Sciandra and seconded by Ms. Villano. Motion carried after a roll call vote of the board. Dr. Kepner confirmed that the rate change would be communicated to the public prior to the increase. Mr. Gavlick stated that we would do press releases and have a grace period to transition passes.

Dr. Kepner noted for the record that she would vote in favor of the motion. She said she will also be paying the increased fare price.

Motion to approve a Provision of Transportation Agreement between LCTA and the Child Development Center (Nesbitt). A motion to approve was made by Dr. Koch and seconded by Mr. Sciandra. Motion carried after a roll call vote of the board.

Motion to approve a Provision of Transportation Agreement between LCTA and the Hazleton Senior Center. A motion to approve was made by Ms. Villano and seconded by Dr. Koch. Motion carried after a roll call vote of the board.

9. Board Committee Reports

Operations/Ridership Committee – Dr. Halsor, Chairperson

Dr. Halsor said the minutes are posted from the April 18th meeting.

Mr. Gavlick said the meeting was at Misericordia and was sparsely attended.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said the safety committee meeting was postponed for this month.

Bylaws Committee- Mr. Art Bobbouine, Chairperson

Mr. Bobbouine was not in attendance. Ms. Villano said the committee hasn't met yet but plans on doing so.

Strategic Planning Committee- Mr. Charles Sciandra, Chairperson

Mr. Sciandra said that they had a preliminary meeting and he has read some of the strategic plan materials provided online. He added that they are waiting for board training and the Act 44 report completion.

Mr. Gavlick said he spoke to Anthony Stever and they are very close to completing our Act 44 report.

Mr. Sciandra encouraged members to take time and read some of the information posted.

Mr. Gavlick commented that there would be a two week response period after the report is received and then it would be finalized. He also said the trainer, Jim Broch, will attend a board meeting and then set the schedule for board training. He hoped we could get it done in June.

Personnel Committee- Ms. Lynette Villano, Committee Member

Ms. Villano, Personnel Committee member, put forth the following motions:

Motion to hire Tysha Bails PT SR van driver, effective 3/29/2017, at \$10 hr.

Motion to hire John Usavage PT SR van driver, effective 3/29/2017, at \$10 hr.

Both motions were seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

Motion to hire Alecia Bigelow PT SR van driver, effective 4/10/2017, at \$10 hr.

Motion to hire LaMonica Suazo PT SR van driver, effective 4/10/2017, at \$10 hr.

Motion to hire George Andrejko PT SR van driver, effective 4/10/2017, at \$10 hr.

Motion to hire Cassandra Womack PT SR van driver, effective 4/10/2017, at \$10 hr.

The above motions were seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to hire John Morris PT SR van driver, effective 4/28/2017, at \$10 hr.

Motion to hire Robert Luchi PT SR van driver, effective 4/28/2017, at \$10 hr.

Motion to hire Thaddeus Shone PT SR van driver, effective 4/28/2017, at \$10 hr.

The preceding motions were seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

10. Old Business: No old business was mentioned.

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 Mr. Sciandra and seconded by Ms. Villano. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board