

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
JULY 25, 2017

PRESENT:

VALERIE KEPNER, PH.D, BOARD CHAIRMAN
ARTHUR BOBBUINE, VICE-CHAIRMAN (Called in)
CHARLES SCIANDRA, TREASURER
SEAN ROBBINS, ESQ., ASST. TREASURER
LYNETTE VILLANO, SECRETARY
GARY POLAKOSKI, ASST. SECRETARY
PATRICK CONWAY, MEMBER
JOHN KOCH, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

SID HALSOR, PH.D, MEMBER

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
LEE HORTON, DIRECTOR OF OPERATIONS
LOUIS URITZ, PROCUREMENT MANAGER
JANINE HENNIGAN, HR MANAGER
TRACY KLINE, ACCOUNTING ASSISTANT
LORRI VANDERMARK, MARKETING

OTHERS:

KEVIN MCGEE, BUS OPERATOR/UNION PRESIDENT
PAUL JASON, BUS OPERATOR

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: Mr. Conway, Dr. Kepner, Dr. Koch, Mr. Polakoski, Atty. Robbins, Mr. Sciandra, Ms. Villano and Mr. Bobbouine. Dr. Halsor was absent. Mr. Bobbouine participated by phone. There were 8 board members present and one absent.

3. Public Comment: None

Dr. Kepner stated that we would cover the action items first.

Action Items:

Motion to approve Provision of Transportation Agreement between LCTA and Busy Bee Daycare.

A motion to approve was made by Dr. Koch and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to approve Provision of Transportation Agreement between LCTA and Kidz Korner Daycare. A motion to approve was made by Mr. Sciandra and seconded by Atty. Robbins. Motion carried with a roll call vote of the board.

Motion to approve Provision of Transportation Agreement between LCTA and Child Development Council. 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 an EEO policy update effective 7/25/2017. A motion to approve was made by Dr. Koch and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to approve FFY 17-19 DBE Goal Methodology, effective 8/1/2017. A motion to approve was made by Mr. Sciandra and seconded by Mr. Polakoski. Motion carried with a roll call vote of the board.

Personnel Committee- Atty. Sean Robbins, Chairperson

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

Motion to promote Lorri Ann Vandermark to F.T. Public Relations Manager, effective 7/26/17, at \$40K per year. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to hire David Babetski PT Bus Operator, effective 7/11/17, at contract rate. The motion was seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

Motion to hire Malgorzata Zielinska PT Bus Operator, effective 7/11/17, at contract rate. The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to hire Bernard Buickus PT SR Van Driver, effective 7/13/17, at \$10.00 per hour. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to hire Donald Seng PT SR Van Driver, effective 7/13/17, at \$10.00 per hour. The motion was seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

Motion to hire Garry Teall PT SR Van Driver, effective 7/13/17, at \$10.00 per hour. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to hire Chester Wheeler PT SR Van Driver, effective 7/13/17, at \$10.00 per hour. The motion was seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

4. Approval of Minutes: June 27th and June 29th 2017 Meetings:

Chairman, Dr. Kepner, asked for approval of the board minutes from the June 27th, 2017 meeting. A motion to approve was made by Atty. Robbins and seconded by Mr. Sciandra. Motion carried. She then asked for approval of the board minutes from the June 29th, 2017 meeting. A motion to approve was made by Ms. Villano 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 Mr. Sciandra and seconded by Ms. Villano. Motion carried.

6. Chairperson's Report: Dr. Valerie Kepner

Dr. Kepner congratulated LCTA and its employees on assisting the City of Wilkes-Barre and the Wilkes-Barre fire department. She also congratulated Mr. Polakoski on being a grandfather. She remarked that we received notice from Luzerne County Council that a letter was received by the Council. She stated that a response was composed and submitted to Luzerne County Council.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:15 p.m. until approximately 5:12 p.m. He said that the board was updated on some pending real estate matters and personnel matters, adding no final decisions were made.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick mentioned that the inventory, the first phase of our audit, was conducted and we are off to a good start to the audit year.

He said the Institute Transit Demand Report done by the Institute at Wilkes was included in the board packets. He said according to the report, both LCTA and COLTS have very good coverage. He added that suggestions included frequency of service and expanded nights and weekends.

He stated that we are working on a Federal grant for the purchase of four new replacement buses. He indicated the grant would be submitted by August 14th and also that we received support letters from Representatives Kaufer, Barletta, Cartwright, and Casey.

Mr. Gavlick discussed the Air Show shuttle and said there would be a special lane for vans and buses. He stated that we will be doing a press release tomorrow

He said the kick off meeting for the Transit Consolidation Committee is going to be the last week in August adding that he and Dr. Kepner would be attending.

Dr. Kepner asked if the Act 44 report was official. Mr. Gavlick said we are waiting for the final copy to be delivered and should be receiving it anytime. Dr. Kepner asked if it could be posted to Google Docs for review.

Mr. Sciandra asked about the board training. Mr. Gavlick said he hoped it would kick off in August.

9. Board Committee Reports

Operations/Ridership Committee – Dr. Halsor, Chairperson

Dr. Kepner said the last meeting was sparsely attended. Mr. Gavlick stated the next one would be in Dallas, at Misericordia, August 15th at 2 p.m.

He said they discussed changing the name of the committee to the Public Transit Riders Forum hoping to convey that it is an open meeting.

Dr. Kepner said when the committee started we put advertising in the buses but it has been several years. She stated she liked the name because it includes both van users and bus riders.

A motion to change the name of the ridership committee to Public Transit Riders Forum was made by Atty. Robbins and seconded by Dr. Koch. Motion carried.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said there was a safety committee meeting on July 11th and the minutes were included in the packet.

Bylaws Committee- Mr. Art Bobbouine, Chairperson

Mr. Bobbouine said he would try to get something done before September and he would let Dr. Kepner know about any meetings.

Strategic Planning Committee- Mr. Charles Sciandra, Chairperson

Mr. Sciandra said we are waiting for the board training. He suggested that members take a look at the strategic plans posted on line.

10. Old Business: None

11. New Business: None

12. Remarks: Mr. Bobbouine apologized regarding the conflict with his new job. He thanked Valerie for all of her work in the last couple weeks.

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