

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

PRESENT:

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

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

LYNETTE VILLANO, SECRETARY (Present for work session)
SID HALSOR, PH.D, MEMBER

ADMINISTRATIVE STAFF:

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

OTHERS:

DAVE BABETSKI, BUS OPERATOR TRAINEE
FRITZ LEON, BUS OPERATOR TRAINEE
KEVIN MCGEE, BOB CHRISTOPHER, JAKE HASSAJ,
PAUL JASON- UNION MEMBERS

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 seven Board Members were present for the meeting: Mr. Conway, Dr. Kepner, Dr. Koch, Mr. Polakoski, Atty. Robbins, Mr. Sciandra, and Mr. Bobbouine. Ms. Villano was present for the work session but had to leave. Dr. Halsor was absent.

3. Public Comment: There were no comments made.

4. Approval of Minutes: September 26th Meeting:

Chairman, Dr. Kepner, asked for approval of the board minutes from the September 26th, 2017 meeting.

A motion to approve was made by Mr. Bobbouine and seconded by Mr. Sciandra. Motion carried.

5. Treasurers Report: Mr. Charles Sciandra

John Alu stated that Ray Distasio from Snyder & Clemente had delivered the final statements. He said he spoke with the auditor, Joe Aliciene, about starting on Thursday. Mr. Sciandra referred to John's comments and the information in the board packets. Dr. Kepner asked for approval of the treasurer's report, pending audit. A motion to approve was made by Atty. Robbins and seconded by Mr. Conway. Motion carried.

6. Chairperson's Report: Dr. Valerie Kepner

Dr. Kepner did not have anything to discuss at this time.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:27 p.m. until approximately 6:00 p.m. He said that the board was updated on some matters of concern by members of the ATU, Local 164. Atty. Blazosek stated that personnel matters and pending litigation were also discussed but no decisions were made. He added that any personnel actions will be presented through the personnel committee.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick said that topics covered during the work session included the Transit Development Plan, staff diversity/ADA training and the formation of a Pension Board for the administrative staff plan.

He also said that three employees recently attended the APTA (American Public Transportation Association) conference along with many local peers.

Action Items:

Motion to approve the fare proposal draft plan. A motion to approve was made by Dr. Koch and seconded by Atty. Robbins. Dr. Kepner specified that the proposal is a draft and there is a process through which it will go. Motion carried with a roll call vote of the board.

Motion to approve the Authorizing Resolution for submitting federal grant applications. A motion to approve was made by Mr. Sciandra and seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to approve the FFY 2017-18 FTA Transit Asset Management Plan. A motion to approve was made by Atty. Robbins and seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

Dr. Kepner read an email she received from Joe Roselle, Director of Administrative Services, regarding Frank Knorek and his completion of the FTA Transit Asset Management Plan ahead of schedule. Mr. Roselle commended Mr. Knorek for his efforts and said the plan that Frank developed will be on the FTA website as a peer example for other agencies. Dr. Kepner congratulated Frank as well.

9. Board Committee Reports

Public Transit Ridership Forum – Dr. Halsor, Chairperson

Dr. Halsor was absent. Dr. Kepner said she received an email from Dr. Halsor saying that he attended the meeting on October 17th at the YMCA. She also said that Frank Knorek and Lee Horton were in attendance. Mr. Gavlick explained that it was a new location because we are no longer able to use the LCCC Center on the Square during the day.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said there was a safety committee meeting and the minutes are included in the packet.

Bylaws Committee- Mr. Art Bobbouine, Chairperson

Mr. Bobbouine said the committee met three weeks ago and started a draft of bylaw changes. He said after the next committee meeting he will email the changes to the board members for input. Mr. Bobbouine stated there will be a final proposal at the December Board Meeting which will be effective January 1st.

Strategic Planning Committee- Mr. Charles Sciandra, Chairperson

Mr. Sciandra said we are waiting to receive board training from Harrisburg.

Personnel Committee- Atty. Sean Robbins, Chairperson

Atty. Robbins put forth the following motions:

Motion to promote Cheri Swainbank from PT FR operator to FT FR operator, effective 9/26/17, at contract rate. The motion was seconded by Dr. Koch. Motion carried with a roll call vote of the board.

Motion to hire Kelly Bonds PT FR operator, effective 10/09/17, at contract rate. The motion was seconded by Mr. Sciandra. Motion carried with a roll call vote of the board.

Motion to hire Terrence McCabe PT FR operator, effective 10/09/2017, at contract rate. The motion was seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

10. Old Business: No one had old business to discuss.

11. New Business: No new business was discussed.

12. Remarks: There were no remarks given.

13. 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