

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 12, 2017

PRESENT:

VALERIE KEPNER, PH.D, BOARD CHAIRMAN
ARTHUR BOBBUINE, VICE-CHAIRMAN
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

ABSENT:

CHARLES SCIANDRA, TREASURER

ADMINISTRATIVE STAFF:

JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
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:

JOSEPH JOYCE, JOYCE INSURANCE
DAVE KELLAR, ONE SOURCE
GRETA KREIDLER, ONE SOURCE
FRANK POLLICK, RETIRED VAN DRIVER
KEVIN MCGEE, BUS OPERATOR, UNION PRESIDENT
PAUL JASON, BUS OPERATOR
SANDY KING-HORST, RETIRED BUS DRIVER

Mr. Frank Pollick was recognized and presented with a retirement plaque.

Board Chairman, Dr. Kepner, Called the meeting to order.

1. Roll Call: The following Board Members were present for the meeting: Mr. Conway, Dr. Halsor, Dr. Kepner, Dr. Koch, Mr. Polakoski, Atty. Robbins, Ms. Villano and Mr. Bobbouine. Mr. Sciandra was absent.

2. Public Comment: There were no comments made.

3. Approval of Minutes: November 14th Meeting:

Chairman, Dr. Kepner, asked for approval of the board minutes from the November 14th, 2017 meeting. A motion to approve was made by Ms. Villano and seconded by Mr. Bobbouine. Motion carried.

4. Treasurers Report: Mr. Charles Sciandra

Mr. Sciandra was absent from the meeting. Atty. Robbins said the financials were in the board packet. He said he spoke with Mr. Alu and Shared Ride revenue was down and expenses were up adding there were no surprises. He said on the Fixed Route side the revenue is more positive and liabilities are better. Dr. Kepner asked for approval of the treasurer's report, pending audit. A motion to approve was made by Dr. Halsor and seconded by Ms. Villano. Motion carried.

5. Chairperson's Report: Dr. Valerie Kepner

Dr. Kepner did not have anything to report but she wished everyone a wonderful Holiday Season and thanked everyone for a good year and said she is looking forward to 2018.

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 5:35 p.m. Atty. Blazosek stated that Mrs. Hennigan and Atty. Robbins updated the board on personnel matters and that any actions would be presented later in the meeting.

Mr. Polakoski left the meeting at approximately 5:50 p.m.

Dr. Kepner turned the meeting over to Joe Roselle, Director of Administrative Services/I.T., who was filling in for Mr. Gavlick.

7. Executive Directors Report: Joe Roselle for Executive Director, Norm Gavlick

Joe Roselle, Director of Administrative Services, said that we received a letter from the Federal Transit Administration regarding the TAM (Transit Asset Management) plan that was submitted. He added that the letter was addressed to Mr. Gavlick and it congratulated LCTA for successfully completing the TAM plan. The letter mentioned that since the board had approved the plan, it has been posted to the FTA peer library as a national example for other agencies. He said Frank was doing an excellent job and we were one of the first in the nation, not only in Pennsylvania, to complete the plan.

Action Items:

Motion to approve the health insurance administrative contract with Geisinger at \$69.75 PEPM, effective 1/1/2018. 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 stop loss insurance with Geisinger Indemnity at \$220,932.00, effective 1/1/2018. A motion to approve was made by Atty. Robbins and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Motion to approve the LCTA base fare increase to \$1.75 eff. January 5, 2018. A motion to approve was made by Mr. Bobbouine and seconded by Mr. Conway. Motion carried with a roll call vote of the board.

Mr. Roselle added that we did have public comment meetings and followed the FTA guidelines.

Motion to approve the pass/media rate schedule eff. Jan. 5, 2018.

<u>PASSES</u>	<u>Current</u>	<u>Proposed</u>
Base	\$1.50	\$1.75
Transfers	\$0.50	\$0.75
Half Fare	\$0.75	\$0.85
Half Transfer	\$0.25	\$0.35
31 day (\$60)	\$48.00	\$60.00
20 ride pass	\$27.00	\$30.00
10 ride pass	\$14.00	\$15.75
One Day Pass	\$4.00	\$4.00
31 day student	\$24.00	\$28.00
10 ride student	\$7.00	\$7.85
20 ride student	\$14.00	\$15.00

A motion to approve was made by Ms. Villano and seconded by Dr. Koch. Motion carried with a roll call vote of the board. Mr. Roselle noted that the passes would also be accepted by COLTS.

Motion to approve the property & casualty/EPLI insurance, effective 1/1/ 2018, at \$282,422. A motion to approve was made by Mr. Bobbouine 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 B’Nai B’Rith Senior Apartments. A motion to approve was made by Atty. Robbins 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 Highland Park Senior Living. A motion to approve was made by Dr. Koch and seconded by Mr. Conway. Motion carried with a roll call vote of the board.

Motion to approve contract amendment between LCTA and Luzerne County Area Agency on Aging for the period 7-1-17 -12-31-17 to 6-30-18. A motion to approve was made by Ms. Villano and seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

Motion to approve the revised LCTA Drug & Alcohol policy per new FTA regulations. A motion to approve was made by Dr. Koch and seconded by Atty. Robbins. Motion carried with a roll call vote of the board.

Mr. Roselle wished everyone a Happy Holiday on behalf of Mr. Gavlick and the staff.

8. Board Committee Reports

Public Transit Ridership Forum – Dr. Halsor, Chairperson

Dr. Halsor said the minutes from the November 21st meeting are in the packet. He said the next meeting was next Tuesday, December 19th, 2 p.m., at Misericordia and that the rider statistics are included in the packets.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said the safety committee meeting has been rescheduled for next Tuesday at 11:30 a.m. and the previous months minutes are included in the packet.

Bylaws Committee- Mr. Art Bobbouine, Chairperson

Mr. Bobbouine said they have a start for the next group. He said the committee eliminated some of the specific language in the bylaws but it has not been approved yet.

Strategic Planning Committee- Mr. Charles Sciandra, Chairperson (absent)

Dr. Kepner said we are waiting to receive board training from Harrisburg.

Personnel Committee- Atty. Sean Robbins, Chairperson

Motion to hire Richard Frantz PT SR Van Driver, effective 12/6/17, 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 Lottie Shultz PT SR Van Driver, effective 12/6/17, at \$10.00 per hour.
The motion was seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

Mr. Conway commented that he thought they were going to up the rate of pay. Dr. Kepner said it was definitely under discussion.

9. Old Business: Dr. Kepner asked how the fare increase is going to be communicated to riders. Mr. Roselle said it would be on the website and there would be text alerts as well as signs. Mr. Bobbouine asked if there would be a grace period. Mr. Roselle said we would accept the old fares for a period of time but it is important to categorize the fares correctly. Mr. Conway asked if there would be stickers on the fare boxes and Mr. Uritz confirmed it.

10. New Business: No new business was discussed.

11. Remarks: Atty. Robbins said he would like to highlight the \$240,000 signage grant we received and thanked Kathy and staff.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board