

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
MAY 22, 2018

PRESENT:

CHARLES SCIANDRA, CHAIRMAN  
VALERIE KEPNER, PH.D, TREASURER  
MICHAEL GILHOOLEY, 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:

ARTHUR BOBBUINE, VICE-CHAIRMAN

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:

KEVIN MCGEE, BUS OPERATOR, UNION PRESIDENT  
PAUL JASON, BUS OPERATOR  
LOU ROMAN, BUS OPERATOR  
ROBERT LAUER, ASST. OPERATIONS MANAGER  
JUAN RAMOS, PUBLIC BUS RIDER

**1. Pledge of Allegiance:** Board Chairman, Mr. Sciandra, welcomed everyone and invited those present to join him in the Pledge of Allegiance.

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

**3. Public Comment:** Juan Ramos said he was there representing the bus riders and asked about the progress of the evening service. Mr. Gavlick said we are in the process of trying to finalize the schedules with the drivers and he hoped to have it finished in the next couple weeks. Mr. Sciandra asked Mr. Ramos if he rode the bus for his employment. Mr. Ramos confirmed that he did and explained his need for the night service.

**4. Approval of Minutes: April 24<sup>th</sup> meeting**

Chairman, Mr. Sciandra, asked for approval of the board minutes from the April 24<sup>th</sup>, 2018 meeting. A motion to approve was made by Dr. Koch and seconded by Mr. Gilhooley. Motion carried.

**5. Treasurers Report: Dr. Valerie Kepner**

Dr. Kepner asked if anyone had any questions and if Mr. Alu had anything to add. Mr. Alu said that he will be scheduling a budget meeting and that the budget is progressing well. Dr. Kepner made a motion to accept the treasurer's report, pending audit. The motion was seconded by Ms. Villano. Motion carried with a roll call vote of the board.

**6. Chairperson's Report: Mr. Charles Sciandra**

Mr. Sciandra reported that the strategic planning session is set for Tuesday, June 12<sup>th</sup> and Thursday, June 14<sup>th</sup> from 4:00 p.m. to 8:00 p.m.

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

Atty. Blazosek noted for the record that there was an executive session from 4:25 p.m. until approximately 5:35 p.m. Atty. Blazosek stated that personnel matters were discussed with the board and they received an update from management staff. He added that any actions taken will be done at the public meeting through the personnel committee.

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

**Action Items:**

Motion to approve a grant to Poetry in Transit in the amount of \$1,100.00. A motion to approve was made by Dr. Kepner and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Motion to approve Provision of Transportation Agreement between LCTA and B&D Bus Co. A motion to approve was made by Mr. Conway and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Motion to approve an Amendment to Agreement between LCTA and Luzerne/Wyoming Counties Area Agency on Aging. 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 LCTA's amended Bylaws. A motion to approve was made by Ms. Villano and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

Mr. Polakoski excused himself from the meeting at this time.

## **9. Board Committee Reports**

### **Public Transit Ridership Forum – Dr. Halsor, Chairperson**

Dr. Halsor explained that the monthly ridership documents are in the meeting packets.

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

Dr. Koch said there was a meeting last week and the minutes are included in the board packets.

### **Bylaws Committee- Mr. Art Bobbouine, Chairperson**

Mr. Bobbouine was absent.

### **Strategic Planning Committee- Mr. Charles Sciandra, Chairperson**

Mr. Sciandra referred to his earlier comment regarding the strategic planning session dates.

### **Health and Pension Committee- Ms. Lynette Villano, Chairperson**

Ms. Villano said they discussed getting other bids from health providers later in the year.

Mr. Gavlick mentioned Mr. Carmody serving as the solicitor for the pension board and questioned how it would work financially so it can be presented to the pension board. Mr. Gavlick also raised the question of whether or not there would be a conflict of interest. Atty. Blazosek did not believe there was an inherent conflict of interest with Mr. Carmody serving as a board solicitor also. He stated that it is up to the pension board as a group to accept his offer of services.

### **Operations Committee- Mr. Gary Polakoski, Chairperson**

Mr. Polakoski left the meeting previously.

### **Personnel Committee- Patrick Conway, Chairperson**

Mr. Conway presented the following motions:

Motion to approve the revised job description from “Safety & Training Manager” to Assistant Operations Manager. The motion was seconded by Dr. Koch. Motion carried after a roll call vote.

Motion to hire Robert Lauer as FT Assistant Operations Manager, effective 5/23/2018, at a salary of \$50,000. The motion was seconded by Ms. Villano. Motion carried after a roll call vote.

Motion to approve a 6 month review increase in the amount of \$3,000 for John Usavage, effective 5/23/2018. The motion was seconded by Mr. Gilhooley. Motion carried after a roll call vote.

The following motions were presented collectively:

Motion to hire Michael Jones as PT SR van driver, effective 5/23/2018, at \$10 per hour.

Motion to hire Jesse Carter as PT SR van driver, effective 5/23/2018, at \$10 per hour.

Motion to hire Melissa Craig as PT SR dispatch, effective 5/23/2018, at \$10 per hour.

Motion to hire Slobodan-Bobby Nikolic as PT FR bus driver, effective 6/6/2018, at contract rate.

Motion to hire Brenda Scott as PT FR bus driver, effective 6/6/2018, at contract rate.

Motion to hire Lillian Ekas as PT FR bus driver, effective 6/6/2018, at contract rate.

Motion to hire Jeffrey Lewis as PT FR bus driver, effective 6/6/2018, at contract rate.

Motion to hire Brian Adamski PT FR dispatch, effective 5/29/2018, at \$12 per hour.

Motion to acknowledge the separation of three employees: #9140, #9179 & #9183

The above motions were seconded by Mr. Gilhooley. All motions carried after a roll call vote.

**10. Old Business:** Mr. Sciandra stated that they would again table the Union's request another thirty days for further discussion.

**11. New Business:** None

**12. Remarks:** None

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board