

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
NOVEMBER 27, 2018

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
ARTHUR BOBBOUINE, VICE-CHAIRMAN
VALERIE KEPNER, PH.D, TREASURER
MICHAEL GILHOOLEY, ASST. TREASURER
LYNETTE VILLANO, SECRETARY
GARY POLAKOSKI, ASST. SECRETARY
PATRICK CONWAY, MEMBER
JOHN KOCH, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR
ATTORNEY MATTHEW CARMODY

ABSENT:

SID HALSOR, PH.D, MEMBER

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
JOHN ALU, DIRECTOR OF FINANCE
ROBERT LAUER, ASSISTANT OPERATIONS MANAGER
JANINE HENNIGAN, HR MANAGER
TRACY KLINE, ACCOUNTING ASSISTANT
FRANK KNOREK, COMPLIANCE
LORRI VANDERMARK, MARKETING

OTHERS:

KEVIN, MCGEE, UNION PRESIDENT, BUS OPERATOR
PAUL JASON, BUS OPERATOR
JAIRAD HYDRICK, STUDENT ADVISORY COMMITTEE
ZOEY SPAK, STUDENT ADVISORY COMMITTEE

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. Bobbouine, Mr. Conway, Mr. Gilhooley, Dr. Kepner, Dr. Koch, Mr. Polakoski, Ms. Villano and Mr. Sciandra. Dr. Halsor was absent.

3. Public Comment: None

4. Approval of Minutes: October 23th meeting

Chairman, Mr. Sciandra, asked for approval of the board minutes from the October 23rd, 2018 meeting. A motion was made by Mr. Bobbouine and seconded by Mr. Gilhooley. Motion carried.

5. Treasurers Report: Dr. Valerie Kepner

Dr. Kepner asked about the \$175,000 operating loss. Mr. Alu said there was a \$241,000 year to date loss for the Shared Ride. He explained that a fare increase was budgeted at a higher amount and it wasn't awarded to the extent we expected. He said that it did not go into effect until November and the financials are based on October's numbers. Mr. Alu felt that we could not cut Shared Ride expenses any more than they are. Mr. Sciandra asked how the audit was going. Mr. Alu said it was going well and he is not aware of any issues. Dr. Kepner inquired whether or not we need to RFP for an auditor for next year. Mr. Alu confirmed that this was the third year for Aliciene. Dr. Kepner asked if she should sit in on the selection process and Mr. Sciandra agreed. Mr. Gavlick said we could get the RFPs out in January and have a similar process as we did with the brokers. Mr. Alu said we should be getting responses by March and award in April at the latest. Dr. Kepner made a motion to approve 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 had nothing to report at this time.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:20 p.m. until approximately 5:20 p.m. Atty. Blazosek said that the board was updated on personnel matters primarily involving the status of Union negotiations. He said the next scheduled meeting is December 19th and hoped there would be more to report after. He said he may ask later in the meeting for the board to authorize the continuation of the current contract in the event a new contract is not reached by the end of the year. Mr. Sciandra agreed.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick referred to his written report included in the board packets.

Action Items:

Motion to approve the health insurance administrative contract with Geisinger at \$48.31 PEPM, effective 1/1/2019.

Motion to approve the stop loss insurance with Geisinger Indemnity at \$279,649.00, effective 1/1/2019.

A motion to approve those listed above was made by Dr. Koch and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Motion to approve Provision of Transportation Agreement between LCTA and The Village at Greenbriar.

Motion to approve Provision of Transportation Agreement between LCTA and Luzerne County Community College.

Motion to approve Provision of Transportation Agreement between LCTA and Luzerne/Wyoming Counties MH/DS for the period January 1, 2019 to December 31, 2019.

A motion to approve the provisions listed above was made by Mr. Gilhooley and seconded by Mr. Conway. Motion carried with a roll call vote of the board.

Motion to approve Amendment to contract between LCTA and Luzerne/Wyoming Counties Area Agency on Aging. 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 Resolution Authorizing the Authorized Official to Assign Roles within DOTGRANTS.

Motion to approve Resolution Authorizing the Submittal and Modification of Pennsylvania Department of Transportation DOTGRANT Objects.

A motion to approve the resolutions listed above was made by Dr. Kepner and seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

9. Board Committee Reports

Public Transit Ridership Forum – Dr. Halsor, Chairperson

Dr. Halsor was absent from the meeting. Mr. Sciandra confirmed that the minutes from the ridership meeting were in the packets. Mr. Gavlick said it was held at The Village at Greenbriar with approximately 16 people attending. Ms. Vandermark said they had discussions about Shared Ride and contracting options for future trips. She mentioned there was also a Penn DOT official in attendance and he addressed pedestrian safety. Ms. Vandermark stated the Penn DOT official commended Debbie Dennis on her knowledge of the Shared Ride program and her professionalism. He also said that LCTA seems more engaged with their customers and more willing to personally address riders concerns.

Safety Committee- Dr. John Koch, Chairperson

Dr. Koch said there was no safety meeting held.

Bylaws Committee- Mr. Art Bobbouine, Chairperson

Nothing to report.

Strategic Planning Committee- Mr. Charles Sciandra, Chairperson

Mr. Sciandra confirmed that we would meet sometime in January or February.

Health and Pension Committee- Ms. Lynette Villano, Chairperson

No report at this time.

Operations Committee- Mr. Gary Polakoski, Chairperson

Mr. Polakoski had nothing to report.

Personnel Committee- Patrick Conway, Chairperson

Mr. Conway presented the following motions:

Motion to hire Christine Cronauer PT SR CSR at \$12 per hour.

Motion to hire Kristin Rutcavage-Sola PT SR van driver, pending clearances, at \$12 per hour.

Motion to hire Jerry Price PT SR van driver, pending clearances, at \$12 per hour.

A motion to approve the hiring was made by Mr. Gilhooley and seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

Motion to acknowledge the separation of employees #9202 and #9203. It was noted that there are various reasons for separation. Mr. Blazosek commented that we need to reflect separations on the minutes for the auditors and personnel. A motion to approve was made by Ms. Villano and seconded by Mr. Gilhooley. Motion carried with a roll call vote of the board.

10. Old Business: There was no old business.

11. New Business: Atty. Blazosek asked the board to authorize the extension of the current contract for the ATU Union Local #164 if a new contract is not reached by the end of the 2018. A motion to approve was made by Mr. Bobbouine and seconded by Dr. Koch. Motion carried with a roll call vote of the board.

12. Remarks: Dr. Kepner questioned how late there was security at the intermodal at night. Mr. Gavlick said it goes until 6 p.m. but we've talked to the city and they are having additional patrols coming through in the evening now that we are there.

Mr. Bobbouine commended LCTA drivers that provided service to the Luzerne County Fair. Mr. Gavlick thanked him for passing that along and said this was the second year we have provided transportation. Mr. Bobbouine added that the patrons were happy and some of his staff used the service.

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board