

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 18, 2018

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
ARTHUR BOBBUINE, VICE-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
ATTORNEY MATTHEW CARMODY

ABSENT: NONE

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
JOHN ALU, DIRECTOR OF FINANCE
VINCE COVIELLO, DIRECTOR TRANSIT MAINTENANCE
LOUIS URITZ, PROCUREMENT MANAGER
ROBERT LAUER, ASSISTANT OPERATIONS MANAGER
JANINE HENNIGAN, HR MANAGER
TRACY KLINE, ACCOUNTING ASSISTANT
FRANK KNOREK, COMPLIANCE

OTHERS:

KEVIN MCGEE, UNION PRESIDENT, BUS OPERATOR
PAUL JASON, BUS OPERATOR
REPRESENTATIVES FROM JOYCE INSURANCE, ONE SOURCE,
SWIFT KENNEDY AND CREATIVE BENEFITS

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. Halsor, Dr. Kepner, Dr. Koch, Mr. Polakoski, Ms. Villano and Mr. Sciandra.

3. Public Comment: None

4. Approval of Minutes: November 23th meeting

Chairman, Mr. Sciandra, asked for approval of the board minutes from the November 27th, 2018 meeting. A motion was made by Ms. Villano and seconded by Mr. Gilhooley. Motion carried.

5. Treasurers Report: Dr. Valerie Kepner

Dr. Kepner explained that the financials were not available due to the shortened time period between meetings. Mr. Alu stated that we received the draft audit report and it was a clean audit with the exception of the segregation of duties. Dr. Kepner made a motion to approve the treasurer's report. The motion was seconded by Mr. Bobbouine. 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 4:06 p.m. until approximately 5:30p.m. Atty. Blazosek said that the board met with various providers for insurance services and each was given the opportunity to present information about their services. The providers were: Joyce Insurance, One Source, Swift Kennedy and Creative Benefits. Atty. Blazosek said no decisions were made and any actions taken would be at a later time.

8. Executive Directors Report: Executive Director Norm Gavlick

Mr. Gavlick recognized the following retirees (none were present):

John Parini, Bus Operator- 42 years of service
Kevin Kopack, Mechanic- 23 years of service
Joann Barnes, Shared Ride Van Driver- 17 years of service
Noreen Kroll, Front Office Administration- 13 years of service
Jack Carey, Bus Operator- 9 years of service
Mike Ristagno, Janitor- 7 years of service
Bill Wright, Bus Operator- 6 years of service
Each retiree received a plaque and gift card.

Mr. Gavlick commented that Kathy Bednarek, Grants Coordinator and LCTA were recognized in a national article for work with Live Well Luzerne which involved downtown Wilkes-Barre, bus stops and shelters.

He stated that Lee Horton, Operations Director, and Janine Hennigan, HR Manager, both attended a recent training which included a four hour on-line module and a two day training program at COLTS. He added that they are now certified Community Transit Supervisor Specialists. He congratulated them and said we support ongoing training for all employees on all levels.

Action Items:

Motion to approve the property & casualty/EPLI insurance, effective 1/1/ 2019, at \$303,359.

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

Motion to approve engagement #2 related to review of USOA requirements with Joseph R. Aliciene & Company. 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 Luzerne County Children & Youth.

Motion to approve Third Party Sponsor Provision of Transportation Agreement between LCTA & Northeast Sight Services.

Motion to approve Provision of Transportation Agreement between LCTA and Village at Greenbriar (Dietrich Theater).

Motion to approve Provision of Transportation Agreement between LCTA and Village at Greenbriar (Stonehedge).

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

9. Board Committee Reports

Public Transit Ridership Forum – Dr. Halsor, Chairperson

Dr. Halsor did not have a report however Mr. Gavlick said they held a ridership meeting on December 11th at 2 p.m. for the first time on Facebook live. He said it was about 45 minutes and had more participation than usual. Mr. Gavlick said people could ask questions during the live broadcast and he immediately responded.

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 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 Tarique Heath PT SR Van Driver, effective 12/19/18, at \$12 per hour.

Motion to hire Joseph Gushka PT SR Dispatcher, effective 12/19/18, at \$12 per hour.

Motion to hire Frank Zekoski PT SR Van Driver, pending pre-employment clearances, at \$12 per hour.

Motion to hire Tasha Arrington PT SR Van Driver, pending pre-employment clearances, at \$12 per hour.

Motion to hire Latisha Curtis PT SR Van Driver, pending pre-employment clearances, at \$12 per hour.

The above motions were seconded by Ms. Villano. Motion carried with a roll call vote of the board.

Motion to acknowledge the separation of employee(s) # 9205, #BM.

The motion was seconded by Mr. Bobbouine. Motion carried with a roll call vote of the board.

10. Old Business: There was no old business.

11. New Business: Mr. Sciandra said the board reorganization meeting will be on Thursday, January 10, 2019 at 5 p.m.

Mr. Bobbouine made a motion to hire Joyce Insurance as LCTA's health care provider, effective March 1st, 2019. The motion was seconded by Mr. Gilhooley. After a roll call vote; Mr. Bobbouine, Mr. Conway, Mr. Gilhooley, Mr. Polakoski, Ms. Villano and Mr. Sciandra voted "yes". Dr. Halsor abstained from the vote and Dr. Kepner and Dr. Koch voted "no". The motion was passed.

12. Remarks: None

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