

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
MARCH 26, 2019

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
JOSEPH PADAVAN, TREASURER
VALERIE KEPNER, PH.D, ASST. TREAS./ASST. SECRETARY
PATRICK CONWAY, MEMBER
SID HALSOR, PH.D, MEMBER
GARY POLAKOSKI, MEMBER
SEAN ROBBINS, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR
ATTORNEY MATTHEW CARMODY

ABSENT:

MICHAEL GILHOOLEY, VICE-CHAIRMAN
LYNETTE VILLANO, SECRETARY

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
TRACY KLINE, ACCOUNTING ASSISTANT

OTHERS:

KEVIN MCGEE, UNION PRESIDENT, BUS OPERATOR
PAUL JASON, BUS OPERATOR
JOSEPH JOYCE, INSURANCE PROVIDER
TOBY FAUVER, CONSULTANT

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, Dr. Halsor, Dr. Kepner, Mr. Padavan, Mr. Polakoski, Atty. Robbins and Mr. Sciandra.

3. Public Comment: None

4. Approval of Minutes: Chairman, Mr. Sciandra, asked for approval of the board minutes from the January 22nd, January 30th, February 26th and March 12th, 2019 meetings. A motion was made by Dr. Halsor and seconded by Mr. Padavan. Motion carried.

5. Treasurers Report: Mr. Joseph Padavan

Mr. Padavan explained that the financial reports are in the packets. Atty. Robbins made a motion to approve the treasurer's report, subject to audit. The motion was seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra did not have a report at this time.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:15 p.m. until approximately 5:45 p.m. Atty. Blazosek said that the board was updated on real estate matters. He stated that the board also met with Consultant, Toby Fauver, and received input that was personnel in nature which would be helpful to the board going forward. 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

Action Items:

Motion to approve the workers compensation insurance renewal with H.A.R.I.E., effective April 1, 2019, in the amount of \$320,657. A motion to approve was made by Mr. Padavan and seconded by Mr. Polakoski. Motion carried with a roll call vote of the board.

Motion to approve the excess flood insurance policy effective April 2, 2019, in the amount of \$24,420. A motion to approve was made by Mr. Polakoski and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Motion to approve the flood insurance renewal with Philadelphia Indemnity Insurance Company, effective April 10, 2019, in the amount of \$6,576.00. A motion to approve was made by Dr. Halsor and seconded by Atty. Robbins. Motion carried with a roll call vote of the board.

Motion to approve Medical Assistance Transportation Agreement between LCTA and Luzerne County Medical Assistance Transportation Program. A motion to approve was made by Mr. Conway and seconded by Mr. Padavan. Motion carried with a roll call vote of the board.

Motion to approve the fee accounting contract with Snyder & Clemente for fiscal year ending June 30, 2019, at a cost not to exceed \$20,000. A motion to approve was made by Mr. Padavan and seconded by Mr. Conway. Motion carried with a roll call vote of the board.

Motion to approve two Provisions of Transportation Agreement between LCTA and Village at Greenbriar. A motion to approve was made by Mr. Polakoski and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Motion to approve the Revised R3, 2019 LCTA Fleet Management & Maintenance Manual.

A motion to approve was made by Mr. Padavan and seconded by Atty. Robbins. Motion carried with a roll call vote of the board.

Motion to approve Provision of Transportation Agreement between LCTA and Luzerne County Community College. A motion to approve was made by Dr. Halsor and seconded by Atty. Robbins. Motion carried with a roll call vote of the board.

Motion to approve Provision of Transportation Agreement between LCTA and Child Development Council/Nesbitt. A motion to approve was made by Atty. Robbins and seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

9. Board Committee Reports

Public Transit Ridership Forum – Dr. Halsor, Chairperson

Dr. Halsor mentioned the documents are in the meeting packets and had no further report in the interest of time.

Safety Committee- Atty. Sean Robbins, Chairperson

Atty. Robbins said the committee met today. He stated there were some lighting issues that were addressed and that we are receiving our 5% discount on Workers Comp. Insurance due to training that has been done. He said the pothole issue at Shared Ride is being addressed by the County. He mentioned we got a report on some students being disruptive on one of our Shared Ride vans, adding that if the behavior continues, service may be suspended.

Strategic Planning Committee- Mr. Charles Sciandra, Chairperson

Mr. Sciandra inquired about Jim Brock's next visit. Mr. Gavlick said he is trying to get approval from PennDOT.

Health and Pension Committee- Mr. Joseph Padavan, Chairperson

Mr. Padavan had nothing new to report at this time but said he will update the board after the quarterly pension meeting.

Operations Committee- Mr. Gary Polakoski, Chairperson

Mr. Polakoski had no report.

Personnel Committee- Patrick Conway, Chairperson

Mr. Conway presented the following motions:

Motion to hire Sandra Wickizer PT FR CSR, pending clearances, at \$12 per hour.

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

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

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

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

The above motions were made by Mr. Conway and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Motion to acknowledge the separation of employee # 9209.

The motion was made by Mr. Conway and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

10. Old Business: Atty. Robbins made a motion to have the board sit down with the Executive Director within the next three weeks to discuss the January board meeting advertising the Executive Director's position. Atty. Robbins asked if there were any questions. The motion was seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

11. New Business: None

12. Remarks: None

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board