

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
APRIL 23, 2019

PRESENT:

CHARLES SCIANDRA, CHAIRMAN  
MICHAEL CEFALO, VICE-CHAIRMAN  
JOSEPH PADAVAN, TREASURER  
VALERIE KEPNER, PH.D, ASST. TREAS./ASST. SECRETARY  
LYNETTE VILLANO, SECRETARY  
PATRICK CONWAY, MEMBER (VIA PHONE)  
SID HALSOR, PH.D, MEMBER  
GARY POLAKOSKI, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR  
ATTORNEY MATTHEW CARMODY

ABSENT:

SEAN ROBBINS, MEMBER

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR  
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  
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. Cefalo, Mr. Conway, Dr. Halsor, Dr. Kepner, Mr. Padavan, Mr. Polakoski, Ms. Villano and Mr. Sciandra.

**3. Public Comment:** None

**4. Approval of Minutes:** Chairman, Mr. Sciandra, asked for approval of the board minutes from the March 26th, 2019 meeting. A motion was made by Mr. Padavan and seconded by Mr. Polakoski. Motion carried.

**5. Treasurers Report: Mr. Joseph Padavan**

Mr. Padavan explained the financial reports are in the packets and that everything is going well. He then made a motion to approve the treasurer's report, subject to audit. The motion was seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

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

Mr. Sciandra said the report is the conversation and review that was held in executive session with Mr. Toby Fauver.

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

Atty. Blazosek noted for the record that there was an executive session from 4:35 p.m. until approximately 5:20 p.m. Atty. Blazosek said that the board reviewed some options on various personnel matters including the resignation of some key personnel and options on how to proceed going forward. He stated that the board also met with consultant, Toby Fauver, and received input regarding strategic initiatives. 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 accept the high bid of \$9,080.00 for the sale of 10 used Shared Ride vans.

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

Motion to approve the Resolution Certifying the local match for the State Operating Financial Assistance. A motion to approve was made by Dr. Kepner and seconded by Mr. Cefalo. Motion carried with a roll call vote of the board.

Motion to approve an advertising contract with Vector Media effective May 1, 2019. A motion to approve was made by Mr. Cefalo and seconded by Mr. Padavan. Motion carried with a roll call vote of the board.

Motion to approve Guardian insurance renewals effective 5/1/2019 in the amount of \$70,555.00. A motion to approve was made by Ms. Villano and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Motion to approve a professional services contract with John Alu to provide consulting and advisory services to LCTA concerning financial, budgeting, grants and management matters as requested by staff or board, in an amount not to exceed \$4,000 during the term of the contract. A motion to approve was made by Dr. Halsor and seconded by Mr. Cefalo. Motion carried with a roll call vote of the board.

## **9. Board Committee Reports**

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

Dr. Halsor mentioned that there is a lot of data in the ridership folder and he plans to take a look at it before the meeting and possibly get a report out. He stated that the live Facebook Ridership Forum continues to be successful, the last one being on April 16th. He said that the night service ridership is up in March compared to February. Mr. Gavlick said since the weather broke we have been seeing an uptick in ridership since March.

Dr. Halsor asked about the Georgetown/Blackman St. route, which is underperforming.

Mr. Gavlick said they may take that trip off to add more frequency of service at night.

Dr. Halsor mentioned the complaints for Fixed Route are up and Shared Ride is down. Mr. Gavlick said they go through cycles. Kevin McGee, bus operator, said that the road construction is causing delays and there is roadwork on every route. He added that there are so many variables and riders complain when the bus is late.

Mr. Gavlick said that Joe Roselle is at the PPTA conference in Lancaster and he met with PennDOT where they spoke about the recent Shared Ride audit. He noted that the end result was that we had to repay PennDOT \$600.00, adding that most authorities have to repay up to \$10,000 in refunds because of their control systems. Mr. Roselle relayed that PennDOT asked if they could use our complaint system as a model at a national conference and they got a lot of positive remarks and responses to that system. In addition, Mr. Gavlick mentioned the TAM (Transit Asset Management) Plan as something else we are doing that is being used around the state and nationally; both examples of some good things our staff has done.

Dr. Halsor also asked about the performance standards. Mr. Gavlick stated that compared to years ago, they are all very much improved and continue to go in a good direction. He added that there were no serious concerns or problems. Dr. Halsor pointed out that the cost per revenue hour is going down, which is a good thing.

### **Safety Committee- Atty. Sean Robbins, Chairperson**

Atty. Robbins was absent from the meeting.

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

Mr. Sciandra said we should do a review in either May or June especially with new board members.

Mr. Gavlick said he sent a written copy of an update out with the board packets.

### **Health and Pension Committee- Mr. Joseph Padavan, Chairperson**

Mr. Padavan said membership cards have been handed out for the Union members and he will update the board after the next quarterly pension meeting.

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

Mr. Polakoski had no report.

### **Personnel Committee- Gary Polakoski, Chairperson**

Mr. Polakoski presented the following motions:

Motion to hire Chad Casterline FT service, pending clearances, at contract rate.

The motion was made by Mr. Polakoski and seconded by Mr. Padavan. Motion carried with a roll call vote of the board.

Motion to acknowledge the separation of employees, 9206,9215,9101,9194 and #AJ.

The motion was made by Mr. Polakoski and seconded by Ms. Villano. Motion carried with a roll call vote of the board.

**10. Old Business:** None

**11. New Business:**

Ms. Villano made a motion to engage Rockland Consulting in a contract for professional services for a period of one year at a cost not to exceed \$48,000, contingent upon parties finalizing the remaining terms and conditions of the contract. The motion was seconded by Mr. Padavan. Motion carried with a roll call vote of the board.

Mr. Polakoski made a motion to nominate Mike Cefalo to Vice-Chairman since he is replacing our Vice-Chairman, Mike Gilhooley. The motion was seconded by Dr. Halsor. Motion carried with a roll call vote of the board.

**12. Remarks:** None

**13. Adjournment:** With all business completed, Mr. Sciandra made a motion to adjourn. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board