

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
JANUARY 28, 2020

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
MICHAEL CEFALO, VICE-CHAIRMAN
VALERIE KEPNER, PH.D, TREASURER
JOSEPH PADAVAN, ASST. TREASURER
LYNETTE VILLANO, SECRETARY
GARY POLAKOSKI, ASST. SECRETARY

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR
ATTORNEY MATTHEW CARMODY, ASST. SOLICITOR

ABSENT:

PATRICK CONWAY, MEMBER
SEAN ROBBINS, MEMBER

ADMINISTRATIVE STAFF:

LEE HORTON, INTERIM EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
VINCE COVIELLO, DIRECTOR TRANSIT MAINTENANCE
LOUIS URITZ, PROCUREMENT MANAGER
RANDY LISMAN, FINANCE DIRECTOR
JANINE HENNIGAN, HR MANAGER
TRACY KLINE, ACCOUNTING ASSISTANT

OTHERS:

JOSEPH ALICIENE, AUDITOR	DEBBIE DENNIS, SR ADMIN.
PRISCILLA COLEMAN, RETIREE	COLLEEN O'BRIEN, SR. ADMIN.
KEVIN MCGEE, UNION PRESIDENT	JOHN USAVAGE, SR. ADMIN.
PAUL JASON, BUS OPERATOR	
JOE GRANAHAN, BUS OPERATOR	

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. Padavan, Mr. Polakoski, Ms. Villano and Mr. Sciandra.

Mr. Sciandra recognized Shared Ride van driver, Dolly Coleman, for 17 years of service upon her retirement. Though not present, Craig Trojan and Thomas Lavelle were also recognized by the board for their service.

3. Public Comment: None

4. Approval of Minutes: Chairman, Mr. Sciandra, asked for approval of the board minutes from the December 17th, 2019 and the January 14th, 2020 re-organization meeting. A motion was made by Ms. Villano and seconded by Mr. Padavan. Motion carried.

5. Treasurers Report: Dr. Valerie Kepner, Chairperson

Mr. Sciandra explained that Dr. Kepner was not at the meeting and then asked for a motion to approve the treasurer's report, pending audit. A motion was made by Mr. Cefalo and seconded by Mr. Polakoski. Motion carried with a roll call vote of the board.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra discussed the recent change to the health care insurance. He said several years ago we had a broker come in and tell us that we should be a self-insured organization. He said that self-insured means we were financially responsible for all the claims, adding that most companies that go to that are extremely large. Mr. Sciandra explained that the first year or so we saved money, however, history was beginning to tell us that as an organization this is going to get us in trouble as we grow so we investigated the possibility of going back to privately insured.

He said Geisinger came in and was going to pick up the insurance but with 48% increase so we asked our broker for alternatives. He added that we changed from Geisinger to Cigna because there was a substantial savings for the plan; it also included \$250.00 deductible.

Mr. Sciandra stated that a \$250 deductible is probably the first tier on many of these plans and that the board has decided to give everybody a one-time \$250 bonus to offset the deductible. He said that with the change came some issues which we are working through and stressed that if you are running into an issue you have to get back to Janine or Lee. He mentioned that health care is going up across the board and it's an issue nationally. He urged everyone to use the proper channels, the HR manager, Janine or Lee Horton.

7. Solicitor's Report: Attorney Joseph Blazosek

Atty. Blazosek noted for the record that there was an executive session from 4:30 p.m. until approximately 5:25 p.m. He said the board was updated on some litigation and personnel matters. Atty. Blazosek added that no decisions were reached or actions taken.

8. Executive Directors Report: Interim Director, Lee Horton

Dr. Kepner joined the meeting at this time.

Mr. Horton presented the following action items:

Motion for Amendment for conversion to ADP Platform and Master Service Agreement. A motion was made by Mr. Cefalo and seconded by Ms. Villano. Mr. Padavan voted "no". Motion carried with a roll call vote of the board.

Mr. Lisman explained the pricing wasn't a significant increase. He said we are looking at software that can combine both the payroll and the human resource function. Mr. Lisman said he felt that we need to do this with One Source and mentioned if we leave early there is a price. He added that this is not something we want to rush into and we are doing the right thing by taking our time.

He said we looked at two companies so far and he did not want to get involved with a company that has to customize so many things that we are afraid to move away from them if the price becomes unreasonable.

Mr. Sciandra said his only worry is that people would get two W-2 forms which Mr. Lisman felt would not be an issue.

Mr. Roselle said we spoke with COLTS to see what they are using and they are going to get involved with the demos. He thought we would be ready to go on January 1st which gives us time to run some systems parallel. He added that One Source is cutting off the Darwin system at the end of March.

Mr. Padavan questioned the payout that OneSource requires if we break the contract.

Mr. Roselle said that the pro-rated cost was because they waived the entire installation fee and wanted a commitment from LCTA. Mr. Sciandra said that the new company should pick up the cost from One Source if we terminate early. Mr. Padavan said if we leave, we get penalized though we are just seeing that part of it.

Motion to provide Shared Ride service to Sophie's Place. A motion was made by Ms. Villano and seconded by Dr. Kepner. Motion carried with a roll call vote of the board.

Motion to approve LCTA UDI Contract and Appendix as per Joe Blazosek. Mr. Blazosek said this is for the Shared Ride Ecolane system and is designed to work with our current system. Mr. Roselle explained that it is a statewide software scheduling system that PennDOT pays for. He said you can add on the option to call the clients the night before and also when the van is on its way. He felt it would increase customer satisfaction and on-time performance. Mr. Roselle said the cost is based on the usage and it probably would be less than \$4,000. He added that we provide between 600 and 650 trips a day and the clients would receive an automated call before and would be ready to go when the van gets there. A motion was made by Mr. Polakoski and seconded by Mr. Cefalo. Motion carried with a roll call vote of the board.

Motion to approve the Vision Benefits of America insurance plan for two years, at no price increase. A motion was made by Ms. Villano and seconded by Mr. Padavan. Motion carried with a roll call vote of the board.

Motion to approve the 2019 audit as presented by Joseph Aliciene. A motion was made by Mr. Padavan and seconded by Mr. Cefalo. Motion carried with a roll call vote of the board.

Mr. Sciandra made the following committee assignments:

Public Transit Ridership Forum Committee- Dr. Valerie Kepner, Chairperson

Safety Committee- Atty. Sean Robbins, Chairperson

Strategic Planning Committee- Mr. Cefalo, Chairperson

Health and Pension Committee- Mr. Joseph Padavan, Chairperson

Operations Committee- Mr. Gary Polakoski, Chairperson

Personnel Committee- Mr. Joseph Padavan, Chairperson and Mr. Gary Polakoski, Co- Chairperson

Mr. Sciandra said he appreciated everyone's hard work in chairing these committees.

10. Old Business: Mr. Blazosek stated that we received an update on some of the legal issues at the Murray Complex. Mr. Horton said they had a meeting with Wilkes- Barre DEP and they are in phase one of pulling permits. He also stated that we have representatives from PennDOT and Stantec on site and they are going through the current layout and size of the rooms.

11. New Business: Mr. Roselle explained that North East Sight Services would like to partner with LCTA for a campaign and to do some staff trainings explaining a visually impaired person's challenges. He said there is no cost for the service adding that they can get people who are sight impaired to use the buses as opposed to using the Shared Ride service.

Mr. Sciandra asked if we do anything else to recognize drivers, such as the newspaper or website. Mrs. Hennigan said she would put it out on our Facebook page.

12. Remarks: None

13. Adjournment: With all business completed, Ms. Villano made a motion to adjourn, seconded by Mr. Polakoski. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board