

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS
FEBRUARY 26, 2013

PRESENT:

SAL LICATA, CHAIRMAN
PAUL MAHER, VICE-CHAIRMAN
ANTHONY BALDO, TREASURER
ROSEMARY LOMBARDO, SECRETARY
DR VALERIE KEPNER, PH.D., ASST TREASURER
DR SID HALSOR, PH.D., ASST SECRETARY
ROBERT CHEPALONIS, MEMBER
PATRICK CONWAY, MEMBER
ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

ATTORNEY SEAN ROBBINS, MEMBER

ADMINISTRATIVE STAFF:

STANLEY STRELISH, EXECUTIVE DIRECTOR
FRED BROWN, MAINTENANCE SUPERVISOR
RENEE CRAIG, HUMAN RESOURCE DIRECTOR
MOHAMMED NAJIB, CONTROLLER
ROBB HENDERSON, DIRECTOR OF OPERATIONS
JOE ROSELLE, I.T. DIRECTOR
LEE HORTON, ROAD SUPERVISOR
LOU URITZ, PROCUREMENT MANAGER
THERESA CHAPMAN, GRANTS CO-ORDINATOR
JAMES DARR, DIRECTOR, SHARED RIDE
JOHN ALU, FISCAL TECHNICIAN, SHARED RIDE
THOMAS LANDON, FLEET MANAGER, S/R

MEDIA:

JOE HOLDEN, WBRE TV
TONY INGARGIOLA, WBRE TV
SARAH SCINTO, CITIZENS VOICE
STEVE MOCARSKY, TIMES LEADER

OTHERS:

LINDA SLATER, PUBLIC TRANSPORTATION ADVISORY COUNCIL

1. Pledge of Allegiance: Chairman Mr. Licata called the meeting to order and invited everyone present to join him in the Pledge of Allegiance.

2. Roll Call: The following Board members were in attendance at the meeting: Mr. Baldo, Mr. Chepalonis, Mr. Conway, Dr. Halsor Ph.D., Dr. Kepner, Ph.D., Ms. Lombardo (via telephone), Mr. Maher and Mr. Licata.

Absent was Attorney Robbins.

3. Public Comment: There were no comments offered from anyone in attendance.

4. Approval of Minutes of January 15, 2013 Reorganization and Monthly Board Meetings

Upon review of the minutes of the January 15, 2013 Reorganization meeting a motion to approve was made by Mr. Maher and seconded by Ms. Lombardo. Motion carried.

Upon review of the minutes of the January 15, 2013 Board of Directors meeting a motion to approve was made by Mr. Chepalonis and seconded by Mr. Maher. Motion carried.

5. Accounts Payable Checks: December, 2012 and January, 2013

The Accounts Payable checks for the months of December, 2012 and January, 2013 were then reviewed by the Board with a motion to approve being made by Dr. Halsor and seconded by Mr. Baldo. Motion carried.

6. Financial Statement: November and December, 2012

Mr. Licata then addressed the Financial Statements for the months of November and December, 2012 which brought up a question from Dr. Halsor regarding the Consultants line item on the balance sheet in the amount of \$33,117.13. Mr. Strelish explained these expenses could be associated with auditing and accounting services. Controller Mr. Najib explained these are capital items most likely to be associated with consulting services for new bus purchase inspections and other capital items. After this discussion a motion to approve was made by Ms. Lombardo and seconded by Mr. Maher. Motion carried.

7. Chairman's Report: Mr. Sal Licata, Chairman

Chairman, Mr. Licata reminded the Board members to return the Ethics forms that had been distributed to them and also thanked Mr. Strelish, Executive Director and the staff for the work performed in gathering the required information for the audit.

8. Solicitor's Report: Attorney Joseph Blazosek

Attorney Blazosek stated the Board conducted an Executive Session from 3:18 P.M. to 4:15 P.M. regarding a number of issues co-ordinated with Human Resource Director Ms. Craig and the Personnel Committee. Attorney Blazosek stated a number of personnel matters were discussed and further updates will be provided at future Board meetings. Motion to accept Attorney Blazosek's report was made by Mr. Chepalonis seconded by Mr. Maher. Motion carried.

9. Executive Director's Report: Mr. Stanley Strelish

A. Ridership – December, 2012 and January, 2013

Mr. Strelish began by presenting the ridership report for the months of December, 2012 which showed total passengers of 106,757 and January, 2013 ridership of 110,739. Motion to accept the ridership report was made by Mr. Maher and seconded by Mr. Baldo. Motion carried.

B. Acceptance of FY2011-12 Financial Audit

Mr. Strelish then addressed the audit for FY 2011-12, prepared by Prociak and Associates, distributed to the Board members and mentioned Ms. Prociak had addressed the Board during the work session to review the audit with the Board and answer any questions. A motion to formally accept the audit was made by Mr. Chepalonis and seconded by Dr. Kepner. Motion carried.

C. Motion to Allow Controller to Conduct Financial Transactions in Amount not to Exceed \$650,000 per Transaction

Next, Mr. Strelish asked for a motion to allow Mr. Najib, Controller to conduct wire transfers with First Keystone Bank in an amount not to exceed \$650,000 per transaction which would be primarily for payroll costs. Motion was made by Dr. Halsor and seconded by Mr. Baldo. Motion carried.

D. Accept Proposal from Pantano Construction for Reconfiguration of the Dispatch Office At a Cost of \$4,450

Mr. Strelish then presented a proposal received from Pantano Construction for the reconfiguration of the dispatch office at a cost of \$4,450. Mr. Strelish stated another proposal in the amount of \$6,460 was received from Great Additions Inc. Motion to accept the proposal from Pantano Construction was made by Mr. Maher and seconded by Mr. Chepalonis. Motion carried.

E. Accept Proposal from Ultracon Inc to Install Fuel Station Booth at Cost of \$8,900

Next on the agenda was a proposal received from Ultracon Inc to install a pre-fab fuel station booth at the new fueling station at a cost of \$8,900. Mr. Strelish stated other proposals included Par-Kut International Inc at a cost of \$9,250 and Porta-Fab Corporation at a cost of \$12,897. Motion to accept the proposal from Ultracon Inc was made by Mr. Chepalonis and seconded by Mr. Maher. Motion carried.

Mr. Strelish noted that both the dispatch office reconfiguration and the fueling station booth would be funded by the Consolidation grant provided by PennDOT.

F. Motion to Award Tire Contract

The next order of business Mr. Strelish presented is for the award of the tire lease for the Authority's fixed route bus fleet. Mr. Strelish stated bids, requested for a 5 year period from March 1, 2013 – February 28, 2018 were received from Goodyear and Bridgestone/Firestone. Mr. Strelish stated the low bid was received from Bridgestone/Firestone with a 5 year bid total of \$281,463.08. Mr. Strelish stated the next lowest bid was \$298,489.30 then recommended accepting the bid from Bridgestone/Firestone. Mr. Strelish explained that leasing tires is more economical than purchasing since if tires were purchased then equipment in excess of \$40,000 would also have to be purchased. While with leasing, the vendor provides the equipment. Mr. Conway asked where the tires are made. Attorney Blazosek stated he believes they are made largely in Akron, Ohio. Mr. Conway stated he believes problems existed with tires in previous years. A discussion between Maintenance Supervisor and maintenance department employee Eric Turinski took place regarding problems experienced in the past with Firestone tires but was resolved when Mr. Brown stated the tires presently being received from Firestone are a transit quality tire. Mr. Licata then asked for a motion to award the contract to Bridgestone/Firestone with a motion being made by Ms. Lombardo and seconded by Dr. Halsor. Motion carried.

G. Motion to Award the Sale of 5 Gillig Phantom Buses, 2 Gillig Low-Floor Buses and 6 Paratransit Vans....attached

Mr. Strelish continued, next addressing the bids received for the sale of five (5) 1997 Gillig Phantom buses, two (2) 1998 Gillig low-floor buses and six (6) Paratransit vans. Mr. Strelish stated bids were received on February 25, 2013 from DeNaples Auto parts, Dunmore, PA; Gold Line Inc of Tuxedo, Maryland and Kress Auto Wreckers of Hazle Township, PA. Mr. Strelish stated DeNaples Auto Parts was the high bidder for the 5 Gillig Phantom buses and the 2 Gillig low-floor buses at a bid price of \$3,700 per bus. Mr. Strelish continued, stating DeNaples Auto Parts was the high bidder for three (3) of the 6 paratransit vans, identified as #163, #164, #165 at a bid price of \$875 per bus. The high bidder for the three (3) paratransit vans identified as #171, #172 and #174 was Kress Auto Wreckers at a bid price of \$975 per bus. Motion to award the bids accordingly was made by Mr. Maher and seconded by Mr. Chepalonis. Motion carried.

H. Motion to Approve Employees to Attend PPTA Conference in Lancaster, April 23 – 25, 2013

Next, Mr. Strelish asked for permission for employees from both fixed route and shared ride divisions to attend the annual PPTA Conference in Lancaster, April 23 – 25, 2013 at a total cost not to exceed \$7,000. Mr. Strelish stated this is a 3 day conference however, not all employees would attend for all 3 days since meetings covering various subjects and departments are held at different times throughout the conference. Dr. Kepner asked if there is a registration fee, Mr. Strelish stated there is a relatively small registration fee and meal and hotel expenses but expects total costs not to exceed \$7,000. Motion to approve was made by Ms. Lombardo and seconded by Mr. Maher. Motion carried.

I. Approve Agreement for Language Translation Services between Bid Word Inc. and LCTA

The next item Mr. Strelish addressed is an agreement between Big Word Inc. and LCTA to provide language translation services for MATP clients. Mr. Strelish stated bids were received for this service with Big Word Inc. being the low bidder at a price of \$.85 per minute of time utilized for this service. Attorney Blazosek stated Big Word Inc. had also provided a similar service for the Shared Ride division prior to consolidation when Shared Ride was a part of Luzerne County. Mr. Strelish stated the agreement would be from February 1, 2013 – January 31, 2014. Motion to approve was made by Mr. Chepalonis and seconded by Mr. Baldo. Motion carried.

J. Motion to Continue Agreement for Provision of Transportation between Keyser Van *now known as* Mount Olivet Enterprises, Inc. and LCTA

Next, Mr. Strelish addressed an agreement for transportation services that was previously entered into between Keyser Van and LCTA for Shared Ride services. Mr. Strelish mentioned Keyser Van is now known as Mount Olivet Enterprises Inc. and asked for a motion to continue the agreement for the provision of transportation services with Mount Olivet Enterprises Inc. Motion to approve was made by Mr. Baldo and seconded by Dr. Halsor. Motion carried.

K. Reschedule April, 2013 Board of Directors Meeting

Mr. Strelish stated that due to the PPTA conference being held from April 23-25, 2013 the April Board of Directors meeting, scheduled for April 23, 2013 would have to be rescheduled. Mr. Strelish asked the Board to determine which dates are available and a decision would be made at the March, 2013 Board meeting.

L. Reports by Operations Supervisor and Maintenance Supervisor

Operations Director Mr. Henderson reported he and Road Supervisor, Mr. Horton met with representatives of Frances Slocum State Park and the YMCA to discuss the possibility of providing service to Frances Slocum Park for the summer months. Mr. Henderson stated the service being discussed would provide 1 round trip per day Monday thru Saturday from June 8th through August 24, 2013 arriving approximately 11 A.M. and returning around 4:30 P.M. Asked by Attorney Blazosek if he is recommending this service to the Board for approval and Mr. Henderson stated he was. At this time, a motion to approve was made by Dr. Halsor and seconded by Dr. Kepner. Motion carried.

Mr. Henderson continued, next discussing route #17, Avoca and Dupont recommending changing the route to extend to the Steamtown Mall for 4 trips a day which would not increase the time on the run. Mr. Henderson stated this would be an extension of the existing route 17 utilizing route 315 to Wal-Mart in Pittston as it presently does.

Mr. Brown, Maintenance Supervisor reported that all Shared Ride vans have all been striped with LCTA logos and a part-time cleaner for the vans has been hired and is cleaning 2-3 vans a day. Mr. Strelish added that all maintenance work on the vans has been conducted in-house by the LCTA Maintenance department which saved approximately \$600 per vehicle with an inventory of 60 vehicles.

M. Report by Shared Ride Division Director

Mr. James Darr, Director of the Shared Ride division had no report to give at this time.

10. Operations Committee: Dr. Valerie Kepner, Ph.D., Chairman

Chairman of the Operations Committee Dr. Kepner addressed the minutes of the January, 2013 Ridership Committee meeting and welcomed questions. Dr. Kepner also mentioned the meeting held on February 19, 2013 at the new meeting location at the LCCC Corporate Learning Center. Items addressed at this meeting included: updating of the LCTA website; creating a "Text Club" for snow and weather related bus service information as well as informing passengers of the availability of the information on WBRE-TV by noting that on schedules; and a request from the Committee to look at evening service. Mr. Strelish stated he will schedule a meeting with the Board Operations/ Ridership Committee to discuss the above matters. Motion to accept Dr. Kepner's report was made by Mr. Maher and seconded by Mr. Chepalonis. Motion carried.

11. Personnel Committee: Mr. Robert Chepalonis, Chairman

Chairman of the Personnel Committee, Mr. Chepalonis made a motion to hire Mr. Stephen Maguire as a part-time van cleaner effective February 19, 2013 with wages to be set as per contract. Motion was seconded by Mr. Baldo. Motion carried.

Mr. Chepalonis also mentioned there was a Personnel Committee meeting held on February 15, 2013 with Committee members Mr. Chepalonis, Attorney Robbins, Mr. Maher, Mr. Licata, Human Resource Director Ms. Craig, Mr. Strelish and Attorney Blazosek in attendance to review the following issues:

Former employee Mr. Robert Delescavage met with the Committee and asked to be considered for a severance payment as a result of 7 months payment he made in 2012 to the Non-Union Pension Plan prior to his retirement which were not credited toward his final pension calculation. The Committee then asked Mr. Strelish to check with the Plan administrator for advice on the funds Mr. Delescavage paid into the plan with the information being given to Mr. Strelish is that the plan document does not permit the funds paid by Mr. Delescavage to be refunded.

Mr. Chepalonis also stated the Committee reviewed correspondence dated January 28, 2013 received from Attorney Paul Jennings on behalf of Mr. Robb Henderson, Operations Director, in which Mr. Henderson is requesting certain information pertaining to matters of his employment including concerns about statements by a current Board member pertaining to him. Mr. Chepalonis stated that as a result of the meeting, the Personnel Committee recommends that arrangements be made for Attorney Jennings in respect to Mr. Henderson's personnel file that the Human Resource Director, Ms. Craig and Attorney Blazosek reply to Attorney Jennings request. Mr. Licata asked for a second to the motion made by Mr. Chepalonis which was made by Dr. Kepner. Motion carried.

Mr. Licata expressed his thanks to the members of the Operations and Personnel Committees for the extra time and efforts that are required to conduct the various meetings.

12. Old Business:

There was no Old Business to conduct at this time.

13. New Business:

Chairman Mr. Licata mentioned LCTA's By-Laws are posted on the Luzerne County website and suggested the possibility of updating them. Mr. Licata's concern is since the By-Laws were created when the Authority was established some of the information has changed and should be updated to reflect the current information.

14. Remarks:

Linda Slater, Public Transportation Advisory Council who attended the Ridership Committee addressed the problems with the bus departure system at the Intermodal Center stating the signs are not working properly stating the signs have been out for a few months. Mr. Strelish asked I.T. Director Mr. Roselle to contact Avail Technologies to do the repairs on the system and also requested the drivers to check the system when they are at the Intermodal. Mr. Jason, LCTA driver commented that an area where one sign is located is hampered by rain and snow and may be contributing to the malfunctioning of the system. Dr. Kepner asked if someone from the Administrative staff monitors the Intermodal and the departure system on a daily or weekly basis. Mr. Strelish stated the Operations Department visits the Intermodal as time permits.

15. Adjournment:

With all business having been conducted motion to adjourn was made by Mr. Maher and seconded by Ms. Lombardo. Motion carried.

Respectfully Submitted,

BY: Theresa Chapman, Secretary to the Board
FOR: Rosemary Lombardo, Secretary of the Board

