

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
JANUARY 15, 2013

PRESENT:

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

ADMINISTRATIVE STAFF:

STANLEY STRELISH, EXECUTIVE DIRECTOR
RENEE CRAIG, HUMAN RESOURCE DIRECTOR
FRED BROWN, MAINTENANCE SUPERVISOR
THERESA CHAPMAN, GRANTS CO-ORDINATOR
MOHAMMED NAJIB, CONTROLLER
LEE HORTON, OPERATIONS/ROAD SUPERVISOR
LOU URITZ, PROCUREMENT MANAGER
JOSEPH ROSELLE, I.T. DIRECTOR
THOMAS LANDON, FLEET MANAGER, SHARED RIDE DIVISION

OTHERS:

PAUL JASON, LCTA UNION REPRESENTATIVE
SUE HENRY, WILK RADIO
JULIE STEFANOWICZ, WYLN RADIO
GARY PERNA, WYLN RADIO
JOSEPH HOLDEN, WBRE TV
BILL WADDELL, WNEP TV
MICHAEL ERAT, WNEP TV

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 present for the meeting: Mr. Baldo, Mr. Chepalonis, Mr. Conway, Dr. Halsor, Dr. Kepner, Ms. Lombardo, Mr. Maher, Attorney Robbins and Mr. Licata. There were no absentees.

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

4. Approval of Minutes: Corrected October 23, 2012 and November 27, 2012

A review of the corrected minutes from the October 23, 2012 meeting and the minutes from the November, 27, 2012 meeting brought a motion for approval from Mr. Maher, seconded by Ms. Lombardo. Motion carried.

5. Accounts Payable Checks: November, 2012

After review of the Accounts Payable checks from November, 2012 a motion to approve was made by Mr. Chepalonis and seconded by Mr. Maher. Motion carried.

6. Financial Statement: October, 2012

The Financial Statement for the month of October, 2012 was then reviewed with a motion to approve made by Mr. Baldo and seconded by Mr. Maher. Motion carried.

7. Chairman's Report: Mr. Sal Licata

Chairman Mr. Licata thanked fellow Board members for electing him as Chairman and also welcomed new Board members Mr. Sid Halsor and Mr. Sean Robbins to the Board. Both Mr. Halsor and Mr. Robbins introduced themselves and stated they are pleased to become members of the Board and hope they can offer positive contributions to the Authority.

Motion to accept Mr. Licata's report was made by Mr. Maher and seconded by Mr. Chepalonis. Motion carried.

8. Solicitor's Report: Attorney Joseph Blazosek

Attorney Blazosek congratulated the new Board officers as well as Mr. Halsor and Mr. Robbins and welcomed them to the Board. Attorney Blazosek then mentioned a Personnel session was held beginning at 3:30 P.M. during which Mr. Strelish and Ms. Craig, Human Resource Director gave the Board an update on some policies to be developed and brought forward for action by the Board, also duty and schedule changes and future staffing needs and training matters. Attorney Blazosek stated there were no decisions made for action on these matters but follow up reports will be brought to the Board during the next several months.

Motion to accept Attorney Blazosek's report was made by Mr. Baldo and seconded by Ms. Lombardo. Motion carried.

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

Mr. Strelish also welcomed Mr. Halsor and Mr. Robbins to the Board and stated they had visited the Authority earlier and toured the facility.

A. Ridership – November, 2012

Mr. Strelish began with the ridership for the month of November, 2012 which showed a total of 117,765 with 27,599 full fare passengers and Senior Citizen passengers of 34,139.

B. Approve Proposal from Reese Electrical Services to Install Lighting at the Unleaded Fuel Pump Area at Cost of \$3,860

Mr. Strelish asked for a motion to approve the proposal received from Reese Electrical to install lighting in the new unleaded fuel pump area in the amount of \$3,860. Mr. Strelish stated the project would be funded by the consolidation technical assistance grant provided by PennDOT. Mr. Licata asked if the proposal was put out for bid and Attorney Blazosek stated the amount is under the required threshold for the bidding process. Motion to approve was made by Mr. Chepalonis and seconded by Mr. Maher. Motion carried.

C. Approve Proposal from Reese Electrical Services to Install Additional Lighting Inside Fuel Station At Cost of \$2,250

Mr. Strelish then asked for a motion to approve a proposal received from Reese Electrical to install additional lighting inside the existing fuel station at a cost of \$2,250. Motion to approve was made by Mr. Chepalonis and seconded by Mr. Maher. Motion carried.

D. Approve Proposal from Reese Electrical Services to Install Additional Lighting Over Two Front Parking Areas at Cost of \$4,050 and to Run Two (2) Additional Circuits at Estimated Cost of \$425

Continuing, Mr. Strelish asked for a motion to approve a proposal from Reese Electrical Services to Install additional lighting over two front parking areas at a cost of \$4,050 and to run 2 additional circuits at an estimated cost of \$425. This motion was made by Mr. Halsor and seconded by Mr. Baldo. Mr. Strelish commented this project is a recommendation from the Safety and Security review conducted in November, 2012.

E. Approve Agreement for Provision of Transportation Between Trans-Med Ambulance Inc and LCTA

Mr. Strelish then addressed the need to approve an agreement between Trans-Med Inc. and LCTA. Mr. Strelish stated the purpose of the agreement is to purchase transportation from the agency to comply with a provision of the Pennsylvania Medical Assistance Transportation Program which requires LCTA to have a system in place to provide urgent care transportation services to eligible MATP clients during normal business hours and weekends. Attorney Blazosek also mentioned the service is mandated as part of the requirements for funding from the Commonwealth of Pennsylvania for van service programs and in addition, this service does not replace emergency service where an ambulance would be required for the client to be transported. Motion to approve the agreement was made by Mr. Maher, seconded by Mr. Chepalonis. Motion carried.

F. Proposals for Banking Services

Mr. Strelish stated proposals were requested for banking services with five (5) proposals having been received. Mr. Strelish stated proposals were received from Franklin Security Bank, National Penn Bank, Cross Valley Federal Credit Union, Fidelity Bank and Keystone Community Bank. Mr. Strelish stated all institutions were comparable in the service to be offered however Keystone Community Bank offered the highest interest rate of .70% with the others being between .10% - .50%. Based on the interest rate, Mr. Strelish recommended changing from Fidelity to Keystone Community Bank. A motion to approve was made by Mr. Maher and seconded by Mr. Chepalonis. Motion carried.

G. Report by Maintenance Supervisor

Maintenance Supervisor Mr. Brown reported that we are presently testing tires received from McCarthy tires on 2 buses to determine the wear and use of the tires. Mr. Brown also reported 2 of the new hybrid buses were placed in service on this date with an additional 2 scheduled for the next few days.

Mr. Strelish stated Operations Supervisor Mr. Henderson was not in attendance at the meeting but reported we have begun sanitizing all buses in an effort to prevent the spread of the flu. Mr. Strelish also reported Shared Ride Director, Mr. Darr was not present at the meeting.

With the completion of the Executive Director's report, a motion to approve was made by Mr. Maher and seconded by Mr. Baldo. Motion carried.

10. Operations Committee: Mr. Robert Chepalonis

Chairman of the Operations Committee, Mr. Chepalonis had no report at this time.

11. Personnel Committee: Mr. Robert Chepalonis

Mr. Chepalonis made a motion to approve a maximum six (6) month leave of absence for Shared Ride van driver Rebecca Dennis. Motion was seconded by Dr. Kepner. Motion carried.

12. Ridership Committee Report: Dr. Valerie Kepner, Ph.D.

Dr. Kepner mentioned the Ridership Committee met prior to the Board meeting and stated she was asked by the Committee to obtain formal approval from the Board for the Authority to assure that any rider who would attend Board meetings be provided transportation back to the Intermodal at the conclusion of the meetings in order for the rider to connect with a bus back home. Mr. Licata deferred the request to Mr. Strelish who responded that it would not be a problem since an employee from the Authority would be available to provide transportation to the Intermodal for anyone attending the meeting. Dr. Kepner asked if that would ensure that 100% of attendees would be transported to the Intermodal and Mr. Strelish assured her that would be done.

At the request of Mr. Licata, Dr. Kepner explained the Ridership Committee is comprised of anyone from either the fixed route or shared ride divisions who use the service, LCTA Board members and Operations Department Supervisors, employees, Mr. Strelish and Mr. Darr, Director of Shared Ride. Dr. Kepner stated the meetings, currently held at Barnes and Noble on Public Square may soon be moved to the Corporate Learning Center where it is a quieter atmosphere and stated the next meeting is scheduled for 2 P.M. on February 19, 2012.

Mr. Halsor asked if route changes and suggestions for route changes can be incorporated into the the Ridership Committee meetings and then the Board and Mr. Strelish stated that could be done and that a specific Ridership Committee will begin to meet at the Authority offices every two months where these changes can be reviewed.

Motion to accept Dr. Kepner's report was made by Mr. Chepalonis and seconded by Mr. Baldo. Motion carried.

13. Old Business:

Dr. Kepner questioned the \$7 million balance LCTA has and whether it is actually a surplus. Mr. Strelish stated it is money that is presently not needed to keep the Authority running and was accumulated through many years of sound financial oversight during a time when funding did not increase. Mr. Strelish also stated that approximately \$3.5 million of those funds will be used to fund both the Union and Non-Union pension plans over the next several years in order to keep the plans financially sound. Mr. Strelish went on to say that LCTA is very possibly the only transit system in the state to add a route to the system at a time when other agencies were reducing routes. He also stated he feels confident Governor Corbett and the legislators in Harrisburg will take action to establish a stable transit funding plan for the coming years.

Mr. Licata also acknowledged the article that appeared in the paper a few weeks ago highlighting the Authority's overall operations.

14. New Business:

Mr. Halsor inquired as to whether the Executive Director is required to submit an annual report of the Authority. Attorney Blazosek stated there is no practice in place to provide that type of end of year report but a practice could be established. Mr. Strelish stated that could be done, starting with fiscal year 2012-13. After a brief discussion, Mr. Halsor made a motion for the Executive Director to provide the Board with an annual report of the Authority by the end of July each year. Motion was seconded by Mr. Maher and carried unanimously.

15. Remarks:

Reporters Mr. Mocarksy, Times Leader and Mr. Holden , WBRE-TV questioned policies that were mentioned during the Personnel session and Attorney Blazosek responded to their questions.

Mr. Holden also addressed the monthly summary ridership report specifically July, 2012 where a sudden drop in senior citizen ridership occurred and asked the Board if they were able to explain why this happened. Mr. Strelish responded the investigation of the ridership decrease is ongoing through PennDOT with any and all information requested by PennDOT being submitted.

Mr. Waddell of WNEP-TV asked if there is an update on the automated people counter being installed in the buses. I.T. Director, Mr. Joe Roselle stated that an automatic vehicle locator is the main project with the people counter being a part of that system. He stated the project is ongoing and should be completed by the end of April, 2013.

16. Adjournment:

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

Respectfully Submitted,

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