

LUZERNE COUNTY TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

JUNE 25, 2013

PRESENT:

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

ABSENT:

SAL LICATA, CHAIRMAN
DR VALERIE KEPNER, PH.D., ASST TREASURER

ADMINISTRATIVE STAFF:

STANLEY STRELISH, EXECUTIVE DIRECTOR
FRED BROWN, MAINTENANCE SUPERVISOR
RENEE CRAIG, HUMAN RESOURCE DIRECTOR
MOHAMMED NAJIB, CONTROLLER
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, SHARED RIDE

MEDIA:

SUE HENRY, WILK RADIO
ROGER DuPUIIS, TIMES LEADER

OTHERS:

PAUL JASON, UNION REPRESENTATIVE
LINDA SLATER, PASSENGER & CHAIRMAN, PUBLIC TRANSPORTATION ADVISORY COUNCIL
RODNEY SHEMORY, PUBLIC TRANSPORTATION ADVISORY COUNCIL
DALE CURATOLO, PUBLIC TRANSPORTATION ADVISORY COUNCIL

1. **Pledge of Allegiance:** In the absence of Chairman Mr. Licata, Vice-Chairman Mr. Maher 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. Conway, Mr. Chepalonis, Dr. Halsor, Ph.D., Ms. Lombardo, Attorney Robbins and Mr. Maher.

Absent were Dr. Kepner and Mr. Licata

3. **Public Comment:** Ms. Linda Slater, Chairman of the Public Transportation Advisory Council addressed the Board expressing her concern for extended service hours especially since taxi service in Wilkes-Barre is no longer available. Ms. Slater also questioned if it would be possible to extend Saturday service hours to match the weekday hours and mentioned it is very difficult to go anywhere during the evening since service is not available. Ms. Slater emphasized the importance of providing extended service hours and asked the Board's understanding in looking into the possibility of doing so. Mr. Strelish, Executive Director responded to Ms. Slater's request stating it is still uncertain what legislation will be passed in Harrisburg to provide for transit funding but once a funding measure is in place we will move forward to look at the idea of extending service.

A visitor, Mr. Curatolo, also mentioned it is difficult to get an answer on the BUS-TIME line on Saturdays. Operations Department Road Supervisor Mr. Horton will look into the matter.

4. Approval of Minutes – May 14, 2013

Mr. Maher addressed the minutes from the May 14, 2013 Board of Directors meeting and asked for a motion to approve. Motion was made by Ms. Lombardo and seconded by Dr. Halsor. Motion carried unanimously and a roll call of the Board resulted in all affirmative votes.

5. Accounts Payable Checks – May, 2013

The Accounts Payable Checks for the month of May, 2013 were then presented for approval. A Motion to approve was made by Mr. Baldo and seconded by Mr. Chepalonis. Motion carried. Roll call of the Board resulted in all affirmative votes.

6. Vice-Chairman's Report – Mr. Paul Maher

Mr. Maher mentioned he had spoken with several passengers who commented on the run to Frances Slocum State Park and were very satisfied with the service.

7. Solicitor's Report – Attorney Joseph Blazosek

Attorney Blazosek stated the Board went into Executive Session at 3:35 P.M. at which time Mr. Strelish and Human Resource Director Ms. Craig discussed grievance matters and various personnel matters regarding the need to hire additional personnel. Attorney Blazosek stated there will be further action taken on these concerns later in the meeting. A motion to accept the Solicitor's report was made by Attorney Robbins and seconded by Mr. Baldo. Motion carried.

8. Executive Director's Report – Mr. Stanley Strelish

A. Ridership – May, 2013

Mr. Strelish began by addressing the ridership for the Month of May, 2013 which was a total of 102,460 passengers, a decrease of 48,281 from May, 2012. Mr. Strelish stated the bulk of the decrease was in Senior Citizens which has been the trend. Mr. Strelish stated the full fare passengers remained stable with small increases noted in other passenger categories.

B. Approve Shared Ride and Fixed Route Combined Operating Budget for FY2013-14 in the Amount of \$12,155,314.77

Next Mr. Strelish addressed the combined Operating Budget for FY2013-14 which includes both Shared Ride and Fixed Route programs and asked Mr. Najib, Controller to present the budget to the Board. Mr. Najib began by stating the budget, in the amount of \$12,155,314.77 realizes increases in most line items, particularly health insurance, salaries and wages, materials and supplies, fuel and insurance coverages. Mr. Najib also reviewed the operating income which totals \$4,538,754.34 resulting in a deficit of \$7,616,560.42 which will be funded by Federal, State and local funds to produce a balanced budget. Board member Dr. Halsor questioned whether the use of the hybrid buses is decreasing the amount of fuel costs. Mr. Strelish responded the hybrid buses save an estimated 20,000 gallons in fuel annually. After discussion a motion to accept and approve the budget was made by Attorney Robbins and seconded by Mr. Chepalonis. Motion carried followed by a roll call of Board members which resulted in all affirmative votes. Mr. Strelish complimented Mr. Najib and Mr. John Alu, Fiscal Officer of the Shared Ride division for their hard work in creating the budget.

C. Approve Shared Ride Agreements for Provision of Transportation with Luzerne County Children and Youth Services; Wilkes-Barre Behavioral Hospital Company, LLC and Volunteers Of America and Pediatrics Health Care for Kids from July 1, 2013 to June 30, 2014

Next, Mr. Strelish mentioned the agreements for Provision of Transportation with the following Agencies: Luzerne County Children and Youth Services; Wilkes-Barre Behavioral Hospital Company, LLC; Volunteers of America and Pediatrics Health Care for Kids. Mr. Strelish stated these agreements are for transportation services from July 1, 2013 – June 30, 2014. A motion to accept the agreements was made by Mr. Chepalonis and seconded by Ms. Lombardo. Motion carried. Roll call resulted in all affirmative votes.

D. Approve Agreement Between LCTA Shared Ride and Area Agency on Aging for July 1, 2013 – December 31, 2013

An agreement for transportation services between Luzerne County Area Agency on Aging and LCTA's Shared Ride division was then addressed by Mr. Strelish stating the agreement would be effective July 1, 2013 – December 31, 2013. A motion to accept was made by Dr. Halsor and seconded by Ms. Lombardo. Motion carried with all affirmative votes.

E. Approve Addendum to Contract Between LCTA and Child Development Council of Northeast PA

Mr. Strelish then asked for a motion to approve an addendum to a contract between LCTA and Child Development Council of Northeast PA. Motion to approve was made by Mr. Chepalonis and seconded by Attorney Robbins. Motion carried with a roll call of the Board resulting in all affirmative votes.

F. Approve Resolution Certifying Required Local Match of \$485,345 for FY2013-14 Consolidated Operating Grant with PennDOT

The next item Mr. Strelish presented to the Board is a resolution certifying the required Local match to the State Operating grant application. Mr. Strelish stated the required amount for FY2013-14 is \$485,345. A motion to approve the resolution certifying the guarantee of funds from Luzerne County was made by Ms. Lombardo and seconded by Dr. Halsor. Motion carried unanimously with all Board members casting affirmative votes.

G. Approve Resolution Authorizing the Submittal and Modification of PennDOT Applications and Reports in dotGrants

Mr. Strelish then asked for a motion to approve a resolution required by PennDOT to authorize individuals to access PennDOT's grant software program, dotGrants. A motion to approve was made by Mr. Baldo and seconded by Attorney Robbins. Motion carried with all affirmative votes.

H. Approve the Purchase of 6 Shared Ride Vans at Estimated Cost of \$300,000 from Rohrer Bus

Mr. Strelish then asked for a motion to approve the purchase of 6 new vans for the Shared Ride division. Mr. Strelish noted the vans would be purchased from Rohrer Bus at an estimated cost of \$300,000. Motion to approve was made by Dr. Halsor and seconded by Ms. Lombardo. Motion carried with all affirmative votes through a roll call of the Board.

I. Discussion on the Award of the Fuel Bid

At this time Mr. Strelish addressed the current status of the fuel bid, both diesel and gasoline for FY2013-14. Mr. Strelish stated he and Mr. Lou Uritz, Procurement Manager, have been closely monitoring the cost of fuel, both diesel and gasoline in an effort to determine the best price to accept. After review and discussion it was agreed to accept the diesel fuel bid as submitted from Papco Inc. at a price of \$3.0068 per gallon for an estimated 240,000 gallons and also the bid for gasoline from Petroleum Traders at a bid price of \$2.7450 per gallon for an estimated 115,000 gallons of gasoline. Mr. Uritz and Mr. Strelish emphasized that due to the uncertainty of the oil market, the prices bid may actually fluctuate at the time of lock-in. Motion to accept was made by Mr. Conway and seconded by Mr. Chepalonis. Motion carried with a roll call resulting in all affirmative votes.

J. Reports by Operations Supervisor and Maintenance Supervisor

Operations Supervisor Mr. Henderson addressed the Board reporting the new bus run to Frances Slocum State Park has begun and is hoping to see an increase in ridership going to the Park. Mr. Henderson also stated the AVL system is in the finishing stages of installation and in conjunction with the system, Mr. Henderson displayed a route guide being produced which will color co-ordinate all routes with the AVL. Mr. Henderson stated the guide will be available to bus passengers and will also be available on the LCTA website.

Maintenance Supervisor Mr. Brown stated 3 new Shared Ride vans have been delivered and striping and decals are being completed. Mr. Brown also mentioned the air conditioning on both vans and buses are all operating properly.

K. Report by Shared Ride Division Director

Shared Ride Director, Mr. Darr addressed the Board reporting summer therapeutic activity camp programs have begun and will be in effect until the end of August. Mr. Darr stated there are 13 camps in Luzerne and Wyoming Counties with approximately 240 children attending.

Motion to accept the Executive Director's report was made by Attorney Robbins and seconded by Mr. Baldo. Motion carried with a roll call resulting in all affirmative votes.

9. Operations Committee – Dr. Valerie Kepner, Ph.D., Chairman

In the absence of Dr. Kepner, Mr. Strelish stated there would not be a report given.

10. Personnel Committee – Mr. Robert Chepalonis, Chairman

Mr. Chepalonis addressed the Board and asked for a motion to approve the hirings of the following individuals:

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|------------------|---|
| Vincent Coviello | – Maintenance Supervisor starting at \$52,000 |
| Linda BaLara | – Part-time Aide Summer Seasonal per contract rate 06/14/13 |
| David Cupano | – Part-time Van Driver per contract rate 06/14/13 |
| Joseph Sudo | – Part-time Van Driver per contract rate 06/14/13 |
| John Gibbons III | – Part-time Aide Summer Seasonal per contract rate 06/18/13 |
| Dolores Barhight | – Part-time Aide Summer Seasonal per contract rate 06/18/13 |
| Ellen Davis | – Part-time Aide Summer Seasonal per contract rate 06/18/13 |
| Kirk Moore | – Part-time Van Driver per contract rate 06/21/13 |
| Lyle Currey | – Part-time Van Driver per contract rate pending |
| Uriah Thomas | – Part-time Van Driver per contract rate pending |
| Joseph Bolin | – Part-time Van Driver per contract rate pending |
| Joseph Strazdus | – Part-time Van Driver per contract rate pending |
| Maureen Condusta | – Part-time Van Driver per contract rate pending |
| Thomas Preston | – Part-time Van Driver per contract rate pending |
| Donald Wilce | – Part-time Van Driver per contract rate pending |
| Mary Manitone | – Part-time Aide Summer Seasonal per contract rate pending |
| Catherine Oliver | – Part-time Aide Summer Seasonal per contract rate pending |
| Kelly Grebeck | – Part-time Aide Summer Seasonal per contract rate pending |

A motion to approve was made by Dr. Halsor and seconded by Attorney Robbins. A roll call of the Board resulted in all affirmative votes.

11. Old Business

Attorney Robbins referred to a payment in the Accounts Payable Checks issued to Ameritrade. Controller Mr. Najib stated the payment is for the pension plans in place at the Authority.

12. New Business

Vice-Chairman Mr. Maher complimented Mr. Najib, Mr. Alu and the Board Budget Committee for the work done in preparing and reviewing the budget.

13. Remarks

There were no remarks offered from anyone in attendance.

14. Adjournment

With all business having been conducted, motion to adjourn was made by Dr. Halsor and seconded by Mr. Baldo. Motion carried with a roll call of all affirmative votes.

Respectfully Submitted,

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

