

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS
April 22, 2014

PRESENT:

SAL LICATA, CHAIRMAN
DR VALERIE KEPNER, PH.D., VICE-CHAIRMAN
ANTHONY BALDO, TREASURER
DR SID HALSOR, PH.D., ASST TREASURER
ROSEMARY LOMBARDO, SECRETARY
DR JOHN KOCH, PH.D., ASST SECRETARY
ROBERT CHEPALONIS, MEMBER
PATRICK CONWAY, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ADMINISTRATIVE STAFF:

STANLEY STRELISH, EXECUTIVE DIRECTOR
FRED BROWN, MAINTENANCE SUPERVISOR
RENEE CRAIG, HUMAN RESOURCE DIRECTOR
MOHAMMED NAJIB, CONTROLLER
ROBB HENDERSON, DIRECTOR OF OPERATIONS
LEE HORTON, OPERATIONS/ROAD SUPERVISOR
JOE ROSELLE, I.T. DIRECTOR
LOU URITZ, PROCUREMENT MANAGER
JOHN ALU, FISCAL OFFICER, SHARED RIDE
VINCE COVIELLO, MAINTENANCE SUPERVISOR
TRACY KLINE, ACCOUNTING ASSISTANT
JAMES DARR, OPERATIONS MANAGER, SHARED RIDE

MEDIA:

DAVE BOHMAN- WNEP
STEVE MOCARSKY- TIMES LEADER
SUE HENRY- WILK

OTHERS:

ROBERT GRABOSKY- PTAC
PAUL JASON- LCTA UNION PRESIDENT/BUS DRIVER

1. **Pledge of Allegiance:** Chairman, Mr. Licata welcomed everyone and invited those present to join him in the Pledge of Allegiance. Mr. Licata then stated that before the regular meeting continues he would like to give notice that the LCTA will be holding a public hearing. He then referred the meeting to Mr. Strelish who called a public hearing regarding the Program of Projects (POP). He stated the information will be available to the public in the front office. He read from the agreement (term is from 7/1/14 – 06/30/15) referring to the following capital items: preventative

maintenance, Para Transit transportation, tire lease, purchase of battery packs and land acquisition at an estimated cost of \$5,538,000. The funds would be secured from Section 5307 and the items would take place entirely within the service area with no negative impact on the area. The FTA will contribute \$2,400,000, with the state allocation at \$3,041,962 and local allocation at \$41,038. With no questions or comments, Mr. Strelish requested that the hearing be ended.

Mr. Blazosek noted for the record that a quorum of the board was present for the public hearing. He also said that all persons have the opportunity to contact the Authority's front office for further information.

2. Roll Call: The following Board members were present for the meeting: Mr. Baldo, Mr. Chepalonis, Mr. Conway, Dr. Halsor, Dr. Kepner, Dr. Koch, Ms. Lombardo and Mr. Licata. Absent was Attorney Sean Robbins.

3. Public Comment:

Mr. Licata then invited comments from anyone in the audience.

Robert Grabosky, PTAC, asked a question regarding the Old Forge bus schedule. Mr. Henderson confirmed the 9:00 a.m. bus on Saturday has changed.

4. Approval of Minutes: March 25, 2014

Chairman, Mr. Licata asked for approval of the minutes from the March 25, 2014 meeting and asked if anyone had comments or changes on the minutes. With no comments on the minutes, a motion to approve was made by Mr. Baldo and seconded by Dr. Kepner. Motion carried.

5. Accounts Payable Checks: March, 2014

After review of the Accounts Payable Checks for the month of March, 2014, Dr. Kepner noted the check to Nancy McGukin, the contracted consultant, and questioned whether or not we have received work from her and if it was as per the contract. After confirmation, a motion to approve was made by Dr. Halsor and seconded by Mr. Chepalonis. Motion carried with a roll call vote of the Board.

6. Financial Statements: February, 2014

Mr. Licata asked for a motion to accept the financial statement. Upon review of the Financial Statements for the month February, a motion to approve was made by Dr. Koch and seconded by Dr. Kepner. Motion carried through a roll call vote of the Board.

7. Chairman's Report: Mr. Licata

At this time, Mr. Licata referred to an email request received by Attorney Robbins asking for a volunteer to attend meetings of the Wyoming Valley United Way to discuss transportation options. Dr. Kepner volunteered to attend the meetings with Mr. Strelish as the back-up. Mr. Licata thanked Dr. Kepner on behalf of the board. Mr. Licata then requested a personnel session.

8. Solicitor's Report: Attorney Joseph Blazosek

Attorney Blazosek noted the Board broke for two sessions to discuss personnel and legal issues from 3:16 to approximately 4:00 p.m. and broke from the meeting to discuss additional personnel matters from 4:11 p.m. to 4:35 p.m. He said this was necessary because additional persons were brought in and the issues were purely personnel matters.

Mr. Blazosek advised that there has been ongoing communications with PennDOT legal counsel regarding the funding. The parties have been encouraged to look at other avenues and explore

mediated solutions. He noted that this is a matter in process and is moving toward a solution. He also mentioned the retained consultant's information is being reviewed by appropriate staff.

Also, Mr. Blazosek made the board aware that the L.C.T.A. continues to cooperate and provide information to the Attorney General's office.

A motion to accept Attorney Blazosek's report was made by Ms. Lombardo and seconded by Mr. Baldo. A roll call of the Board resulted in all affirmative votes accepting Attorney Blazosek's report.

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

Information Items:

A. Ridership – March, 2014

Mr. Strelish reported the ridership for the month of March, 2014 was 101,432. This is an increase of approximately 3,000 passengers compared to last year.

Action Items:

Mr. Strelish asked the board to consider making a motion to approve the following items:

Motion to approve the Program of Projects (POP) prepared by John Alu and presented by Mr. Strelish. Motion to approve was made by Dr. Koch and seconded by Mr. Chepalonis. Motion carried through a roll call of the Board.

Proposal from Vector for a monitoring service plan in the amount of \$169.05 per month. Motion to approve was made by Mr. Chepalonis and seconded by Mr. Conway. Motion carried through a roll call of the Board.

Approve Group Life/Disability Insurance amendment, increasing short term disability coverage to a maximum of \$536 for union drivers and \$569 for union maintenance (per week) at a rate of 1.131 expiring October 1, 2015. Motion to approve was made by Mr. Halsor, seconded by Mr. Baldo, and carried through a roll call of the Board.

Approve to change group life and disability insurance from Standard to Guardian at an approximate yearly savings of \$7,000. Motion was made by Dr. Kepner, seconded by Ms. Lombardo and carried through a roll call of the Board.

Approve payment to CDS Creative marketing firm in the amount of \$1,537.50. Motion to approve was made by Mr. Chepalonis and seconded by Dr. Koch. Motion carried through a roll call of the Board.

Approval of John Alu's attendance at the FTA Triennial Review in Philadelphia, 4/6-4/8/14, at a cost of \$760.00. Motion to approve was made by Mr. Chepalonis and seconded by Mr. Conway. Motion carried through a roll call of the Board.

Dr. Halsor asked to be excused at this time for a work commitment.

Department Supervisor Reports:

A. Operations Supervisor, Mr. Robb Henderson

Operations Supervisor, Mr. Henderson, said that he and Noreen Kroll would be attending King's College Earth Day on Thursday.

He passed out a new route map proof saying the schedules would also be color-coded making it easier for riders. Dr. Kepner asked where they would be located. Mr. Henderson noted that there were 5,000 printed initially and they will be handed out by drivers, at the intermodal and possibly by outside vendors who sell tickets. Mr. Henderson said they would also be taken to high schools for life skills classes.

Mr. Licata requested a notice be put in the bulletin board saying where they will be able to pick up the maps,

Dr. Kepner asked about the schedule changes and Mr. Henderson said the changes had been sent to the newspaper and are also on the website.

Mr. Henderson said that the intermodal customer service has a stack of papers and we are saving money on schedules by having them handed out.

B. Maintenance Supervisor, Mr. Fred Brown

Maintenance Supervisor Mr. Brown reported the maintenance department is about one-third of the way finished through the fleet with air conditioning.

C. Shared Ride Division Operations Manager, Mr. James Darr

Mr. Darr stated that they would be transporting Seniors on May 8th to the Senior Dance at Genetti's (approximately 100), and also would provide transportation on June 20th to Kirby Park for the walk sponsored by Aging.

Mr. Strelish then mentioned the URS (United Rehabilitation Services) closures and their possible effect on the Shared Ride Van Service. The service currently transports about 85 passengers per day. It was estimated that the service moves approximately 25,000 per year and would result in \$430,000 revenue loss. Mr. Strelish and Mr. Alu have been in contact with Judy Welch, MH/DS and it was stated that current clients would have to be transported to Montrose, Bloomsburg and Pottsville depending on their residence. Mr. Alu added that of the 200 affected, alternative facilities have room for only 70 clients.

The rate is maxed out at \$18.50 per passenger, per trip. Mr. Strelish said we do not want to lose money and are hoping to resolve the issue or break even.

Mr. Strelish stated the possibility of the service being contracted out noting that it would be difficult not knowing the number of clients needing services. He also stated they would be watching things closely and get back to the board with more definitive answers.

10. Operations/Ridership Committee – Dr. Valerie Kepner, Ph.D., Chairperson

Dr. Kepner thanked Lee Horton for the draft of the minutes from the last ridership meeting.

Francis Slocum service will be offered again this year.

It was asked and confirmed that passes are being sold at the intermodal. It was also asked if credit cards were being accepted. Mr. Roselle said credit cards will be accepted in the future and noted that they are currently accepted on-line. Ridership meeting was changed to May 13th but will resume the third Tuesday of the month in June.

11. Personnel Committee- Mr. Robert Chepalonis

Mr. Chepalonis made the following motions for hiring of employees:

Promotion of John Quinn from part-time dispatcher to full-time dispatcher/utility person effective 4/27/14, at a salary of \$27,945.21. Mr. Conway seconded the motion.

Promote John Alu to Grants and Fiscal Manager effective 4/27/14, at a salary of \$50,890.71. Dr. Koch seconded the motion.

Also from Fixed Route, the hiring of Denise Cave from part-time to full-time driver, effective 4/27/14 at the contract rate. Mr. Baldo seconded the motion.

From Shared Ride, the promotion of two drivers, Robert Castano and George Gruver, from part-time to full-time, at the contract rate. Motion was seconded by Mr. Conway.

All motions carried through a roll call vote of the Board.

Mr. Licata thanked the controller, Mohammed Najib, for his contribution and insight regarding the funding of positions.

12. Old Business

Dr. Kepner asked for an update on the hiring of spotters. Mr. Chepalonis said the position has been advertised. They are currently weighing different options, such as temporary versus full time, permanent positions. They are focused on safety and looking at the most economical solutions. The authority would be operating at a loss if all of the positions were filled. Also discussed was making a one-time capital improvement, optimizing space so they would not have to back out, and eliminating the need for spotters. After approaching the City of Wilkes-Barre regarding the use of Washington Street, Mr. Chepalonis said the request was denied. He also mentioned the use of the Riley Plan from a past study completed.

Dr. Kepner also questioned the possibility of extending Saturday hours to match the weekday schedule. She requested the information be brought to the ridership meeting. Mr. Henderson said he would contact Valerie with information. Dr. Kepner then asked for an organizational chart so she could see an overall picture; Renee Craig agreed to make it available.

13. New Business: There was no new business at this time.

14. Remarks: There were no remarks offered at this time.

15. Adjournment:

With all business having been completed a motion to adjourn was made by Mr. Chepalonis and seconded by Mr. Baldo. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board
FOR: Rosemary Lombardo, Secretary of the Board

