

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
August 26, 2014

PRESENT:

SAL LICATA, CHAIRMAN  
DR VALERIE KEPNER, PH.D., VICE-CHAIRMAN  
ANTHONY BALDO, TREASURER  
DR SID HALSOR, PH.D., ASST TREASURER  
ARTHUR BOBBUINE, MEMBER  
DR JOHN KOCH, PH.D., ASST SECRETARY  
ROBERT CHEPALONIS, MEMBER  
PATRICK CONWAY, MEMBER  
ATTORNEY SEAN ROBBINS, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ADMINISTRATIVE STAFF:

FRED BROWN, MAINTENANCE SUPERVISOR  
MOHAMMED NAJIB, CONTROLLER  
LEE HORTON, DIRECTOR OF OPERATIONS  
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.  
LOUIS URTIZ, PROCUREMENT MANAGER  
JOHN ALU, FISCAL OFFICER, SHARED RIDE  
VINCE COVIELLO, MAINTENANCE SUPERVISOR  
TRACY KLINE, ACCOUNTING ASSISTANT  
NORMAN GAVLICK, HUMAN RESOURCES DIRECTOR

MEDIA:

JAMES HALPIN- CITIZENS VOICE  
JOE SYLVESTER- TIMES LEADER

OTHERS:

TOM LANDON, SHARED RIDE DRIVER  
LINDA SLATER, PTAC  
FRANK KNOREK, NEW HIRE  
PAUL JASON, UNION PRESIDENT

**1. Pledge of Allegiance:** Chairman, Mr. Licata welcomed everyone and invited those present to join him in the Pledge of Allegiance.

**2. Roll Call:** All board members were present for the meeting: Mr. Baldo, Mr. Chepalonis, Mr. Conway, Dr. Halsor, Dr. Kepner, Dr. Koch, Mr. Bobbouine, Attorney Robbins and Mr. Licata.

### **3. Public Comment:**

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

Linda Slater, PTAC, thanked the board for the change in personnel. She said PTAC is elated because they are listening and doing something. She wanted to say thank you.

Mr. Mohammed Najib, Controller, requested to address the personnel committee.

Atty. Blazosek suggested continuing and addressing the issue at a later point in the meeting.

Mr. Paul Jason, Union President, also asked to address the personnel committee.

### **4. Approval of Minutes: June 25, 2014 corrections, July 22, 2014 and August 7, 2014**

Chairman, Mr. Licata asked for approval of the corrections from the June 25<sup>th</sup> meeting and asked if anyone had comments or changes to the minutes from July 22 and August 7, 2014. With no comments or questions, a motion to approve was made by Mr. Bobbouine and seconded by Dr. Kepner. Motion carried.

### **5. Accounts Payable Checks: July, 2014**

After review of the Accounts Payable Checks for the month of July, 2014, a motion to approve was made by Mr. Chepalonis and seconded by Mr. Conway. Motion carried with a roll call vote of the Board.

### **6. Financial Statements: May, 2014 and June, 2014**

Mr. Licata asked for a motion to accept the financial statements. Dr. Halsor asked to review the general ledger and the FTA disbursements listed on page 3. He questioned the number of disbursements and asked if that is how they typically come in. Mr. Najib said that it is a listing of all capital grants since the Authority has been in business. Mr. Alu added that each grant gets its own line item. Dr. Halsor acknowledged it was a historical listing. Upon review of the Financial Statements for the months of May and June, 2014, a motion to approve was made by Dr. Kepner and seconded by Dr. Halsor. Motion carried through a roll call vote of the Board.

### **7. Chairman's Report: Mr. Licata**

Mr. Licata had nothing to report at this time.

### **8. Solicitor's Report: Attorney Joseph Blazosek**

Attorney Blazosek said the Board conducted a public work session and went into an executive session at 3:20 until approximately 4:20. During the session there was an updating of various personnel matters and some review of potential candidates under consideration for employment. They also reviewed some legal matters in which Atty. Blazosek updated the board and general matters that were personnel in nature. He said any decisions reached will be on the agenda for consideration. Regarding litigation, Atty. Blazosek stated we are continuing to cooperate with any agencies that desire information and we are waiting for developments on legal matters. Motion to accept the solicitor's report was made by Dr. Koch and seconded by Mr. Conway. Motion carried through a roll call vote of the Board.

### **9. Executive Director's Report: by Atty. Blazosek**

#### **INFORMATIONAL ITEMS:**

##### **A. Ridership – July, 2014**

Atty. Blazosek said there is a ridership report included in the board packet and asked if anyone had questions regarding it.

##### **B. Compliance Summary- July 2014**

Atty. Blazosek explained that under Act 44, the funding mechanism used to receive funds from PennDOT, the requirements have been expanded. PennDOT is asking for a statistical comparison and an actual number count for categories such as seniors, transfers and non-fare paying riders.

He mentioned later in the agenda there is an action for a compliance analyst to be hired because of the added duties saying it will allow us to provide information on a more regular and detailed basis. He said all agencies must provide this information and our compliance with PennDOT has been self-evident in the sense that the reports have been provided and no issues have been raised.

#### **ACTION ITEMS:**

Motion to approve Agreement for Provision of Transportation between LCTA (Shared Ride) and Kidz Korner. Atty. Blazosek said this is a new contract and a positive step because we are getting more entities to use the services of the Authority. A motion to approve was made by Mr. Chepalonis and seconded by Mr. Bobbouine. The motion carried through a roll call vote of the Board.

Motion to approve Agreement for Provision of Transportation between LCTA (Shared Ride) and Child Development Council of NEPA, Inc. It was noted that this is a renewal for services as we have provided services last year. Mr. Baldo questioned how the reimbursement was set. Mr. Alu explained it was set by taking into account the expenses and figuring it out on a per kid basis. Mr. Baldo noted the 28 child minimum asking if it was a break-even point. Mr. Alu said it was set at about 20%. A motion to approve was made by Mr. Conway and seconded by Dr.Koch. The motion carried through a roll call vote of the Board.

#### **Department Supervisor Reports:**

##### **A. Operations Director, Mr. Lee Horton**

Mr. Horton reported that he initiated and worked on the Kidz Korner contract with Mr. Alu. He said that we are also looking into another contract to provide services for an additional school. Lastly, he mentioned changes made at Shared Ride and said it is going well.

##### **B. Maintenance Supervisor, Mr. Fred Brown**

Mr. Brown credited Vince for his input into the maintenance program computer system. He also said they got an unannounced visit from the compliance officers at the PA State Police. They checked certificates, work areas and inspection reports. He reported that they found no deficiencies and everything was good.

##### **C. Director Administrative Services/IT, Mr. Joe Roselle**

Mr. Roselle expanded on the compliance report saying those are just some of the things required for Act 44. He said it is not required by PennDOT to include a compliance report but thought it is was a good idea for the board to see and add to the minutes. Mr. Roselle also mentioned changes made at Shared Ride, which includes refocusing on client relations. He said at Fixed Route we are planning more coverage for the intermodal. He also commended John Alu, Lee Horton and the Maintenance Department for getting the Kidz Korner contract up and running in a short period of time.

Atty. Blazosek said that after Dr. Kepner gives her report, it might be appropriate after that to allow Mr. Najib and Mr. Jason to participate in an executive session.

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

Dr. Kepner noted that Joe Roselle and Lee Horton were both present at the last ridership meeting. She said the surveys that have been returned indicate that the riders want extended service and expanded service to Industrial Parks. She also added that there has been discussion as to where complaints go once they are actually filed. Mr. Roselle proposed putting together a log of complaints for the board to see with Dr. Kepner noting it could be used to say good things as well.

Dr. Kepner asked if there were any questions about last month's minutes and stated the next meeting is 9/16/14, Tuesday at 2 p.m. at the LCCC Wilkes-Barre Center on Public Square.

Mr. Najib asked that all employees remain present for the session. Atty. Blazosek replied that it is part of the board's decision and said there would be a break first and they would decide then.

Mr. Halpin from the Citizens Voice questioned the private session to which Atty. Blazosek answered it was a personnel executive matter.

When the meeting resumed Atty. Blazosek stated that the board, at the request of two employees, conducted an executive, personnel session which began at approximately 4:48 p.m. and ended at about 5:52 p.m. He noted for the record that they were personnel matters and the board was able to address those and moved to the Personnel Committee report.

**11. Personnel Committee- Mr. Robert Chepalonis, Chairman**

Mr. Chepalonis confirmed the following transfers:

Jim Darr transferred to Client Services Manager, Shared Ride at a salary of \$45,186.00, effective 9/1/14  
Colleen O'Brien transferred to Safety/Training Manager, Shared Ride no salary change, effective 9/1/14

**Mr. Chepalonis put forth the following motions:**

William MacLunny will be returning as a part time bus driver, effective 9/1/14 at contract rate. The motion was seconded by Dr. Kepner. The motion carried through a roll call vote of the Board with the exception of Dr. Halsor, who was excused earlier.

A motion to hire Frank Knorek for the position of Compliance Analyst at a salary of \$30k, effective 9/2/14, was seconded by Mr. Conway. The motion carried through a roll call vote of the Board.

Hire 5 part time spotters for the Intermodal pending background, drug screening and clearances at \$12.00/hour, effective on or after 9/2/14:

John Dominick                      Joe Latona  
Doris Shaw                              Sajaadullah Rahfeeqah  
Richard Cassidy

The motion to approve was seconded by Mr. Bobbouine. The motion carried through a roll call vote of the Board.

Hire 3 part time Van Drivers for Shared Ride pending background, drug screening and clearances at contract rate, effective on or after 9/2/14:

Ronald Balun  
Joseph Fabian

William Eicke

The motion to approve was seconded by Dr. Koch. The motion carried through a roll call vote of the Board.

Hire 3 part time Customer Service Representatives for the Intermodal, pending background, drug screening and clearances at \$12.00/hour, effective on or after 9/2/14:

Anita Fino

Mary Sapack

Richard Yanchick

The motion to approve was seconded by Mr. Baldo. The motion carried through a roll call vote of the Board.

Mr. Licata asked for a motion to accept Dr. Kepner's previous report. The motion was made by Mr. Chepalonis and seconded by Mr. Conway, motion carried.

## **12. Old Business**

Dr. Kepner stated that there has been work on the mission statement over email. Mr. Licata added that most people have given their feedback to Mr. Gavlick.

Mr. Gavlick said that he has several versions that will be submitted for final approval.

## **13. New Business:**

Mr. Conway inquired whether the Shared Ride vans are propane. Atty. Blazosek said that Mr. Strelish looked into that and the biggest thing would be a fueling source. Mr. Conway said the mayor of Forty-Fort contacted him asking if they put a fueling station in Forty-Fort, would the Authority be interested in using it for the Shared Ride vans.

Mr. Licata said they could certainly look into it, noting the station would have to be a quick fueling station as opposed to a slow fuel station.

Mr. Uritz commented that a fueling station would be costly but a propane conversion could be doable. Atty. Blazosek asked Mr. Uritz if he could prepare a summary and contact the mayor of Forty-Fort to see what ideas they have.

## **14. Remarks:**

There were no remarks at this time.

## **15. Adjournment:**

With all business having been completed and no remarks, a motion to adjourn was made by Mr. Conway and seconded by Mr. Chepalonis. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board