

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS
FEBRUARY 19, 2014

PRESENT:

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

ADMINISTRATIVE STAFF:

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

MEDIA:

DAVE BOHMAN AND CAMERA MAN- WNEP

OTHERS:

MR. RAY DISTASIO, SNYDER AND CLEMENTE
LINDA SLATER, CHAIRMAN, PUBLIC TRANSPORTATION ADVISORY COUNCIL
BOB CARUSO
UMBERTO CURATOLO
ROBERT GRABOSKY
PAUL JASON, JOHN HARRISON, STANLEY KARGE, DAVID RAYNES- LCTA BUS DRIVERS

1. Due to Chairman Mr. Licata joining the meeting via telephone, Vice Chairman, Dr. Valerie Kepner presided over the meeting and went straight to public comment after the roll call.

2. **Roll Call:** The following Board members were present for the meeting: Mr. Baldo, Mr. Chepalonis, Dr. Halsor, Dr. Kepner, Dr. Koch, Ms. Lombardo (via phone), Attorney Robbins and Mr. Licata (via phone). Dr. Kepner commented that Mr. Conway but was unable to stay and attend the Board Meeting after the Executive Session.

3. Public Comment:

Vice Chairman Dr. Kepner then invited comments from anyone in the audience. Ms. Slater, Chairman of the Public Transportation Advisory Council addressed the Board stating she appreciated the forms getting out as quickly as they did but the customer service forms need to be carbonless having multiple copies. The reason she asked for a carbonless form is so that it can be followed from beginning to end and the person who wrote it can retain a copy and follow through.

Mr. Strelish stated the forms could be made carbonless.

Mr. Caruso addressed the Board and questioned why the Executive Session dealing with personnel lasted 2 ½ hours. He asked how many agenda items were discussed and if the reserve funds were discussed.

Mr. Blazosek stated that he would cover the items discussed in the session later in the meeting.

Mr. Curatolo, a bus rider from Edwardsville, questioned the reserve amount as it increased from a previous figure. He also inquired why the buses couldn't be changed back to their regular routes as the weather improved later in the day. He commended a driver for calling in to ask but was told it was not possible to change back.

Dr. Kepner, Chairperson of the Operations/Ridership Committee, said they should hold a meeting regarding the snow routes. There is confusion regarding the snow routes and what starting at 9:00 a.m. actually means. Mr. Strelish agreed on the validity of her points and stated they would call an operations committee meeting after checking member availability.

4. Approval of Minutes: January 14, 2014

Vice Chairman Dr. Kepner asked for approval of the minutes from the January 14, 2014 meeting and asked if anyone had questions on the minutes.

Mr. Licata noted that under item # 3, Mr. Olah's name was spelled incorrectly. Theresa Chapman stated that the sign in sheet is sometime not readable and she will correct it.

Dr. Kepner mentioned that the statement she made about riders being frustrated with the bus departure board reflected the riders in general and was not specific to the #14 bus.

A motion to approve was made by Dr. Kepner and seconded by Atty. Robbins. Motion carried unanimously through a roll call of the Board.

5. Accounts Payable Checks: January, 2014

After review of the Accounts Payable Checks for the month of January, 2014, with no one having questions on the Accounts Payable Checks, motion to approve was made by Mr. Chepalonis and seconded by Dr. Koch. Motion carried with a unanimous roll call vote of the Board.

6. Financial Statement: November, 2014

Mrs. Kepner asked for a motion to accept the financial statement
Upon review of the Financial Statement for the month of November, 2014 a motion to approve the Financial Statement was made by Mr. Chepalonis and seconded by Dr. Halsor. Motion carried through a unanimous roll call vote of the Board.

Dr. Kepner had a question on the general ledger trial balance, asking what accumulated earnings of negative 39 million means on the statement.

Mr. Distasio stated that it is an accumulation of depreciation over all of the years LCTA has been in operation and depreciation is not a fundable expense. It cannot be funded by operating funding sources it just becomes an accumulation of losses. Anything purchased with capital funding from federal or state sources has to be depreciated over a number of years with bus purchases requiring 12 years. Dr. Kepner also asked why the statement shows a positive 2.2 million earnings for the Shared Ride Division. Mr. Distasio stated that Shared Ride is treated differently with John Alu adding that there is much less capital involved. Profits for fixed route are zeroed out with operating funding but shared ride can show a profit or loss. The shared ride nets actual expenses against the budget and must repay any overage. She also questioned the negative \$300,000 in Accrued Revenue. Mr. Distasio said it was most likely MATP carryover from prior years. Mr. Alu added an explanation of how MATP advances net actual payments each year and an adjustment is made. Mr. Strelish added that we would look into it and get back to her.

Mr. Curalto questioned the showing of bus depreciation on the statements. Mr. Distasio said it has always been on the statements but accumulated over 40 years, not 12 years.

7. Chairman's Report: Mr. Licata

Mr. Licata made a note for the record that a meeting was scheduled for last week but had to be canceled due to the inclement weather. He commented that is one reason today's meeting is longer. He also thanked the board members for responding to emails and questions while he was away.

8. Solicitor's Report: Attorney Joseph Blazosek

Attorney Blazosek noted the Board went into an Executive/Personnel session from 3:10 P.M. until 5:35 P.M. and thanked everyone for their patience.

During this time he and Ms. Craig, Human Resource Director, updated the Board on various personnel recommendations and Mr. Blazosek discussed litigation matters with the board members.

He stated that it was discussed how they could best address the January 28, 2014 letter from Penn Dot regarding the ridership and its effect on funding. They agreed on fact finding for a resolution regarding the final determination on funding. He spoke with the controller and financial consultant to address going forward for grant purposes how they would be able to address the needs of the Authority.

Mr. Blazosek stated a letter will be sent to Penn Dot expressing a desire for a meeting with key personnel to discuss their methodology and how they made the calculations / determination. It was also requested that Penn Dot does not make a final determination until Mr. Blazosek and the board members are able to review the information and explore any remedies available.

Mr. Blazosek made the board aware that the attorney general's office requested information through subpoenas.

He also conveyed on behalf of the board their willingness to cooperate with all agencies with an interest in the Authority.

He wanted to assure the riding public that at this time, there will be no downsizing of services or staffing and that they will continue to monitor funding.

Mr. Blazosek also met with Mr. Strelish to discuss some issues in personnel.

A motion to accept Attorney Blazosek's report was made by Ms. Lomardo and seconded by Mr. Chepalonis. 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 – January, 2014

Mr. Strelish reported the ridership for the month of January, 2014 was 91,440, noting it dropped slightly from the previous month due to weather conditions, snow routes, schools being cancelled and the holiday.

Mr. Strelish discussed the possibility of service consolidation as mentioned at the county council meeting. A previous study was conducted by an outside consulting firm and Penn Dot looking at the possible consolidation of LCTA, COLTS, Shared Ride programs and Hazleton. He proposed that board members should receive a copy for review.

Action Items:

A. Approve amendment to contract agreement providing transportation services to the Area Agency on Aging for the period of 7/1/13-12/31/13.

Mr. Strelish next asked for a motion to approve the amendment. Motion was made by Dr. Halsor and seconded by Atty. Robinson. Motion carried through a unanimous roll call vote of the Board.

Dr. Kepner asked what had changed to which Mr. Strelish replied the maximum amount of \$21,000. Atty. Robbins questioned the date of 07/01/13 that appeared on the contract and Mr. Strelish stated that it was an amendment to the original agreement.

B. Approval of six staff members from Fixed Route and Shared Ride to attend the PPTA Conference held in Lancaster, PA on April 23-25, 2014

Mr. Strelish then asked for a motion for approval of staff members to attend the PPTA Conference noting that for the next meeting he would provide a maximum amount allowed at the next regular

meeting in March. Motion to approve was made by Dr. Koch and seconded by Mr. Chepalonis. Motion carried unanimously through a roll call of the Board.

Dr. Kepner asked if procedurally it was ok to approve the item if the costs haven't been calculated. Mr. Strelish said the motion can be amended if needed.

Department Supervisor Reports:

A. Operations Supervisor, Mr. Robb Henderson

Operations Supervisor Mr. Henderson was absent from the meeting.

B. Maintenance Supervisor, Mr. Fred Brown

Maintenance Supervisor Mr. Brown reported the maintenance department was back on track with their preventative scheduled maintenance and felt they did well handling the bad weather and clearing lots at various locations.

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

Mr. Darr stated that 45 van drivers will be attending training at LCCC this coming Saturday, 2/22/14 and 3/1/14. He also noted that they have been dealing with a lot of cancellations. During bad weather conditions van service is suspended to the outlying areas first, though they still try to transport as many passengers as possible.

Mr. Halsor asked for an update on the Shared Ride proposals. Mr. Strelish replied that we are in contact with Harrisburg and are waiting for a response regarding an emergency rate adjustment.

Motion made to accept report a motion to accept the report was made by Mr. Baldo and seconded by Dr. Halsor. Motion carried unanimously.

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

Dr. Kepner, Chairperson noted the Ridership Committee meeting scheduled at LCCC had to be cancelled due to the inclement weather with no official minutes available.

She stated there is confusion about snow routes and when they start and asked if there could be more detail on the LCTA website.

IT Director Joe Roselle said there is information on the streets traveled for each bus on snow route but more information could be put on the website regarding snow routes. Mr. Strelish said 9:00 am is the starting time but we could add more specific times for each route as some depart at 9:20.

Dr. Kepner commented that the texting alert service was fantastic and it is much easier to figure out bus times.

Dr. Kepner stated that Franks was out of tickets and because it is a key place for ticket purchase causes an inconvenience. Mr. Strelish said that we are working on having passes to sell at the intermodal noting a hold up on the safe installation.

11. Personnel Committee- Mr. Robert Chepalonis

Mr. Chepalonis made a motion to hire Deborah Dennis, as Full-Time MATP Coordinator effective 2/24/14 at an annual salary of \$22,239.74

Motion was seconded by Ms. Lombardo. Motion carried unanimously through a roll call vote of the Board.

He also made the motion to hire 3 Part-Time van drivers at 8.75 per hour:

John Tabone - Part-time Van Driver \$8.75/hour pending pre-employment screening/clearances

Joe Castelleno – Part-time Van Driver \$8.75/hour pending pre-employment screening/clearances

Albert Bagusky – Part-time Van Driver \$8.75/hour pending pre-employment screening/clearances

Motion was seconded by Dr. Halsor. Motion carried unanimously through a roll call vote of the Board.

12. Old Business

Dr. Halsor commented that the Customer Service forms are only available at intermodal and not on the buses.

Dr. Halsor also made reference to the bylaws asking what progress has been made.

Mr. Strelish mentioned that in his research other bus systems meet at various times.

At this time, Board Member, Rosemary Lombardo (via phone), asked to be excused from the meeting.

It was noted that Shared Ride will be working with Linda Slater on the Rider's Guide.

Dr. Halsor questioned, IT Director Joe Roselle on the status of the ITS System.

Mr. Roselle stated that we are checking routes by riding buses and that some are not matching up but that the project was coming along. He also mentioned that there were no major glitches but more of a time factor.

Mr. Strelish noted that employees have been experiencing extra work.

13. New Business

There was no new business to conduct 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 Atty. Robbins. Motion carried.

Respectfully Submitted,

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

