

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
July 22, 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
PATRICK CONWAY, MEMBER
ATTORNEY SEAN ROBBINS, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ADMINISTRATIVE STAFF:

FRED BROWN, MAINTENANCE SUPERVISOR
MOHAMMED NAJIB, CONTROLLER
LEE HORTON, OPERATIONS/ROAD SUPERVISOR
JOE ROSELLE, I.T. DIRECTOR
LOUIS URTIZ, PROCUREMENT MANAGER
JOHN ALU, FISCAL OFFICER, SHARED RIDE
VINCE COVIELLO, MAINTENANCE SUPERVISOR
TRACY KLINE, ACCOUNTING ASSISTANT
JAMES DARR, OPERATIONS MANAGER, SHARED RIDE

MEDIA:

STEVE MOCARSKY- TIMES LEADER
JAMES HALPIN- CITIZENS VOICE

OTHERS:

ROBERT GRABOWSKI, PTAC
AMANDA POTECHKO, PTAC

1. Pledge of Allegiance: Chairman, Mr. Licata welcomed everyone and invited those 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, Dr. Halsor, Dr. Kepner, Mr. Bobbouine, Attorney Robbins and Mr. Licata. There were 7 board members present and 2 absent.

3. Public Comment:

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

Amanda Potechko, PTAC member asked about leadership at the LCTA. Mr. Licata stated that the personnel committee has been meeting for the past 5 or 6 weeks and has had a lot of discussions in regards to leadership. He added that the board will begin to explore new avenues, that it is a concern of the board and not taken lightly.

She also asked where we are with night and extended service. Mr. Licata replied at the ridership meeting last month a number of forms were returned to Dr. Kepner and Mr. Roselle, also that Mr. Roselle is going through those forms to better determine what we can do. Mr. Licata said it is something the whole board is concerned with and thanked all the people who took the time to fill out the questionnaires. Dr. Kepner added the board is working quickly but methodically so that it makes sense what is actually put together.

Robert Grabowski, PTAC member, asked about night service to McCann, adding that they could offer night classes. He also mentioned the air conditioning on Bus #404 was not working today. Mr. Licata stated that McCann is one of the areas Mr. Roselle is looking into. He also said that Mr. Brown would take care of the air conditioning on Bus #404.

Ms. Potechko questioned Timber Ridge service. Mr. Roselle said he did not recall any changes. He said that there are a number of proposed changes including service to the Industrial Parks, particularly Center Point. Ms. Potechko also mentioned Misericordia. Mr. Roselle added that they will take a detailed look at what we have now and possible alternatives though it would take some time to go through it all.

Mr. Grabowski stated that Steve is still passing people by, noting senior citizens. Mr. Roselle suggested calling or that a complaint form be completed, saying that we are unable to do anything if we are not aware of the situation.

4. Approval of Minutes: June 25, 2014

Chairman, Mr. Licata asked for approval of the minutes from the June 25th, 2014 meeting and asked if anyone had comments or changes to the minutes. Dr. Kepner said that under the Solicitor's Report, the language was confusing regarding the sessions. Atty. Blazosek suggested changing the word "for" to "from" to clarify the meaning. Dr. Kepner also mentioned that it sounded like only the personnel committee met but it was all of the board members involved. It was noted the board minutes would be corrected to reflect those concerns. A motion to approve was made by Mr. Bobbouine and seconded by Dr. Kepner. Motion carried.

5. Accounts Payable Checks: June, 2014

After review of the Accounts Payable Checks for the month of June, 2014, a motion to approve was made by Atty. Robbins and seconded by Dr. Halsor. Motion carried with a roll call vote of the Board.

6. Financial Statements: April, 2014

Mr. Licata asked for a motion to accept the financial statements. Upon review of the Financial Statements for the month April, a motion to approve was made by Mr. Bobbouine and seconded by Mr. Baldo. Motion carried through a roll call vote of the Board.

7. Chairman's Report: Mr. Licata

Mr. Licata commended all LCTA employees for continuing to do a great job. He also thanked the Board Committees for all the extra time and effort they are putting in to make sure that operations are running

the way they are supposed to. He noted for example, the Personnel Committee met for a total of 7 hours on their own time in the past two weeks.

8. Solicitor's Report: Attorney Joseph Blazosek

Attorney Blazosek said the Board broke for an executive session from 3:22 p.m. to 4:40 p.m. at which time they received greater input from the personnel committee and discussed matters with the full board.

He noted that the Attorney General's Office proceeded to a preliminary hearing against 2 staff members in Harrisburg over a 2 day period, 7/14-7/15/14. He said there was no decision made by the District Justice and there would be further information in September.

Lastly, Atty. Blazosek said the Authority still continues to provide information as needed to any and all parties that need information.

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

INFORMATIONAL ITEMS:

A. Ridership – June, 2014

- a. Atty. Blazosek said that the Authority participated in "Dump the Pump" on June 19th resulting in 4,644 Passengers for the day (average weekday approx. 4,000). Atty. Blazosek noted that riders were able to ride free and this was an improvement of 644 passengers. He hoped it would be a good trend going forward.
- b. Regarding Fiscal Year 13-14 Ridership Analysis; Atty. Blazosek stated the numbers are constant and that we have a solid base of riders. He said hopefully we will continue to provide the service that is needed, improve it where we can and increase ridership.

Dr. Kepner said she has received past comments as to why LCTA doesn't advertise "Dump the Pump" more, asking if any thought has been given to next year as in television ads or more advertising. Atty. Blazosek advised staff to mark their calendars for next year to make it more visible and to make riders aware of our service.

B. Scheduled PennDOT visit 7/17/14 – Meeting with new Transportation Planning Specialist Patrick Sosik and Robert Sharpe from PennDOT to review Capital Planning Project Grants. Atty. Blazosek noted that it was an opportunity to see what ongoing projects look like and talk about new projects. Mr. Alu agreed and stated that this was a regular scheduled meeting and it introduced Patrick Sosik to the facility. He also said that the grants are on target and any capital projects would be presented to the board.

C. Lock in Fuel Contract Prices:

- a. Diesel: 2014-15 contract price: \$3.0295 (\$3.0074 last year)
- b. Unleaded: 2014-15 contract price: \$2.7687 (\$2.7450 last year)

Atty. Blazosek said fuel is a major expense for the Authority and explained that Mr. Uritz is involved in a cooperative purchasing group which allows him to get better pricing. He also said that it is a process where techniques and timing are important and Mr. Uritz is able to lock in the numbers used throughout the year. Atty. Blazosek commended Mr. Lou Uritz, Procurement Manager, for his effort and was pleased to report that the pricing is only slightly higher than last year and is in line with the budget.

D. Funding Update- Atty. Blazosek stated at the last meeting there was concern about funding coordination. Since then, there have been meetings with LCTA staff, noting that John Alu, Joe Roselle and Ray Distasio, Financial Consultant, met with the county council in a work session to clear up any

issues. In addition, representatives from PennDOT met with the council committee. He went on to say that with the communications made available, he thinks the parties involved understand our needs and requirements. Atty. Blazosek also said the funding is on the agenda for tonight's scheduled meeting and if it is positive we will be able to complete our application to PennDOT for next fiscal years' grant.

ACTION ITEMS:

- A. Motion to approve First Amendment to Purchase of Service Agreement with Shared Ride and Luzerne County Children and Youth Agency. A motion to approve was made by Dr. Kepner and seconded by Dr. Halsor. The motion carried through a roll call vote of the Board.
- B. Motion to approve Auditor Certification of PennDOT's financial reporting requirements and deadlines as specified in PA Bulletin No. 09-1280 Section 427.7. Atty. Blazosek explained the communication is stating that Prociak & Associates, LCTA's auditor, is aware of the compliance requirements mandated by PennDOT for financial reporting on behalf of the Authority and that they will comply. He read the letter and asked the board to approve the communication to PennDOT.
A motion to approve was made by Mr. Conway and seconded by Dr. Kepner. The motion carried through a roll call vote of the Board. Atty. Robbins suggested copying Prociak on the communication.

Department Supervisor Reports:

A. Operations Supervisor, Mr. Lee Horton for Robb Henderson

Mr. Horton had nothing to report at this time.

B. Maintenance Supervisor, Mr. Fred Brown

Mr. Brown commented that they have been training 7/16/14 and 7/17/14 on the Dossier system, a new maintenance program. Vince, Maintenance Supervisor, has been working to input the information.

Mr. Brown believes it will work out well for maintenance.

He went on to acknowledge Mr. Uritz for his work in securing the fuel pricing and wanted to give him credit for his diligence in watching the pricing.

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

Mr. Darr stated that he is in the process of interviewing part-time van drivers. Dr. Kepner questioned the number of drivers. Mr. Darr said there are a total of 3, two that were previously approved and one lost to Susquehanna County.

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

Dr. Kepner asked if there were any questions on the minutes that were included from the July 15th meeting. The meeting was attended by Joe Roselle and Lee Horton from LCTA. She said that there was a concern as to the lack of a Customer Service Representative at the intermodal but it has been taken care of. Dr. Kepner said riders have been asking to see proposed schedule changes before they are actually made and was very happy to report that at the July meeting, they already had a list of proposed schedule changes for October 2014.

The next scheduled ridership meeting is Tuesday, 8/19/14, 2 p.m., at LCCC Wilkes-Barre Center on Public Square.

Atty. Robbins commented that he was contacted by the YMCA regarding a Francis Slocum Bus that left early leaving some riders. Mr. Roselle said the best bet is to contact the LCTA directly. Atty. Robbins said someone tried to contact the Authority but could not reach anyone. Mr. Roselle said that people should be able to get through with the additional phone lines put in. Dr. Kepner believed it was a Saturday afternoon and would check the email. She was under the impression that Mr. Roselle was aware of it, however, he stated that he was not.

11. Personnel Committee- Mr. Anthony Baldo, Vice-Chairman

Mr. Baldo made the following motions for board approval:

- A. Recommended changes to Management Organizational Staff Chart. The motion was seconded by Atty. Robbins. Motion carried through a roll call vote of the Board.

- B. Recommend change of position for Lee Horton from Road Supervisor, to Operations Director of Fixed Route and Shared Ride at an annual salary of \$55,000. The motion was seconded by Mr. Bobbouine. Motion carried through a roll call vote of the Board.

- C. Recommend change of position for Joseph Roselle, from IT Director to Director Administrative Services and Information Technology at an annual salary of \$75,000. The motion was seconded by Atty. Robbins. Motion carried through a roll call vote of the Board.

It was noted the effective date for the above changes is immediate, as of today.

12. Old Business

Dr. Kepner asked for an update on consultant, Nancy McGuckin. Attorney Blazosek said that we have exchanged some information with her, both he and Joe Roselle, and hoped there would be more to report at the next meeting.

Dr. Kepner brought up the mission statement, asking where the statement could be found on the web site. Mr. Roselle said he would check into it and get it to her before next month as well as all board members and Atty. Blazosek.

13. New Business:

There was no new business at this time.

14. Remarks:

Mr. Licata congratulated John Alu on the birth of his son.

15. Adjournment:

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

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board