

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS
June 25, 2014

PRESENT:

SAL LICATA, CHAIRMAN
DR VALERIE KEPNER, PH.D., VICE-CHAIRMAN
ANTHONY BALDO, TREASURER
ARTHUR BOBBUINE, MEMBER
DR JOHN KOCH, PH.D., ASST SECRETARY
ROBERT CHEPALONIS, 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
LOU URITZ, PROCUREMENT MANAGER
JOHN ALU, FISCAL OFFICER, SHARED RIDE
VINCE COVIELLO, MAINTENANCE SUPERVISOR
TRACY KLINE, ACCOUNTING ASSISTANT
JAMES DARR, OPERATIONS MANAGER, SHARED RIDE
JOHN QUINN, DISPATCH/UTILITY

MEDIA:

STEVE MOCARSKY- TIMES LEADER

OTHERS:

LINDA SLATER, PTAC
ROBERT GRABOSKY, PTAC
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: The following Board members were present for the meeting: Mr. Baldo, Mr. Chepalonis, Dr. Kepner, Dr. Koch, Mr. Bobbouine, Attorney Robbins and Mr. Licata. There were seven board members present and two absent.

3. Public Comment:

Mr. Licata invited comments from the public.

Linda Slater, PTAC Chairperson, stated that the county council tabled the request for matching funds at the meeting last night and they couldn't get a motion for Hazleton's matching funds. She asked what that meant for LCTA.

Mr. Licata said part of the long executive session was spent going over scenarios to deal with funding. He went on to say that we have some options and plans in lieu of the funding and we will continue to operate but only for a certain amount of time.

Linda Slater said that the LCTA sent out request forms for night service and may possibly put in a couple of routes. She asked if that was still viable. Mr. Licata said the board is looking at means to increase services and it is not off the table. She stated that she was interviewed by Andy Mehalshick at his request, during which she thanked the Authority for the request forms, but it was not included. She said that it was appreciated and thanked Mr. Licata.

Steve Mocarsky asked if they were discussing the county funding and were there were any legal issues discussed. Atty. Blazosek said that some clarification was needed and it will be addressed in the action items. He noted the Authority receives funds from the fare box, the state, FTA, matching funds from the county and miscellaneous revenue.

4. Approval of Minutes: May 20, 2014 and June 10, 2014

Chairman, Mr. Licata asked for approval of the minutes from the May 20th, 2014 and June 10th meeting and asked if anyone had comments or changes to the minutes. Dr. Kepner noted that the word "leave" had been left out in the June 10th minutes in the personnel committee section. It was noted that a correction will be made. A motion to approve was made by Dr. Kepner and seconded by Dr. Koch, motion carried.

5. Accounts Payable Checks: May, 2014

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

6. Chairman's Report: Mr. Licata

Mr. Licata thanked those in attendance for waiting for the meeting to start. He stated there were a lot of issues that needed to be discussed and no actions were taken. He went on to say that any action in regards to those discussions will be presented at the meeting and voted on.

7. Solicitor's Report: Attorney Joseph Blazosek

Attorney Blazosek noted the Board broke for the public work session from 4:00 p.m. to 4:40 p.m. In the executive session, the personnel committee discussed positions that need to be filled and staffing issues. He said this information will be reported in the personnel committee discussion. They concluded the session at 6:15 p.m.

Ridership data was included in the packets from May 2014. Dr. Kepner noticed the number of non-fare paying passengers went up and asked what comprised the non-fare paying passengers. Joe Roselle, IT Director, answered that the number includes children, employees and vision impaired. He also said keeping track of non-fare paying passengers was part of Act 44.

Action Items:

- A. Motion to accept Poetry in Transit funding request, \$2,500. Mr. Blazosek explained that it was a co-op agreement with the English Department at Wilkes University that places pieces of poetry on the buses and that it has been well received. A motion to approve was made by Mr. Bobbouine and seconded by Dr. Kepner, motion carried.

- B. Approve Amendment of Agreement between LCTA Shared Ride and Luzerne County Children and Youth for period 1/1/2014 – 6/30/2014. A motion to approve was made by Mr. Chepalonis and seconded by Atty. Robbins. Motion carried through a roll call vote of the Board.
- C. Approve Agreement for Provision of Transportation between LCTA Shared Ride and Luzerne County Children and Youth for the period 7/1/2014 – 12-31/2014. A motion to approve was made by Dr. Koch and seconded by Mr. Chepalonis. Motion carried through a roll call vote of the Board.
- D. Addendum to Agreement between LCTA Shared Ride and Child Development Council. A motion to approve was made by Dr. Kepner and seconded by Mr. Chepalonis. Motion carried through a roll call vote of the Board.
- E. Approve Agreement between LCTA Shared Ride and Area Agency on Aging for 7/1/2014 – 12/31/2014. A motion to approve was made by Mr. Bobbouine and seconded by Mr. Baldo. Motion carried through a roll call vote of the Board.
- F. Approve Resolution Certifying the Local Match for State Operating Financial Assistance for the fiscal year of 7/1/14 through 6/30/15.

Atty. Blazosek explained that at this time we have a budget outline for the fiscal year 7/1/14 through 6/30/15. The approximate budget is 12,906,000 with revenue anticipated from local match to achieve the funding. The local match is approximately \$509,000 and is needed to obtain funds from state and federal sources. He stated that we hoped the county would have acted yesterday. He also said there are costs to operate the system and we will continue to make efforts to communicate that need. He received clarification from Mohammed Najib, Controller, and John Alu, Fiscal Officer that the matching funds from the county are needed.

He said the Authority does not want to see a break in service, which riders depend on, and he hoped for clarification at a July meeting. Atty. Blazosek then asked for a motion to approve the budget as presented, saying it was contingent upon receipt of local funding.

A motion to approve the budget was made by Mr. Baldo and seconded by Mr. Chepalonis. Motion carried through a roll call vote of the Board.

- G. Approve Agreement for Provision of Transportation between LCTA Shared Ride and Volunteers of America for the period 7/1/2014 – 6/30/2015. A motion to approve was made by Dr. Kepner and seconded by Dr. Koch. Motion carried through a roll call vote of the Board.
- H. Approve Agreement for Provision of Transportation between LCTA Shared Ride and Mount Olivet Enterprises Inc. for the period 7/1/2014 – 6/30/2015. A motion to approve was made by Mr. Bobbouine and seconded by Atty. Robbins. Motion carried through a roll call vote of the Board.
- I. Approve Fare Policy in accordance with PA Act 89, Chapter 15. Atty. Blazosek noted that this was mandated by Penn Dot and would be used to address when and what circumstances an adjustment to fare would be appropriate. The board historically has tried to maintain the

lowest fare possible and there has not been a fare increase in a number of years. He also noted that they were merely acting on approval of a fare policy.

A motion to approve was made by Mr. Baldo and seconded by Mr. Chepalonis. Motion carried through a roll call vote of the Board.

- J. Approve Agreement and Amendment #1 for Provision of Transportation between LCTA and Luzerne/Wyoming Counties MH/DS for the period 7/1/2014 – 12/31/2014.

A motion to approve was made by Mr. Chepalonis and seconded by Mr. Baldo. Motion carried through a roll call vote of the Board.

- K. Approve Transfer of Service Agreement between LCTA and Wyoming County for Shared Ride Services in Wyoming County. Atty. Blazosek stated that this would return service to Wyoming County. The transfer of service agreement includes some vehicles being titled to Wyoming County from our fleet so they are able to start providing the services and continue without interruption.

Dr. Kepner asked if there would be any downsizing. Atty. Blazosek said there will be no jobs lost with drivers given the opportunity to continue to work for the Authority. A motion to approve was made by Dr. Koch and seconded by Mr. Bobbouine. Motion carried through a roll call vote of the Board.

- L. Approve retaining the services of Marshall, Dennehey, Warner, Coleman and Goggin, Attorneys for representation of LCTA in lawsuit filed by Robert Delescavage at insurance retention not to exceed \$15,000.00. Atty. Blazosek said the entire amount may not be necessary.

A motion to approve was made by Mr. Chepalonis and seconded by Mr. Baldo. Motion carried through a roll call vote of the Board.

Department Supervisor Reports:

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

Mr. Horton confirmed the Francis Slocum run has started.

B. Maintenance Supervisor, Mr. Fred Brown

Mr. Brown commented that they are getting caught up on preventative maintenance. He stated that they are ready to turn over 2 vehicles to Wyoming County so they can continue service.

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

Mr. Darr stated that the URS was closed on 6/18/14 and there is a Rec program starting 7/1/14. There is one part-time driver leaving to work in Wyoming County. He also mentioned The Stamp Camps are from Monday to Friday and run mid to late August.

Atty. Blazosek stated that in matters involving staff, the administrative staff, maintenance and drivers are pitching in to maintain services and are able to meet the needs of the ridership.

Mr. Licata thanked the administrative staff, maintenance and the bus drivers for going the extra mile to make sure that everything is being provided the way it should be and has been. He also thanked them on behalf of the board.

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

Dr. Kepner said that the May minutes contained a mistake, saying the drivers do not have the ability to adjust the volume of the bus system announcing the stops.

She said an extended service request form was distributed at the meeting and they are thankful for that, and also that she has blank forms available. She mentioned the handicapped accessible doors were going in at the intermodal. She was happy to report that bus riders have noticed nothing different regarding bus service and everything is going well.

Mr. Licata noted that Mr. Roselle had not received any forms as of this date but receiving the feedback is important.

Linda Slater stated it was decided at the last meeting to keep the forms until the July ridership meeting.

A motion to approve was made by Mr. Chepalonis and seconded by Mr. Bobbouine, motion carried.

10. Personnel Committee- Mr. Robert Chepalonis

Mr. Chepalonis made the motion for approval to hire William Nevin in the maintenance department effective 7/1/14, to fill currently vacant job position, pending background check and drug screening at the contract rate. Mr. Baldo seconded the motion. Motion carried through a roll call vote of the Board.

Mr. Chepalonis asked for a motion to reimburse the Union, \$3,250, the cost of attorney fees for employee representation. Dr. Koch seconded the motion. Motion carried through a roll call vote of the Board.

He then put forth a motion to hire Norman Gavlick as Human Resource Director at a salary of \$50,000. The motion was seconded by Mr. Bobbouine. Motion carried through a roll call vote of the Board.

11. Old Business

There was no old business to discuss.

Mr. Bobbouine was excused at this time.

12. New Business:

Dr. Kepner said it was mentioned at a PTAC meeting that there is a desire for LCTA's board to review the mission statement. She supported the request and suggested it be put on the agenda at some time.

Mr. Licata noted that it was available on the web site and any revisions or additions could be presented at next months' meeting.

13. Remarks:

Mr. Chepalonis thanked Mr. Licata and Atty. Blazosek for stepping up and using their own time to make LCTA operate seamlessly. Mr. Licata noted that all of the board members have been involved and there have been a lot of meetings.

14. Adjournment:

With all business having been completed a motion to adjourn was made by Dr. Kepner and seconded by Mr. Chepalonis, motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board

