

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS
May 20, 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 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
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

OTHERS:

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, Mr. Conway, Dr. Halsor, Dr. Kepner, Dr. Koch, Ms. Lombardo, Attorney Robbins and Mr. Licata.

3. Public Comment:

Mr. Licata invited comments from the public. With no comments made, Mr. Licata moved to the next agenda item.

4. Approval of Minutes: April 22, 2014

Chairman, Mr. Licata asked for approval of the minutes from the April 22nd, 2014 meeting and asked if anyone had comments or changes to the minutes. With no comments on the minutes, a motion to approve was made by Dr. Koch and seconded by Mr. Chepalonis. Motion carried.

5. Accounts Payable Checks: April, 2014

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

6. Financial Statements: March, 2014

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

7. Chairman's Report: Mr. Licata

Mr. Licata apologized to the staff and those in attendance for the lengthy personnel/executive session, saying a number of issues needed to be discussed.

8. Solicitor's Report: Attorney Joseph Blazosek

Attorney Blazosek noted the Board broke for personnel/executive session from 3:10 p.m. to 5:15 p.m. They received input from the HR director, Executive Director and managerial staff. He also said the matters covered were ongoing, they continue to review personnel issues and appropriate action will be taken.

The Solicitor noted that we are still cooperating with the AG office when information is requested. There have been ongoing discussions with Penn Dot regarding the grant allocation/readjustment and a meeting will be set up to amicably resolve issues.

A motion to accept Attorney Blazosek's report was made by Mr. Baldo 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 – April, 2014

Mr. Strelish reported the ridership for the month of April, 2014 was 106,241 as compared to 106,770 for the prior period.

Action Items:

Mr. Strelish asked the board to consider approval of the following items:

Approval of contract with B&D Bus Company to provide transportation for MATP Summer Therapeutic Activity Program (June 1, 2014 – August 31, 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.

Approval of contract with Children's Service Center to provide transportation for MATP Summer Partial Hospitalization Program (June 1, 2014 – August 31, 2014). A motion to approve was made by Mr. Conway and seconded by Ms. Lombardo. Motion carried with a roll call vote of the Board.

Approval of contract with Children & Youth to provide transportation services (July 1, 2014 - June 30, 2015). A motion to approve was made by Mr. Chepalonis and seconded by Atty. Robbins. Motion carried with a roll call vote of the Board.

Motion to approve Northeast Counseling Business Associate Agreement. A motion to approve was made by Ms. Lombardo and seconded by Dr. Kepner. Motion carried with a roll call vote of the Board.

Approve Shared Ride Agreement for Provision of Transportation with Trans Med from July 1, 2014 to June 30, 2015. A motion to approve was made by Mr. Chepalonis and seconded by Dr. Koch. Motion carried with a roll call vote of the Board.

Approve Shared Ride Agreement for Provision of Transportation with Pediatrics Health Care for Kids July 1, 2014 to June 30, 2015. A motion to approve was made by Mr. Conway and seconded by Dr. Halsor. Motion carried with a roll call vote of the Board.

Approve payment to Joyce Associates for flood insurance renewal (effective 5/11/14) at \$16,550.00. A motion to approve was made by Dr. Kepner and seconded by Mr. Baldo. Motion carried with a roll call vote of the Board.

Department Supervisor Reports:

A. Operations Supervisor, Mr. Robb Henderson

Operations Supervisor, Mr. Henderson said that there would be a Francis Slocum run meeting tomorrow. Dr. Kepner commented that a close look be taken at the Nanticoke runs.

B. Maintenance Supervisor, Mr. Fred Brown

Mr. Brown commented that due to an issue with the driver's bid they are 27 days behind with the 10-day mileage reports. He said if there is an issue with the bid it trickles down to the maintenance miles.

Dr. Halsor asked for some elaboration. Mr. Brown stated that our miles are dictated by historical mileage on the buses that come in every day. If there is a glitch on that side he doesn't get the mileage and can't do his PM (preventative maintenance) reports.

Mr. Chepalonis noted the system miles feed to maintenance. He suggested getting away from using historical miles and use Odometer to Odometer or GPS to GPS.

Joe Roselle added that part of Act 44 is that we have all of our mileage calibrated for passenger revenue miles and report them. There was a new bid and Mr. Henderson was asked to ride the routes and get accurate mileage. If the operations manager comes up with a new route everything has to be updated before the day of the bid. He also said with the April 28th bid, routes and hours were changed, a Geisinger run was added and that changed all the miles which also changes the payroll information. Mr. Henderson noted the information was 2 weeks late but Joe Roselle, IT Director, stated the information was 4 weeks late.

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

Mr. Darr stated that the URS Centers are closing on the 17th or 18th of June.

He was advised that there would be new places opening in three locations; Hazleton, Wilkes-Barre and Tunkhannock as of 9/1/14. He noted that camps were beginning in the latter part of June. There were about 200 kids last year, but does not expect as many this year.

Mr. Strelish read a letter from HR Director, Renee Craig, stating she would be resigning her position at the LCTA effective Friday, May 30th, 2014.

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

Dr. Kepner said that Franks News stand on the square is charging a \$1.00 service charge to buy LCTA bus passes. She noted that passes can be purchased at the intermodal, Anthracite and on-line, avoiding the service charge.

Mr. Licata asked if there could be a notation put on the website.

Dr. Kepner stated the next ridership meeting would be held on Tuesday, June 17th, 2 p.m. at the LCCC Corporate Learning Center located on the square.

A motion to approve was made by Mr. Conway and seconded by Atty. Robbins. Motion carried with a roll call vote of the Board.

Dr. Kepner was excused from the meeting at this time.

11. Personnel Committee- Mr. Robert Chepalonis

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

Frank McKenzie – Promote to Full-time Van Driver at contract rate effective 5/27/2014

Charles Zavaskas – Promote to Full-time Van Driver at contract rate effective 5/27/2014

Anthony Johnson – Promote to Full-time Van Driver at contract rate effective 5/27/2014

Christina Bonath – Promote to Full-time Van Driver at contract rate effective 5/27/2014

Richard Manta – Promote to Full-time Van Driver at contract rate effective 5/27/2014

Mr. Baldo seconded the motion.

Robert Lusheski - Part-time Van driver at \$8.75/hour, pending background, drug screening and clearances

Susan Bryant – Part-time Van Driver at \$8.75/hour, pending background, drug screening and clearances

Dr. Koch seconded the motion.

Karen VanDerzee – Part-time Bus Operator at contract rate, pending background, drug screening and clearances

Michael Buckley - Part-time Bus Operator at contract rate, pending background, drug screening and clearances, Atty. Robbins seconded the motion.

John Gibbons – Part-time, Seasonal Aide at \$7.50/hour, pending clearances and drug screening

Ellen Davis – Part-time, Seasonal Aide at \$7.50/hour, pending clearances and drug screening

Mr. Conway seconded the motion.

Javon Scrutchins – Promote to Full-time Bus Operator at contract rate effective 5/27/2014
Mr. Baldo seconded the motion.

Chris Ditroia – Part-time/Temporary IT assistant at \$15/hour effective 5/27/2014, not to exceed \$4,000
Dr. Koch seconded the motion.

Mr. Chepalonis then made the motion to pay a one-time bonus of \$2,500 to Joe Roselle, IT Director, and \$2,000 to Lee Horton, Road Supervisor, for extra work done providing information to the Attorney General's Office, the DOT investigation and Act 44 reporting . Dr. Halsor seconded the motion.

12. Old Business

There was no old business at this time.

13. New Business:

There was no new business at this time.

14. Remarks:

Mr. Chepalonis thanked Renee Craig for her service.

Mr. Licata thanked Renee Craig. He remarked that with the new hires for the Shared Ride he is hoping it will make a difference in the service. He also said the bonuses were for all the extra work the individuals put in regarding the ridership issues and the Attorney General's Investigation. He expressed his debt and gratitude for their extra time and effort and thanked them on behalf of the board.

15. Adjournment:

With all business having been completed a motion to adjourn was made by Dr. Halsor and seconded by Ms. Lombardo. Motion carried.

Respectfully Submitted,

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