

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS
AUGUST 27, 2013

PRESENT:

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

ABSENT:

PATRICK CONWAY, MEMBER

ADMINISTRATIVE STAFF:

STANLEY STRELISH, EXECUTIVE DIRECTOR
FRED BROWN, MAINTENANCE SUPERVISOR
RENEE CRAIG, HUMAN RESOURCE DIRECTOR
MOHAMMED NAJIB, CONTROLLER
ROBB HENDERSON, DIRECTOR OF OPERATIONS
JOE ROSELLE, I.T. DIRECTOR
LEE HORTON, ROAD SUPERVISOR
LOU URITZ, PROCUREMENT MANAGER
THERESA CHAPMAN, GRANTS CO-ORDINATOR
JOHN ALU, FISCAL TECHNICIAN, SHARED RIDE

MEDIA:

JOHN DILIBERTO, WILKES-BARRE INDEPENDENT GAZETTE
FRANK SORICK, WILKES-BARRE INDEPENDENT GAZETTE
SUE HENRY, WILK RADIO

OTHERS:

PAUL JASON, UNION REPRESENTATIVE AND LCTA DRIVER
ERIC TURINSKI, UNION REPRESENTATIVE AND LCTA MAINTENANCE EMPLOYEE
LINDA SLATER, PUBLIC TRANSPORTATION ADVISORY COUNCIL
UMBERTO CURATOLO, PUBLIC TRANSPORTATION ADVISORY COUNCIL

- 1. Pledge of Allegiance:** Chairman Mr. Licata called the meeting to order and invited everyone present to join him in the Pledge of Allegiance.
- 2. Roll Call:** The following Board members were in attendance at the meeting: Mr. Baldo, Mr. Chepalonis, Dr. Halsor Ph.D., Dr. Kepner, Ph.D., Ms. Lombardo, Mr. Maher, Attorney Robbins and Mr. Licata.

Mr. Conway attended the entire work session but was absent from the public meeting.

3. Public Comment:

PTAC Chairperson Ms. Slater addressed the Board mentioning the ridership on Saturdays has declined and recommended the possibility of extending the hours of service on Saturdays to allow for increased usage of the system since the current Saturday schedule makes it difficult to go somewhere and return home. Ms. Slater also stated the scheduling for Shared Ride van service is also difficult due to the outdated scheduling software and asked if it's possible to purchase Ecolane software which should increase efficiency. Mr. Strelish, Executive Director explained the Ecolane system is part of a statewide pilot program and must be approved by PennDOT for each System. Shared Ride Fiscal Officer Mr. Alu stated the software program currently in place is the oldest in place at transit systems and does not have technical assistance available for it. Ms. Slater then questioned the length of time it is taking for the AVL system to be operational. A discussion took place regarding the time involved in bidding the purchase, reviewing the bids, meetings on the installation and the various components of it, plus the fact that Mr. Roselle, I.T. Director was not on staff at the time the project was initiated.

A discussion then evolved around the possibility of starting night bus service along with extending the Saturday hours to match the weekday schedule. After much discussion and comments Mr. Strelish directed Mr. Henderson to put together a plan for providing evening service which would be presented to the Board at the September meeting. Mr. Licata suggested scheduling an Operations Committee meeting prior to the September meeting and Mr. Strelish suggested having the marketing groups assist in presenting the evening service plan if it becomes approved by the Board.

Passenger, Mr. Curatolo mentioned a problem that exists at the Intermodal Center concerning buses being parked in gates they should not be in. Driver Mr. Jason explained there are not always enough available slots and there are times buses have to use whatever slot is open.

4. Approval of Minutes: June 25, 2013 (corrected) and July 23, 2013

Upon review of the corrected June 25, 2013 meeting minutes and the July 23, 2013 Board minutes a motion to approve was made by Mr. Maher and seconded by Dr. Halsor. Motion carried. A roll call of the Board resulted in all affirmative votes. Dr. Kepner asked if it is possible for the Board minutes to be posted to the LCTA website. IT Director Mr. Roselle stated he would make them available.

5. Accounts Payable Checks: July, 2013

The Accounts Payable checks for the month of July, 2013 were then reviewed by the Board with a motion to approve being made by Mr. Chepalonis and seconded by Mr. Maher. Motion carried. A roll call of the Board resulted in all affirmative votes.

6. Financial Statement: June, 2013

Mr. Licata then addressed the Financial Statement for the month of June, 2013 after which a motion to approve was made by Ms. Lombardo and seconded by Mr. Cheaplonis. Motion carried. A roll call of the Board resulted in all affirmative votes.

7. Chairman's Report: Mr. Sal Licata, Chairman

Chairman, Mr. Licata read a note received from Dr. Mishelle Anthony, Professor at Wilkes University expressing her thanks for the funding the Authority provided for the *Poetry in Transit* program. Mr. Licata also read the Assurances resolution required by PennDOT for the Consolidated Capital Application utilizing \$553,209 in Act 44 Capital funds for capital projects during FY2013-14. A motion to approve Mr. Licata's report was made by Dr. Kepner and seconded by Mr. Baldo. Motion carried through a unanimous vote of the Board.

8. Solicitor's Report: Attorney Joseph Blazosek

Attorney Blazosek stated the Board went into the Executive Session at 3:25 P.M. to discuss and update a number of personnel issues with Human Resource Director Ms. Craig, Mr. Strelish and the Personnel Committee. Attorney Blazosek stated an update on litigation matters was also discussed and also contract negotiations for Shared Ride unionized employees are upcoming. Attorney Blazosek stated further updates will be provided at future Board meetings. Motion to accept Attorney Blazosek's report was made by Mr. Maher and seconded by Ms. Lombardo. Motion carried. A roll call of the Board resulted in all affirmative votes.

9. Executive Director's Report: Mr. Stanley Strelish

A. Ridership – July, 2013

Mr. Strelish began with the Ridership report for the month of July, 2013 which totaled 98,673, a decrease of approximately 30,000 passengers from July, 2012 which was 128,345. Mr. Strelish stated the average daily ridership was 3,795. Mr. Strelish noted full fare ridership is increasing and Mr. Licata agreed, stating ridership appears to be stabilizing.

B. Approve Shared Ride Agreement for Provision of Transportation with Luzerne County Children and Youth from July 1, 2012 to June 30, 2013

Mr. Strelish addressed an agreement for transportation services between the Shared Ride Division and Luzerne County Children and Youth from July 1, 2012 to June 30, 2013 stating this agreement had been previously approved but was misplaced by Children and Youth and requires an Authorization to Re-Execute. A motion to approve was made by Ms. Lombardo and seconded by Mr. Chepalonis. Motion carried through a unanimous roll call of the Board.

C. Approve Shared Ride Agreement for Provision of Transportation with Luzerne County Children and Youth from July 1, 2013 – December 31, 2013

Next, Mr. Strelish asked for a motion to approve an agreement for transportation services between the Shared Ride Division and Luzerne County Children and Youth from July 1, 2013 to December 31, 2013. Board member Dr. Kepner questioned why the agreement is for only a 6 month period. Shared Ride fiscal officer Mr. Alu responded the County is converting to a 6 month term for many of the contracts. A motion to approve was made by Dr. Kepner and seconded by Mr. Maher. Motion carried. A roll call of the Board resulted in all affirmative votes.

D. Motion to Approve Wilkes-Barre Area School District Contract for Provision of Transportation For 2013-14; 2014-15; 2015-16

The next order of business was to request a motion to approve a 3 year contract with Wilkes-Barre Area School District for transportation services. Mr. Strelish stated the cost per student to be paid by the District would be \$1.50 per day. A motion to approve was made by Attorney Robbins and seconded by Mr. Chepalonis. Motion carried through a unanimous vote of the Board.

E. Motion to Approve Agreement with Luzerne County Planning Commission for the Unified Planning Work Program

Next Mr. Strelish asked for a motion to approve the agreement with Luzerne County Planning Commission for FY2013-14. Mr. Strelish stated the agreement is done annually and provides Federal funds to LCTA for work associated with transit data and planning. Mr. Strelish stated the 2013-14 funds would be in the amount of \$20,700. Motion to approve was made by Ms. Lombardo and seconded by Mr. Maher. Motion carried. Roll call resulted in all affirmative votes.

F. Motion to Approve Resolution for Consolidated Capital Application for FY2013-14 with PennDOT in the amount of \$553,209

Mr. Strelish then addressed a resolution required by PennDOT for the use of Act 44 Capital Funds for FY2013-14 in the amount of \$553,209. Motion to approve was made by Mr. Chepalonis and seconded by Mr. Baldo. Motion carried through a unanimous vote of the Board.

G. Motion to Award the Sale of Shared Ride Paratransit Vans to E-Z Care Truck Rental, Kingston, PA

The next order of business was to award the sale of Shared Ride paratransit vans. Mr. Strelish noted E-Z Care Truck Rental of Kingston, PA. was the only bid submitted. Mr. Strelish stated the bids per van submitted were: A 2005 Aerolite at \$700; a 2006 Aerolite at \$725; a 2006 Aerolite at \$625 and a 2006 Aerolite at \$725. Mr. Licata asked if the bids received are in line with the value of the vehicles and Mr. Strelish stated they are since only 3 of the 4 vans are in running condition. Motion to award was made by Dr. Halsor and seconded by Mr. Maher. Motion carried with all members voting in the affirmative.

H. Motion for Two Employees to Attend a Mandatory PPTA and PennDOT Meeting in State College September 11-12, 2013

Mr. Strelish then asked for a motion to approve having 2 employees attend a mandatory PPTA and PennDOT meeting in State College September 11-12, 2013. Mr. Strelish explained the meeting is related to hours of service and stated the total cost is nominal and will not exceed \$500 for both employees. Motion to approve was made by Mr. Baldo and seconded by Mr. Chepalonis. Motion carried with a unanimous roll call vote of the Board.

I. Reports by Operations Supervisor and Maintenance Supervisor

Operations Supervisor Mr. Henderson addressed the Board mentioning changes in a few routes including the #8 Swoyersville which will no longer run through Courtdale but will travel from Price Chopper to Zerbey Ave to Pringle Street ; the #17 the Highway 315 Connector is doing well with increased ridership and will now start earlier service at 6:35 A.M. and the #22 Plymouth will now operate a few trips to the Sans Souci Parkway to Fellowes Avenue to Plymouth which will provide service to businesses along the parkway. Mr. Henderson also mentioned a new drivers bid will be conducted in September, 2013 and effective October 13, 2013.

Maintenance Supervisor Mr. Brown mentioned an inspection was recently conducted by DEP which resulted in 3 small deficiencies with 2 of those being corrected with DEP on-site and the remaining one was the result of a vendor not properly securing a fitting and will be corrected. Mr. Brown also reported Preventive Maintenance reports are done on an every 10 day basis and also a new maintenance department bid will be in effect September 1, 2013.

Mr. Strelish also mentioned upgrades will be made to the HVAC system to provide a more even and constant air flow in the administrative area. Upgrades will be done by Northeast Building Control, the original supplier, at a cost of \$8,015.

On a final note, Mr. Strelish read a letter presented by Mrs. Theresa Chapman with notice of her retirement effective March 3, 2014.

J. Report by Shared Ride Division Director

In the absence of Mr. Darr, Fiscal Officer Mr. Alu had no report at this time.

10. Operations/Ridership Committee: Dr. Valerie Kepner, Ph.d., Chairperson

Dr. Kepner, Chairperson of the Ridership Committee reviewed the Ridership Committee meeting minutes from August 20, 2013 mentioning PTAC meeting fliers have been placed in all fixed route buses and will be placed in Shared Ride vans as well and the Blind Association has starting stamping the back of cards used by visually impaired bus passengers to make them official. Other areas of discussion were to provide service to the Pittston Plaza; the #1 Miners-Mill bus route to service the casino on it's first run; changes in the #22 Plymouth route, the #7 Georgetown route and an additional run on the #17 Route 315 run. Also the AVL system was once again discussed. Motion to approve was made by Mr. Chepalonis and seconded by Mr. Baldo. Motion carried. A roll call of the Board resulted in all affirmative votes.

11. Personnel Committee – Mr. Robert Chepalonis

A. Motion to Approve the Hiring of the Following Employees:

Mr. Chepalonis made a motion to hire Maureen Condusta and Thomas Preston as part-time van drivers with wages as per contract rate and Marla Brown as an I.T. Intern, pending school processing at \$12 per hour for 15-20 hours per week. Motion was seconded by Mr. Baldo. A roll call of the Board members resulted in a unanimous vote.

B. Motion for Board Approval to Recruit for the Following Positions:

Mr. Chepalonis addressed the positions which Human Resource Director Ms. Craig and Mr. Strelish recommended which are an Administrative Assistant/Dispatcher; Spotters and Customer Service Representative for the Intermodal Center and made a motion requesting Mr. Strelish to develop a plan detailing the positions prior to Board approval. Motion was seconded by Dr. Halsor. Motion carried. A roll call of the Board resulted in all affirmative votes.

Mr. Chepalonis then made a motion to obtain proposals for professional services for Board meetings and minutes due to Mrs. Chapman's planned retirement. Motion was seconded by Attorney Robbins. Motion carried with a unanimous vote.

12. Old Business:

Dr. Halsor mentioned the LCTA Safety Committee report and noted there have been 9 injuries from the prior month. Mr. Strelish noted these are mostly minor injuries such as scrapes and bruises.

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 conducted, motion to adjourn was made by Mr. Chepalonis and seconded by Mr. Maher. Motion carried.

Respectfully Submitted,

BY: Theresa Chapman, Secretary to the Board
FOR: Rosemary Lombardo, Secretary of the Board