

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETINGS  
OCTOBER 22, 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  
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

OTHERS:

ROBERT GRABOSKY, RIDERSHIP COMMITTEE  
JUAN RAMOS, PUBLIC TRANSPORTATION ADVISORY COUNCIL  
AMANDA AND C.G.K., RIDERSHIP COMMITTEE

- 1. Pledge of Allegiance:** Due to Chairman Mr. Licata attending the meeting by telephone conference Vice-Chairman, Mr. Maher presided over the meeting 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 (via phone conference).

Mr. Conway was absent from the meeting.

Attorney Blazosek noted for the record Board member Mr. Conway could not attend the meeting due to a death in the family and his need to attend to matters related to that would not allow him to attend today's meeting which was communicated to the Board prior to the roll call.

- 3. Public Comment:** Ridership Committee member Mr. Robert Grabosky stated there were 2 incidents on bus #22 on October 15<sup>th</sup> and 16<sup>th</sup> with the same driver where the passenger was not able to be seated properly before the bus started moving. Mr. Grabosky felt this is a safety concern which should not be happening. Another incident concerned passengers on #18 where they wanted to go to Target but were told by the driver that trip didn't go to Target. Mr. Grabosky stated the schedule clearly shows that particular trip goes to Target and the driver told other passengers the driver was in fact scheduled to go to Target. Mr. Strelish, Executive Director suggested to Mr. Grabosky to provide us with the exact date of this event so that we can view the hard drives of the onboard cameras to determine what happened.

#### **4. Approval of Minutes – September 24, 2013**

Board member D. Kepner noted the minutes reflected a mistake on a Mr. Neil Keener who attended the September meeting who was identified on the minutes as a student at LCCC. Dr. Kepner noted he is actually a student at King's College but on the sign-in sheet he may have acknowledged himself as an LCCC student. The minutes will be corrected to reflect that change. A motion to approve the September, 2013 Board minutes was made by Mr. Chepalonis and seconded by Dr. Kepner. A roll call of the Board resulted in all affirmative votes.

#### **5. Accounts Payable Checks – September, 2013**

Mr. Maher then asked for a motion to approve the Accounts Payable checks for the month of September, 2013. Dr. Kepner questioned the payment of a check in the amount of \$1,549,426 issued to Hazleton Public Transit. Controller Mr. Najib stated this is a payment received from PennDOT by LCTA for Hazleton as pass-through operating funds. A motion to approve was made by Attorney Robbins and seconded by Dr. Halsor. Motion passed with a roll call of the Board resulting in all affirmative votes.

#### **6. Financial Statement – August, 2013**

Mr. Maher then presented the Financial Statement for the month of August, 2013. Board Member Dr. Kepner questioned an over-budget account in the amount of approximately \$27,000 in the vacation benefits line item. Controller Mr. Najib stated the vacation time expense is distributed over the course of the year and balances out at the end of the year. A motion to approve

the Financial Statement was made by Dr. Kepner and seconded by Mr. Baldo. Motion carried with a roll call of the Board resulting in all affirmative votes.

**7. Chairman's Report – Mr. Sal Licata, Chairman**

Chairman Mr. Licata thanked the Personnel and Ridership Committees for the work accomplished at meetings held during the past month which those items will be addressed as the meeting progresses.

**8. Solicitor's Report – Attorney Joseph Blazosek**

Attorney Blazosek noted for the record the Board transitioned from the public work session to the Personnel session at 3:30 P.M. until 4:00 P.M. during which several personnel matters were outlined by Human Resource Director Ms. Craig and Mr. Strelish. Attorney Blazosek also noted he provided updates on several matters of litigation. A motion to accept Attorney Blazosek's report was made by Mr. Chepalonis and seconded by Attorney Robbins. Motion carried through a unanimous roll call of the Board.

**9. Executive Director's Report – Mr. Stanley Strelish**

**Informational Items:**

**A. Ridership – September, 2013**

Mr. Strelish noted the ridership for the month of September, 2013 was 103,535 which was an increase of approximately 1% over the previous month. Mr. Strelish stated the fare paying passengers once again increased.

**B. Intermodal Center Counter Project**

Mr. Strelish then stated the Intermodal Center counter project will begin in the next week or so and the plexiglass counter window has been installed. Once the counter is completed estimated to be in mid-November a Customer Service Representative will be appointed to work at the Intermodal Center.

**C. Shared Ride Van Not Accepted by Bidding Vendor**

Mr. Strelish stated the RFP for contractors to provide transportation services for the Shared Ride Division in the Hazleton area and Wyoming County areas was not accepted and will be reviewed and re-distributed within the next week or two.

**D. Survey Questions for Center Point Trade and Commerce Center**

Mr. Strelish then mentioned a meeting was held with two representatives of the Center Point Complex to discuss conducting a survey in order to provide bus service for the employees at the Center Point businesses. Mr. Strelish said the meeting, attended also by Mr. Henderson, Mr. Horton and Mr. Roselle was very productive with Miracle Development representatives offering their assistance as well as their marketing representative to help with getting the

service established. Mr. Strelish stated we will also be working with the County of Lackawanna Transit System to co-ordinate the program for residents of Lackawanna County.

#### **E. 2015 PPTA Conference to be Held in October**

Mr. Strelish stated that at the September, 2013 Board meeting permission was given for (up to) 4 employees to attend the PPTA Winter conference being held in November in Canonsburg, PA. with 3 employees scheduled to attend.

Mr. Strelish also noted the possibility of the House of Representatives and Senate to vote on some type of legislation for transportation funding with uncertainty of having the plan passed. Mr. Strelish stressed that unless funding legislation is passed in the immediate future the chance of further legislation being presented for a vote is highly unlikely.

Mr. Alu, Fiscal Office of Shared Ride mentioned to Mr. Strelish the van noted as Item C on the Agenda was not addressed earlier in the meeting. Mr. Alu stated the van is #182, previously bid on for purchase by Alan Kasten of Michigan but is now not being accepted by the bidder. Mr. Strelish stated the van would be kept as a spare until the next sale of vans in 2014. Board Member Mr. Chepalonis questioned if the bidder is under legal obligation to pay the Authority. Attorney Blazosek stated he would look into the matter.

#### **Action Items:**

##### **A. Motion to Approve Up to 4 Employees Attendance at the PPTA Winter Meeting in Canonsburg, PA November 13-15, 2013**

Mr. Strelish asked for a motion to approve Mr. Roselle, Mrs. Craig and Mrs. Kline's attendance at the PPTA Winter meeting in Canonsburg, PA November 13-15, 2013. Motion to approve was made by Mr. Chepalonis and seconded by Dr. Halsor. Motion carried. Roll call of the Board resulted in all affirmative votes.

##### **B. Motion to Award Marketing Program Proposal to *cds creative inc* at a Cost Not to Exceed \$70,000**

Next, Mr. Strelish asked for a motion to award the marketing program to **cds creative inc.** at a cost not to exceed \$70,000. Motion was made by Dr. Kepner and seconded by Ms. Lombardo. Motion carried through a unanimous roll call of the Board.

##### **C. Motion to Approve Renewal of Assurant Dental insurance**

The next order of business Mr. Strelish presented was the renewal of dental insurance with Assurant. Mr. Strelish stated the present premium is \$5,580.80 per month and will increase to \$5,971.10 per month. Motion to approve the renewal was made by Mr. Chepalonis and seconded by Attorney Robbins. Motion carried through a unanimous roll call of the Board.

#### **D. Motion to Approve Equal Employment Opportunity Program**

Mr. Strelish then asked for a motion to approve the Equal Employment Opportunity Program by reading the resolution required by FTA to adopt the EEO Program. Mr. Strelish then asked for a motion to approve the Program which was made by Dr. Kepner and seconded by Attorney Robbins. Motion carried through a unanimous roll call vote of the Board. Mr. Strelish stated Attorney Blazosek would be the EEO Officer for the Authority, not Mr. Najib as stated on the Program with work being done in-house. Dr. Kepner questioned several points in the Program and lengthy discussions took place regarding her questions. Attorney Blazosek stated the Program is prepared as a goal for the Authority to strive to meet. Dr. Kepner pointed out many points in the Program which she felt were not adequately addressed. At the conclusion of discussions, it was suggested by Mr. Strelish to have a meeting with Mrs. Craig, Dr. Kepner, Attorney Blazosek, himself and possibly an FTA representative to discuss the concerns. Mrs. Craig stated she could contact Mr. Michael Reiss from FTA to join in the meeting and noted the Program had been under FTA review and given approval prior to being presented to the Board for approval. It was then decided to go forward to approve the Program with the change of Attorney Blazosek as EEO Officer and also to review the information included in the Program and make whatever changes may be necessary. Attorney Blazosek stated in order to receive Federal funds all federal requirements must be met and the Program must be in place.

#### **E. Motion to Approve Performance Review Policy**

The next order of business addressed by Mr. Strelish was the Performance Review Policy that was provided to the Board for review. Motion to approve was made by Mr. Chepalonis with changes discussed at the Work Session. Motion was seconded by Mr. Baldo. Motion carried through a unanimous roll call of the Board.

#### **F. Motion to Approve Wireless Communications Policy**

The next item presented for approval was the Wireless Communications Policy which was also provided to the Board for review. Motion was made by Mr. Chepalonis and seconded by Mr. Baldo. Motion carried through a unanimous approval of the Board.

#### **G. Motion to Approve Attendance at Human Resource Training Sessions**

Mr. Strelish then asked for a motion to approve Renee Craig's and Tracy Kline's attendance at two (2) Human Resource training sessions on December 10 and 19, 2013 both being held in Scranton. Motion to approve was made by Ms. Lombardo and seconded by Dr. Halsor. Motion carried. A roll call of the Board resulted in all affirmative votes.

## **10. Department Supervisor Reports:**

### **A. Operations Supervisor, Mr. Robb Henderson**

Director of Operations Mr. Henderson addressed the Board talking about the possibility of expanding Saturday service to match weekday service. Mr. Henderson stated there are basically 4 different scenarios possible to change Saturday service including switching to split hours of service with a 2 hour no-service gap during the day; split shift with a 4 hour gap which would allow for earlier and later service; longer gap times between trips using the present schedules; and running 2 buses on every route which would require hiring an additional 6-7 drivers. Attorney Blazosek suggested to Mr. Henderson to determine what he feels is the best method of providing service starting at 9 A.M. and ending at a later time than currently and determine the least expensive way of providing that service. Mr. Strelish stated we will compile that information including extra costs and miles and present it to the Operations Committee for review.

### **B. Maintenance Supervisor, Mr. Fred Brown**

Maintenance Supervisor Mr. Brown reported the Shared Ride vans that had been sold have all been removed from the property and also preventive maintenance on the vehicles is all up to date. Mr. Chepalonis complimented Mr. Brown on the good appearance of all of the equipment.

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

Mr. Darr was not in attendance at the meeting. Mr. Strelish commented on ideas discussed with the Ridership Committee mentioning senior citizens will no longer have to complete applications at both locations and also revising the time periods with scheduling Shared Ride clients. Dr. Kepner asked about a shortage with Shared Ride drivers. Mr. Strelish and Ms. Craig responded to the question stating they are working on resolving the problem which is the result of various factors.

## **11. Operations/Ridership Committee – Dr. Valerie Kepner, Ph.D., Chairperson**

Chairperson of the Ridership Committee, Dr. Kepner addressed the minutes from the September 22, 2013 and invited questions on them. The Operations Sub-Committee met to hear the Marketing presentations and the Ridership Committee discussed various Shared Ride issues.

## **12. Personnel Committee – Mr. Robert Chepalonis, Chairman**

A. Mr. Chepalonis made a motion to hire April Kelley to a full-time position as MATP Co-Ordinator at the Shared Ride division at a salary of \$21,632. Ms. Kelley had previously been a part-time employee at Shared Ride. Motion was seconded by Dr. Halsor. Motion carried with a unanimous roll call of the Board. Mr. Strelish stated the position is effective October 28, 2013.

B. Mr. Chepalonis also made a motion to hire a Customer Service Representative for the Intermodal Center at an annual salary of \$27,072. Dr. Halsor questioned if, based on the

job description of handling ticket sales if it would include credit card transactions. Mr. Strelish stated that would be available both at the Intermodal and the LCTA offices as well as online. Mr. Roselle stated that the counter at the Intermodal is still not completed and website testing and merchant set-up also needs to be completed before purchasing can actually take place but should be available within the next couple of weeks. Dr. Kepner questioned if the ticket vendors presently located on the Square would still be selling tickets. Mr. Strelish stated they would be but credit card purchasing would not be available at the vendor sites. Motion to create the Customer Service Representative position was made by Mr. Chepalonis and seconded by Attorney Robbins. Motion carried through a unanimous roll call of the Board.

**13. Old Business:**

Dr. Halsor asked for an update on the intelligent transportation system. Mr. Roselle responded stating some routes with loops and variations still need to be completed while some routes are now live with the remainder of the routes to be live within the next 3-4 weeks. Mr. Roselle stated he is comparing passenger counts on the AVL counters with the GFI system and also working on the correct input and pronunciation of the many bus stops in the LCTA service area.

**14. New Business:**

There was no New Business to conduct at this time.

**15. Adjournment:**

With no further business to discuss, motion to adjourn was made by Dr. Halsor and seconded by Dr. Kepner. Motion carried.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Theresa Chapman".

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