

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS
SEPTEMBER 24, 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
LOU URITZ, PROCUREMENT MANAGER
THERESA CHAPMAN, GRANTS CO-ORDINATOR
JOHN ALU, FISCAL OFFICER, SHARED RIDE

OTHERS:

LINDA SLATER, PUBLIC TRANSPORTATION ADVISORY COUNCIL
UMBERTO CURATOLO, PUBLIC TRANSPORTATION ADVISORY COUNCIL
HERMAN R SIMMONS, RIDERSHIP COMMITTEE
NEIL KEENER

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 (via telephone), Mr. Maher, Attorney Robbins and Mr. Licata.

Mr. Conway was absent from the meeting.

3. Presentation of Costs Associated with Evening Service

Chairman Mr. Licata then stated a presentation of costs associated with implementing evening service which was previously reviewed by the Board Operations Committee and the Ridership Committee. Mr. Licata welcomed questions and/or comments from the Board and the public regarding the presentation. Mr. Strelish began the presentation stating the costs were based on providing service until approximately 10:30 PM for the entire service area for Monday thru Saturday service. Mr. Strelish also mentioned it was determined by IT Director Mr. Roselle that Saturday service produces approximately 50% of average weekday service throughout the country. Mr. Strelish stated extending the service would result in 729 additional miles per day and implementing evening service would require an additional 17 full time and 3 part time drivers and an additional 3 full time maintenance employees which would provide 24 hour/day maintenance service. Mr. Strelish also outlined other additional employees that would be needed in various departments such as maintenance supervisors, dispatchers and spotters. Mr. Strelish also noted the additional costs to provide matching paratransit service which would have to be extended in order to match fixed route service hours. Mr. Strelish then addressed the total expenses and revenues in all areas reflecting the unfunded deficit cost of implementing evening service which would total approximately \$17,085,217 over a 5 year period and also outlined the additional funds that would be needed in Federal, state and local monies in order to cover the unfunded deficit.

After hearing the presentation Mr. Licata asked if it's possible to extend the hours on the most-used routes rather than the entire service area. Operations Director Mr. Henderson stated that would be difficult to provide however, the service that was put together would combine neighboring routes so all areas would be covered in the most efficient manner.

PTAC Chairperson Ms. Slater addressed the Board questioning the possibility of using ten (10) part-time drivers to try to reduce the costs of implementing evening service. Mr. Henderson and Human Resource Director Ms. Craig stated the number of part-time drivers are based on a percentage of full time drivers which would allow for only a maximum of 8 part-timers. Mr. Roselle stated we can look at ridership that can be provided by the AVL system to determine where resources can be used to provide some kind of additional or extended service in select areas.

Ms. Slater then asked that if night service is not feasible would it be possible to extend Saturday service hours making them the same as weekday service hours. Ms. Slater gave examples of regular passengers who have difficulty getting to or returning home from work on Saturdays. Mr. Strelish stated we can certainly look into the cost of extending Saturday service to match weekday service feeling it is very possible to provide it and would have that information for the next Board meeting.

5. Approval of Minutes: August 27, 2013

Upon review of the August 27, 2013 meeting minutes a motion to approve was made by Mr. Maher and seconded by Dr. Kepner. Motion carried unanimously. A roll call of the Board was not taken for this motion.

6. Accounts Payable Checks : August, 2013

The Accounts Payable Checks for the month of August, 2013 were then presented for review. A motion to approve was made by Mr. Chepalonis and seconded by Dr. Halsor. Motion carried unanimously. A roll call of the Board was not taken for this motion.

7. Financial Statement: July, 2013

Upon review of the Financial Statement for the month of July, 2013, a motion to approve was made by Mr. Maher and seconded by Mr. Chepalonis. Motion carried unanimously. A roll call of the Board was not taken for this motion.

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

Mr. Licata thanked the administration for the work put into the presentation for evening service and to the Operations and Ridership Committee members for their participation in reviewing the matter.

9. Solicitor's Report: Attorney Joseph Blazosek

Attorney Blazosek noted the Personnel session began at 3:20 PM, concluding at 4:30 PM with discussions held on various personnel matters presented by Ms. Craig and Mr. Strelish. Attorney Blazosek stated determinations of steps to be taken on personnel needed at the Intermodal Center and other additional personnel matters which were brought to the Board which will require further action to be taken by Mr. Strelish. Attorney Blazosek also mentioned the status of efforts being taken to reach a contract agreement with Shared Ride unionized employees. A motion to accept the solicitor's report was made by Mr. Maher and seconded by Attorney Robbins. Motion carried. A roll call of the Board resulted in all affirmative votes.

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

A. Ridership – August, 2013

Mr. Strelish began his report reviewing the ridership for the month of August, 2013 which is 102,748 a slight decrease from August, 2012 but an increase of approximately 4,000 from July, 2013 and an increase of approximately 10,000 from June, 2013. Mr. Strelish stated fare paying passengers are increasing.

B. Motion to Approve Shared Ride Agreement for Provision of Transportation with Child Development Council of NE PA Inc from September 1, 2013 – (June 30, 2014) - August 31, 2014

Mr. Strelish then addressed an agreement for provision of transportation with Child Development Council of NE PA Inc from September 1, 2013 – June 30, 2014. Attorney Blazosek noted the ending date of this agreement should be August 31, 2014, making it a full year contract. A motion to approve was made by Dr. Halsor and seconded by Mr. Chepalonis. Motion carried. A roll call of the Board resulted in all affirmative votes.

C. Motion to Approve Shared Ride Agreement for Provision of Transportation with King's College Learning Works from September 16, 2013 – September 16, 2014.

Mr. Strelish next asked for a motion to approve a Shared Ride agreement for provision of transportation with King's College Learning Works from September 16, 2013 – September 16, 2014. 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 Shared Ride Agreement for Provision of Transportation with Wyoming County Human Service Development Fund from July 1, 2013 – June 30, 2104

The next order of business addressed by Mr. Strelish is to approve a Shared Ride agreement for the provision of transportation with Wyoming County Human Service Development Funds from July 1, 2013 – June 30, 2014. A motion to approve was made by Dr. Kepner and seconded by Mr. Baldo. Motion carried. A roll call of the Board resulted in all affirmative votes.

E. Motion to Approve Drug and Alcohol Supervisor Training at a Cost Not to Exceed \$300

The next item addressed by Mr. Strelish is Drug and Alcohol Supervisor Training to be held for the administrative staff on October 2, 2013. Mr. Strelish stated the cost would not exceed \$300. Mr. Strelish asked for a motion which was made by Mr. Maher and seconded by Mr. Chepalonis. Motion carried. A roll call of the Board resulted in all affirmative votes.

F. Motion to Approve Geisinger Health Insurance Renewal

Mr. Strelish then addressed the Geisinger Health Insurance renewal rates, effective December 1, 2013 through December 1, 2014. Mr. Strelish announced the present and renewal rates for the various categories as follows: Single, presently at \$661.89 per month would increase to \$684 per month; Husband & Wife and/or Parent & Child presently at \$1,413.79 to \$1,461.02; Family and/or Parent & Children presently at \$1,868.50 to \$1,930.92. Motion to approve was made by Dr. Halsor and seconded by Mr. Maher. Motion carried. A roll call of the Board resulted in all affirmative votes.

G. Motion to Award the Sale of 10 Shared Ride Paratransit Vans

Mr. Strelish then mentioned the sale of 10 Shared Ride paratransit vans, proceeding to announce the high bidder for each van as follows: #144 to Les Wujcik at a price of \$1,326.00; #176, #177, #178, #179, #180 and #182 all to Alan Kasten of Michigan at a price of \$4,228 *for each vehicle*; #181 to De Naples at a price of \$1,601.50 and #156 and #167 to DeNaples at a price of \$1,101.50 *for each vehicle*. Total to Mr. Wujcik is \$1,326; total to Mr. Kasten is \$25,368 and total to DeNaples is

\$3,804.50 for a total for all vehicles of \$30,498.50. Motion to approve the sale of all vehicles as stated was made by Mr. Chepalonis and seconded by Mr. Maher. Motion carried. A roll call of the Board resulted in all affirmative votes. Mr. Licata noted the sale of the vans was advertised in local newspapers and available online.

H. Motions to Approve Resolution #1-13 Union Employees Pension Plan and Resolution #2-13 Non-Union Employees Pension Plan for Reduced Amortization Option

Mr. Strelish then addressed 2 resolutions requiring approval for the Union and Non-Union Pension Plans. Mr. Strelish stated the purpose of the Resolution is to utilize the reduced amortization option. Mr. Strelish stated this is an annual resolution which has been in place over the past several years on the recommendation of the pension administrator, ASCO Financial. Mr. Strelish read each resolution, #1-13 for the Union Employees Pension plan which was approved through a motion made by Dr. Kepner and seconded by Attorney Robbins. Motion carried through a roll call of the Board.

Resolution #2-13 for the Non-Union Employees Pension Plan was then read by Mr. Strelish after which a motion to approve was made by Dr. Kepner and seconded by Mr. Baldo. Motion carried unanimously. A roll call of the Board resulted in all affirmative votes.

I. Reports by Operations Supervisor and Maintenance Supervisor

Mr. Brown, Maintenance Supervisor, noted the preventive maintenance inspections are up to date and will soon begin switching the buses from air conditioning to heating systems.

Mr. Henderson, Director of Operations had no report to give at this time.

J. Report by Shared Ride Division Operations Manager

Mr. Strelish gave a report on the Shared Ride division noting that a Request for Proposals was distributed several months ago to contract out service for the Hazleton and Wyoming County areas however, after review of the proposals received decided to re-advertise the service, being more specific based on zip codes and the clients served in each area. Mr. Strelish stated this would be easier for any contractor who may wish to provide a proposal to do so. Mr. Strelish stated the RFP should be available within 2-3 weeks. Mr. Strelish and Mr. Alu, Shared Ride Fiscal Officer also noted the RFP would request the leasing of vehicles to any prospective contractor.

Mr. Strelish also stated changes proposed for the administrative staff at the Shared Ride location would be presented to the Personnel Committee for review and action to be taken on the recommendations.

A motion to accept the Executive Director's report was made by Mr. Maher and seconded by Attorney Robbins. Motion carried unanimously.

11. Operations/Ridership Committee: Dr. Valerie Kepner, Ph.D., Chairperson

Chairperson of the Operations/Ridership Committee Dr. Kepner reported the Operations/Ridership Sub-Committee of the Board attended a presentation at LCTA regarding the cost involved with implementing evening bus service and also was presented to the full Ridership Committee. Dr. Kepner thanked the staff for the efforts made in preparing the costs and informing the committees. Dr. Kepner also asked if there were any questions concerning the minutes from the August 20, 2013 meeting. With no questions being raised, Dr. Kepner asked about other concerns of the Ridership Committee passengers among them being if a system could be developed to alert passengers if buses are placed on snow routes. Mr. Strelish stated this would be brought to discussion at the weekly staff meeting. Dr. Kepner also noted the request to extend Saturday service to match weekday service.

Mr. Strelish mentioned the request made by Board member Dr. Halsor to look into the possibility of passengers using credit /debit cards for the purchase of bus tickets and mentioned that IT Director Mr. Roselle has begun work on setting up the system with completion estimated within the next couple of weeks.

Dr. Kepner also asked if any progress had been made concerning the problems with the bus passes being accepted by the fare box. Mr. Strelish stated the problem is being looked into by Mr. Roselle, Mr. Uritz, Procurement Manager and the maintenance department with General Fare box Inc., the manufacturer. Mr. Strelish stated the problem appears to be on the preventive maintenance side and also a change in paper quality used for the tickets.

A motion to accept Dr. Kepner's report was made by Mr. Chepalonis and seconded by Mr. Maher. Motion carried through a unanimous vote of the Board.

12. Personnel Committee: Mr. Robert Chepalonis, Chairman

Mr. Chepalonis made a motion to propose a 3% salary increase for the Administrative staff effective October 1, 2013. Motion was seconded by Mr. Maher. Motion carried. A roll call of the Board resulted in all affirmative votes.

13. Old Business:

There was no Old Business to discuss at this time.

14. New Business:

Dr. Kepner asked if the Authority has a long-range plan to determine what steps would have to be taken in the next 3-5 years in order to be able to provide evening service at some point within the next 10 years. Mr. Strelish stated a long range financial plan is in place and planning is in place with the Metropolitan Planning Organization. Mr. Strelish stated funding is always a factor in determining what increased service could be provided. Dr. Halsor questioned the idea of utilizing the proposed marketing plan to assist in providing a long-term plan to aid in providing increased service.

A lengthy discussion was held with Board members and Mr. Strelish questioning how to look into improving the overall bus system over the next several years. Mr. Strelish stated we can certainly continue to look into different ideas and plans to move the Authority forward and is confident the marketing plan will be beneficial in reaching out to the population in an ongoing manner.

Attorney Robbins questioned if the long range plan contemplates the status-quo or notable changes. Mr. Strelish stated the plan is based on a status-quo level. Attorney Robbins asked about the use of park and ride lots with Mr. Strelish stating there is one on Route 309 near K-Mart with another near the Dupont area and also mentioned the availability of parking at the Intermodal Center allowing motorists to use the buses for further travel.

Dr. Halsor commented LCTA has many modern amenities featured on the buses and would like to see a marketing plan promote the benefits of using the bus. Mr. Licata stated the best move is to schedule a meeting between the Ridership Committee, staff, Board and the marketing firms to develop a plan to encourage the use of the buses.

15. Remarks:

There were no additional remarks at this time.

16. Adjournment:

With no further business a motion to adjourn was made by Mr. Maher and seconded by Dr. Halsor. 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