

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETINGS  
JANUARY 14, 2014

PRESENT:

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

**CORRECTIONS TO JANUARY 14, 2014  
BOARD OF DIRECTORS MEETING**

**PAGE 1: MR. OLAH'S NAME ADDED**

**#3 PUBLIC COMMENT: MR. OLAH'S  
NAME CORRECTED**

**#10 OPERATIONS/RIDERSHIP REPORT:  
PARAGRAPH 2, SENTENCE 1  
CORRECTED**

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  
TRACY KLINE, ACCOUNTING ASSISTANT  
JAMES DARR, OPERATIONS MANAGER, SHARED RIDE

MEDIA:

SUE HENRY, WILK RADIO  
CITIZENS VOICE REPORTER

OTHERS:

MS PATTI PROCIAK, PROCIAK AND ASSOCIATES  
MR RAY DISTASIO, SNYDER AND CLEMENTE  
LINDA SLATER, CHAIRMAN, PUBLIC TRANSPORTATION ADVISORY COUNCIL  
MR. OLAH, BUS RIDER  
EDWARD CHESNOVITCH  
NEIL KEENER  
PAUL JASON, LCTA DRIVER  
RICH MCNEIL, LCTA DRIVER

- 1. Pledge of Allegiance:** Chairman, Mr. Licata invited everyone present to join him in the Pledge Allegiance.
- 2. Roll Call:** The following Board members were present for the meeting: Mr. Baldo, Mr. Chepalonis (via phone), Mr. Conway, Dr. Halsor, Dr. Kepner, Dr. Koch, Ms. Lombardo, Attorney Robbins and Mr. Licata.

At this time, prior to Public Comment Mr. Licata began by inviting Ms. Patti Prociak, of Prociak and Associates to address the Board. Ms. Prociak gave a summary of the completed FY2012-13 Audit which included reviews of financial statements and the schedule of federal awards which the Authority receives. Ms. Prociak stated the audit determines deficiencies at three different levels: (1) material weaknesses where no issues were found; (2) significant deficiencies where deficiencies were found which management is addressing and (3) lower level deficiencies which are addressed as a means to offer ways to help in operating efficiency which management is also addressing.

Dr. Kepner questioned a concern regarding the annual contribution to the pension by the Authority. Ms. Prociak stated it was determined the financial statements indicated the contribution paid by the Authority was recognized as an expense but there could be an obligation in the pension fund the Authority would need to recognize. This is one exception the Authority did not recognize and according to the General Accepted Accounting Principals the auditors opinion would have to state that. Dr. Halsor asked for an example of a significant deficiency. Ms. Prociak stated an example of inventory procedures and controls which would result in over-inventory which would require some controls to be established to prevent over-inventory. Mr. Strelish noted the inventory is an ongoing finding in the audit which in order to correct it would require the hiring of an additional 2 employees which is not feasible. Mr. Strelish stated the audit is a very extensive process which encompasses several months to complete with all areas of LCTA's operation being very closely reviewed. Ms. Prociak mentioned she is available to address the Board with any further questions or comments. Mr. Licata and Mr. Strelish noted there is never a problem with missing parts. Attorney Robbins questioned the inventory of obsolete parts which Mr. Strelish stated Procurement Manager Mr. Uritz is working on the current inventory in order to reduce obsolete parts.

### **3. Public Comment:**

Chairman Mr. Licata then invited comments from anyone in the audience. Ms. Slater, Chairman of the Public Transportation Advisory Council addressed the Board stating she had prepared a customer service form, reviewed by Mr. Strelish and asked if copies could be made and where they could be distributed and the time span for responding to the individual. Mr. Strelish stated the Authority would have the forms printed and make them available on the buses, Shared Ride vans and at the Intermodal with a possible 5 day response time. Ms. Slater also stated she is working on compiling a complete ridership guide which would include rules and regulations from the various programs including STEP, Medical Assistance program and senior citizens. Ms. Slater said she believes having all the specifics from each program stated on one inclusive guide would be beneficial. Ms. Slater noted she would also like to have a meeting with representatives from the shared ride division to establish the correct guidelines.

Mr. Olah addressed the Board and thanked the Authority for placing the snow routes on the websites but also suggested the colors of the link to the snow routes be changed to a more recognizable color. Mr. Roselle, I.T. Director will look into this.

Mr. Olah also mentioned the AVL system which he says has been on-going now for several years and inquired to the present status of the system. I.T. Director, Mr. Roselle stated the system has been installed on all buses and is still in the process of working through some of the problems with the system.

Dr. Halsor suggested adding a feature to the LCTA website when the AVL is complete, alerting passengers of the system. Mr. Strelish and Mr. Roselle both stated this will be done when the system is completed.

Next, Mr. Chesnovitch addressed the Board thanking the Authority for placing the schedule of Board meetings on the Luzerne County website and also mentioned the Authority's By-Laws that are posted on the website are not conveying the correct information regarding the day and time of Board meetings. Attorney Blazosek apologized for the incorrect information and stated the By-Laws will be reviewed and updated as needed.

At this time, 4:11 P.M. the Board broke in order to conduct the Personnel Session. The public meeting resumed at 5:00 P.M. Chairman, Mr. Licata noted Board member Dr. Koch had to leave the meeting.

#### **4. Approval of Minutes: December 17, 2013 and Corrected November 26, 2013**

Chairman Mr. Licata stated everyone was provided with minutes from the December 17, 2013 meeting and the corrected November 16, 2013 meetings and asked if anyone had questions on the minutes. With no questions, motion to approve was made by Dr. Halsor and seconded by Mr. Baldo. Motion carried unanimously through a roll call of the Board.

#### **5. Accounts Payable Checks: December, 2013**

After review of the Accounts Payable Checks for the month of December, 2013. With no one having questions on the Accounts Payable Checks, motion to approve was made by Ms. Lombardo and seconded by Mr. Conway. Motion carried with a unanimous roll call vote of the Board.

#### **6. Financial Statement: October, 2013**

Upon review of the Financial Statement for the month of October, 2013 a motion to approve the Financial Statement for the month of October, 2013 was made by Mr. Conway and seconded by Mr. Baldo. Motion carried through a unanimous roll call vote of the Board.

#### **7. Chairman's Report : Mr. Sal Licata**

Chairman Mr. Licata thanked the people in attendance for their comments and thanked and acknowledged out-going Board member Mr. Maher for his service, commitment and dedication to the Authority. Mr. Licata also welcomed new Board member, Dr. John Koch.

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

Dr. Kepner, Chairperson noted the Ridership Committee meeting reports were not included in the Board packet November, 2013 meeting packet. Dr. Kepner noted a request for the #14 Nanticoke route to go into the Gerrity's Market on the Sans Souci Parkway in Hanover Township was made by a bus passenger to her. Mr. Strelish noted the Authority had not received a similar request. Dr. Kepner noted while it is a dangerous intersection with 4 lanes of traffic and a complicated parking lot she wanted to convey the request to the Board.

Dr. Kepner also noted the bus departure board down by the #14 route at the Intermodal Center and the fact that the riders are very, very frustrated over it not working. Mr. Roselle stated he had spoken to Avail Technologies and that it should now be working properly. Ms. Slater stated that some of the Saturday schedules on the board are not correct. Also, Dr. Kepner stated snow route signs will be placed in the buses and also asked when the Customer Service Representative will be working at the Intermodal. Mr. Strelish stated the representative will be starting within 2 weeks as soon as phone service is established and informational signs are posted. Ms. Slater complimented the Authority for the snow alerts issued both on the website and cell phones which are much appreciated.

#### **11. Personnel Committee – Attorney Sean Robbins**

Atty. Robbins stated there are two personnel matters to present then proceeded to make a motion to increase the following position salaries to the minimum as set by the approved salary grade structure effective January 19, 2014.

They are as follows:

- a. Procurement Manager in the amount of \$1,679.44 annual salary, \$64.59 bi-weekly
- b. IT Director in the amount of \$565.55 annual salary, \$21.75 bi-weekly
- c. Operations Manager in the amount of \$637.22 annual salary, \$24.51 bi-weekly

Motion was seconded by Dr. Halsor. Motion carried unanimously through a roll call vote of the Board.

Atty. Robbins then made a motion to approve additional wage in the amount of \$3,000 per year to Tracy Kline to compensate for additional duties covering meeting preparation, minutes and related duties. Motion was seconded by Dr. Kepner. Motion carried unanimously through a roll call vote of the Board.

#### **12. Old Business**

There was no Old Business to conduct at this time.