

LUZERNE COUNTY TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

JUNE 28, 2011

PRESENT:

SALVATORE LICATA, CHAIRMAN  
ROSEMARY LOMBARDO, ASST SECRETARY  
ROBERT CHEPALONIS, MEMBER  
DANIEL FRASCELLA, MEMBER  
DANIEL MCCORMICK, MEMBER  
ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

DR COREEN MILAZZO, PH.D., VICE-CHAIRMAN  
MARY SUSAN RICCETTI, ASST TREASURER  
ANTOINETTE VALENTI, SECRETARY  
PAUL MAHER, MEMBER

ADMINISTRATIVE STAFF:

STANLEY STRELISH, EXECUTIVE DIRECTOR  
FRED BROWN, MAINTENANCE SUPERVISOR  
THERESA CHAPMAN, ADMIN. ASST./ GRANTS CO-ORDINATOR  
MOHAMMED NAJIB, CONTROLLER  
ROBB HENDERSON, DIRECTOR OF OPERATIONS  
EDMUND BROOKS, PURCHASING AGENT

OTHERS:

BILL MACLUNNY, LCTA UNION REPRESENTATIVE  
LOU ROMAN, LCTA UNION REPRESENTATIVE

1. **Pledge of Allegiance:** Chairman Mr. Licata called the meeting to order and invited everyone to join him in the Pledge of Allegiance.
2. **Roll Call:** The following Board members were present for the meeting: Mr. Chepalonis, Mr. Frascella, Ms. Lombardo, Mr. McCormick and Mr. Licata.

Absent were Mr. Maher, Dr. Milazzo, Mrs. Riccetti and Mrs. Valenti.

3. **Public Comment Notice:**

Mr. Licata invited comments from those present. Union Representative Mr. MacLunny addressed the Board stating that all over the country transit systems are cutting runs and drivers while here at LCTA, Mr. Strelish is adding a new run and new drivers and wanted to complement Mr. Strelish on the ability to do so.

At this time the meeting broke for a Personnel meeting at which time only Board members, Attorney Blazosek and Union representatives attended.

4. **Approval of Minutes: April 26, 2011**

A motion to accept the minutes from the meeting of April 26, 2011 was made by Mr. McCormick and seconded by Mr. Frascella. Motion carried.

5. **Accounts Payable: April 21, 2011 – June 22, 2011**

Upon review of the Accounts Payable for the period of April 21, 2011 – June 22, 2011 a motion to approve was made by Mr. Chepalonis and seconded by Mr. Frascella. Motion carried.

6. **Financial Statement: April and May, 2011**

The Financial Statements for the months of April and May, 2011 were then presented to the Board for review after which a motion to approve was made by Mr. Frascella and seconded by Ms. Lombardo. Motion carried.

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

Chairman, Mr. Licata announced that the term of Board member Mr. Bob Turinski, had ended and acknowledged and thanked Mr. Turinski for his many years of dedicated service to the Authority. Mr. Licata then mentioned that Mr. Paul Maher had been appointed to the Board in Mr. Turinski's place.

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

Attorney Blazosek stated the Board met in a personnel session from 4:10 PM to 4:40 PM with members of the Union participating in the discussion. Attorney Blazosek stated the information received and discussed was Personnel in nature but no solutions were reached. Attorney Blazosek also noted that Solicitor's from COLTS, Hazleton Public Transit and LCTA had met regarding the contract for the Smart Bus System in order to get the project started. Motion to accept Attorney Blazosek's report was made by Mr. McCormick and seconded by Mr. Frascella. Motion carried.

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

Mr. Strelish began by also recognizing Mr. Turinski's years of service on the Board and mentioned a plaque would be prepared for him.

**A. Ridership – April and May, 2011**

Mr. Strelish presented the ridership for the months of April and May, 2011 which showed April ridership of 140,901 as compared to April, 2010 of 139,708 and ridership for the month of May was 143,869 as compared to May, 2010 of 136,919. Mr. Strelish noted ridership continues to increase with increases seen in all categories.

**B. Adopt 2011-12 General Operating Budget of \$8,019,952.30**

Mr. Strelish then presented the General Operating Budget for FY2011-12 in the amount of \$8,019,952.30 and then Controller, Mr. Najib reviewed the budget pointing out that revenues, expenses and funding were the major points of interest. Mr. Strelish stated the budget is a balanced budget and passenger fares would remain the same while still being able to add the new route #17 for the Dupont, Avoca, Pittston area. Mr. Strelish stated this is the fifth year without an increase in passenger fares. Motion to adopt the budget was made by Mr. Frascella and seconded by Mr. McCormick. A roll call of the Board members present resulted in all affirmative votes to adopt the budget. Mr. McCormick asked if funds for Hazleton Public Transit and Luzerne/Wyoming Counties Transportation Department are included in the budget due to the Regionalization process and Mr. Strelish stated they are not and Mr. Frascella asked if the funds received by LCTA for both of those agencies would be in/out funds and Mr. Strelish stated they would be treated in that way.

**C. Award Diesel Fuel Bid to Petroleum Traders at Bid Price of \$3.2116 per gallon**

Next on Mr. Strelish's report was to ask for a motion to award the bid for the purchase of approximately 230,000 gallons of fuel to Petroleum Traders of Fort Wayne, Indiana at a cost of \$3.2116 per gallon. Motion to approve was made by Mr. Frascella and seconded by Mr. McCormick. Motion carried. Roll call of the Board members present showed all affirmative votes.



**PETROLEUM TRADERS  
CORPORATION**

7120 Pointe Inverness Way  
Fort Wayne, IN 46804-7928  
(260) 432-6622

May 23, 2011

Luzerne County Transit (Keystone Purchasing Network)  
Attn: Fred Brown  
Fax 570-288-7327

Re: Keystone Fuel bid for 2 Fuel Oil, Ultra Low Sulfur, NRLM & Gasoline

Mr. Brown,

Per our phone conversation, it is my understanding that the Luzerne County Transit will purchase 230,000 gallons of #2 Ultra Low Sulfur Diesel with 2% Biodiesel (clear, for on-road use) under the above mentioned Keystone contract at the contracted price of 3.2116 per gallon plus any applicable taxes.

Please sign and date below and either fax or email this page back to my attention as soon as possible to show that you agree, so that we may lock your gallons in place.

Thank you,  
Sarah Landis  
Contract Sales Specialist  
Petroleum Traders Corporation  
7120 Pointe Inverness Way  
Fort Wayne, IN 46804  
Phone: 800-348-3705 x1002  
Fax: 260-207-6347  
Email: [slandis@petroleumtraders.com](mailto:slandis@petroleumtraders.com)

Signature: Fred Brown (Maintenance Supervisor)

Printed Name: Fred Brown

Date: 5-23-2011

**D. Approve the Purchase of Seven (7) Diesel-Electric Hybrid Gillig Buses at Cost of \$590,883 each for Total of \$4,136,181**

Mr. Strelish then asked for a motion to approve the purchase of seven (7) Gillig Diesel-Electric Hybrid Buses at a cost of \$590,883 each for a total of \$4,136,181. Mr. Strelish stated the purchase is part of the State purchase of buses originated through Red Rose Transit Authority in Lancaster. Motion to approve the purchase was made by Mr. McCormick and seconded by Mr. Frascella. Motion carried. A roll call of the Board members resulted in all affirmative votes.

**E. Increase Action Software Monthly Allowance**

Next on the agenda, Mr. Strelish asked for a motion to increase the monthly expense allowance provided to Action Software Enterprises presently at \$2,000 per month. Mr. Strelish explained that due to the Regionalization process there are software and equipment matters that will need to be addressed. After discussion, Mr. McCormick suggested increasing the amount to \$3,000 per month with the expenses to be split according to each of the 3 agencies in the Regionalization process. Motion to approve was made by Ms. Lombardo and seconded by Mr. Frascella. Motion carried.

**F. Schedule Board Meeting for the Month of July, 2011**

Mr. Strelish then mentioned the Board meeting for the month of July was originally scheduled to be cancelled but due to matters pertaining to the Regionalization, he requested the meeting to be held on Tuesday, July 26, 2011 and that the meeting would be properly advertised. No motion was needed.

**G. Update on Regionalization Plan**

Mr. Strelish then updated the Board on the Regionalization process stating we are moving ahead with the 3 Luzerne County agencies, Luzerne/Wyoming Counties Transportation Department, Hazleton Public Transit and LCTA entering into the Regionalization plan. Mr. Strelish stated that under PennDOT guidance, all funds will be directed to LCTA and then disbursed to each system. The Regionalizing is in the initial stages and we will be meeting with Mr. Joe Roselle of Action Software to set up an accounting system to handle the funds. Mr. Strelish stated there is an implementation schedule timeframe of approximately one year. Mr. Strelish also mentioned that Governor Corbett's Transportation Advisory Committee is focusing on Regionalization becoming the way of the future with other Authorities. Attorney Blazosek mentioned that there are legal issues that will need to be clarified with all Agencies and that LCTA will be the lead agency for the plan. Mr. Frascella asked if the Board of Directors would remain and Mr. Strelish responded that it would more than likely remain as it is with perhaps representation from the Hazleton area brought to the Board. Mr. Strelish also stated that LWCTD is governed by the Luzerne County Commissioners and HPT by the City of Hazleton.

## **H. Cell Phone Policy**

Mr. Strelish then addressed the implementation of a cell phone policy which would cover all employees and Mr. Licata asked if a policy was ever before implemented and Mr. Strelish stated there was not. Mr. Licata asked Attorney Blazosek if he reviewed the policy and if it can be implemented without violating any contracts. Attorney Blazosek said it would be viewed as a work rule which the Authority can implement in terms of safety and maintaining an efficient work place. Mr. Strelish stated all employees would be given notice and Attorney Blazosek suggested several days notice be given before actually implementing the policy. Mr. Strelish suggested a sign-in sheet be used in distributing the notice to employees which would also be posted for employees to view. Motion to approve the policy was made by Ms. Lombardo and seconded by Mr. Chepalonis. Motion carried.

## **I. Report by Operations Supervisor**

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

## **J. Report by Maintenance Supervisor**

Mr. Brown, Maintenance Supervisor had no report to give at this time.

Motion to accept the Executive Directors report was made by Ms. Lombardo and seconded by Mr. Frascella. Motion carried.

## **10. Operations Committee: Mr. Dan Frascella**

Mr. Frascella had no report to give at this time.

## **11. Personnel Committee: Mr. Dan Frascella**

Chairman of the Personnel Committee, Mr. Frascella asked for separate motions for the following hirings:

- A. To hire Kevin McGee as a Full-Time Operator retroactive to April 18, 2011 at a rate of \$13.52 per hour. Motion was seconded by Mr. McCormick. Motion carried.
- B. Motion to hire David Price and Robert McDermott as Part-Time Operators effective May 9, 2011 at training rate of \$7.25 per hour was seconded by Ms. Lombardo. Motion carried with Mr. Chepalonis abstaining from the motion.
- C. Motion to hire Joseph Granahan as Part-Time Operator effective May 16, 2011 at training rate of \$7.25 per hour was seconded by Mr. McCormick. Motion carried.

Chairman Mr. Licata noted the hirings are retroactive since there was not a Board Meeting held in May.

## CELL PHONE POLICY

This policy about cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned.

### **1. USE OF CELL PHONES OR SIMILAR DEVICES**

#### General use at work.

- While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with company phones. Accepting personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Employees should ensure that their friends and family members are instructed of this policy. If any employee has an emergency situation at home or immediate family related, please give them this phone number to use 570-288-9356. Press 2 for the Administration Staff; Press 3 for Operations/Dispatch Staff; Press 4 for the Maintenance Staff.

#### Unsafe work conditions.

- The LCTA prohibits the use of cell phones or similar devices at any work site at which the operation of such device would be a distraction for the user and/or could create an unsafe work environment. Cell phones or other devices should be used only by an employee who is out of harm's way at such work environments. Safety must come before all other concerns. All employees should keep their cell phones or similar devices in a place that would not be a distraction or annoyance to co-workers. The LCTA is not liable for the loss of personal cell phones brought into the workplace.

#### Use while driving.

- The LCTA prohibits employee use of personal cell phones or similar devices while driving a company vehicle.
- The LCTA recognizes that other distractions occur during driving, however curbing the use of cell phones, while driving, is one way to minimize the risk, for our employees, of accidents.
- If an LCTA employee must use a cell phone for an emergency call while driving an LCTA vehicle, they are required to stop their vehicle in a safe location so that they can safely make the call.

#### Responsibilities.

- All employees are required to follow this policy.
- LCTA's management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

**12. Old Business:**

There was no Old Business to discuss.

**13. New Business:**

Mr. Frascella noted Wright Township would be holding fireworks on July 3<sup>rd</sup> and a 4<sup>th</sup> of July parade and invited everyone to attend.

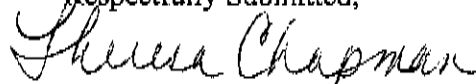
**14. Remark**

There were no remarks offered at this time.

**15. Adjournment:**

With all business having been conducted, motion to adjourn was made by Mr. McCormick and seconded by Mr. Chepalonis. Motion carried.

Respectfully Submitted,



BY: Theresa Chapman, Secy to the Board  
FOR: Antoinette Valenti, Secy of the Board