

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
JANUARY 31, 2012

PRESENT:

PAUL MAHER, CHAIRMAN  
MARY SUSAN RICCETTI, VICE CHAIRMAN  
PATRICK CONWAY, SECRETARY  
SALVATORE LICATA, TREASURER  
ROSEMARY LOMBARDO, ASST SECRETARY  
WILLIAM JOSEPH, ASST TREASURER  
ROBERT CHEPALONIS, MEMBER  
ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

ANTHONY BALDO, MEMBER  
ROBERT PACHENCE, MEMBER

ADMINISTRATIVE STAFF:

STANLEY STRELISH, EXECUTIVE DIRECTOR  
JAMES DARR, ASST EXECUTIVE DIRECTOR, SHARED RIDE  
FRED BROWN, MAINTENANCE SUPERVISOR  
ROBB HENDERSON, DIRECTOR OF OPERATIONS  
THERESA CHAPMAN, ADMIN. ASST./ GRANTS CO-ORDINATOR  
MOHAMMED NAJIB, CONTROLLER  
LEE HORTON, OPERATIONS/ROAD SUPERVISOR  
LOU URITZ, PROCUREMENT MANAGER

OTHERS:

WILLIAM MACLUNNY, UNION REPRESENTATIVE  
PAUL JASON, UNION REPRESENTATIVE  
JOHN SADUSKI, LCTA OPERATIONS DEPT  
ERIC TURINSKI, LCTA MAINTENANCE DEPT  
MICHELE SCHASBERG, WILKES-BARRE FAMILY YMCA  
CAROL HUSSA, WILKES-BARRE FAMILY YMCA  
VALERIE KEPNER, PUBLIC TRANSPORTATION ADVISORY COUNCIL

MEDIA:

TOM MOCARSKY, TIMES LEADER

1. **Pledge of Allegiance:** Chairman Mr. Maher 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 present for the meeting: Mr. Chepalonis, Mr. Conway, Mr. Joseph, Mr. Licata, Ms. Lombardo, Mrs. Riccetti and Mr. Maher. Absent were Mr. Baldo and Mr. Pachence.

3. **Public Comment Notice:**

Ms. Michelle Schasberg and Ms. Carol Hussa, Representatives of the Wilkes-Barre Family YMCA attended the meeting and Ms. Schasberg addressed the Board about the Luzerne County Bike and Walks Program introduced as a way to develop and implement the use of bicycle lanes in and around Wilkes-Barre City as a means to provide safe bicycle riding and walking in congested traffic areas throughout the City. Ms. Schasberg explained a traffic study may be considered through the assistance of the Metropolitan Planning Organization and financial assistance is being raised to conduct this type of study. Ms. Schasberg asked if it would be possible for LCTA to contribute toward the cost of the study. Mr. Strelish responded that LCTA would have to research the possibility of providing finances so the Authority would be within the regulations of funding sources.

Ms. Valerie Kepner, a member of the Public Transportation Advisory Council next spoke reinforcing the idea of finding better ways to walk and bicycle in Wilkes-Barre City and updated the Board on different matters the Advisory Council is discussing. Matters include the #8 Swoyersville route which is showing a decrease in ridership; a number of Kings College students will now be working with the PTAC and asked the Authority to be accessible to them for any questions they may have and also asked where the bulletin board will be placed at the Intermodal. Mr. Chepalonis and Mr. Brown stated it would be placed in the outside area around the benches.

Mr. Strelish stated the Board Ridership Committee will be meeting on a monthly basis and asked Ms. Kepner if the Advisory Council would be able to join the Committee to discuss ridership matters. Ms. Kepner agreed to attend the meetings.

4. **Approval of Minutes: December 20, 2011 and January 10, 2012**

A motion to accept the minutes from the meetings of December 20, 2011 and the Re-Organization meeting of January 10, 2012. Motion to accept was made by Mrs. Riccetti and seconded by Mr. Licata. Motion carried.

5. **Accounts Payable: December, 2011**

Upon review of the Accounts Payable for the month of December, 2011 a motion to approve was made by Ms. Lombardo and seconded by Mr. Joseph. Motion carried.

**6. Financial Statement:**

Upon review of the Financial Statement for the month of November, 2011 a motion to approve was made by Mr. Licata and seconded by Mr. Chepalonis. Motion carried.

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

Chairman, Mr. Maher stated that appointments were made to various Board committees with committee meetings to be held as needed throughout the year. Motion to accept Mr. Maher's report was made by Mr. Licata and seconded by Mrs. Riccetti. Motion carried.

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

Attorney Blazosek noted for the record the Board broke for a Personnel session at 3:25 to discuss personnel matters with Mr. Strelish, Mr. Darr of the Shared Ride services and Attorney Blazosek.

Motion to accept Attorney Blazosek's report was made by Mr. Joseph and seconded by Mr. Chepalonis. Motion carried.

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

**A. Ridership – December, 2011**

Mr. Strelish presented the ridership for the month of December, 2011 which showed a total ridership of 149,752 as compared to December, 2010 ridership of 138,049 an increase of 11,703 passengers. Mr. Strelish stated the increase was largely in full fare paying passengers and Senior Citizens.

B. Mr. Strelish gave an update on the consolidation with LWCTD stating the transition is going well and thanked the staffing from both agencies for the hard work and dedication put into the transition effort. Mr. Strelish stated the payroll system itself is very complex and complicated and required extra time and work to implement the system for all employees. Mr. Strelish also thanked the Board of Directors for their assistance during the transition process.

Mr. Strelish then noted the Medical Assistance Transportation Program, provided by the Shared Ride division and funded by the Commonwealth of Pennsylvania is facing a funding shortfall with alterations to the program possible. Mr. Strelish stated the program is being closely monitored so that service can be provided accordingly.

Mr. Strelish also noted the Authority has seven (7) diesel electric buses ordered at the Gillig Corporation and a Pre-Production meeting is scheduled for May, 2012 and asked for permission to attend the meeting. A motion to attend the meeting was made by Mr. Chepalonis and seconded by Mrs. Riccetti. Motion carried.

### **C. 2012 Board Committees**

Mr. Strelish reiterated the Board Committees for 2012 had been determined and mentioned that some committees had been combined while a few were eliminated. Mr. Strelish stated the Operations/Ridership Committee would meet on a monthly basis while other committee meetings would be held as needed.

### **D. Acknowledge Receipt of 2010-11 Audit**

Mr. Strelish then stated the audit for FY2010-11 prepared by Prociak and Associates was completed and asked for a motion to acknowledge receipt of it. Motion was made by Ms. Lombardo and seconded by Mr. Joseph. Motion carried.

### **E. Report by Operations Supervisor**

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

### **F. Report by Maintenance Supervisor**

Maintenance Supervisor Mr. Brown welcomed Mr. Lou Uritz as the Procurement Manager to the Maintenance Department who joined the staff January 3, 2012.

Mr. Strelish also welcomed Mr. James Darr, Assistant Executive Director, Shared Ride division. Mr. Darr expressed his appreciation for the cooperation and hard work going into the consolidation process by both agencies and thanked Mr. Strelish for welcoming Shared Ride to LCTA.

Motion to accept the Executive Director's report was made by Mrs. Riccetti and seconded by Mr. Chepalonis. Motion carried.

### **10. Operations Committee: Mr. Bob Chepalonis**

Mr. Chepalonis had no report at this time.

### **11. Personnel Committee: Mr. Bob Chepalonis**

Mr. Chepalonis asked for motions to approve the following items:

A. To approve the buy back of unused time for former Luzerne/Wyoming Counties Transportation Department employees as per the Consolidation Agreement. Motion was made by Mr. Conway and seconded by Mr. Licata. Motion carried.

B. To approve adjusting the salary of Colleen O'Brien of the Shared Ride division to \$42,800. Motion was made by Mrs. Riccetti and seconded by Mr. Joseph. Motion carried.

C. To approve the hiring of Renee Craig as Human Resources Director at as per the

Consolidation process. Motion to approve was made by Ms. Lombardo and seconded by Mr. Licata. Motion carried.

- D. To approve the promotion of Robert Gill to full time operator status effective February 6, 2012. Motion to approve was made by Mr. Conway and seconded by Mrs. Riccetti. Motion carried.
- E. To approve the hiring of Joseph Roselle as full time Information Technology Director effective March 12, 2012. Mr. Strelish stated Mr. Roselle had acted as LCTA's contracted I.T. manager for 20 years and has an extensive knowledge of the Authority's computer needs. Motion to approve was made by Mr. Licata and seconded by Mr. Joseph. Motion carried.
- F. To approve the hiring of John Quinn as a part-time dispatcher after clearances are completed. Motion was made by Mr. Conway and seconded by Ms. Lombardo. Motion carried.
- G. To approve the hiring of David Gingell as a full time maintenance mechanic as per the Union contract agreement. Motion was made by Mr. Licata and seconded by Mr. Conway. Motion carried.
- H. To approve the hiring of Jeff Murphy as a full time maintenance mechanic as per the Union contract agreement. Motion was made by Mrs. Riccetti and seconded by Mr. Conway. Motion carried.

Motion to accept Mr. Chepalonis's report was made by Mr. Licata and seconded by Mr. Conway. Motion carried.

## **12. Old Business:**

Mr. Strelish stated that plaques would be available at the next meeting for retired Board member, Dr. Milazzo, Ph.D. and retired LCTA employees.

## **13. New Business:**

Mr. Strelish addressed an *Agreement for Provision of Transportation* between LCTA and the Volunteers of America to be effective January 1 – June 30, 2012. Motion to approve was made by Mrs. Riccetti and seconded by Ms. Lombardo. Motion carried.

## **14. Remarks:**

Mr. Licata expressed his thanks to the visitors from the Wilkes-Barre Family YMCA and the Public Transportation Advisory Council for attending the meeting, presenting their concerns and giving assistance to LCTA.

AGREEMENT FOR PROVISION OF TRANSPORTATION

LUZERNE COUNTY TRANSPORTATION AUTHORITY  
2009 WYOMING AVENUE  
FORTY FORT, PENNSYLVANIA 18704

and

VOLUNTEERS OF AMERICA

This agreement made this day of January 31, 2012 by and between the Luzerne County Transportation Authority, hereinafter known as "Transportation" and Volunteers of America hereinafter known as the "Agency."

**EFFECTIVE DATE AND TERMS**

This agreement will be effective from January 1, 2012 to June 30, 2012 unless terminated by either party thereto following thirty (30) days advance written notification.

**PURPOSE**

Transportation will provide point-to-point transportation services for clients of the Agency under terms and conditions set forth herein. Service by transportation includes trips to the Agency program site, and intended school as they pertain to this contract. The Agency shall not use any other service provider for such transportation services.

**REIMBURSEMENT**

Transportation will charge the Agency according to the following rate structure: an amount of \$60.00 per van one way trip on the take and \$80.00 per van on the return. The charges are based on standard one van per day per school. The use of any additional van(s) will result in an additional cost not to exceed \$60.00 per take and \$80.00 per return.

Any additional clients, above the standard of 28 clients for Monday trips and 14 clients for Wednesday trips, which would require the use of more than one van will result in an added cost to the Agency at a price of \$15.00 for each additional van. A "trip" is defined as any one way route performed by the van.

**AFFIRMATIVE ACTION**

It is understood and agreed that Transportation shall not discriminate against any employee, client, or other persons on account of race, color, sex, religious creed, national origin, age or handicap.

## **RESPONSIBILITIES OF TRANSPORTATION**

### **VEHICLES**

Transportation shall supply all vehicles required to provide service.

### **PERSONNEL**

Transportation shall supply all personnel required to operate the van.

### **REPORTS**

It is understood and agreed that Transportation will submit required reports documenting the services provided to the Agency in a timely manner and maintain required reports, documents, and accounting books, which the Agency has the right to inspect and audit.

## **RESPONSIBILITIES OF AGENCY**

### **INFORMATION**

The Agency will furnish transportation with pertinent client information so that Transportation may take advantage of any alternative funding sources.

### **SCHEDULING**

The Agency will cooperate with Transportation in providing scheduling information as far as advance as possible. Transportation will make every effort to schedule transportation as the requested time.

### **PAYMENT PROVISIONS**

The Agency hereby agrees to make payment of invoices within sixty (60) days of the receipt of same from Transportation. Amendments of this contract may occur during the effective period, including increases per trip cost billed to Agency.

### **ALTERNATE SOURCES OF FUNDING**

Transportation will make reasonable efforts to identify any possible alternatives for funding so as to reduce the Agency's charges by such amount.

**MERGER**

This agreement contains all the items and conditions agreed to by the parties. Any alterations, variations, modification or waivers of provision of this agreement shall only be valid when they have been reduced to writing, duly signed and attached to the original of this agreement.

**INDEPENDENCE OF PARTIES**

Transportation shall perform its duties hereunder as an independent entity, and nothing herein shall be construed to create a relationship of employer/employee, principal/agent or any joint venture between Agency and Transportation.

The parties hereto intending to be legally bound have herunto set their hands and seals.

Theresa Chipman  
Attest

LUZERNE COUNTY  
TRANSPORTATION AUTHORITY

Paul M. Makiel  
Chairperson

Date: January 31 2012

Shannon Digne  
Attest

AGENCY REPRESENTATIVE  
VOLUNTEERS OF AMERICA

Shawna Summer Krochta  
Chairperson

Date: 01/31/12 2012

**15. Adjournment:**

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

Respectfully Submitted,

*Theresa Chapman*

BY: Theresa Chapman, Secy to the Board  
FOR: Patrick Conway, Secy of the Board