

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
MARCH 27, 2012

PRESENT:

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

ABSENT:

PAUL MAHER, CHAIRMAN
WILLIAM JOSEPH, ASST TREASURER
ANTHONY BALDO, MEMBER

ADMINISTRATIVE STAFF:

STANLEY STRELISH, EXECUTIVE DIRECTOR
JAMES DARR, ASST EXECUTIVE DIRECTOR, SHARED RIDE
MOHAMMED NAJIB, CONTROLLER
LEE HORTON, OPERATIONS/ROAD SUPERVISOR
LOU URITZ, PROCUREMENT MANAGER
RENEE CRAIG, HUMAN RESOURCE DIRECTOR
THERESA CHAPMAN, ADMINISTRATIVE ASST/GRANTS CO-ORDINATOR
THOMAS LANDON, FLEET MANAGER, SHARED RIDE

OTHERS:

WILLIAM MACLUNNY, UNION REPRESENTATIVE
PAUL JASON, UNION REPRESENTATIVE
VALERIE KEPNER, PUBLIC TRANSPORTATION ADVISORY COUNCIL
RICHARD MATYAS, SHARED RIDE DRIVER

MEDIA:

STEVE MOCARSKY, TIMES LEADER

1. **Pledge of Allegiance:** In the absence of Chairman, Mr. Maher, Vice-Chairman, Mrs. Riccetti called the meeting to order and invited everyone to join in the Pledge of Allegiance.
2. **Roll Call:** The following Board members were present for the meeting: Mr. Chepalonis, Mr. Conway, Mr. Licata, Ms. Lombardo and Mrs. Riccetti.
Absent were Mr. Baldo, Mr. Joseph and Chairman, Mr. Maher.

3. **Public Comment Notice:**

Ms. Valerie Kepner, a member of the Public Transportation Advisory Council and professor at Kings College mentioned that she has students from Kings College working on a project that involves the students to interact with bus passengers while at the Intermodal. Ms. Kepner wanted to make the Authority aware the students were asking questions of the passengers in the event anyone questioned what the students were doing.

4. **Approval of Minutes: February 28, 2012**

A motion to accept the minutes from the February 28, 2012 Board meeting was made by Mr. Licata and seconded by Ms. Lombardo. Motion carried.

5. **Accounts Payable: February, 2012**

Upon review of the Accounts Payable for the month of February, 2012 a motion to approve was made by Mr. Chepalonis and seconded by Mr. Conway. Motion carried.

6. **Chairman's Report: Vice-Chairman, Mrs. Riccetti**

In the absence of Mr. Maher, Vice-Chairman, Mrs. Riccetti introduced Mr. James Darr, Director of the Shared Ride Program who addressed a letter received from Northeast Counseling commending a Shared Ride driver, Mr. Richard Matyas for going above and beyond his normal duties when a regular client did not meet her scheduled pick-ups for two (2) days and noticed her lying on the floor in her home. Mr. Matyas contacted Northeast Counseling and emergency crews who transported the client to the hospital. Mrs. Riccetti presented Mr. Matyas with a certificate of commendation for his concern.

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

Attorney Blazosek noted for the record the Board broke for a Personnel session from 3:20 to 3:50 to discuss a number of personnel matters and on-going litigation which were briefed to the Board.

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

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

A. Ridership -- February, 2012

Mr. Strelish presented the ridership for the month of February, 2012 which showed a total ridership of 137,365 as compared to February, 2011 ridership of 123,557 an increase of 13,807 mostly in full fare and 31 day pass passengers and Senior Citizens showing a small decrease from 2011. Mr. Strelish feels the overall increase will continue due to the increasing cost of gasoline.

B. Accept LCTA Fare Policy

Mr. Strelish then asked for a motion to accept the LCTA Fare Policy, required under Act 44 and the LCTA Performance Review. Mr. Strelish stated the Policy was distributed to all Board members for review prior to adopting the Policy. A motion to accept was then made by Mr. Chepalonis and seconded by Mr. Conway. Motion carried.

C. Accept LCTA Performance Review Action Plan

Mr. Strelish then addressed the Performance Review conducted by PennDOT with Baker Consultants who reviewed the entire LCTA operation and made recommendations. The Action Plan responses had been prepared and submitted to PennDOT for review prior to formal adoption by the Board. Mr. Strelish asked for a motion to adopt the Action Plan with Ms. Lombardo making a motion, seconded by Mr. Licata. Motion carried.

D. Award Workers Compensation Insurance to HARIE at Premium of \$278,368

Mr. Strelish then asked for a motion to award the Workers Compensation insurance for 2012-13 to HARIE at a premium of \$278,368. Mr. Strelish stated the premium increased from 2011-12 due to the additional employees brought into LCTA from the Shared Ride Program. Mr. Strelish stated there were savings in the premium due to a very low loss experience ratio and also the benefit of the LCTA Safety Committee which saved an approximate \$14,000 from the premium cost. Motion to accept was made by Mr. Licata and seconded by Mr. Conway. Motion carried.

E. Non-Acceptance of Board Position Offered to Mr. Cusatis

Mr. Strelish then mentioned the vacant seat left open by the resignation of Board member Mr. Pachence. Mr. Strelish contacted Non-Voting member, Mr. Cusatis to see if he would be interested in the seat left open by Mr. Pachence. Mr. Strelish stated Mr. Cusatis is not interested and mentioned he will contact the Luzerne County Council requesting them to fill the position.

OPPORTUNITIES TO INCREASE FIXED-ROUTE REVENUES

LCTA FARE POLICY

PURPOSE

The purpose of this Fare Policy is to establish guidelines for setting or restructuring Luzerne County Transportation Authority's (LCTA) fares. The LCTA staff and the Board of Directors will look to this policy when decisions are made about fare adjustments.

OBJECTIVE

The objective is to develop a Fare Structure that will balance the need to keep fares affordable for LCTA customers with the need to maximize fare revenue to help maintain transit operations. LCTA's mission is to identify and safely meet the mobility needs of Luzerne County with a courteous and dependable commitment to quality service,

- The LCTA exists to provide transit services for the benefit of the public. It is imperative to adopt fare strategies that will maintain or increase ridership by making LCTA services convenient to use.
- To be equitable, fares must take into account the needs of various populations of users in the LCTA service area.
- The fare structure should be made easy to understand. The Fare structure should enhance the ability of riders to access the system and move through it with ease.
- Fare revenue is a critical component of LCTA's operating budget, any increase to, or restructuring of, fares should ensure that the fare revenue stream is maintained at an appropriate level, consistent with LCTA's current financial requirements and the current economic condition.
- To maximize fare revenue, the LCTA should be aware of the substantial developments in fare collection technologies.

FARE MEDIA AND PASSES

- The LCTA offers a variety of multiple ride cards. The thirty-one (31) day pass offers riders unlimited use for thirty-one days after activation. The twenty (20) ride pass and ten (10) ride pass can be used or stored for up to one (1) year from date of activation. LCTA also offers an all day pass that can be used for one (1) day of unlimited use during regular service hours.
- The LCTA offers a Half Fare and Half Fare Transfer for persons with disabilities able to use our fixed route service.

- Cash is accepted at bus fare boxes installed in every bus
- The LCTA has the option to offer discounted fares or free service to promote or celebrate special occasions.

FARE STRUCTURE JULY 01, 2011

• BASE FARE	\$ 1.50
• TRANSFERS	\$.40
• HALF FARE	\$.75
• HALF FARE TRANSFER	\$.20
• SHORT FARE	\$ 1.10
• 31 DAY PASS	\$42.00
• 20 RIDE PASS	\$22.00
• 10 RIDE PASS	\$12.00
• ALL DAY PASS	\$ 4.00

RECOMMENDATIONS FOR ADJUSTMENTS TO FARES

- The expected rate of increase in the cost of transit operations
- Ridership and revenue trends
- Local economic trends
- Service adjustments
- The value of service to the transit rider
- LCTA's financial situation

FARE POLICY REVIEW

- The LCTA will review its fare policy and pricing on a biennial (every other year) basis with the expectation that fares can be adjusted to keep pace with the cost of transit operations. The first review in this sequence will be on or about May 01, 2012, with enactment on July 01, 2012. This will make possible fare adjustments to be developed prior to the budget process for the following year.
- Increases in the farebox recovery ratio should be pursued primarily by improving the ridership productivity of the system and by improving internal operating efficiently.

PROCEDURES FOR NOTIFYING PUBLIC OF FARE CHANGES

- Proposed fare increase will require a public hearing.
- Legal notice to be placed in local newspapers ten (10) days prior to public hearing listing the date, time and location (handicapped accessible).
- Written copies of the fare structure change will be available to the public five (5) days prior to the public meeting.
- Copies can be viewed at the LCTA complex at 315 Northampton St., Kingston, P A between the hours of 9:00AM and 4:00PM, Monday through Friday
- Information can also be viewed on LCTA's website at www.lctabus.com.

PROCEDURES FOR PUBLIC MEETING AND FARE CHANGES

- Proposed fare structure changes will be read aloud by the Executive Director.
- Reasons for changes will be presented.
- Public comments and suggestions will be received by the LCTA's Board of Directors.
- Careful consideration will be given to all remarks and suggestions presented to the Board and Administrative staff.
- Fare Structure change review and decision will be made by the Board within thirty (30) days of the public hearing.

BOARD APPROVAL OR DENIAL FOR FARE CHANGES

- Acceptance or denial for fare structure changes will be made at the first (1st) regularly scheduled Board of Directors meeting following the thirty (30) day review period.

F. Approve Closing Administrative Offices on Good Friday, April 6, 2012

Mr. Strelish then asked for a motion to approve closing the Administrative offices on Good Friday, April 6, 2012. Mr. Strelish noted regular service will be provided on Good Friday and the maintenance and operations departments will operate. Motion to approve was made by Mr. Chepalonis and seconded by Mr. Licata. Motion carried.

G. Re-Schedule April and May, 2012 Board Meetings

Mr. Strelish then mentioned the need to reschedule the Board meetings for the months of April and May due to the PPTA conference in April and the Pre-Production meeting at Gillig in May. After discussion, it was agreed to hold the meetings for those two months on Tuesday, May 15, 2012. Mr. Strelish stated the cancellation and new meeting date would be advertised.

H. Approve Mr. Robb Henderson to Attend SSEP Training in Manheim March 27-29, 2012

Mr. Strelish then asked for Board approval for Operations Manager, Mr. Henderson to attend a PennDOT sponsored System Safety and Emergency Preparedness Plan seminar in Manheim on March 27-29, 2012. Motion to approve was made by Mr. Conway and seconded by Mr. Chepalonis. Motion carried.

I. Approve Staff Employees to Attend PPTA Spring Conference in Lancaster April 24-26, 2012

Mr. Strelish then asked for permission and approval for staff employees to attend the annual PPTA Spring Conference in Lancaster April 24 - 26, 2012. Mr. Strelish stated it is a 3 day conference with ongoing meetings of each department. Mr. Licata asked how many employees would be attending, Mr. Strelish stated ten (10) employees expressed an interest in attending. Motion to approve was made by Mr. Conway and seconded by Mr. Licata. Motion carried.

J. Report by Operations Supervisor

In the absence of Operations Supervisor, Mr. Henderson, Mr. Strelish mentioned to the Board the first Ridership Committee meeting was held March 22, 2012 with members of the Public Transportation Advisory Council, Board members and drivers from fixed route and shared-ride divisions in attendance. Mr. Strelish also stated anyone from the public who is interested may join the committee as well. Mr. Strelish then noted he had received a phone call from an official from the Borough of Laffin requesting bus service and Mr. Strelish informed the Board he feels quite confident this can be arranged and will look into it further with Mr. Henderson when he returns from his training seminar. Mr. Strelish also mentioned the Ridership Committee will meet at 2pm on days of Board meetings and invited the Committee to meet in April even though the Board meeting will be rescheduled.

K. Report by Maintenance Supervisor

In the absence of Maintenance Supervisor, Mr. Brown, Mr. Strelish stated that maintenance on the Shared Ride vehicles is progressing and complimented the maintenance department for the work done and the savings that are being realized. Mr. Strelish also stated we are in the process of changing the van logo to the LCTA design.

L. Report by Shared Ride Division Assistant Executive Director

Shared Ride Director, Mr. Darr then addressed the Board giving an update on the status of the MATP Program stating that since the last meeting when funding appeared to be in jeopardy the Department of Public Welfare has now been able to provide funds which should allow service to continue through the end of June.

Mr. Darr also mentioned Shared Ride is planning to provide transportation to a summer therapy program for approximately 200 children which would run through the end of August.

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

10. Operations Committee: Mr. Bob Chepalonis

Mr. Chepalonis had no report at this time.

11. Personnel Committee: Mr. Bob Chepalonis

Mr. Chepalonis referred this part of the meeting to Human Resource Director, Ms. Renee Craig who reported she has completed the development of the Equal Employment Opportunity Program and will be submitting it to the office in Washington, D.C. for review. Ms. Craig stated once the review has been completed any necessary changes will be made then the Program will be provided to the Board for formal approval.

Ms. Craig continued stating she and Tracy Kline, Accounting Assistant met with Representatives of the Geisinger Wellness Program mentioning a survey will be distributed to employees to determine what programs employees would be interested in participating in.

Finally, Ms. Craig mentioned interviews and pre-employment tests are being held for three (3) part-time driver positions for fixed route and also for drivers for the Shared Ride summer program once it is determined how many riders and vans will be needed to run the program.

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



ENGINEERING/ENVIRONMENTAL/SURVEYING

March 13, 2012

Stanley Strelish
Executive Director
Luzerne County Transportation Authority
315 Northampton Street
Kingston, PA 18704

Re: Wilkes-Barre Intermodal Bus Station Improvement
Proposal for Engineering Concept Planning

Dear Mr. Strelish:

I appreciated the opportunity to meet with you at the Wilkes-Barre Intermodal Site and review potential functional improvements.

Reilly Associates proposes to study the existing bus terminal configuration and prepare two alternative concept plans for improvement of the facility arrangements to enhance operations.

Key considerations for the improvement concept plans include:

1. Stop locations for 15 LCTA buses.
2. Forward movement of buses into and out of stop locations.
3. Canopy coverage for additional spaces not covered by parking garage including along driveway from South Washington Street and along South Washington Street.
4. Signage, pavement markings and handicapped access ramp provisions designating clear pedestrian pathways for pedestrian travel between bus stop locations and pedestrian destinations including South Main Street, Public Square and South Washington Street.

Scope of Service

1. Field verify existing site conditions shown on as-built plan provided.
2. In consultation with LCTA determine basis of design for bus stop dimensions, bus turning radii and LCTA functional program requirements.
3. Prepare 2 concept plans of alternative arrangements including Autoturn simulation models of each of the bus positions and bus travel through the facilities.
4. Prepare sketches of any proposed canopies.



Stanley Strelish
March 13, 2012
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5. Prepare construction cost estimates for each alternative of any proposed physical improvements including curbs, sidewalks, signing, pavement markings, canopies and railings.
6. Prepare a report including concept plans, cost estimates and recommendations on improvements.
7. Attend meetings with LCTA staff and board and City officials to review recommendations.

We also list an add alternative to prepare an artist's architectural rendering of proposed canopies. Reilly Associates proposes to work with Williams Kinsman Lewis Architects of Wilkes-Barre as a sub-consultant to address the architectural issues and prepare the optional rendering.

Schedule:

Reilly Associates is prepared to start immediately and complete a draft plan and report for your review within 30 days. After addressing your comments we can revise the plan and report and submit a final version for public presentation shortly thereafter.

Proposed Fee:

The proposed fee for the basic services described is not to exceed \$12,500. The add alternative cost for the architectural rendering of proposed canopies is \$5,000.

We look forward to the opportunity to work with you on this project. We are available to meet to review questions regarding the scope of work and proposed fee. If you have any questions please do not hesitate to contact us.

ACCEPTED BY:

Very truly yours,
REILLY ASSOCIATES

Authorized Signature

Date: 03-28-2012

Thomas J. Reilly, Jr., P.E.
President



pennsylvania

DEPARTMENT OF TRANSPORTATION

www.dot.state.pa.us

P. O. Box 3151
Harrisburg, Pennsylvania 17105-3151
March 16, 2012

Mr. Stanley Strelish, Executive Director
Luzerne County Transportation Authority
315 Northampton Street
Kingston, PA 18704

Dear Mr. Strelish:

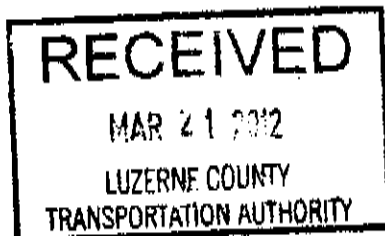
As we discussed, please discontinue State Act 44 Section 1513 monthly operating assistance grant payments to Hazleton Public Transit (HPT). This rescinds my earlier correspondence of September 6, 2011, which directed you to forward these payments to HPT. Since the transit agency consolidation effort in Luzerne County is now in progress, we are giving this revised guidance for the following reasons:

- Luzerne County approved the merger of Luzerne County Transportation Authority, Luzerne-Wyoming Counties Transportation Department and Hazleton Public Transit on December 15, 2011.
- Hazleton City Council unanimously approved the merger on November 9, 2011.
- The City of Hazleton is authorized to use their reserve of \$2,000,000 in state Section 1513 operating funds to cover operating losses.

The Department will continue to provide monthly Section 1513 Operating Assistance grant payments directly to LCTA. A copy of this correspondence will be sent to Joseph Yannuzzi, Mayor, City of Hazleton, and Steve Hahn, Hazleton Transit Administrator, for their information. If you have any questions, please contact me at 717-787-1214.

Sincerely,

LaVerne E. Collins, Director
Bureau of Public Transportation



11. Old Business:

Mr. Strelish had no report at this time.

12. New Business:

Mrs. Riccetti asked for a motion to authorize Reilly Associates of West Pittston to look at the design of the Intermodal Center to suggest enhancements for the operation of the Intermodal. Motion was made Mr. Licata and seconded by Mr. Conway.

13. Remarks:

Mr. Licata complimented the entire staff for the progress being made on the consolidation efforts.

Ms. Kepner asked about the motion to retain Reilly Associates and how that will effect the Intermodal. Attorney Blazosek responded the motion to retain Reilly Associates is to address some concerns where LCTA is actively involved in entering and leaving the intermodal and how we can make our part fit better. Ms. Kepner suggested having Reilly Associates attend PTAC meetings to hear ideas and gain input from the riders on the concerns at the Intermodal. Attorney Blazosek and Mr. Strelish agreed to this idea.

Mr. Darr mentioned he has invited his staff to attend LCTA Board meetings and introduced Fleet Manager Mr. Thomas Landon who attended the meeting.

14. Adjournment:

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

Respectfully Submitted,



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