

LUZERNE COUNTY TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

AUGUST 28, 2012

PRESENT:

PAUL MAHER, CHAIRMAN
SALVATORE LICATA, TREASURER
PATRICK CONWAY, SECRETARY
ROSEMARY LOMBARDO, ASST SECRETARY
ANTHONY BALDO, MEMBER
ROBERT CHEPALONIS, MEMBER
VALERIE KEPNER, MEMBER
ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

MARY SUSAN RICCETTI, VICE-CHAIRMAN
WILLIAM JOSEPH, ASST TREASURER

ADMINISTRATIVE STAFF:

STANLEY STRELISH, EXECUTIVE DIRECTOR
RENEE CRAIG, HUMAN RESOURCE DIRECTOR
FRED BROWN, MAINTENANCE SUPERVISOR
THERESA CHAPMAN, GRANTS CO-ORDINATOR
LEE HORTON, OPERATIONS/ROAD SUPERVISOR
LOU URITZ, PROCUREMENT MANAGER
JAMES DARR, DIRECTOR, SHARED RIDE DIVISION
JOHN ALU, FISCAL OFFICER, SHARED RIDE DIVISION
THOMAS LANDON, FLEET MANAGER, SHARED RIDE DIVISION
MOLLY MTZGER, ADMINISTRATIVE ASSISTANT, SHARED RIDE DIVISION

OTHERS:

PAUL JASON, LCTA DRIVER AND UNION REPRESENTATIVE
LOU ROMAN, LCTA DRIVER AND UNION REPRESENTATIVE
ERIC TURINSKI, LCTA MECHANIC AND UNION REPRESENTATIVE
JUSTIN DAVIS, LCTA DRIVER

MEDIA:

MIKE BUFFER, CITIZENS VOICE

1. **Pledge of Allegiance:** Chairman, Mr. Maher welcomed everyone to the meeting and invited those present to join in the Pledge of Allegiance.

2. **Roll Call:** The following Board members were present for the meeting: Mr. Baldo, Mr. Chepalonis, Mr. Conway, Ms. Kepner, Mr. Licata, Ms. Lombardo, and Mr. Maher. Board members Mr. Joseph and Mrs. Riccetti were absent. Mr. Strelish stated Mrs. Riccetti informed him she would be out of town and would not be able to attend the meeting.

3. **Public Comments Notice:** Chairman, Mr. Maher invited comments from those in attendance but there were no comments at the time.

4. Approval of Minutes: July 24, 2012

After review of the minutes of the July 24, 2012 meeting Mr. Maher asked for a motion to approve at which time a motion was made by Mr. Baldo and seconded by Mr. Chepalonis. Motion carried.

5. Accounts Payable: July, 2012

Upon review of the July, 2012 Accounts Payable a motion to approve was made by Mr. Licata and seconded by Mr. Chepalonis. Motion carried.

6. Financial Statement: June, 2012

The Board then reviewed the Financial Statements for the month of June, 2012 after which a motion to approve was made by Mr. Licata and seconded by Mr. Baldo. Motion carried.

7. Chairman's Report: Mr. Paul Maher, Chairman

Chairman Mr. Maher had no report to give at this time.

8. Solicitor's Report – Attorney Joseph Blazosek

Attorney Blazosek stated the Board broke into the Personnel session at 3:10 P.M. with the Board, Executive Director and Human Resource Director to discuss various personnel matters with disciplinary actions possible and also discussed Union contract negotiation issues. Motion to accept Attorney Blazosek's report was made by Ms. Lombardo and seconded by Mr. Chepalonis. Motion carried.

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

A. Ridership – July, 2012

Mr. Strelish began by reviewing the ridership for the month of July, 2012 which showed total passengers of 128,335 as compared with July, 2011 of 132,922, a decrease of 4,587 passengers.

B. Approve Agreement for Provision of Transportation Between Child Development Council of Northeast PA and LCTA Shared Ride Division

Mr. Strelish then addressed an Agreement for Provision of Transportation between Child Development Council of Northeast PA and LCTA's Shared Ride Division, effective August 28, 2012 to June 30, 2013 at a reimbursement rate of \$55 per day with an additional \$7.50 per trip charge for the use of more than one(1) van. Motion to approve was made by Mr. Chepalonis and seconded by Mr. Licata. Motion carried.

C. Award Basic Life Insurance, Short Term Disability and Long Term Disability Insurance to Standard Insurance Company

Mr. Strelish then presented premiums submitted by Standard Insurance Company for Basic Life Insurance, Short Term Disability and Long Term Disability coverage. Mr. Strelish stated the Monthly premiums would be \$2,623 for Basic Life Insurance; \$3,708 for Short Term Disability and \$723 for Long Term Disability. Upon question by Mr. Licata, Mr. Strelish stated these premiums would be valid for a three (3) year period. Mr. Strelish also stated Hartford Insurance and Met Life Insurance could not offer proposals at this time. Motion to award was made by Mr. Licata and seconded by Mr. Baldo. Motion carried.

D. Reports by Operations Supervisor and Maintenance Supervisor

Operations Supervisor Mr. Henderson was not in attendance and Maintenance Supervisor Mr. Brown had no report at this time.

E. Report by Shared Ride Division Executive Director

Mr. James Darr, Director, distributed a flyer acknowledging the need for available transportation for senior citizens in both rural and urban areas. Mr. Darr also noted the summer camp program has ended for the season, noting it was successful.

Executive Director Mr. Strelish talked about the projects currently underway at both LCTA's Fixed Route and Shared Ride locations including the removal of shrubs and curbs in the front of the building to be converted to additional parking spaces; the revamping of the janitors supply room to office space for the I.T. Director and the enclosing of a portion of the hallway to provide storage for janitorial supplies. Renovations to the front lobby ceiling and receptionist office window to provide for improved ADA accessibility will begin in the near future. Mr. Strelish also stated that work on the Shared Ride offices will begin shortly and also stated that costs for most of these projects would be funded by PennDOT through consolidation funding.

Board member Mr. Licata asked for an update on the Shared Ride vans and Fleet Manager Thomas Landon reported a few of the vans went on line on August 20th with the remainder to begin on August 27th. Mr. Strelish stated the LCTA maintenance department will do the striping on the vans. Mr. Strelish also stated that LCTA's Fixed Route service will be receiving seven (7) new buses toward the end of 2012.

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

10. Operations Committee – Mr. Bob Chepalonis

Chairman of the Operations Committee Mr. Chepalonis had no report to give at this time.

11. Personnel Committee – Mr. Bob Chepalonis

Chairman of the Personnel Committee Mr. Chepalonis noted the Committee convened on Friday, August 3, 2012 to review and discuss a personnel matter with the Committee determining that no discipline action was needed. Mr. Chepalonis also mentioned we will be placing an ad for the hiring of two (2) mechanics.

12. Old Business

There was no Old Business to discuss at this time.

13. New Business

Board member Dr. Kepner discussed the need for a nepotism policy and made a motion, seconded by Mr. Licata to develop a clear and concise policy. Motion carried.

14. Remarks

Mr. Strelish noted that training for new Board members was recently held but not all new members were able to attend. Mr. Strelish continued, stating he will contact the instructor to determine if an additional class could be arranged at LCTA for the remaining members but noted it may be necessary to attend class at a different location where the class is offered. Mr. Strelish noted attendance at the class is required for new members.

15. Adjournment

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

Respectfully Submitted,



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