

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

PRESENT:

PAUL MAHER, CHAIRMAN
SALVATORE LICATA, TREASURER
ROSEMARY LOMBARDO, ASST SECRETARY
ANTHONY BALDO, MEMBER
ROBERT CHEPALONIS, MEMBER
DR VALERIE KEPNER, Ph.D, MEMBER
ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

MARY SUSAN RICCETTI, VICE-CHAIRMAN
PATRICK CONWAY, SECRETARY

ADMINISTRATIVE STAFF:

STANLEY STRELISH, EXECUTIVE DIRECTOR
RENEE CRAIG, HUMAN RESOURCE DIRECTOR
FRED BROWN, MAINTENANCE SUPERVISOR
THERESA CHAPMAN, GRANTS CO-ORDINATOR
MOHAMMED NAJIB, CONTROLLER
LEE HORTON, OPERATIONS/ROAD SUPERVISOR
LOU URITZ, PROCUREMENT MANAGER
JOSEPH ROSELLE, I.T. DIRECTOR
JAMES DARR, DIRECTOR, SHARED RIDE DIVISION
THOMAS LANDON, FLEET MANAGER, SHARED RIDE DIVISION

MEDIA:

STEVE MOCARSKY, TIMES LEADER
MIKE BUFFER, CITIZENS VOICE

- 1. Pledge of Allegiance:** Chairman, Mr. Maher invited everyone present to join him in the Pledge of Allegiance
- 2. Roll Call:** The following Board members were present for the meeting: Mr. Baldo, Mr. Chepalonis, Dr. Kepner, Mr. Licata, Ms. Lombardo (via telephone) and Mr. Maher. Absent were Mr. Conway and Mrs. Riccetti.
- 3. Public Comment:** There were no comments from anyone in attendance.

4. Approval of Minutes: October 23, 2012

A motion to approve the minutes from the October 23, 2012 Board meeting was made by Mr. Chepalonis at which time Dr. Kepner mentioned a possible correction to the minutes may need to be made to **Item #13 New Business** where it is stated that "Ms Kepner said she feels she has not yet had enough time as a Board member to make an informed decision to remove someone from the Board without learning more of the situation". Dr. Kepner said she believes she said "...from the Authority to vote on whether or not to remove Stanley Strelish and Robb Henderson". Dr. Kepner also mentioned **Item #14 Remarks** which should identify the Public Transportation Advisory **Council** (PTAC) and not as the PTAC Committee. Mrs. Chapman stated she would review the tape recording from the October 23, 2012 meeting and correct the minutes as needed. With those corrections to be addressed, Mr. Chepalonis again stated his motion to approve the minutes, seconded by Mr. Licata. Motion carried.

5. Accounts Payable Checks – October, 2012

After review of the Accounts Payable Checks for October, 2012 a motion to approve was made by Mr. Licata and seconded by Mr. Baldo. Motion carried.

6. Financial Statement – September, 2012

The Financial Statement for the month of September, 2012 was then reviewed by the Board at which time a motion to approve was made by Mr. Chepalonis and seconded by Mr. Baldo. Board member Mr. Licata acknowledged the Authority has a \$7 million surplus, leaving the Authority in a very financially stable status. Chairman Mr. Maher thanked Mr. Licata for mentioning that and also stated this is made possible by knowing how to run an efficient operation.

7. Chairman's Report: Mr. Paul Maher

Mr. Maher mentioned he had two (2) bus drivers approach him telling him how they appreciate their jobs and acknowledged the good job done by Mr. Strelish and Mr. Henderson.

8. Solicitor's Report: Attorney Joseph Blazosek

Attorney Blazosek stated the Board conducted a Personnel session prior to the start of the regular meeting at which time Mr. Strelish brought up matters that will be addressed at the regular Personnel Committee portion of the meeting and also input from other staff members on ongoing policy matters that are under review and will be subject to discussion at future Board meetings. Attorney Blazosek stated the meeting continued for twenty (20) minutes.

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

A. Ridership – October, 2012

Mr. Strelish began by addressing the ridership for the month of October, 2012 which showed a total of 122,893 passengers, an increase of approximately 10,000 from September, 2012 which had a total ridership of 112,517. Mr. Strelish stated the average daily ridership 4,727 passengers per day for the fixed route buses only. Mr. Strelish stated that bus service was interrupted for a day and one half due to Hurricane Sandy. Mr. Licata noted an increase in senior citizen ridership of approximately 11%.

B. Motion to Approve PennDOT Resolution to Assign Roles within dotGrants

Mr. Strelish then presented a resolution required by PennDOT authorizing the Executive Director to assign roles within the dotGrants electronic grant system. Mr. Strelish stated this is done on a yearly basis and then asked for a motion to approve. Motion was made by Mr. Chepalonis and seconded by Mr. Baldo. Motion carried.

C. Motion to Approve HVAC Repairs to Northeast Building Controls in Amount of \$37,745

Mr. Strelish then asked for a motion to approve the repairs to the HVAC system by Northeast Building Controls in the amount of \$37,745. Mr. Licata asked if Northeast was the low bidder and Mr. Strelish stated they are a participant of Co-Stars, a Pennsylvania state wide program that performs bidding within the Pennsylvania network and is considered a proper bidding procedure. A motion was made by Mr. Licata and seconded by Mr. Chepalonis. Motion carried.

D. Award Advertising Contract to Direct Media Incorporated

Next, Mr. Strelish asked for a motion to approve the award of advertising services to Direct Media, Inc with projected revenue of \$12,000 annually or 55%, whichever would be greater. Mr. Strelish stated proposals were received from Direct Media, Lamar Advertising and Mr. John Shuleski of Dallas, PA and opened on Wednesday, November 21, 2012 at 3:45 PM. Mr. Strelish continued, stating the revenue proposal received from Lamar Advertising was at a rate of 20% for LCTA/80% Lamar and also the proposal from Mr. Shuleski was for a ten (10) year contract with 5% for the first year, 10% for the second and 15% for each year thereafter. Mr. Strelish also stated that Mr. Shuleski's proposal lacked previous transit advertising while Direct Media and Lamar have previous transit experience. A motion to award the contract to Direct Media was made by Mr. Baldo and seconded by Dr. Kepner. Motion carried.

E. Award Safety and Security Facility Review to Lazaro and Noel LLC at Cost of \$2,250

Mr. Strelish then asked for a motion to allow for a safety and security facility review to be conducted by Lazaro and Noel LLC at a cost of \$2,250. Mr. Strelish stated the review would be done during December, 2012. Motion was made by Mr. Chepalonis and seconded by Mr. Licata. Motion carried. The vote to approve this motion also approves the motion made for advertising services to Direct Media.

F. Request Motion to Award insurance Renewals to HARIE at Total Premiums of \$225,789 To be Effective January 1, 2013

Mr. Strelish then asked for a motion to award the 2013 insurance premiums for general liability to HARIE at a total premium cost of \$225,789. Motion to approve was made by Mr. Licata and seconded by Mr. Baldo. Motion carried unanimously.

G. Recommend Health Insurance Renewal with Geisinger at an Increase in Premium of \$4,699.77 per Month with an Increase in Deductible to \$2,500

Mr. Strelish then asked for a motion to approve the renewal of health insurance coverage with Geisinger at a monthly increase of \$4,699.77 and an increase in the deductible to \$2,500. A Motion was made by Mr. Chepalonis and seconded by Dr. Kepner. Motion carried unanimously.

Mr. Strelish at this time, also mentioned to everyone present of the savings realized due to the installation of the 10,000 gasoline fuel tank which is used for fueling the Shared Ride vans. Mr. Strelish stated the savings realized for the month of October, 2012 are \$2,260.08 and \$3,552.28 up to and including November 26, 2012. Mr. Strelish stated we are realizing a savings estimated at \$200 per day as compared to purchasing fuel at a fueling station. Mr. Strelish stated the cost of the installation of the underground tank is paid for by the approximate \$500,000 consolidation funds provided by PennDOT and a small amount of local funds is required to match the state funds. Mr. Strelish also mentioned the pavement around the fueling station needs to be regraded and repaved. Mr. Strelish stated a Union maintenance employee is responsible for fueling the vans.

H. Reports by Operations Supervisor and Maintenance Supervisor

Operations Supervisor Mr. Henderson was not present at the meeting.

Maintenance Department Mr. Brown expressed his appreciation for the help and co-operation given by Procurement Manager Mr. Uritz and Shared Ride Fleet Manager Mr. Landon in the transition of the Shared Ride vans to the LCTA facility and for assistance in placing the new vans into regular service.

Mr. Strelish also mentioned the Shared Ride vehicles have been updated with 10 new vans received in 2011; 15 in 2012 and 6 scheduled for replacement in 2013 and 6 scheduled for every year thereafter. Mr. Strelish also stated the Fixed Route division will be receiving 7 new hybrid buses during the month of December bringing the total number of diesel-electric buses to 15.

I. Report by Shared Ride Division Director

Director of the Shared Ride Division, Mr. Darr had no report to give at this time.

With the completion of the Executive Directors report a motion to accept was made by Mr. Chepalonis and seconded by Mr. Baldo.

10. Operations Committee: Mr. Bob Chepalonis

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

11. Personnel Committee: Mr. Bob Chepalonis

Chairman of the Personnel Committee, Mr. Chepalonis made the following motions:

- A. To promote Andrew Waters from part-time driver status to full time status for an undetermined amount of time, effective November 11, 2012 with rate as per Union contract. Motion seconded by Mr. Licata. Motion carried.
- B. To hire William Wright and Angel Rodriguez as part-time bus operators pending Drug and Alcohol clearances with rate as per contract. Motion seconded by Dr. Kepner. Motion carried unanimously.
- C. To hire Frank McKenzie as a part-time van driver pending Drug and Alcohol clearances with rate of \$8.75 per hour. Motion seconded by Mr. Licata. Motion carried unanimously.
- D. To approve a 30 day leave of absence for Maintenance employee, Mr. Rick Boback seconded by Mr. Baldo. Upon question by Mr. Licata as to whether it is a paid leave of absence request, Mr. Strelish stated it is an unpaid leave of absence request. Motion carried unanimously.
- E. To approve a change to the Non-Union staff personnel policy to update funeral leave seconded by Mr. Licata. Motion carried unanimously.
- F. To approve an increase in the Non-Union staff life insurance coverage to match the percentage change of that in the Union contract seconded by Mr. Baldo. Motion carried unanimously.

12. Old Business:

There was no Old Business to conduct at this time.

13. New Business:

Mr. Chepalonis put a motion on the floor to create, with the assistance of Attorney Blazosek a Code of Conduct for the Board of Directors which would establish a standard of what a Board member should be and to have it created during 2013. Motion was seconded by Mr. Licata. Motion carried unanimously.

Mr. Chepalonis also made a motion that due to the large amount of extra work required during 2012 with the consolidation efforts to provide for a Holiday luncheon for all employees paid for by the Authority. Dr. Kepner asked if there would be a cap made on the amount to be spent and Mr. Chepalonis stated \$2,000 would be the maximum. Mr. Strelish stated there are approximately 150 employees between Shared Ride and Fixed Route. Attorney Blazosek stated the luncheon would be held on LCTA property with employees enjoying it during their regular meal break. Motion was seconded by Mr. Baldo and carried unanimously.

Dr. Kepner mentioned an issue that came up at a Ridership Committee meeting regarding an LCTA passenger who uses the COLTS buses but the LCTA pass was not accepted by the COLTS system. Mr. Strelish responded to Dr. Kepner that he would look into the issue. Dr. Kepner stated the passenger contacted the COLTS supervisor who said they do not accept LCTA passes any longer. Mr. Strelish again said he would contact COLTS and would be in contact with Dr. Kepner.

14. Remarks:

A. Upcoming Board Meetings: December Meeting Cancelled

Mr. Strelish stated the December meeting would be cancelled but could be scheduled if needed.

Re-Organization Tuesday, January 8, 2013

Attorney Blazosek, Mr. Maher and Mr. Strelish stated the ReOrganization meeting would be held on Tuesday, January 15, 2013 at 3:00 P.M. for the purpose of ReOrganization only and the regular January Board of Directors meeting would be held on Tuesday, January 15, 2013 at 4:00 P.M. Attorney Blazosek stated an action would be needed for all offices to remain as they are until the Reorganization meeting. A motion to do so was made by Mr. Licata and seconded by Mr. Chepalonis.

Attorney Blazosek stated advertisement of these meetings must clearly state that Re-Organization only would occur at the 3:00 P.M. meeting and the 4:00 P.M. meeting would be for General Purposes. Motion to approve was made by Mr. Licata and seconded by Mr. Chepalonis.

15. Adjournment:

With Chairman Mr. Maher wishing everyone a Merry Christmas and Happy New year, a motion to adjourn was made by Mr. Chepalonis and seconded by Dr. Kepner. Motion carried.

Respectfully Submitted,

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

