

LUZERNE COUNTY TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

SEPTEMBER 25, 2012

PRESENT:

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

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
ROBB HENDERSON, DIRECTOR OF OPERATIONS
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 METZGER, ADMINISTRATIVE ASSISTANT, SHARED RIDE DIVISION

OTHERS:

PAUL JASON, LCTA DRIVER AND UNION REPRESENTATIVE
SEAN MORAN, WILKES-BARRE CAREER TECHNICAL CENTER
ALLAN BARTOLI, WILKES-BARRE CAREER TECHNICAL CENTER
PAUL MINICHELLO, REILLY ASSOCIATES

MEDIA:

BILL O'BOYLE, TIMES LEADER

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 (via telephone), Ms. Lombardo, Mrs. Riccetti and Mr. Maher. Attorney Blazosek stated the Board broke for a Personnel meeting from 3:55PM until the public meeting began at 4:20 PM.
3. **Public Comments Notice:** Chairman Mr. Maher invited comments from those in attendance however, there were no comments from anyone in attendance.

4. Approval of Minutes: August 28, 2012

After review of the minutes of the August 28, 2012 meeting Mr. Maher asked for a motion to approve at which time a motion was made by Mrs. Riccetti and seconded by Ms. Lombardo. Motion carried.

5. Accounts Payable: August, 2012

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

6. Financial Statement: July, 2012

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

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

Chairman Mr. Maher wanted to publicly acknowledge that he has received many compliments from passengers regarding the courtesy of the drivers.

8. Solicitor's Report – Attorney Joseph Blazosek

Attorney Blazosek stated the Board broke into the Personnel session at 3:55 P.M. with the Board, Executive Director and Human Resource Director during which time he gave the Board a review of the Union contract proposals which will be addressed by the Board later in the meeting for a possible acceptance of the contract by the Board. Attorney Blazosek also updated the Board on various workers compensation employee matters.

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

A. Ridership – August, 2012

Mr. Strelish began by reviewing the ridership for the month of August, 2012 which showed total passengers of 120,243.

B. Vehicle Purchase – Shared Ride Division

Mr. Strelish then mentioned the first of 15 Shared Ride vans was delivered to LCTA and is ready for striping by the maintenance staff. Mr. Strelish invited the Board to stop to see the vehicle and stated the remaining vans will be delivered within the next two weeks.

C. Resignation of Board Member Mr. William Joseph

Mr. Strelish then addressed the letter of resignation received from Board member Mr. William Joseph effective immediately. Motion to accept Mr. Joseph's resignation was made by Ms. Lombardo and seconded by Mrs. Riccetti. Motion carried. Mr. Strelish stated he will send a copy of the letter to Luzerne County Council who in turn, will have sixty (60) days to fill Mr. Joseph's seat on the Board.

D. Fuel Tank Changeorder from Corey Inc. in Amount of \$6,137.02.

The next order of business addressed by Mr. Strelish was a changeorder from Corey Inc. for additional work being done on the fuel island to provide a 10,000 gallon gasoline fuel tank. The changeorder is in the amount of \$6,137.02. Motion to approve was made by Mrs. Riccetti and seconded by Mr. Chepalonis. Motion carried.

E. Carpet Installation by Carpet Mill Direct at Shared Ride Location at Cost of \$8,489

Mr. Strelish next addressed the installation of carpet at the Shared Ride location, stating a telephone poll of the Board was done in advance of the Board meeting seeking Board approval of the project in order for the carpeting to be installed. A motion to formally approve the purchase and installation of the carpet was made by Mr. Conway and seconded by Mr. Baldo. Motion carried.

F. Discussion on Nepotism Policy

Mr. Strelish stated the Nepotism policy was provided to all Board members and Atty. Blazosek and recommended a Personnel Committee meeting be held to discuss the policy. This was agreed to by Chairman Mr. Maher. Mr. Strelish will schedule a meeting of the Committee.

G. Approve Employees to Attend the PPTA Winter Meeting in Allentown November 8-9, 2012

Next, Mr. Strelish asked for permission for employees to attend the PPTA Winter meeting to be held in Allentown, November 8th and 9th, 2012. Mr. Strelish stated important information and ideas are discussed at the meetings and cited the example of Maintenance Supervisor, Mr. Brown who

was made aware of the purchasing of diesel fuel through the Keystone Purchasing Network , saving a large amount of money in the process. Mr. Strelish asked for permission for a maximum of eight (8) employees to attend. Mr. Maher asked what the cost would be for attending the meeting and Mr. Strelish stated approximately \$2,000 for the 8 employees. Ms. Kepner asked if the expenses are budgeted and Mr. Strelish stated that they are within the budgeted amounts. Motion to approve was made by Mrs. Riccetti and seconded by Ms. Lombardo. Motion carried.

H. Approve Resolutions and Assignment Agreement

(1) Mr. Strelish first addressed a Resolution to Approve an Assignment Agreement , approved by PennDOT to transfer a vehicle from Friendship House to LCTA's Shared Ride division. Motion to approve was made by Mr. Chepalonis and seconded by Mr. Baldo. Motion carried.

(2) Next Mr. Strelish then addressed a resolution to provide transportation between LCTA and Volunteers of America. Attorney Blazosek stated he reviewed the agreement and considers it a standard agreement and recommended approval by the Board. Motion was made by Mrs. Riccetti and seconded by Ms. Lombardo. Motion carried.

(3) Next, Mr. Strelish asked for approval of Resolution #1-13, LCTA Union Employees Pension Plan, to adopt the reduced amortization option of the plan. Motion was made by Mr. Licata and seconded by Mr. Chepalonis. Motion carried.

(4) Mr. Strelish then addressed Resolution #2-13, LCTA Non-Union Employees Pension Plan, also adopting the reduced amortization option of the plan. Motion was made by Mrs. Riccetti and seconded by Ms. Kepner. Motion carried.

I. Reports by Operations Supervisor and Maintenance Supervisor

Operations Manager Mr. Henderson reported the drivers bid will be conducted during the next couple weeks. Mr. Henderson reported the #17 route will eliminate the Laflin area but extend the route into the Duryea area.

Mr. Henderson also mentioned the Magnolia Project, a United Fund mentoring program for young women who go to classes and shadow women in various jobs to learn trades and business experience. Mr. Henderson stated there are approximately 75 girls in the program. Mr. Henderson asked the Board for permission to provide bus passes at half fare which will be distributed to the girls at the rate of 2 per person per week in order to attend class and travel to their work site. Mr. Henderson stated the program would provide an estimated 300 trips each week. Mr. Strelish also stated the fareboxes would be programmed to accept the passes only within a 12 hour span to eliminate misuse of the pass.

Ms. Kepner asked if only Coughlin High School students use the student passes or if it's specific school districts who can ride LCTA buses. Mr. Henderson stated it is mostly Coughlin and a few students from Meyers High School using the passes. Ms. Kepner asked about the #14 Nanticoke route stating the bus travels near the Nanticoke School District where students perhaps could use the bus for transportation. Mr. Strelish stated the school districts approach LCTA and that we could look into the possibility of transporting students from other areas.

Maintenance Supervisor Mr. Brown began by stating Mr. Tom Landon of the Shared Ride division, Mr. Kevin Kopack and Mr. Eric Turinski, both maintenance employees visited Rohrer, the manufacturer of the Shared Ride vans to receive training on Braun wheelchairs are on the vans. Mr. Brown also stated a class will be held on October 25, 2012 for Thermo-King for training on the air conditioning systems on the vans.

Mr. Brown also complimented his entire maintenance staff for the work and effort put into the repairs and maintenance needed on the vans while also maintaining the buses. Mr. Brown stated they are working on a type of air conditioning systems and equipment on the vans they had never previously worked on. He also stated that the maintenance department is without two (2) full time employees who are on sick leave.

J. Report by Shared Ride Division Executive Director

Mr. James Darr, Director stated the Shared Ride drivers will be re-bidding their jobs and runs beginning October 4th and will become effective October 15th. Mr. Darr also mentioned the new van that was delivered and also the new carpeting and furniture all looks very good and welcomed all Board members to visit their offices to see the improvements.

Mr. Strelish commented on the consolidation of services and stated that the entire process has been going well with PennDOT being very pleased with the progress made. Mr. Strelish also commented that through the entire process nine (9) jobs were lost through attrition and not as a result of the consolidation. Mr. Strelish stressed that no positions were lost as a result of the consolidation itself.

K. Other

Mr. Strelish then spoke of a matter that occurred at the Luzerne County Council meeting held in August, 2012 shortly after the LCTA Board of Directors meeting. Mr. Strelish stated it was brought to his attention that during the County Council meeting someone mentioned there were LCTA representatives who had attended a conference in New Orleans at a cost of \$67,000. Mr. Strelish stressed the fact that this was untrue and travel expenses maintained by the Controllers office were provided to a newspaper reporter for review. Mr. Strelish pleaded to the Board that if anyone has questions regarding LCTA business to speak to him in an effort to answer those questions before reporting something incorrectly to others. Chairman, Mr. Maher suggested to Mr. Strelish to have the County Council members visit LCTA to review the Authority's records. Mr. Strelish stated he has requested Mr. Brominski of the County Council to visit the Authority. He also focused on the funding that is received from Luzerne County which generates approximately \$11.5 million of funds in federal and state funds which in turn becomes income to Luzerne County. Attorney Blazosek stated the bottom line is that funds in the rumored amount were not spent in New Orleans or at any other conference. Mr. Maher reaffirmed Mr. Strelish's position of having anyone with questions to come to him and Ms. Kepner also stressed that it is the Board's position to follow through on situations until answered satisfactorily and to keep the Authority's integrity in place.

Motion to accept Mr. Strelish's report was made by Mr. Chepalonis and seconded by Mrs. Riccetti. 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 asked for a motion to hire Ms. Christina Bonath as a part-time aide at the Shared Ride division effective September 4, 2012 at a rate of \$7.50 per hour. Motion was made by Mr. Baldo and seconded by Mrs. Riccetti. Motion carried.

Mr. Chepalonis then asked for a motion to accept the Union contract agreement effective October 1, 2012 through September 30, 2015. Motion was made by Mr. Licata and seconded by Mr. Baldo. Motion carried.

Continuing, Mr. Chepalonis asked for a motion for the Non-Union employees to receive the same wage rate increase as the Union agreement effective October 1, 2012. Motion to approve was made by Mrs. Riccetti and seconded by Ms. Lombardo. Motion carried.

Mr. Strelish then referred to a presentation made to the Board during the work session by the Wilkes-Barre Career Technical Center and asked for a motion to enter into an agreement with CTC to establish a co-operative work program allowing CTC students to work with LCTA maintenance employees. This would allow the students to receive hands-on work experience in diesel fuel vehicles and heavy equipment training subject to terms that will be worked out in the agreement. Ms. Kepner asked if this would be in agreement with the Union contract and Attorney Blazosek stated the phrasing would indicate that a direction is given to management to work out an agreement but not necessarily to enter into the full term of the agreement which would include many people, including Unionized maintenance employees until it is reviewed completely. Motion was made by Ms. Lombardo and seconded by Ms. Kepner. Motion carried.

12. Old Business

There was no Old Business to discuss at this time.

13. New Business

There was no New Business to discuss at this time.

14. Remarks

Ms. Kepner stated the Ridership Committee met on Tuesday, September 18, 2012 at Barnes and Noble on Public Square. Ms. Kepner requested that since the meetings are no longer held immediately prior to the monthly Board meeting if a Ridership Committee report could be included on the agenda for the monthly meetings. A motion to approve was made by Ms. Kepner and seconded by Mr. Chepalonis. Motion carried.

Mr. Strelish stated the remaining Board meetings for this year are October 23rd and November 27th, 2012 with the December meeting cancelled unless needed.

15. Adjournment

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

Respectfully Submitted,

A handwritten signature in cursive script that reads "Theresa Chapman".

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