

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS
MARCH 26, 2013

PRESENT:

SAL LICATA, CHAIRMAN
PAUL MAHER, VICE-CHAIRMAN
ROSEMARY LOMBARDO, SECRETARY
DR VALERIE KEPNER, PH.D., ASST TREASURER
DR SID HALSOR, PH.D., ASST SECRETARY
ROBERT CHEPALONIS, MEMBER
PATRICK CONWAY, MEMBER
ATTORNEY SEAN ROBBINS, MEMBER
ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

ANTHONY BALDO, TREASURER

ADMINISTRATIVE STAFF:

STANLEY STRELISH, EXECUTIVE DIRECTOR
FRED BROWN, MAINTENANCE SUPERVISOR
RENEE CRAIG, HUMAN RESOURCE DIRECTOR
MOHAMMED NAJIB, CONTROLLER
ROBB HENDERSON, DIRECTOR OF OPERATIONS
JOE ROSELLE, I.T. DIRECTOR
LEE HORTON, ROAD SUPERVISOR
LOU URITZ, PROCUREMENT MANAGER
THERESA CHAPMAN, GRANTS CO-ORDINATOR
JAMES DARR, DIRECTOR, SHARED RIDE
JOHN ALU, FISCAL TECHNICIAN, SHARED RIDE
THOMAS LANDON, FLEET MANAGER, S/R

MEDIA:

SUE HENRY, WILK RADIO
STEVE MOCARSKY, TIMES LEADER
MIKE BUFFER, CITIZENS VOICE

1. Pledge of Allegiance: Chairman Mr. Licata 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 in attendance at the meeting: Mr. Chepalonis, Mr. Mr. Conway, Dr. Halsor Ph.D., Dr. Kepner, Ph.D., Ms. Lombardo (via telephone), Mr. Maher, Attorney Robbins and Mr. Licata.

Absent was Mr. Baldo.

3. Public Comment: There were no comments offered from anyone in attendance.

4. Approval of Minutes of: February 26, 2013

Upon review of the minutes of the February 26, 2013 Board of Directors meeting a motion to approve was made by Mr. Maher and seconded by Mr. Chepalonis. Motion carried.

5. Accounts Payable Checks: February, 2013

The Accounts Payable checks for the month of February, 2013 were then reviewed by the Board with a motion to approve being made by Dr. Halsor and seconded by Mr. Maher. Motion carried.

6. Financial Statement: January, 2013

Mr. Licata then addressed the Financial Statement for the month of January, 2013. Upon review and with no discussion, motion to approve was made by Attorney Robbins and seconded by Mr. Maher. Motion carried.

7. Chairman's Report: Mr. Sal Licata, Chairman

Chairman, Mr. Licata had no report to give at this time.

8. Solicitor's Report: Attorney Joseph Blazosek

Attorney Blazosek stated the Board broke for a Personnel session at 3:20 PM which concluded at 3:50 P.M. during which time Human Resource Director Renee Craig updated the Board on Personnel matters which will be addressed during the meeting. Attorney Blazosek also stated legal and real estate matters were also discussed, however no decisions were made or final actions were taken.

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

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

A. Ridership – February, 2013

Mr. Strelish addressed the ridership for the month of February, 2013 which showed total ridership of 105,157, a decrease of approximately 32,000 passengers from February, 2012. Mr. Strelish stated all categories of passengers realized a decrease in riders.

B. Approve Insurance Premiums from Philadelphia Indemnity Insurance

Mr. Strelish next asked for a motion to approve a premium received from Philadelphia Indemnity Insurance in the amount of \$5,069 for flood insurance coverage for the office and garage facility, fuel building and tire and battery storage building. Motion to approve was made by Mr. Maher and seconded by Mr. Chepalonis. Motion carried. Mr. Strelish noted the elevation of the LCTA facility is 7 feet below the river elevation.

C. Reschedule April, 2013 Board of Directors Meeting

Mr. Strelish then asked for approval to reschedule the April 23, 2013 Board meeting due to the PPTA conference he and staff employees will be attending in Lancaster. Upon discussion with Board members, it was decided to reschedule the meeting to May 14, 2013 which would combine both April and May meetings. Attorney Blazosek requested the meeting to be properly advertised. Motion to accept was made by Attorney Robbins and seconded by Mr. Chepalonis. Motion carried.

D. Reports by Operations Supervisor and Maintenance Supervisor

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

E. Report by Shared Ride Division Director

Shared Ride Director, Mr. Darr addressed the following items:

- a. MATP Program changed the way they operate to managed care organizations known as Coventry Care, Amerihealth Northeast and Geisinger. Mr. Darr stated this change allows clients to go to network doctors and pharmacists.
- b. Meetings with senior citizen centers to provide information about the Shared Ride and Lottery transportation programs and to provide trips to the Laurel Mall and to the movies for the senior citizens.
- c. Surveys will be distributed to fixed route passengers in the next week in order to receive feedback on service provided.
- d. Mentioned the summer route to Frances Slocum State Park which will be provided by the fixed route division starting June 8, 2013 and continuing until Saturday, August 25, 2013. Mr. Darr stated the service will provide one (1) roundtrip per day Monday thru Saturday.

Motion to accept the Executive Director's report was made by Ms. Lombardo and seconded by Dr. Halsor, Ph.D.. Motion carried.

10. Operations Committee: Dr. Valerie Kepner, Ph.D., Chairlady

Dr. Kepner mentioned the following concerns addressed at the Ridership Committee meeting held on Tuesday, March 19, 2013:

- a. Minutes from the February meeting were not available for this Board meeting but can be provided on request in the near future.
- b. The bus departure sign boards at the Intermodal Center are operating better than they had been.
- c. The idea of selling bus passes at Price Chopper and if not possible then perhaps the use of a vending machine for passengers to utilize or perhaps purchasing tickets online.
- d. Shared Ride clients have mentioned it takes an average of 2 weeks to receive tickets, particularly Lottery program tickets. Dr. Kepner mentioned an effort is being made in co-ordination with the Area Agency on Aging to make tickets available in a more timely manner.
- e. Passengers are excited about the service being planned to Frances Slocum State Park.
- f. Passengers are still interested in evening service. Mr. Chepalonis inquired if a survey had been conducted, Mr. Strelish stated that we had.

Mr. Strelish commented on Dr. Kepner's report responding our Road Supervisor had contacted Price Chopper regarding selling tickets and we had also looked into the option of selling passes through the fare box when the fareboxes were replaced however, the cost of doing so was prohibitive. Mr. Strelish stated we would continue to pursue a way to make tickets available to passengers through various means. Attorney Blazosek suggested the possibility of merchants other than Price Chopper be considered as a ticket outlet. Dr. Kepner also mentioned the convenience of purchasing the tickets online.

Chairman, Mr. Licata recognized the administrative staff for responding to questions and requests of the Ridership Committee in a considerate and efficient manner.

A motion to accept the Operations's Committee's report was made by Mr. Chepalonis and seconded by Mr. Maher. Motion carried.

11. Personnel Committee: Mr. Robert Chepalonis, Chairman

Chairman of the Personnel Committee, Mr. Chepalonis presented a motion to the Board to approve hiring the following individuals as part-time Shared Ride van drivers, pending approved background checks and drug and alcohol clearances. Mr. Chepalonis noted wages would be set as per the Union contract. Hirings include: Thomas Stahl, Anthony John, John Rosenfeld, Robert Hebda, Daniel Penn and Stephen Killian. Motion was seconded by Mr. Maher.

Mr. Chepalonis then made a motion to amend the Staff Personnel Policy, **Section 3.5 Use of Optional Holiday** by changing the current 5 day request time to 48 hours. Motion was seconded by Attorney Robbins.

A motion to accept the Personnel Committee report was made by Mr. Maher and seconded by Attorney Robbins.

12. Old Business:

Board member Dr. Halsor addressed LCTA's website and questioned the possibility of making improvements to it. I.T. Director, Mr. Roselle responded, reporting he is working on intergrating the Automated People Counter portion of the Automated Vehicle Locator to the website and once the complete AVL system is in place and operational a complete overhaul of the website will be conducted. Mr. Roselle also mentioned the possibility of being able to sell bus passes through the website once it is redesigned. Dr. Halsor mentioned utilizing a third party contractor to assist in the redesign if Mr. Roselle feels that is needed. Chairman, Mr. Licata also mentioned the fact that the time spent on the consolidation process has interfered with Mr. Roselle's time available for the website.

13. New Business:

Board member Dr. Kepner reported she had several people inquiring about implementing a Senior Citizen photo identification swiping system. A discussion was held and Mr. Strelish stated there is a good possibility PennDOT will require a photo ID card in the near future.

Dr. Kepner stated she spoke with Mr. Mike Zimmerman of Help-Line regarding the possibility of allowing Help-Line to post advertising cards on the interior of the buses. Mr. Strelish stated this could certainly be done and to have Mr. Zimmerman contact Maintenance Supervisor, Mr. Brown to determine the size and paper qualities for the signs so that they would not deteriorate or slip through the bands on the advertising locations in the buses.

14. Remarks:

There were no remarks from anyone at this time.

15. Adjournment:

With no further business to discuss, notion to adjourn was made by Dr. Halsor and seconded by Dr. Kepner. Motion carried.

Respectfully Submitted,

BY: Theresa Chapman, Secretary to the Board
FOR: Rosemary Lombardo, Secretary of the Board

