

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS
MAY 14, 2013

PRESENT:

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

ABSENT:

ROBERT CHEPALONIS, MEMBER

ADMINISTRATIVE STAFF:

STANLEY STRELISH, EXECUTIVE DIRECTOR
FRED BROWN, MAINTENANCE SUPERVISOR
RENEE CRAIG, HUMAN RESOURCE DIRECTOR
MOHAMMED NAJIB, CONTROLLER
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, SHARED RIDE

MEDIA:

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

OTHERS: PAUL JASON, UNION REPRESENTATIVE

ERIC TURINSKI, UNION REPRESENTATIVE
LOU ROMAN, UNION REPRESENTATIVE
BOB DELESCAVAGE, VISITOR
RUTH ANN RUDICK, PASSENGER
ROBERT GRABOSKY, PASSENGER
LINDA SLATER, PASSENGER & CHAIRMAN, PUBLIC TRANSPORTATION ADVISORY COUNCIL
MALCOM HUDGEON, PASSENGER

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 present for the meeting: Mr. Baldo, Mr. Conway, Dr. Halsor, Ph.D., Dr. Kepner, Ph.D., Ms. Lombardo, Mr. Maher, Attorney Robbins and Mr. Licata.

Absent was Mr. Chepalonis.

3. **Public Comment:** Ms. Linda Slater, Chairman of the Public Transportation Advisory Council addressed the Board presenting a petition signed by riders suggesting that whenever major changes are made to the schedules a Public Hearing is held prior to the changes being implemented so that riders can make suggestions to the planned changes. Ms. Slater stated the recent change to the #8 route was a disaster. Executive Director, Mr. Strelish commented that a discussion was held during a Ridership Committee meeting and that it would take time to address the changes due to the drivers bidding of jobs but it would be addressed.

Ms. Ruth Ann Rudick, passenger asked that when changes are being made the new schedules should be distributed 5-7 days in advance of the new start date so that passengers can review them prior to being started. Mr. Strelish stated the schedules can be placed in the buses, noting they are new schedules for the passengers information.

Passenger Robert Grabosky next addressed the Board commenting on the #16 Old Forge schedule stating there is not enough time allotted on the Saturday schedule for riders to get to the Mall or Wal-Mart and suggested the schedule be adjusted to start or end 1-2 hours earlier or later. Mr. Grabosky also stated he was informed by a passenger the #22 bus is continuously at least 10 minutes late which makes the passengers late at their destination. Mr. Strelish stated this is the first he has heard of the bus running late and asked those present to let the Authority know if problems are occurring on a regular basis. Ms. Slater asked if a complaint/suggestion box could be placed at the Intermodal Center for passengers problems which include wheelchairs not being properly secured. Mr. Strelish and Human Resource Director Ms. Craig mentioned this type of problem should be called in to the Authority immediately and not through a complaint form. However, Mr. Strelish stated we would look into providing a suggestion/complaint box.

Ms. Slater also asked if it's possible to schedule the #12 Larksville bus to provide a trip that would arrive at the LCTA property in time for a Board meeting rather than the earlier time it is presently scheduled. Road Supervisor Mr. Horton will look into the scheduling of this bus route as suggested.

Board member Dr. Kepner mentioned a concern presented by passengers concerning the BUS-TIME line being busy when passengers call and recognizes the convenience of obtaining a form at the Intermodal to register complaints/suggestions. Dr. Kepner also mentioned the heavy volume of calls directed to BUS-TIME should decrease when the AVL system is operational.

LCTA employee Mr. Eric Turinski stated it is now nine (9) months since the decline in ridership began and asked if anyone has an answer for the decline. Board Chairman Mr. Licata stated it is still being investigated and also reviewed the ridership report and the fact that ridership is now stabilizing. Mr. Licata emphasized the Authority is very carefully reviewing the ridership information and watching it closely. Dr. Kepner stated that once the report is received from PennDOT the Board will be provided with the information and recommended changes and will work with

Administration to implement the changes as warranted.

Union Representative Mr. Lou Roman asked if the AVL system will be accurate once it is completely operational particularly in the Senior Citizen category. Mr. Strelish asked Mr. Roselle, I.T. Director to respond to Mr. Roman's question. Mr. Roselle stated the People Counter part of the AVL system will count all passengers in total and also will count people as they are boarding and leaving the bus. Mr. Roman stated the Senior Citizens should have an ID card they would swipe through the farebox which would accurately count the Senior Citizens. Mr. Edwards and Ms. Craig stated the present Senior Citizen passes which are required to be used are provided by PennDOT and Mr. Strelish stated he believes PennDOT is working on creating a magnetic swipe card which would then be provided to Senior Citizens for use on the buses.

Union President Mr. Paul Jason asked if the passenger counter will match the fare box count and Mr. Roselle stated it could theoretically not match since the passenger counter would count small children coming on and off the buses while that child would not be entered into the fare box thereby creating a discrepancy, however Mr. Roselle stated the beams on the passenger counter could be set to account for children's heights.

Chairman Mr. Licata once again made mention to the fact that everyone at LCTA, employees and Board members are working together to provide the most accurate ridership information possible.

4. Approval of Minutes – March 26, 2013

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

5. Accounts Payable Checks – March and April, 2013

The Accounts Payable Checks for the months of March and April, 2013 were then presented to the Board for approval after which a motion to approve was made Mr. Lombardo and seconded by Mr. Maher. At this point, Chairman Mr. Licata stated that from this point forward a roll call of the Board will be taken for each motion made to indicate each Board members vote. Roll was called by Ms. Chapman with all Board members voting to accept the Accounts Payable checks. Motion carried.

6. Financial Statement – February and March, 2013

The Financial Statements for the months of February and March, 2013 were then presented to the Board for approval. Dr. Kepner questioned a discrepancy in the year-to-date MATP revenues of \$892,179 as opposed to the budgeted amount for the year of \$1,357,660 stating it was mentioned the MATP Program would be anticipating a shortfall of approximately \$150,000-\$200,000 for the year but this difference indicates a larger shortfall than \$150,000. Mr. John Alu, Shared Ride Fiscal Officer responded, stating that at the start of the new fiscal year, an MATP budget is submitted anticipating what ridership is expected to be for both Shared Ride and the Sub-Contractor providers. Mr. Alu continued stating ridership for this year is much lower than expected which decreases the anticipated revenue and also mentioned a decrease in State revenue provided for the program.

Dr. Kepner then questioned the passenger waiting shelters. Mr. Strelish and Mr. Brown, Maintenance Supervisor mentioned Lamar Advertising maintains most of the shelters while LCTA owns and maintains two (2) of them, one located on Page Street, Kingston and the other on Wyoming Avenue, Kingston. Dr. Kepner mentioned the shelter located in front of Gerrity's Supermarket in Hanover Township has had broken glass and wondered whose responsibility it is to repair the shelter. Mr. Strelish once again remarked of the importance of notifying the Authority when something needs maintenance.

Motion to accept the Financial Statements for the months of February and March, 2013 was made by Mr. Maher and seconded by Ms. Lombardo. A roll call of the Board resulted in all affirmative votes.

7. Chairman's Report – Mr. Sal Licata

Chairman Mr. Licata reported the AVL system installation is 70% complete with the Automatic People Counter having been installed in all buses. IT Director Mr. Roselle stated the system should be completed by the end of June with all hardware installed and testing being conducted in all buses to verify accuracy of the routes and stops.

Chairman Licata also mentioned the new run to the Steamtown Mall is doing well having been in service for the past month.

8. Solicitor's Report: Attorney Joseph Blazosek

Attorney Blazosek stated the Board held a Personnel Session from 3:35 PM – 4:05 PM with Human Resource Director Ms. Craig providing an update on human relations matters involving staffing needs and steps being taken to fill those positions which had also been presented to the Personnel Committee. Attorney Blazosek also mentioned other matters concerning litigation were also discussed with no decisions having been made and he and Mr. Strelish also identified policies prepared by Mr. Darr, Director of the Shared Ride Division and Ms. Metzger, Shared Ride Administrative Assistant for **Medical Emergency** and **Incident Reporting**. Attorney Blazosek stated the policies would be reviewed and presented for approval during the Board meeting. Attorney Blazosek also mentioned he and Mr. Strelish will be conducting Union negotiations with the Shared Ride drivers in the near future.

A motion to approve Attorney Blazosek's report was made by Mr. Maher and seconded by Mr. Baldo. Roll call of the Board resulted in all affirmative votes.

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

A. Ridership – March and April, 2013

Mr. Strelish began his report by addressing the ridership for the months of March and April, 2013 stating total ridership for the month of March, 2013 was 108,352 and April, 2013 was 106,770. Mr. Strelish also reiterated the Intelligent Transportation System is almost complete and mentioned he rode the buses to observe the system and invited Board members to view the system by taking a ride on the buses. Mr. Strelish also thanked Mr. Brown, Maintenance Supervisor,

Mr. Uritz, Procurement Manager and Mr. Roselle, IT Director for the extra time and work involved in getting the system up and running.

Mr. Strelish also mentioned a meeting had been held on April 5, 2013 with members of the Administrative staff and the Operations Department, a representative of the Maintenance Department and senior and newer drivers for a discussion on the ridership count. Mr. Strelish stated that a letter was submitted to employees at that time which Mr. Strelish read to the Board (attached).

Mr. Strelish stated in determining a cause for the ridership count what was seen was some drivers did not know the proper way of counting passengers especially senior citizen passengers who were being counted both boarding and alighting the bus. Mr. Strelish stated we will initiate a training program for all drivers, directed by Road Supervisor, Mr. Horton to introduce the proper way of registering passengers which will be co-ordinated with the operation of the AVL system.

B. Approve Summer Program Contracts for Shared Ride Division with AVP Transport; B&D Bus Company and Childrens Service Center Summer Partial Hospitalization Program

Mr. Strelish then asked for a motion to approve the summer transportation program contracts for the Shared Ride division with **AVP Transport; B&D Bus Company and Childrens Service Center Summer Partial Hospitalization Program**. Mr. Strelish stated the contracts were reviewed by Management and Attorney Blazosek who mentioned they are the same format as followed in 2012. A motion to approve was made by Dr. Halsor and seconded by Mr. Maher. A roll call of the vote resulted in all affirmative votes.

C. Approve Shared Ride Medical Emergency and Incident Reporting Policies

Mr. Strelish then presented policies to be adopted for the Shared Ride division for **Medical Emergency and Incident Reporting** which were reviewed by Attorney Blazosek. A motion to approve was made by Ms. Lombardo and seconded by Attorney Robbins. Motion carried and roll call of the motion resulted in all affirmative votes.

D. Award File Storage Project to Pantano Construction at Cost of \$16,750

Next Mr. Strelish asked for a motion to approve the award of the construction of the file storage room to Pantano Construction at a cost of \$16,750 which would be funded by consolidation funds. Mr. Strelish stated the room will be built within the bus storage bays which will not take away any space from the bus storage area. A motion to approve the award was made by Mr. Baldo and seconded by Mr. Maher. Motion carried and roll call of the motion resulted in all affirmative votes.

E. Award Fire System for Storage Room Project to Tyco at Cost of \$3,100

Mr. Strelish then asked for a motion to approve the award of the fire system for the storage room to Tyco at a cost of \$3,100. Motion was made by Attorney Robbins and seconded by Dr. Kepner. Motion carried. Roll call of the Board for the motion resulted in all affirmative votes.

F. Award Smoke Detection System for Storage Room Project to Vector Security at Cost of \$1,000

Mr. Strelish addressed the next item which is to award the smoke detection system for the storage room project to Vector Security at a cost of \$1,000. Motion was made by Mr. Baldo and seconded by Mr. Maher. Motion carried with all affirmative votes cast by the Board.

G. Discussion on the Award of the Diesel Fuel Bid

Mr. Strelish stated bids for the purchase of diesel fuel and gasoline were opened but recommended holding off on awarding the contract at this time since fuel prices are expected to go down with the estimated cost to be at or near what the Authority is now paying. Mr. Strelish also stated we can delay in awarding the contract until mid-June with a final decision necessary by June 26, 2013. He will keep the Board informed of the price the Authority finally accepts for the fuel.

Mr. Licata stated management does a thorough study of the fuel costs prior to making a decision as to when to lock in the price.

H. FY2013-14 PennDOT Act 44 Operating Funds of \$5,269,201 with Local Share Requirement of \$485,345

Next Mr. Strelish acknowledged the annual appropriation from PennDOT in the form of Act 44 funds in the amount of \$5,269,201 which requires a local match of \$485,345. Mr. Strelish stated the Act 44 funds are increased by \$222,567 from FY2012-13 funds even though LCTA's ridership decreased during the year. Mr. Strelish also stated the Authority will not be requesting local funds to match capital projects during this year which will be reflected as a savings to Luzerne County.

I. Approve Mr. Alu and Mr. Uritz Attendance at the FTA Triennial Review Workshop in Philadelphia on June 6 and 7, 2013

Mr. Strelish then asked for approval for 2 employees, Mr. Alu and Mr. Uritz to attend the FTA sponsored Triennial Review Workshop being held in Philadelphia June 6 and 7, 2013. Motion to approve was made by Mr. Maher and seconded by Ms. Lombardo. Motion carried with a unanimous roll call vote of the Board.

J. Approve Workers Compensation Insurance Coverage from Housing and Redevelopment Insurance Exchange in the Amount of \$375,066 Retroactive to April 1, 2013

The next item presented by Mr. Strelish was the Workers Compensation Insurance renewal for 2013-14, retroactive to April 1, 2013. Mr. Strelish stated the premium is in the amount of \$375,066 and is provided by Housing and Redevelopment Insurance Exchange (HARIE). Mr. Licata asked for a motion which was made by Dr. Halsor and seconded by Mr. Baldo. Motion carried with a unanimous roll call vote of the Board.

K. Approve Proposal for Appraisal of Swepston Property by Rosen Real Estate in the Amount of \$1,500

Next item on the agenda is the proposal from Rosen Real Estate to appraise the adjacent property owned by Mr. Jim Swepston who indicated to Mr. Strelish he is interested in selling the property. Mr. Strelish stated with the acquisition of that property there would be adequate space to relocate the Shared Ride Division to this location. A motion to approve the proposal in the amount of \$1,500 was made by Dr. Kepner and seconded by Mr. Maher. Motion carried.

L. Approve Excess Flood Insurance Coverage from WNC Insurance Services Inc. at Cost of \$17,045 Retroactive to May 1, 2013

Mr. Strelish then asked for a motion to approve the Excess Flood Insurance Coverage from WNC Insurance Services Inc. at a cost of \$17,045 which would be retroactive to May 1, 2013. A motion to accept was made by Mr. Baldo and seconded by Ms. Lombardo. Motion passed. A roll call of the Board resulted in all affirmative votes.

Mr. Strelish also mentioned the Ethics Policy, discussed at previous Board meetings was already in place at the Authority and was forwarded to all Board members and will also be distributed to all employees. Mr. Strelish stated the policy would pertain to all employees and Board members.

M. Reports by Operations Supervisor and Maintenance Supervisor

Operations Supervisor Mr. Henderson was not present at the meeting, however, Mr. Strelish stated we continue to work on co-ordinating service with COLTS in order to provide service to Scranton. Mr. Strelish stated we will meeting with COLTS Executive Director, Mr. Fiume and COLTS Operations Manager, Mr. Johnson to continue to plans for Scranton to Wilkes-Barre service.

Maintenance Supervisor Mr. Brown reported all older Shared Ride vans have been removed from the LCTA property and Fixed Route bus #712 has been provided to Luzerne County Community College for training purposes on April 26, 2013 and bus #709 will be given Wilkes-Barre Career and Technical Center.

Mr. Brown also commented on the improved appearance of the Shared Ride vans and complimented the part-time cleaner for the excellent job being done. Mr. Brown stated the preventive maintenance inspections are up to date on all buses and requested that anyone who notices a bus stop sign that is broken or missing along the bus route to please notify him.

N. Report by Shared Ride Division Director

Director of the Shared Ride Division, Mr. Darr gave his report by distributing marketing material to the Board members which was co-ordinated by Misericordia University students to implement a marketing program for LCTA. Mr. Strelish noted that the marketing program will be co-ordinated with the implementation of the AVL system with a new motto also being initiated. Mr. Strelish also noted monies to cover the marketing program will be provided by Consolidation funds provided by PennDOT. Mr. Darr also noted his staff conducted surveys on the Shared Ride vehicles with positive comments being offered by passengers and also staff is visiting senior citizen centers to promote the programs offered by the Shared Ride division.

Mr. Darr also mentioned the Summer Therapeutic Camp will begin in June for the summer.

Finally, Mr. Darr noted a press release addressing the new service to Frances Slocum State Park which will begin June 8, 2013 and welcomed everyone to join him at the park. Mr. Strelish also mentioned the Student Summer Pass program will be in effect for June, July and August, 2013 at a cost of \$20 per ticket for students age 18 and under.

A motion to accept the Executive Director's report was made by Mr. Maher and seconded by Ms. Lombardo. Motion carried with all affirmative votes by the Board.

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

A. Ridership Committee Meeting – Accept Fare Policy Review

Chairman of the Ridership Committee, Dr. Kepner presented the minutes of the February and March Ridership Committee meetings and also mentioned attendance at the April, 2013 increased from previous meetings which included committee members, LCTA staff and Board members as well as passengers. Dr. Kepner stated the next meeting was scheduled for May 21st at the LCCC Corporate Learning Center.

Dr. Kepner revisited the recent changes made to the #8 schedule and suggested that the Ridership Committee be more involved in schedule changes and for new schedules to be distributed a few days in advance of the start date so passengers can become familiar with the changes. Ms. Slater commented on an example of not having the schedules ahead of time which concerned the #8 Swoyersville bus and passengers not knowing Pringle Street was no longer being used.

Dr. Kepner also mentioned the meeting of the Public Transportation Advisory Council who are inquiring as to the route number for the Frances Slocum Park run and the pick up times at the various stops. Another question is how to handle the possibility of transporting more than 2 bicycles at a time since the buses are equipped with bicycle racks which accommodate only 2 bikes. Mr. Strelisch replied the bus route number will be handled by the Operations Department and we will coordinate the bicycle concern with the YMCA.

A question was raised by a passenger in attendance as to why there is not an LCTA representative at the Intermodal to assist LCTA passengers. Dr. Kepner also questioned on passes between COLTS and LCTA since LCTA accepts all of COLTS passes while only some of LCTA passes are accepted by COLTS. Mr. Strelisch stated he will schedule a meeting with COLTS representatives to come to an agreement on the passes. Ms. Slater also stated COLTS does not accept the white cane courtesy for visually impaired passengers. Mr. Strelisch will also address this with COLTS. Dr. Halsor asked Dr. Kepner if she is proposing that bus schedule changes be reviewed by the Ridership Committee before being adopted with Dr. Kepner agreeing.

Dr. Kepner also noted the Board members of the Ridership Committee reviewed and recommended to accept the existing policy with no fare increase at this time.

Dr. Kepner made a motion to accept her report with a second by Dr. Halsor. Motion carried with a roll call resulting in all affirmative votes.

11. Personnel Committee: Mr. Paul Maher, Member, Personnel Committee

Mr. Maher made a motion to approve the following part-time employees;

Anthony Marseco as a part-time bus cleaner with wages per contract rate effective April 8, 2013 for the fixed route buses.

Anthony Johnson as a part-time van driver with wages per contract rate effective April 15, 2013 for the Shared Ride programs

John Rosentel as a part-time driver with wages per contract rate effective April 15, 2013 for the Shared Ride programs

Michael Cassic as a part-time van driver with wages per contract rate effective May 13, 2013 for the Shared Ride programs

Dr. Halsor questioned the amount of hours considered to be part-time and Human Resource Director and Mr. Strelish explained the bus cleaner for fixed-route would have a maximum of 28 hours per week while the part-time van drivers for Shared Ride would have a maximum of 30 hours due to the 2 different Union contracts in place with both Fixed Route and Shared Ride employees. Mr. Strelish stated we will try to make 28 hours uniform for both Unions.

Motion to approve the hirings was made by Mr. Maher and seconded by Ms. Lombardo. Motion carried with all affirmative votes by the Board.

12. Old Business:

Dr. Kepner asked about the recent PPTA conference with Mr. Strelish responding the conference was very informative for all employees who attended and also noted that Mr. Joe Roselle, IT Director was asked to serve on the State I.T. Committee and commended Mr. Roselle for the work he does with everything IT related.

Mr. Strelish also stated we would like to sponsor the PPTA winter meeting in 2014 or 2015 and would be contacting PPTA in the near future to schedule that conference which hopefully could be held at the Mohegan Sun.

13. New Business:

There was no additional New Business to conduct at this time.

14. Remarks:

LCTA driver and Union Representative Mr. Paul Jason inquired as to why there were no supervisors left on the property at the time of the PPTA conference in the event of an emergency and Dr. Kepner noted the dispatchers also did not have coverage. Mr. Strelish replied that Shared Ride Supervisors were available to handle situations as well as the dispatchers who can act in an administrative capacity. Dr. Kepner asked for better communications for any future conferences.

15. Adjournment:

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

Respectfully Submitted,



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