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555 Lakeshore Blvd. Painesville Twp., OH 44077

Monday, April 27, 2020 – Immediately following the “Committee of the Whole” Meeting

## BOARD OF TRUSTEES MEETING

Monday, April 27, 2020

Public Access at Laketrans YouTube page: [www.youtube.com/laketran](http://www.youtube.com/laketran)

### MINUTES

**1. Meeting Called to Order – 5:28 p.m.**

President Brian Falkowski called the Board of Trustees meeting to order at 5:28 p.m.

**2. Roll Call**

David Anderson  
Brian Falkowski  
Jon Marten  
Donna P. McNamee  
Dennis Montrella  
Dale Schiavoni  
Lane H. Sheets  
Charles Zibbel

Benjamin S. Capelle  
Brandon D. R. Dynes

**3. Pledge of Allegiance - All**

**4. Mission Statement – Ms. McNamee**

Laketran is committed to providing quality public transportation services to all Lake County residents with special emphasis on meeting the transportation needs of seniors and people with disabilities.

**5. Public Comments**

None

**6. Approval of Minutes**

- a. Motion to approve Laketrans “Committee of the Whole” meeting minutes of February 24, 2020 was made by Ms. McNamee – Seconded by Mr. Schiavoni.  
“AYES”: Messrs. McNamee, Montrella, Schiavoni, Sheets, Zibbel  
“NAYS”: None  
“ABSTAIN”: Anderson, Marten  
Motion passed.



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- b. Motion to approve Laketrans Board of Trustees Board meeting minutes of February 24, 2020 was made by Mr. Schiavoni – Seconded by Ms. McNamee.  
“AYES”: Messrs. McNamee, Montrella, Schiavoni, Sheets, Zibbel  
“NAYS”: None  
“ABSTAIN”: Anderson, Marten  
Motion passed.

## 7. Action Items

- a. Motion to approve Resolution 2020-007 authorizing the CEO, or his designee, to enter into a contract with R.L. Bowen + Associates Inc. for construction administration services for the project to renovate and expand Laketrans Headquarters building at a cost not to exceed \$253,115 was made by Mr. Schiavoni – Seconded by Mr. Zibbel.  
“AYES”: Messrs. Anderson, Marten, McNamee, Montrella, Schiavoni, Sheets, Zibbel  
“NAYS”: None  
Motion passed.
- b. Motion to approve Resolution 2020-008 authorizing the CEO, or his designee, to purchase six (6) van for \$69,553 each for a total not to exceed \$417,318 was made by Mr. Anderson – Seconded by Mr. Montrella.  
“AYES”: Messrs. Anderson, Marten, McNamee, Montrella, Schiavoni, Sheets, Zibbel  
“NAYS”: None  
Motion passed.
- c. Motion to approve Resolution 2020-009 authorizing the CEO, or his designee, to purchase a complete mobile column wheel lift system with jack stands at a total cost not to exceed \$56,000 was made by Mr. Schiavoni – Seconded by Mr. Montrella.  
“AYES”: Messrs. Anderson, Montrella, Schiavoni, Zibbel  
“NAYS”: Messrs. Marten, McNamee, Sheets  
Motion passed.
- d. Motion to approve Resolution 2020-010 authorizing the CEO, or his designee, to purchase a Laketrans facilities truck, up fitted with a work body, crane and safety lighting with a total cost not to exceed \$81,000 made by Mr. Anderson – Seconded by Mr. Schiavoni.  
“AYES”: Messrs. Anderson, Montrella, Schiavoni, Zibbel  
“NAYS”: Messrs. Marten, McNamee, Sheets  
Motion passed.

## 8. Administrative Reports

- a. Director of Finance Report
  - i. Motion to accept the Financial Statement for January 2020, subject to audit was made by Ms. McNamee – Seconded by Mr. Schiavoni.



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“AYES”: Messrs. Anderson, Marten, McNamee, Montrella, Schiavoni, Sheets, Zibbel

“NAYS”: None

Motion passed.

- ii. Motion to accept the Financial Statement for February 2020, subject to audit was made by Mr. Schiavoni – Seconded by Ms. McNamee.

“AYES”: Messrs. Anderson, Marten, McNamee, Montrella, Schiavoni, Sheets, Zibbel

“NAYS”: None

Motion passed.

- b. Director of Operations Report
  - i. Ridership Report - Information Only (January and February 2020)
- c. Director of Maintenance Report
  - i. Maintenance Report - Information Only
- d. Director of Human Resources Report
  - i. Human Resources Report - Information Only
- e. Director of Communications Report
  - i. Communications Report - Information Only
  - ii. Media Coverage
- f. CEO Report

## 9. New Business

## 10. Upcoming Calendar

- a. 05/18/20 – 4:00 p.m. – Laketrans “Committee of the Whole” meeting
- b. 05/18/20 – Immediately following “Committee of the Whole” meeting – Laketrans Board of Trustees Meeting
- c. 05/25/20 – Memorial Day – Laketrans Closed
- d. 06/22/20 – 4:00 p.m. – Laketrans “Committee of the Whole” meeting
- e. 06/22/20 – Immediately following “Committee of the whole” meeting – Laketrans Board of Trustees Meeting
- f. 07/04/20 – Independence Day – Laketrans Closed
- g. 07/27/20 - 4:00 p.m. – Laketrans “Committee of the Whole” meeting
- h. 07/27/20 – Immediately following “Committee of the whole” meeting – Laketrans Board of Trustees Meeting



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## 11. Adjournment

Motion to adjourn the Laketran Board of Trustees meeting was made by Ms. McNamee –  
Seconded by Mr. Schiavoni.

“AYES”: Messrs. Anderson, Marten, McNamee, Montrella, Schiavoni, Sheets, Zibbel

“NAYS”: None

Motion passed.

Meeting adjourned at 6:02 p.m.

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Benjamin S. Capelle  
Secretary/Treasurer

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Brian J. Falkowski, President  
Laketran Board of Trustees