



1-888-LAKETRAN | www.laketran.com

555 Lakeshore Blvd. Painesville Twp., OH 44077

Monday, February 24, 2020 – Immediately following the “Committee of the Whole” Meeting

Board of Trustees Meeting

MINUTES

Guest WiFi Password: Laketran555

1. Meeting called to order – 4:55 p.m.
President Brian J. Falkowski called the Laketran Board of Trustees meeting to order at 4:55 p.m.
2. Roll Call
Brian J. Falkowski
Donna P. McNamee
Dennis Montrella
Dale Schiavoni
Lane H. Sheets
Sara Spence
Charles J. Zibbel

Benjamin S. Capelle
Brand D. R. Dynes
3. Pledge of Allegiance - All
4. Mission Statement – Ms. Donna P. 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 Laketran “Committee of the Whole” Meeting Minutes of January 27, 2020 was made by Mr. Schiavoni – Seconded by Mr. Zibbel.
“AYES”: Messrs. McNamee, Montrella, Schiavoni, Sheets, Spence and Zibbel.
“NAYS”: None
Motion passed.



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- b. Motion to approve Laketrans Board of Trustees Board Meeting Minutes of January 27, 2020 was made by Mr. Zibbel – Seconded by Ms. McNamee.
“AYES”: Messrs. McNamee, Montrella, Schiavoni, Sheets, Spence and Zibbel.
“NAYS”: None
Motion passed.

7. Action Items

- a. Motion to approve Resolution 2020-004 authorizing CEO or his Designee to enter into a Contract with the highest-ranking Architecture and Engineering Firm, for which negotiations can be successfully completed at a cost not to exceed \$1,000,000 for renovation and expansion of Laketrans Headquarters Building was made by Mr. Montrella – Seconded by Mr. Schiavoni.
“AYES”: Messrs. McNamee, Montrella, Schiavoni, Spence and Zibbel.
“NAYS”: Mr. Sheets
Motion passed.
- b. Motion to approve Resolution 2020-005 adopting Laketrans’s Equal Employment Opportunity Program and submittal to the Federal Transit Administration was made by Ms. McNamee – Seconded by Mr. Montrella
“AYES”: Messrs. McNamee, Montrella, Schiavoni, Sheets, Spence and Zibbel.
“NAYS”: None
Motion passed.
- c. Motion to approve Resolution 2020-006 authorizing the Chief Executive Officer to enter into and execute a contract with Parks Tree for lawn and landscape maintenance at Laketrans Headquarters way made by Mr. Schiavoni – Seconded by Ms. McNamee.
“AYES”: Messrs. McNamee, Montrella, Schiavoni, Sheets, Spence and Zibbel.
“NAYS”: None
Motion passed.

8. CEO’s Report

- a. Director of Finance Report
Motion to accept the Financial Statement for December, 2019, subject to audit, was made by Ms. McNamee – Seconded by Mr. Schiavoni.
“AYES”: Messrs. McNamee, Montrella, Schiavoni, Sheets, Spence and Zibbel.
“NAYS”: None
Motion passed.



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- b. Director of Operations Report
 - Ridership Report- INFORMATION ONLY
(December, 2019)
- c. Director of Maintenance Report
 - i. Maintenance Report- INFORMATION ONLY
(December, 2019)
- d. Director of Human Resources Report
 - i. Human Resources Report
- e. Director of Communications Report
 - i. Monthly Communications Department Update
 - ii. Upcoming community events
 - iii. Additional Information
- f. Director of Information Technology Report
- g. Chief Executive Officer Report
 - i. It was announced to the Board of Trustees that the vendor we had chosen to procure electric buses is changing rules and plans and Laketrans has dismissed their participation in this venture. Another vendor will be chosen to supply Laketrans with the electric buses.
 - ii. Also it was brought to the Board attention the possibility of free fares being offered to the newly opened Route 8 riders for the remainder of the year after it officially opens. Mr. Capelle will work up the detail of costs and ramifications and present it to the board at a later time. There was also some discussion about making free rides while the work and construction is being done on the Wickliffe Park-n-Ride. At times part of the lot will have to be closed down for construction purposes. Mr. Capelle will also work up details for future presentation.

9. Old Business
None

10. New Business

Mr. Zibbel asked the Board of Trustees to attend an Access Foundation meeting for a brief discussion before next month's board meeting. Please note the correction of the board meeting date listed below.



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11. Upcoming Calendar

- a. 02/20/20 – 6:00 p.m. – 7:00 p.m. Mentor Headlands Community Center Public Hearing
- b. 02/24/20 – 4:00 p.m. – Laketran “Committee of the Whole” meeting
- c. 02/24/20 – Immediately following “Committee of the Whole” meeting – Laketran Board of Trustees Meeting
- d. 02/26/20 – Ash Wednesday
- e. 03/04/20 – 6:00 p.m. – 7:00 p.m. – Mentor Civic Center Public Hearing
- f. 03/08/20 – Daylight Savings Time begins (Spring ahead)
- g. 03/10/20 – 6:00 p.m. – 7:00 p.m. – Mentor on the Lake City Hall – Public Hearing
- h. 03/17/20 – St. Patrick’s Day
- i. 03/23/20 – 3:15 p.m. – Access Foundation Meeting
- j. 03/23/20 – 4:00 p.m. – Laketran “Committee of the Whole” meeting
- k. 03/23/20 – Immediately following “Committee of the Whole” meeting – Laketran Board of Trustees Meeting
- l. 04/10/20 – Good Friday
- m. 04/12/20 – Easter Sunday
- n. 04/27/20 – 4:00 p.m. Laketran “Committee of the Whole” meeting
- o. 04/27/20 – Immediately following “Committee of the Whole” meeting – Laketran Board of Trustees meeting

12. Adjournment – 5:35 p.m.

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

“AYES”: Messrs. McNamee, Montrella, Schiavoni, Sheets, Spence and Zibbel.

“NAYS”: None

Motion passed.

The next meeting will be on Monday, March 23, 2020 at 4:00 p.m.

Benjamin S. Capelle
Secretary/Treasurer

Brian J. Falkowski, President
Board of Trustees