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555 Lakeshore Blvd. Painesville Twp., OH 44077

BOARD OF TRUSTEES MEETING
Monday, September 28, 2020 at 4:00 p.m.

MINUTES

1. Meeting Called to Order – 4:05 p.m.
President Brian J. Falkowski called the Laketrans Board of Trustees meeting to order at 4:05 p.m.

2. Roll Call
Brian J. Falkowski
Jon P. Marten
Donna P. McNamee (5:00 p.m.)
Dennis Montrella
Dale Schiavoni
Lane H. Sheets
Charles J. Zibbel

Benjamin S. Capelle
Brandon D. R. Dynes

3. Pledge of Allegiance - All

4. Mission Statement – Mr. Charles J. Zibbel
Laketrans 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 Comment
None

6. Approval of Minutes
 - a. Motion to approve Laketrans “Committee of the Whole” meeting minutes of July 27, 2020 was made by Mr. Schiavoni – Seconded by Mr. Montrella.
“AYES”: Messrs. Marten, Montrella, Schiavoni, Sheets and Zibbel.
“NAYS”: None
Motion passed.



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- b. Motion to approve Laketrans Board of Trustees Board meeting minutes of July 27, 2020 was made by Mr. Schiavoni – Seconded by Mr. Sheets.
“AYES”: Messrs. Marten, Montrella, Schiavoni, Sheets and Zibbel.
“NAYS”: None
Motion passed.

7. Presentations

- a. Auditors Presentation – Ms. Sajata Sultzer of James G. Zupka, CPA, Inc. discussed the Management Letter and the adoption of the Comprehensive Annual Financial Report (CAFR) for the year 2019.
- b. Park-n-Ride Service to University Circle – Mr. Tim Rosenberger addressed the potential future service to the University Circle area for our Park-n-Ride service. This is strictly something that Laketrans will be considering in the future, a possibility of a Route 14. However, no definite plans are being made at this time.
- c. Grocery Program Results – Mr. Matt Maier explained the two phases of food distribution during the Coronavirus pandemic. Various agencies around Lake County and the Cleveland Food Bank worked together to help the seniors in need throughout Lake County.

8. Action Items

- a. Motion to approve the Resolution 2020-024 authorizing the CEO or his Designee to enter into and execute an agreement with Cornerstone for Managed Information Technology Services was made by Mr. Schiavoni – Seconded by Ms. McNamee
“AYES”: Messrs. Marten, McNamee, Montrella, Schiavoni, Sheets and Zibbel.
“NAYS”: None
Motion passed.
- b. Motion to approve the Resolution 2020-025 authorizing revisions to Laketrans Personnel Policy Manual was made by Mr. Schiavoni – Seconded by Mr. Sheets.
“AYES”: Messrs. Marten, McNamee, Montrella, Schiavoni, Sheets and Zibbel.
“NAYS”: None
Motion passed.



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- c. Motion to approve the Financial Statement for June, 2020, subject to audit, was made by Mr. Schiavoni – Seconded by Mr. Montrella.
“AYES”: Messrs. Marten, Montrella, Schiavoni, Sheets and Zibbel.
“NAYS”: None
Motion passed.

 - d. Motion to approve the Financial Statement for July, 2020, subject to audit, was made by Mr. Schiavoni – Seconded by Mr. Sheets./
“AYES”: Messrs. Marten, Montrella, Schiavoni, Sheets and Zibbel.
“NAYS”: None
Motion passed.
9. Six Month Look Ahead – Mr. Capelle explained the new outline of upcoming events for the next six months. This six month preview will obviously change as deletions or additions are made. This will give the Board of Trustees a better look at what will be coming up in the future.
10. Administrative Reports
- a. Finance Department
 - b. Operations Department
 - c. Human Resources Department
 - d. Maintenance Department
 - e. IT Department
 - f. Communications Department
 - g. CEO
11. Old Business
- None
12. New Business
- None
13. Upcoming Calendar
- a. 09/22/20 – Fall Begins
 - b. 09/28/20 – 4:00 p.m. – Laketrans Board of Trustees Meeting
 - c. 10/12/20 – Columbus Day – Laketrans Open
 - d. 10/26/20 – 4:00 p.m. – Laketrans Board of Trustees Meeting
 - e. 10/31/20 – Halloween
 - f. 11/01/20 – Daylight Savings Time Ends (Fall back 1 hour)
 - g. 11/11/20 – Veterans’ Day – Laketrans Open
 - h. 11/23/20 – 4:00 p.m. Laketrans Board of Trustees Meeting
 - i. 11/26/30 – Thanksgiving Day – Laketrans Closed



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Adjournment – 6:31 p.m.

Motion was made to adjourn the Laketrans Board of Trustees meeting at 6:31 p.m. by Mr. Schiavoni – Seconded by Ms. McNamee.

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

“NAYS”: None

Motion passed.

Meeting adjourned at 6:31 p.m.

The next Laketrans Board of Trustees meeting will be on Monday, October 26, 2020 at 4:00 p.m.

Benjamin S. Capelle
Secretary/Treasurer

Brian J. Falkowski, President
Laketrans Board of Trustees