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555 Lakeshore Blvd. Painesville Twp., OH 44077

**BOARD OF TRUSTEES MEETING  
Monday, October 26, 2020 at 4:00 p.m.**

**MINUTES**

**1. Meeting Called to Order – 4:00 p.m.**

President Brian J. Falkowski called the Laketrans Board of Trustees meeting to order at 4:00 p.m.

**2. Roll Call**

Brian J. Falkowski  
Jon P. Marten  
Donna P. McNamee  
Dennis Montrella  
Dale Schiavoni  
Lane H. Sheets  
Sara Spence  
Charles J. Zibbel

Benjamin S. Capelle  
Brandon D. R. Dynes

**3. Pledge of Allegiance - All**

**4. Mission Statement – 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 Board of Trustees Board meeting minutes of September 28, 2020 was made by Dale Schiavoni – Seconded by Mr. Sheets.

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

“NAY”: None



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“Abstained”: Ms. Spence.

Motion passed.

- b. Motion to accept the 2019 Comprehensive Annual Financial Report and acceptance of the audited financial statements as presented at the September 28, 2020 Laketrans Board of Trustees meeting by James G. Zupka, CPA, Inc. was made by Mr. Schiavoni – Seconded by Mr. Zibbel.

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

“NAY”S: None

“Abstained”: Mmes. McNamee and Spence.

Motion passed.

## 7. Presentations

- a. Presentation/Training – Board Member Roles and Responsibilities – Brand D. R. Dynes  
Mr. Dynes presented to the Laketrans Board of Trustees literature on the responsibilities and ethical obligations for participation on the Board of Trustees.
- b. Presentation – 2021 Strategic Objectives – Benjamin S. Capelle  
2021 Strategic Objectives were presented to the Laketrans Board of Trustees by CEO Benjamin S. Capelle.
- c. Presentation – Next Day Dial-a-Ride – Matt Maier  
An update on the newly instituted Next Day Dial-a-Ridge service was made by Mr. Maier. The new program is doing well, not incurring any further costs for the Dial-A-Ride program. Mr. Maier recommends making the next day trips an extension to the enhancement to Laketrans’s current Dial-a-Ride program.

## 8. Action Items

- a. Motion to approve the Financial Statement for August, 2020, subject to audit, was made by Mr. Schiavoni – Seconded by Mr. Zibbel.

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

“NAYS”: None

Motion passed.



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- b. Motion to approve Resolution 2020-026 for Laketran's Equivalent Service Plan in accordance with Title 49 of the Code of Federal Regulations Part 37 was made by Ms. McNamee – Seconded by Mr. Schiavoni.  
"AYES": Messrs. and Mmes. Marten, McNamee, Montrella, Schiavoni, Sheets, Spence and Zibbel.  
"NAYS": None  
Motion passed.

## 9. Six Month Look Ahead – Benjamin S. Capelle

### 10. Administrative Reports

- a. CEO
- b. Finance Department
- c. Operations Department
- d. Human Resources Department
- e. Maintenance Department
- f. IT Department
- g. Communications Department

### 11. Old Business

None

### 12. New Business

None

### 13. Upcoming Calendar

- a. 10/26/20 – 4:00 p.m. – Laketran Board of Trustees Meeting
- b. 10/31/20 – Halloween
- c. 11/01/20 – Daylight Savings Time Ends (Fall back 1 hour)
- d. 11/11/20 – Veterans' Day – Laketran Open
- e. 11/23/20 – 4:00 p.m. Laketran Board of Trustees Meeting
- f. 11/26/20 – Thanksgiving Day – Laketran Closed
- g. 12/21/20 – 4:00 p.m. Laketran Board of Trustees Meeting
- h. 12/25/20 – Christmas – Laketran Closed
- i. 01/01/21 – New Year's Day – Laketran Closed
- j. 01/25/21 – Martin Luther King Day – Laketran Open
- k. 01/25/21 – 4:00 p.m. – Laketran Board of Trustees Meeting



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**14. Adjournment – 5:50 p.m.**

Motion to adjourn the Laketrans Board of Trustees meeting was made by Mr. Schiavoni –  
Seconded by Mr. Marten.

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

“NAYS”: None

Motion passed.

The meeting was adjourned at 5:50 p.m.

The next Laketrans Board of Trustees meeting will be held on Monday, November 23,  
2020 at 4:00 p.m. at the Laketrans Headquarters.

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Benjamin S. Capelle  
Secretary/Treasurer

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Brian J. Falkowski, President  
Laketrans Board of Trustees