



1-888-LAKETRAN | www.laketran.com

555 Lakeshore Blvd. Painesville Twp., OH 44077

**BOARD OF TRUSTEES MEETING
Monday, November 23, 2020 at 4:00 p.m.**

MINUTES

1. Meeting Called to Order – 4:10 p.m.

President Brian J. Falkowski called the Laketrans Board of Trustees meeting to order at 4:10 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 October 26, 2020 was made by Mr. Schiavoni – Seconded by Mr. Sheets.

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

“NAYS”: None

Motion passed.



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7. Presentations

- a. Status of Headquarters project by R.L. Bowen
- b. 2021 Operating and Capital Budget – Lisa Colling

8. Executive Session

- a. The Board will convene in executive session pursuant to ORC 121.22(G)(1) to consider the employment and compensation of a public employee or official by motion made by Ms. McNamee at 5:29 p.m. – Seconded by Ms. Spence.

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

“NAYS”: None
Motion passed.

Motion to return to Regular Session was made by Mr. Schiavoni – Seconded by Ms. McNamee.

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

“NAYS”: None
Motion passed.

- b. The Board will convene in executive session pursuant to ORC 121.22(G)(1) to consider the employment and compensation of a public employee or official by motion made by Mr. Schiavoni – Seconded by Ms. McNamee.

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

“NAYS”: None
Motion passed.

Motion to return to Regular Session was made by Mr. Zibbel at 5:49 p.m. – Seconded by Mr. Sheets.

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

“NAYS”: None
Motion passed.

9. Action Items

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

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

“NAYS”: None
Motion passed.



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- b.** Motion to approve a Resolution 2020-027 authorizing the CEO or his Designee, to enter into and execute an agreement with First Transit for Bus Line Inspection and Quality Assurance Services was made by Mr. Schiavoni – Seconded by Ms. McNamee.
“AYES”: Messrs, and Mmes: Marten, McNamee, Montrella, Schiavoni, Sheets, Spence and Zibbel.
“NAYS”: None
Motion passed.
- c.** Motion to approve a Resolution 2020-028 authorizing the CEO, or His Designee, to enter into and execute a Fixed price Contract for Diesel Fuel and a Fixed price Contract for Gasoline for Calendar Year 2021 was made by Mr. Schiavoni – Seconded by Mr. Montrella.
“AYES”: Messrs, and Mmes: Marten, McNamee, Montrella, Schiavoni, Sheets, Spence and Zibbel.
“NAYS”: None
Motion passed.
- d.** Motion to approve the Resolution 2020-029 authorizing the CEO to update Laketran’s Table of Organization to reflect the changes listed in the resolution was made by Mr. Schiavoni – Seconded by Ms. McNamee.
“AYES”: Messrs, and Mmes: McNamee, Schiavoni, Spence and Zibbel.
“NAYS”: Messrs. Marten, Montrella and Sheets.
Motion passed.
- e.** Motion to approve a Resolution 2020-030 authorizing the CEO or His Designee to enter into and execute an Agreement with Tenable protective Services 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.

10. Six Month Look Ahead

11. Administrative Reports

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



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12. Old Business

None

13. New Business

None

14. Upcoming Calendar

- a. 11/23/20 – 4:00 p.m. Laketran Board of Trustees Meeting
- b. 11/26/20 – Thanksgiving Day – Laketran Closed
- c. 12/16/20 – 10:00 a.m, - 4:00 p.m. - Laketran’s Holiday Party
- d. 12/21/20 – 4:00 p.m. Laketran Board of Trustees Meeting
- e. 12/25/20 – Christmas – Laketran Closed
- f. 01/01/21 – New Year’s Day – Laketran Closed
- g. 01/18/21 – Martin Luther King Day – Laketran Open
- h. 01/25/21 – 4:00 p.m. – Laketran Board of Trustees Meeting
- i. 02/14/21 – Valentine’s Day
- j. 02/15/21 – Presidents’ Day – Laketran Open
- k. 02/17/21 – Ash Wednesday
- l. 02/22/21 – 4:00 p.m. Laketran Board of Trustees Meeting
- m. 03/14/21 – Daylight Savings Time Begins – “Spring Ahead”
- n. 3/22/21 – 4:00 p.m. – Laketran Board of Trustees Meeting

15. Adjournment – 6:50 p.m.

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

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

“NAYS”: None

Motion passed.

The meeting was adjourned at 6:50 p.m.

The next Laketran Board of Trustees meeting will be held on Monday, December 21, 2020 at 4:00 p.m.

Benjamin S. Capelle
Secretary/Treasurer

Brian J. Falkowski, President
Laketran Board of Trustees