



1-888-LAKETRAN | www.laketran.com

555 Lakeshore Blvd. Painesville Twp., OH 44077

**BOARD OF TRUSTEES MEETING
Monday, April 26, 2021 at 4:00 p.m.**

MINUTES

1. Meeting Called to Order – 4:06 p.m.

President Brian J. Falkowski called the Laketrans Board of Trustees meeting to order at 4:06 p.m.

2. Roll Call

Brian J. Falkowski
Donna P. McNamee (zoom) 4:10 p.m.
Dale Schiavoni
Lane H. Sheets
Sara Spence (zoom)
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 Comments

None

6. Approval of Minutes

- a. Motion to approve Laketrans Board of Trustees Board meeting minutes of March 22, 2021 was made by Mr. Sheets – Seconded by Mr. Zibbel.

“AYES”: Messrs. and Mmes.: Sheets, Spence, Zibbel, Falkowski

“NAYS”: None

“Abstained”: Mr. Schiavoni

Motion passed.



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7. Executive Session – 4:10 p.m.

- 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 was made by Mr. Schiavoni – Seconded by Mr. Zibbel.

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

“NAYS”: None

Motion passed.

- b. Return to Regular Session – 4:36 p.m.

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

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

“NAYS”: None

Motion passed.

8. Presentation

- a. Design Development Phase of HQ Construction – Ken Emlinz, AiA, NCARB from R. L. Bowen

- b. Route 13 Public Hearing Results – Julia Schick

9. Action Items

- a. Motion to approve the Financial Statement for February, 2021, subject to audit, was made by Mr. Schiavoni – Seconded by Mr. Zibbel.

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

“NAYS”: None

Motion passed.

- b. Motion to approve the Resolution 2021-008 approving Laketran’s 2021 Public Transportation Agency Safety Plan (PTASP) was made by Mr. Schiavoni – Seconded by Mr. Sheets.

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

“NAYS”: None

Motion passed.

- c. Motion to approve the Resolution 2021-009 authorizing the CEO, or designee, to enter into and execute a contract with WSP for strategic plan development services at a cost not to exceed \$150,000 was made by Mr. Schiavoni – Seconded by Mr. Zibbel.

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

“NAYS”: Mr. Sheets.

Motion passed.



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- d. Motion to approve the Resolution 2021-010 authorizing a three (3) year Employment Agreement with Benjamin S. Capelle was made by Mr. Schiavoni – Seconded by Mr. Zibbel.
“AYES”: Messrs. and Mmes. McNamee, Schiavoni, Spence, and Zibbel.
“NAYS”: Mr. Sheets.
Motion passed.

10. Six Month Look Ahead – Benjamin S. Capelle

11. Administrative Reports

- a. CEO – Benjamin S. Capelle
- b. Director of Finance – Mrs. Lisa Colling
- c. Director of Operations – Matthew Maier
- d. **Director of Human Resources – Michael Austin**
- e. Director of Maintenance – Keith Bare
- f. Director of IT – Tony Melaragno
- g. Director of Compliance & Development – Ms. Andrea Aaby
- h. Director of Communications – Mrs. Julia Schick

12. Old Business

None

13. New Business

None

14. Upcoming Calendar

- a. 04/26/21 – 4:00 p.m. - Laketran Board of Trustees Meeting
- b. 05/09/21 – Mothers’ Day
- c. 05/24/21 – 4:00 p.m. – Laketran Board of Trustees Meeting
- d. 05/31/21 – Memorial Day – Laketran closed
- e. 06/14/21 – Flag Day
- f. 06/20/21 - Fathers’ Day
- g. 06/21/21 - First Day of Summer
- h. 06/28/21 - 4:00 p.m. – Laketran Board of Trustees Meeting
- i. 07/04/21 – Independence Day
- j. 07/05/21 – Independence Day (Observed) Laketran Open
- k. 07/26/21 – 4:00 p.m. – Laketran Board of Trustees Meeting



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15. Adjournment – 6:18 p.m.

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

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

“NAYS”: Mr. Sheets.

Motion passed.

Meeting adjourned at 6:18 p.m.

The next Laketrans Board of Trustees meeting will be on Monday, May 24, 2021 at 4:00 p.m.

Benjamin S. Capelle
Secretary/Treasurer

Brian J. Falkowski, President
Laketrans Board of Trustees