



Laketran  
January 2022 Board of Trustees  
Meeting January 24, 2022  
4:00 pm-6:00 pm Eastern Time

## MINUTES

### 1. Meeting Notice

### 2. Meeting Called to Order – 4:00 p.m.

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

### 3. Roll Call

Brian J. Falkowski  
William F. Eppich  
Daniella Nunnally  
Sara Spence  
Gary L. Swanson  
Charles J. Zibbel

Benjamin S. Capelle  
Brandon D. R. Dyner

### 4. Pledge of Allegiance – All

### 5. Mission Statement – Mr. Charles J. Zibbel

### 6. Public Comments

None

### 7. Approval of Minutes

- a. Motion to approve the Laketran Board of Trustees Board Meeting minutes of December 20, 2021 was made by Mr. Swanson – Seconded by Mr. Zibbel.  
“AYES”: Messrs. and Mmes. Eppich, Nunnally, Spence, Swanson and Zibbel.  
“NAYS”: None  
Motion passed.

## 8. Agenda Items

### a. Election of Officers – Brandon D. R. Dynes

Mr. Dynes opened the floor for nominations for President of the Board of Trustees. Mr. Brian J. Falkowski was nominated by Mr. Swanson. Seconded by Ms. Spence. Nominations closed. Unanimous vote to approve nomination was made. Congratulations, Mr. Falkowski!

Mr. Dynes opened the floor for nominations for Vice President of the Board of Trustees. Mr. Zibbel was nominated by Mr. Swanson. Seconded by Ms. Nunnally. Nominations closed. Unanimous vote to approve nomination was made. Congratulations, Mr. Zibbel.

### b. Executive Session – 4:05 p.m.

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. Motion was made by Mr. Zibbel – Seconded by Ms. Nunnally

“AYES”: Messrs. and Mmes. Eppich, Nunnally, Spence, Swanson and Zibbel.

“NAYS”: None

Motion passed.

### c. Return to Regular Session – 4:49 p.m.

Motion was made by Mr. Zibbel – Seconded by Ms. Spence to return to regular session.

“AYES”: Messrs. and Mmes. Eppich, Nunnally, Spence, Swanson and Zibbel.

“NAYS”: None

Motion passed.

### d. Motion to approve the November 2021 Financial Statements, subject to audit, was made by Mr. Zibbel – Seconded by Mr. Eppich.

“AYES”: Messrs. and Mmes. Eppich, Nunnally, Spence, Swanson and Zibbel.

“NAYS”: None

Motion passed.

### e. Motion to approve the Resolution 2022-001 authorizing the CEO or his designee to enter into and execute contracts with Agile Signs for the printing of bus stop signs and Hop Industries for the fabrication of bus stop sign brackets at a total cost not to exceed \$59,483 was made by Mr. Eppich – Seconded by Ms. Spence.

“AYES”: Messrs. and Mmes. Eppich, Nunnally, Spence, Swanson and Zibbel.

“NAYS”: None

Motion passed.

### f. Discussion regarding legal counsel was had to determine if an RFP process was necessary, or an amendment to the Procurement Manual was necessary to accommodate the increase in cost of Legal Counsel. The other option was that Board approved the retention of Mr. Dynes as Legal Counsel.

Motion to retain Mr. Dynes as Legal Counsel was made by Mr. Swanson – Seconded by Ms. Nunnally.

“AYES”: Messrs. and Mmes. Eppich, Nunnally, Spence,

Swanson.  
"NAYS": Mr. Zibbel.  
Motion passed.

**9. Six Month Look Ahead**  
*(Ben Capelle)*

**10. Committee Reports**

- a. Special Projects Committee  
*(Gary Swanson)*

The meeting on January 14, 2022 was cancelled due to lack of quorum.

**11. Administrative Reports**

- a. CEO Report  
*(Ben Capelle)*
- b. Director of Finance Report  
*(Lisa Colling)*
- c. Director of Operations Report  
*(Matt Maier)*
- i. Ridership Report
- d. Director of Human Resources Report  
*(Mike Austin)*
- e. Director of Maintenance Report  
*(Keith Bare)*
- f. Director of Information Technology Report  
*(Tony Melaragno)*
- g. Director of Compliance & Development Report  
*(Andrea Aaby)*
- h. Director of Communications Report  
*(Julia Schick)*
- i. Upcoming Calendar  
*(Vicki Messenger)*
- j. Additional Information

**12. Old Business**

None

**13. New Business**

None

**14. Adjournment – 5:45 p.m.**

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

“AYES”: Messrs. and Mmes. Eppich, Nunnally, Spence, Swanson,  
and Zibbel.

“NAYS”: None

Motion passed.

Meeting adjourned by 5:45 p.m.

The next Laketran Board of Trustees meeting will be on Monday, February  
28, 2022 at 4:00 p.m.

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Benjamin S. Capelle  
Secretary/Treasurer

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Brian J. Falkowski, President  
Laketran Board of Trustees