North Oakland Transportation Authority (NOTA)

Meeting Minutes

**Thursday, February 15, 2024**

**NOTA Offices**

**675 S Glaspie Street, Oxford MI**

The meeting was called to order by Chair Mike McDonald at 4:30 p.m.

**Roll Call**

**Present** Representing

Mike McDonald, Chair Village of Leonard

Ed Brakefield Addison Township

Carl Cyrowski Village of Lake Orion

Lori Bourgeau Village of Oxford

Kim Urbanowski Orion Township

Jack Curtis Oxford Township

Bruce Pearson Addison Township

Margaret Payne Oxford Township

**Absent - Excused**

Chris Barnett, Vice Chair Orion Township

Mike Flood Orion Township

Ann Keltcsh . At Large – Easterseals MORC

Tonya Waple TTI

**Others Present:**

Lynn Gromaski NOTA Executive Director

Mike Joslyn NOTA Operations Manager

Cody Pearson

**Respects to the Flag**

The Pledge of Allegiance was given.

**Agenda Approval**

**Moved by** Margaret Payne, seconded by Ed Brakefield, to approve the agenda as presented. By voice vote the motion passed unanimously.

**Minutes Approval**

**Moved by** Ed Brakefield, seconded by Carl Cyrowski, to approve the minutes of the February 15, 2023 meeting as presented. By voice vote the motion passed unanimously.

**Director’s Report**

**Moved by** Margaret Payne, seconded by Ed Brakefield, to receive and file the Director’s report.

By voice vote the motion passed unanimously.

**Public Comments** - none

**Monthly Financial Packet**

The monthly financial statements were presented.

**Moved by** Margaret Payne, seconded by Ed Brakefield, to receive and file the financial activity report. By voice vote the motion passed unanimously.

**Approval of the Bills**

January 2024 bills were presented for payment totaling $278,446.71.

Moved by Ed Brakefield, seconded by Margaret Payne, to approve the bills as presented. By roll call vote motion passed unanimously.

**Old Business**

None

**New Business**

**Independence Twp Pilot Program Draft**

Lynn Gromaski discussed the pilot program with Independence Twp which starts March 1, 2024. NOTA will be taking over the service for Independence, Clarkston and Springfield Townships. The Interlocal Contract between NOTA and Oakland County was amended to include the scope of services for the three communities. There will be additional costs related to NOTA taking over the Independence which are not in the current budget. The amendment includes terms which say that Oakland County will reimburse NOTA for the additional costs incurred. The additional payment will be made mid year.

Moved by Carl Cyrowski, seconded by Margaret Payne, to approve the draft Amendment of Interlocal Contract between NOTA and Oakland County. By voice vote the motion passed unanimously.

**Purchase of Vehicles**

Lynn Gromaski presented the 3 quotes received for the purchase of 10 transit vans. Mobility Works was the lowest cost and met Oakland County’s procurement procedures including the State and Federal requirements. The total cost of the 10 transits which should be delivered between now and end of March is $811,720. Moved by Carl Cyrowski, seconded by Margaret Payne, to approve the purchase of the 10 Ford Transits from Mobility Works in the amount of $811,720. By roll call vote motion passed unanimously.

**Gate Purchase**

Lynn Gromaski presented the 3 quotes for the Clintonwood Park automatic gate and electrical quotes. The automatic gate was part of the agreement with Independence to keep our vehicles parked in Clintonwood Park safe. A cost analysis was done and it was much cheaper for Oakland County to pay for a gate then to maintain the vehicles at NOTA in Oxford. Oakland County wants NOTA to purchase the gate and Oakland County will reimburse us in the mid year budget adjustment.

Moved by Margaret, seconded by Ed Brakefield, to approve Nationwide Construction Group for the purchase and installation of the automatic gate at Clintonwood Park in the amount of $11,627. By roll call vote motion passed unanimously.

Moved by Margaret, seconded by Ed Brakefield, to approve Triple R Electric for the electrical work associated with the installation of the automatic gate at Clintonwood Park in the amount of $5,593. By roll call vote motion passed unanimously.

**Election of NOTA Officers**

Current officers are:

Chairman – Michael McDonald

Vice Chair – Chris Barnett

Treasurer – Margaret Payne

Secretary – Bruce Pearson

Moved by Ed Brakefield, seconded by Jack Curtis to approve the same officers for this year.

Discussion ensued and Margaret Payne suggested we keep the officers the same except for the Vice Chair as Chris Barnett hasn’t been able to attend many meetings.

By roll call vote all members voted no except for Ed Brakefield, motion failed.

Moved by Margaret, seconded by Jack Curtis to keep all officers except for the Vice Chair and nominate Jack Curtis to be Vice Chair. By roll call vote all members voted yes except for Jack Curtis who voted no, Motion passed.

Therefore current officers for 2024 will be:

Chairman – Michael McDonald

Vice Chair – Jack Curtis

Treasurer – Margaret Payne

Secretary – Bruce Pearson

**Public Comments** - none

**Monthly Rider and Mileage Reports**

Moved by Margaret Payne, seconded by Ed Brakefield, to receive and file the reports. By voice vote the motion passed unanimously.

**Board Member Comments**

Bruce Pearson said he is seeing the NOTA buses everywhere which is great advertising. He is concerned with Oakland County’s defunding of police.

Jack Curtis said he spoke to Dave Woodward Oakland County Board of Commissioners about the sheriff millage indirect costs allocated to Oxford Twp. He also asked him where his fixed route was on Lapeer Road to Oxford Meijer.

**Adjournment**

Moved by Carl Cyrowski, seconded by Margaret Payne, to adjourn the meeting at 5:08 p.m. By voice the motion passed unanimously.

*The next regular meeting is scheduled for Thursday, March 21 at 4:30 p.m. at NOTA Offices*

*Minutes initially drafted by Lynn Gromaski*