North Oakland Transportation Authority (NOTA)

Meeting Minutes

**Thursday, June 15, 2023**

**4:30 p.m.**

**NOTA Offices**

**675 S. Glaspie St. 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

Mike Flood Orion Township

Jack Curtis Oxford Township

Bruce Pearson Addison Township

Tonya Waple TTI

Lori Bourgeau Village of Oxford

Margaret Payne Oxford Township

**Absent - Excused**

Ann Keltcsh At Large – MORC

Chris Barnett, Vice Chair Orion Township

**Others Present:**

Lynn Gromaski NOTA Executive Director

Jim Sharpe Sharpe Engineering

**Respects to the Flag**

The Pledge of Allegiance was given.

**Agenda Approval**

**Moved by** Mike Flood, seconded by Lori Bourgeau, to approve the agenda as presented. By voice vote the motion passed unanimously.

**Minutes Approval**

**Moved by** Mike Flood, seconded by Margaret Payne, to approve the minutes of the April 20, 2023 meeting as presented. By voice vote the motion passed unanimously.

**Director’s Report**

**Moved by** Carl Cyrowski, seconded by Mike Flood, 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 Bruce Pearson, to receive and file the financial activity report. By voice vote the motion passed unanimously.

**Approval of the Bills**

A listing of bills for May 2023 was presented.

**Moved by** Margaret Payne, seconded by Mike Flood, to approve the bills of $61,806.18 as presented. By roll call vote the motion passed unanimously.

**Old Business**

None

**New Business**

**Parking Lot Bid Selection** – The bids were opened up at a public meeting on June 8 at 10 a.m. 4 bids were opened and Birmingham Sealcoat (BSI Paving) had the lowest bid of $492,552.80. People present were Jim Sharpe, Engineer, Margaret Payne, NOTA board member, Mike McDonald, NOTA Chair and Lynn Gromaski, NOTA Director. Other bids were Dalco Services LLC $509,201.90, True North Asphalt $544,020 and Best Asphalt $593,462.60. Jim Sharpe reviewed the bids and checked references and he suggested going with the lowest bid Birmingham Sealcoat (BSI Paving).

Moved by Margaret Payne, seconded by Bruce Pearson, to approve BSI Paving Parking Lot Expansion bid for $492,552.80. By roll call vote, motion passed unanimously.

Lynn Gromaski stated that Oakland County has already prepaid for the purchase of the parking lot in the amount of $650,000 as part of the 2023 Budget payment.

**Approval of Vehicle Purchase** – Mobility Works had a Ford Transit 350MR AWD XL available that wasn’t taken from original purchaser. The amount of vehicle is $83,565. Eli Cooper from Oakland County told us to go ahead with the purchase and they would reimburse NOTA in the next budget adjustment.

Moved by Margaret Payne, seconded by Carl Cyrowski, to approve the vehicle purchase as presented in the amount of $83,565 as reimbursed by Oakland County. By roll call vote, motion passed unanimously.

**NOTA Procurement Policy** – Lynn Gromaski requested Orion and Oxford Townships procurement policies to review. Based on Orion Townships policy, she created a NOTA Procurement Policy. It requires formal bids for purchases over $20,000 but the NOTA board reserves the right to waive the bidding process for purchases such as vehicles.

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

**NOTA Investment Policy** - Lynn Gromaski would like to invest in Robinson Capital/American Deposit Management, LLC which invests in multiple day CDs at an amount of $249,000 so that all of the investment is FDIC Insured. It is currently earning slightly less than MI Class Investment at around 4.8% but MI Class is not FDIC insured. Robinson Capital and ADM LLC reviewed our investment policy and said it was missing subsection 2 which discusses investing in CDs with banks that have a presence in Michigan. The NOTA investment policy has been updated to include the correct subsection 2 and add Robinson Capital/ADM Consulting LLC to the list of approved financial institutions.

Moved by Bruce Pearson, seconded by Mike Flood, to approved the amended investment policy as presented to include subsection 2 and Robinson Capital/ADM Consulting LLC to the list of approved financial institutions. By roll call vote, motion passed unanimously.

Motion by Margaret Payne, seconded by Carl Cyrowski, to have the Director transfer $2 million from MI Class investments to the Robinson Capital/ADM Consulting LLC so that it will be fully FDIC insured. By roll call vote, the motion passed unanimously.

**NOTA July 20, 2023 meeting** was discussed due to the director being on vacation whether to cancel or reschedule the meeting. Motion by Margaret Payne, seconded by Lori Bourgeau, to cancel the July 20, 2023 meeting. My voice vote the motion passed unanimously.

**Approval of new MERS DC Plan for Operations Manage**r – Due to Operations Manager’s previous retirement through MERS he is unable to receive more than a certain amount in earnings or he will lose his pension. His current salary is over that amount. Director Lynn Gromaski called MERS to set up a separate MERS DC Plan to defer the excess earnings between his existing salary and the amount he can receive per MERS so that his pension will be protected. The plan documents were reviewed.

Motion by Margaret Payne, seconded by Carl Cyrowski, to authorize the NOTA Director to set up the new MERS DC Plan for the Operations Manager as presented. By Roll Call vote, motion passed unanimously.

**Public Comments** - none

**Monthly Rider and Mileage Reports**

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

**Board Member Comments**

None

**Adjournment**

Moved by Mike Flood, seconded by Ed Brakefield, to adjourn the meeting at 5:15 p.m. By voice the motion passed unanimously.

*The next regular meeting is scheduled for Thursday, August 17 at 4:30 p.m. at NOTA Office, 675 Glaspie St. Oxford, MI 48371.*

*Minutes initially drafted by Lynn Gromaski*