North Oakland Transportation Authority (NOTA)

Meeting Minutes

**Thursday, May 18, 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

Ann Keltcsh At Large – MORC

Jack Curtis Oxford Township

Chris Barnett, Vice Chair Orion Township

**Absent - Excused**

Bruce Pearson Addison Township

Tonya Waple TTI

Lori Bourgeau Village of Oxford

Margaret Payne Oxford Township

**Others Present:**

Lynn Gromaski NOTA Executive Director

Cody Pearson

**Respects to the Flag**

The Pledge of Allegiance was given.

**Agenda Approval**

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

**Minutes Approval**

**Moved by** Mike Flood, seconded by Ed Brakefield, 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 the motion passed unanimously.

**Public Comments** - none

**Monthly Financial Packet**

The monthly financial statements were presented.

**Moved by** Chris Barnett, seconded by Mike Flood, to receive and file the financial activity report. By voice vote the motion passed unanimously.

**Approval of the Bills**

A listing of bills for February was presented.

**Moved by** Chris Barnett, seconded by Mike Flood, to approve the bills of $133,115.65 as presented. By roll call vote the motion passed unanimously.

**2022 Audit Approval**

NOTA Director Lynn Gromaski presented the 12/31/22 audit prepared by Ramie Phillips CPA. The audit had a clean opinion with no management letter items. The assets of NOTA exceeded its liabilities by $4,430,727 (net position) with $2,824,836 being unrestricted net position to be used to meet the ongoing obligations of NOTA. Moved by Chris Barnett, seconded by Ed Brakefield, to approve the 2022 NOTA audit as presented. By roll call vote the motion passed unanimously.

**Old Business**

None

**New Business**

**Parking Lot Site Plan Approval Procedure** – Lynn Gromaski reviewed the process of the bid procedure that our engineer Jim Sharpe suggested is to include posting on MITN and in both the Oxford Leader and Orion Review and to keep the posting open for 2 weeks and bring to the June 15, 2023 board meeting for approval of the bids. Motion by Ed Brakefield, seconded by Mike Flood, to have the NOTA director handle the advertisement and posting on MITN and to open the bids publicly on June 15 at NOTA board meeting with a two week bid window. Jack Curtis asked if we had a procurement policy and we do not. The Director is to look into procurement policies so that NOTA can get one in place. By Roll Call vote the motion passed unanimously.

**Public Comments** - none

**Monthly Rider and Mileage Reports**

Moved by Chris Barnett, seconded by Jack Curtis, to receive and file the reports. By voice vote the motion passed unanimously.

**Board Member Comments**

None

**Adjournment**

Moved by Mike Flood, seconded by Carl Cyrowski, to adjourn the meeting at 4:54 p.m. By voice the motion passed unanimously.

*The next regular meeting is scheduled for Thursday, June 15 at 4:30 p.m. at NOTA Office, 675 Glaspie St. Oxford, MI 48371.*

*Minutes initially drafted by Lynn Gromaski*