North Oakland Transportation Authority (NOTA)

Meeting Minutes

**Thursday, April 18, 2024**

**Oxford Township Offices**

**300 Dunlap, Oxford MI**

The meeting was called to order by Chair Mike McDonald at 4:32 p.m.

**Roll Call**

**Present** Representing

Mike McDonald, Chair Village of Leonard

Carl Cyrowski Village of Lake Orion

Mike Flood Orion Township

Jack Curtis Oxford Township

Lori Bourgeau Village of Oxford

Ann Keltcsh . At Large – Easterseals MORC

Ed Brakefield Addison Township

Margaret Payne Oxford Township

**Absent - Excused**

Chris Barnett, Vice Chair Orion Township

Tanya Waple TTI

Bruce Pearson Addison Township

**Others Present:**

Lynn Gromaski NOTA Executive Director

Mike Joslyn NOTA Operations Manager

**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 with an addition of 9 c – Purchase of Office Furniture. By voice vote the motion passed unanimously.

**Minutes Approval**

**Moved by** Mike Flood, seconded by Carl Cyrowski, to approve the minutes of the March 21, 2024 meeting as presented. By voice vote the motion passed by all except Ed Brakefield who abstained because he wasn’t present at the meeting.

**Director’s Report**

**Moved by** Mike Flood, 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**

March 2024 bills were presented for payment totaling $476,524.93.

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

**Old Business**

None

**New Business**

**Memo of Understanding with Independence Township** – Discussion ensued regarding the MOU that Independence Township prepared. One of the issues with the MOU was municipal credit funding which stated “NOTA shall not utilize any of the township’s municipal credits for transportation.” Oakland County has agreed that municipal credits can be used to fund Independence Twp operations for January and February 2024 but that municipal credits should go to the provider of transportation for the October 2024 to September 2025 year. The second issue is that the MOU stated the” Township reserves the right to assess a fee for storage and use of Clintonwood Park after the Pilot” but did not state an amount. Lynn Gromaski prepared a calculation of cost based on rental rates on LoopNet of $2000/year with 146 sq ft.

Moved by Ed Brakefield, seconded by Margaret Payne to approve the Memo of Understanding with Independence Township and to approve a cost up to $2000/year in rental rates of Clintonwood Park. By Roll Call vote motion approved unanimously.

Moved by Jack Curtis, seconded by Mike Flood to authorize the approval of the Memo of Understanding and to keep NOTA out of the determination of the municipal credit funding and to keep the determination of the SMART municipal credits between Oakland County and Independence Township. By Roll Call vote, motion approved unanimously.

**Trolley Operation Discussion** – The trolley is old and is in need of repairs. The trolley is shaking badly and stalls when it comes to a stop and our CDL drivers refuse to drive it because they have to use both hands and feet to keep moving it into neutral and changing gears. It is a safety issue and we have asked the DDA of Oxford to have it repaired because all of the drivers do not want to drive it until it is safe. The DDA is upset with us for not driving it when they posted they were going to run due to their donors but we explained it is a safety issue and we would be happy to drive it if it is fixed. At the last DDA meeting they discussed taking back the trolley and running it themselves which I believe to be the best option as well. With our growth it has become more work for us to manage the trolley and it is not our core business. NOTA loves the trolley and will continue to work with the DDA to help operate it until the DDA is able to take the operation over.

Moved by Jack Curtis, seconded by Margaret Payne, to authorize the Director to terminate the trolley agreement if requested by the DDA of Village of Oxford. By voice vote the motion passed unanimously.

**Dispatch Office Furniture Purchase** – Director Lynn Gromaski discussed that due to our growth NOTA is looking to move dispatch into the driver’s breakroom as soon as possible. Quotes have started to be received and the two received were $16,671.30 from Rightsize who is local and will personally come out and inspect and install, Office Furniture Warehouse from Wisconsin was $16854.68 and Mach5 quote was $21,380.48. Rightsize was lowest cost and local but we had not finalized the details.

Moved by Ed Brakefield, seconded by Mike Flood, to authorize the purchase of 8 cubicles at a cost not to exceed $18,000 charged to the general account. By voice vote the motion passed unanimously.

**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**

Mike Flood said that Chris Barnett is giving the State of Orion Township tonight.

**Adjournment**

Moved by Mike Flood, seconded by Margaret Payne, to adjourn the meeting at 5:35 p.m. By voice the motion passed unanimously.

*The next regular meeting is scheduled for Thursday, May 16 at 4:30 p.m. at Oxford Township Offices, 300 Dunlap, Oxford*

*Minutes initially drafted by Lynn Gromaski*