North Oakland Transportation Authority (NOTA)

Meeting Minutes

**Thursday, March 21, 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

Carl Cyrowski Village of Lake Orion

Joe Madore Village of Oxford

Tonya Waple TTI

Mike Flood Orion Township

Jack Curtis Oxford Township

Bruce Pearson Addison Township

**Absent - Excused**

Chris Barnett, Vice Chair Orion Township

Ann Keltcsh . At Large – Easterseals MORC

Ed Brakefield Addison Township

Margaret Payne Oxford Township

Lori Bourgeau Village of Oxford

**Others Present:**

Lynn Gromaski NOTA Executive Director

Mike Joslyn NOTA Operations Manager

Emma-Jo Paavola NOTA Workflow Manager

Eli Cooper Oakland County Transit Manager

**Respects to the Flag**

The Pledge of Allegiance was given.

**Agenda Approval**

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

**Minutes Approval**

**Moved by** Jack Curtis, seconded by Carl Cyrowski, to approve the minutes of the February 15, 2024 meeting as presented. By voice vote the motion passed unanimously.

**Director’s Report**

**Moved by** Mike Flood, seconded by Jack Curtis, to receive and file the Director’s report.

By voice vote the motion passed unanimously.

**Public Comments** - none

Moved by Mike Flood, supported by Carl Cyrowski to approve motion to go into closed session to discuss legal and real estate issues at 4:39 p.m. By roll call vote motion passed unanimously.

Moved by Joe Madore, supported by Jack Curtis, to approve motion to go into open session at 5:22 p.m. By roll call vote, motion passed unanimously.

**Monthly Financial Packet**

The monthly financial statements were presented.

**Moved by** Mike Flood, seconded by Carl Cyrowski, 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 $174,304.82.

Moved by Mike Flood, seconded by Carl Cyrowski, to approve the bills as presented. By roll call vote motion passed unanimously.

**2024 Budget Adjustments**

Lynn Gromaski discussed the budget adjustments needed due to the expansion. NOTA was currently at 39 routes moving to 50 routes in order to meet the expected demand in the new service area along with general population being served starting in June based on availability. Even when general population begins to be served the seniors, disabled, low income and veteran riders will have priority first and only if there is capacity will general population be served. In order to increase the 10 routes, 10 Ford Transits from Hoekstra are necessary on the MI Deal state contract I the amount of $937,176 with vehicles expected delivery date of July 2024. 4 new positions are also needed with the increase of employees from 37 to 103. Lead drivers up to 10 are needed along with a new Operations Coordinator position to help with the 87 drivers. A part time marketing and accountant positions are also necessary. A 10% increase for Executive Director and Operations Manager is included in budget along with a salary increase and job change for Head dispatcher to Workflow Manager. Budget adjustments also include additions for the Independence Township pilot program which started March 1, 2024.

Two different budgets were presented option 1 did not include the 10 additional routes and option 2 did which includes an additional $2,194,491 in Oakland County millage revenue. Eli Cooper from Oakland County Transit said he believes the Board of Commissioners would be in favor of Option 2 and the expanded routes. The formal budget adjustments would be done later this year. He said that Oakland County is here to support the transit providers.

Motion to authorize to amend the 2024 budget for the purpose of 4 new positions, pay adjustments, budget adjustments per Option 2 as presented which include the purchase of 10 Ford Transit vehicles from Hoekstra under the MI Deal State contract with a total budget of $9,598,496 was moved by Bruce Pearson, supported by Carl Cyrowski. By Roll Call vote motion passed unanimously.

**Old Business**

None

**New Business**

Due to the growth NOTA is experiencing the current breakroom which serves as the board room will be turned into the dispatch call center. Therefore NOTA will not be able to hold the board meetings at their offices moving forward. Jack Curtis offered to have the meetings at Oxford Township. Moved by Bruce Pearson, supported by Mike Flood, to have all future NOTA meetings held at Oxford Township, 300 Dunlap Road, Oxford 48371 unless otherwise noted. By voice vote motion passed unanimously.

**Public Comments** - none

**Monthly Rider and Mileage Reports**

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

**Board Member Comments**

Bruce Pearson said we are moving forward very fast and if we need to get a new facility we should try to leverage help from the federal government.

**Adjournment**

Moved by Carl Cyrowski, seconded by Jack Curtis, to adjourn the meeting at 5:47 p.m. By voice the motion passed unanimously.

*The next regular meeting is scheduled for Thursday, April 18 at 4:30 p.m. at Oxford Township Offices, 300 Dunlap, Oxford*

*Minutes initially drafted by Lynn Gromaski*