North Oakland Transportation Authority (NOTA)

Meeting Minutes

**Thursday, May 16, 2024**

**Oxford Township Offices**

**300 Dunlap, Oxford MI**

The meeting was called to order by Chair Mike McDonald at 4:33 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

Ed Brakefield Addison Township

Margaret Payne Oxford Township

Bruce Pearson arrived at 4:35 Addison Township

**Absent - Excused**

Chris Barnett, Vice Chair Orion Township

Tanya Waple TTI

Lori Bourgeau Village of Oxford

Ann Keltcsh . At Large – Easterseals MORC

**Others Present:**

Lynn Gromaski NOTA Executive Director

Mike Joslyn NOTA Operations Manager

David Sciborn NOTA Operations Support Coordinator

Cody Pearson

Eli Sevigny PYP Ventures

Don DeVito PYP Ventures

**Respects to the Flag**

The Pledge of Allegiance was given.

**Agenda Approval**

**Moved by** Carl Cyrowski, 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 18, 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** 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**

April 2024 bills were presented for payment totaling $372,118.09.

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

**Old Business**

None

**New Business**

**Approval of 12/31/23 Audit** – Lynn Gromaski presented the audit prepared by Ramie Phillips CPA. The audit has a clean opinion with no management letter items. Net position increased $2,155,159 with total net position of $6,585,886. LBO Funding was a new state grant which matches approximately 30% of eligible expenses and is expected to continue each year. Moved by Ed Brakefield, seconded by Margaret Payne, to approve the 12/31/23 audit as presented. By roll call vote, motion passed unanimously.

**PYP Ventures** – Eli Sevigny and Don DeVito from PYP Ventures who is the current tenant at 675 S Glaspie Street renting 10,000 sq ft said they have found another building to possibly lease. He said they are in no rush to move but understands that NOTA needs the space due to their growth. He said at this point we can operate comfortably at current location and have found incremental warehousing locally for growth and stay for the next 7 years. He is asking NOTA to help with the cost of moving by offering free rent and to help with moving costs. He presented a sheet with 2 possible paths of moving out. Option 1 is to have them use movers to move the inventory and to hire a professional pallet rack mover at a cost of $16,924 and to waive rent for 3 months at a cost of $15,480, total cost of $32,404. Option 1 they would be moved out by August 31, 2024. Option 2 is to slowly move inventory over 7-9 months where they sell through existing inventory and receive new inventory at the new facility. This option would be free rent for 7 months at a cost of $36,120 and professional pallet rack mover at a cost of $7500, total cost of $43,620.

Board said they would like to go into closed session to discuss this matter further.

Motion by Carl Cyrowski, seconded by Mike Flood, to move into closed session at 4:58 pm. By Roll call vote motion passed unanimously. Director and two operations managers remained.

Motion by Carl Cyrowski, seconded by Ed Brakefield, to move into open session at 5:4 pm. By Roll Call vote motion passed unanimously.

Mike McDonald said that without legal counsel the board is unable to spend taxpayer dollars on moving expenses. We have authority to waive the rent but not the moving costs.

Motion by Margaret Payne, seconded by Carl Cyrowski, to allow PYP Ventures to not pay rent through August 31 2024 and NOTA is not to pay any moving costs. By roll call vote everyone voted no. Margaret Payne said she would like to amend her motion.

Motion by Margaret Payne, seconded by Jack Curtis, move that PYP Ventures not pay rent through August 31, 2024, that PYP Ventures would vacate the building by August 31 2024 and that the lease would be terminated. By roll call vote the motion passed unanimously.

Motion by Ed Brakefield, supported by Bruce Pearson, to go into closed session to discuss legal matters. By Roll Call vote motion passed unanimously.

Motion by Mike Flood, supported by Margaret Payne, to go into open session at 6:03 pm. By Roll Call vote motion passed unanimously.

**Public Comments** - none

**Monthly Rider and Mileage Reports**

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

**Board Member Comments**

Jack Curtis – we only had 3 hours ahead of the meeting to negotiate which is not enough time and they saw our cards.

Bruce Pearson – next time we need to negotiate we should get our attorney involved. We were trying to be nice and they were looking to take what they could.

Mike Flood – the experience of this board came to the right decision

Carl Cyrowski – proud of everyone sticking together.

**Adjournment**

Moved by Mike Flood, seconded by Bruce Pearson, to adjourn the meeting at 6:09 p.m. By voice the motion passed unanimously.

*The next regular meeting is scheduled for Thursday, June 20 at 4:30 p.m. at Oxford Township Offices, 300 Dunlap, Oxford*

*Minutes initially drafted by Lynn Gromaski*