

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF October 17th, 2012

**1) The DCTB Chair called the meeting to order and the roll was taken as follows:** (12-10-01)

X Tom Jones- Chair  
X Boots Sheets- Vice Chair  
X Roger VanSickle- Secretary  
X Erwin Dugasz  
X Tim Dodge  
X Ed Helvey  
AB Traci Cromwell

**Staff present for the meeting:**

X Denny Schooley- Executive Director  
AB Crystal James- Operations Director  
AB Ginny Berry- Marketing and Public Relations Specialist  
X Richelle Tirado- Controller  
AB Tonya James- Mobility Manager  
X Grant Bias- Operations Supervisor  
X Tina Smith- Financial Clerk

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to excuse the absences. Motion \_\_\_\_\_. (12-10-01)

**Chair did not ask for motion to excuse absences, so this will be done at November meeting.**

**2) Public Comment**

No public present.

**3) Approval of Consent Agenda (12-10-02)**

- a) **Agenda for October 17th, 2012**
- b) **Minutes of September 26th, 2012**

It was moved by Roger and seconded by Tim to approve the Consent Agenda (12-09-02).  
Motion passed.

**4) Financial Status for Month ending September 30th, 2012 (12-10-03)**

It was moved by Tim and seconded by Ed to approve the Financial Status for  
Month ending September 30th, 2012 (12-09-03). Motion passed.

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### 5) Administrative / Operations Status Reports

#### a) Operations Report

Grant explained the status of the shelter project at the hub. He is working with the new manager, Charles Duke, who is handling the city side of the project. Grant said two of the three bids for the project have been received, and they are waiting for the last one to come in.

Denny also noted that there were 100 new passengers on the fixed routes on a recent Friday.

#### b) Marketing Report

Denny explained that Ginny recently attended the Kilbourne Fall Festival. She has also been working on getting new signs for our bus stops. The estimated cost per sign began at \$160, and Ginny has gotten it down to approximately \$50 per sign, including reflective and weather resistant materials. Erwin asked if we have received bids from possible sponsors for the signs. Denny explained that this is not possible due to city ordinance.

### 6) Appointment of Officer Nominating Committee

Tom asked Ed to serve as vice chair and Tim to serve on nominating committee. They both agreed.

### 7) Action Items

#### a) Discussion and approval to enter into service agreement with Aspen Energy (12-10-04)

It was moved by Boots and seconded by Erwin to table entering into a service agreement with Aspen Energy. (12-10-04). Motion Tabled .

After some discussion, the board decided to table the resolution until more research was conducted.

#### b) Approval of budget appropriation revisions for CY 2012 (12-10-05)

It was moved by Tim and seconded by Erwin to approve budget appropriation revisions for CY 2012 (12-10-05). Motion Passed .

Richelle explained the reasoning for the change in budgeted appropriations.

#### c) Approval of contract with A&E Firm (TENTATIVE) (12-10-06)

Motion was not discussed because Denny explained that no contract has been created yet.

#### d) Cancel resolution 12-08-07 (12-10-07)

It was moved by Roger and seconded by Ed to cancel resolution 12-08-07 (12-10-07). Motion Passed .

### 8) General Updates

Denny said he has sent out requests for a total of \$135,000 for local money. He has a budget hearing with the commissioners next Friday. Denny updated the board on pending litigation involving a passenger.

### 9) Executive Session

#### a) Roll Call

Roger took a roll call vote to move into executive session for consideration of employment, evaluation or compensation of a public employee.

Tom-yes, Roger-yes, Erwin-yes, Boots-yes, Ed-yes, Tim-yes

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- b) Ed moved to come out of executive session with a roll call vote: Tom-yes, Roger-yes, Erwin-yes, Boots-yes, Ed-yes, Tim-yes. Tim seconded the motion. Motion passed.
- c) Ed moved to increase compensation for Executive Director Denny Schooley by 2% and incorporate into the employment contract. Roger seconded the motion. Motion passed.

Boots moved to renew the employment contract with Denny Schooley for another year with changes as follows:

- Dates of term of contract to be effective 10/25/12 through 10/24/13
  - Remove reference to Resolution 10-11-06 under Article III
  - Add statement in Article III for compensation to take place effective the first day of the new pay period after contract approval
  - Remove Article VIII
- Tim seconded the motion. Motion passed.

### **10) Adjourn**

There being no further business to transact, the Chairman adjourned the meeting.

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