

SOUTH EAST AREA TRANSIT  
375 Fairbanks St \* Zanesville, Ohio 43701 \* (740) 454-8573  
BOARD OF TRUSTEES MEETING  
Wednesday, January 9, 2013

**LOCATION:**

224 Main Street, Zanesville, Ohio 43701

**MEMBERS PRESENT:**

Paul Quisling  
Jody Spencer  
Karen Adornetto  
Paul DuBeck  
Roger Fitz  
Alan Drake – arrived at 4:07 pm  
Kurt Ufholz

**MEMBERS ABSENT:**

Tom Peters  
Larry Kavulich  
Ellen Rucker

**ALSO PRESENT:**

Howard Stewart, SEAT Transit Director  
Alicia Love, Board Secretary, SEAT Fiscal Officer  
Arlene Johnson, SEAT Transportation Coordinator  
Rich Wood, SEAT Maintenance Director  
Linda Minter, SEAT Operations Director

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER:**

Mr. Spencer called the January 9th Regular Board meeting to order at 4:01p.m.

## **APPROVAL OF MINUTES:**

Mr. Ufholz requested the arrival time be deleted from the minutes as he arrived prior to the meeting being called to order.

Ms. Adornetto made a motion to accept the December Regular Meeting Minutes as presented with the minor adjustment and Mr. Ufholz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:02pm.

## **OFFICIAL COMMUNICATIONS:**

No official communications were presented to the Board for review.

## **PUBLIC COMMENT PERIOD:**

No public comments were heard at this time as no public members were in attendance.

## **TRANSIT DIRECTOR'S & OPERATIONS REPORT:**

Mr. Stewart briefly went over the Transit Director's Report with the Board.

Mr. Stewart presented the Board with the Public Participation Plan for their review.

Ms. Love briefly went over the November Operations Reports.

Mr. Wood briefly discussed the Board with the November Maintenance Report.

## **FINANCIAL/RIDERSHIP REPORT**

Mr. Quisling discussed briefly the renewal of the bank loan and requested the Board approve the renewal as is as well as authorize \$10,000 principal payment.

Mr. Quisling made a motion to renew the bank loan as well as authorize an additional \$10,000 principal payment and Mr. Drake seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:32pm.

Mr. Quisling presented the Board with the November Financials as prepared by Bob Ruzinsky and briefly discussed the financials with the Board but no major questions were raised regarding them.

Mr. Ufholz made a motion to accept the November Financials as presented and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:33pm.

## OLD BUSINESS

By-laws discussion: Mr. Stewart presented the Board with the second draft of the by-laws as discussed by the by-law committee comprised of himself, Mr. Peters, Mr. Fitz, Mr. Stewart, and legal counsel by Mr. Brent Stubbins as well as taking into account research done for questions asked at the December Meeting. All meetings, including committee meetings, are public meetings and therefore public notices (via newspaper, etc) must be done for each meeting held. During the committee meetings, Roberts Rules of Order do not need to be followed. Other items discussed included wording within Section 5 (in reasonable time) as well as deleting Section 4 (Roberts Rules of Order reference).

Mr. DuBeck made a motion to accept the by-laws after discussed changes and Mr. Quisling seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:49pm.

Mr. Spencer informed the Board of a meeting between himself, Mr. Stewart, Mr. Brent Stubbins (SEAT Attorney), and a Larry Feheley from Kegler, Brown, Hill, and Ritter - a Columbus-based law firm - regarding the upcoming Union Negotiations. Mr. Stubbins is bringing in Mr. Feheley as co-counsel as needed for these negotiations.

Mr. Spencer also informed the Board of a meeting that will occur on Wednesday January 30, 2013 between himself, Mr. Stewart, Mr. Stubbins, Mr. John Wolford from First Transit, and Mr. Alan Abes from Dinsmore & Shulls regarding the legal issue between SEAT and First Transit. This meeting is to be held in Zanesville at Mr. Stubbins' office.

## NEW BUSINESS

Resolution 2013-01: Authorizing SEAT Legal Counsel to Certify Capital Contract to replace SEAT vehicle – Mr. Stewart presented the Board with the Resolution which authorizes Mr. Brent Stubbins to certify the contract with ODOT for purchasing the vehicle.

Mr. DuBeck made a motion to accept Resolution 2013-01 as presented and Ms. Adornetto seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:07 p.m.

Resolution 2013-02: Carr Center Contract Extension – This resolution authorizes the SEAT Board President to enter into a contract extension with the Carr Center for transportation through January 31, 2013. There was some discussion regarding possible extension of the extension which the Board agreed there would be no transportation given after the January 31<sup>st</sup> deadline.

Mr. Quisling made a motion to accept Resolution 2013-02 as amended and Mr. Fitz seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:16 p.m.

Resolution 2013-03: Ohio Valley Educational Service Center (OVESC) Contract – This resolution authorizes the Board President to enter into an agreement with OVESC to provide Fingerprint and FBI background checks for all prospective employees of SEAT within Guernsey County. Seat will be billed \$32 for each fingerprint check and \$34 for each FBI check and the total amount due will be billed monthly.

Mr. Ufholz made a motion to accept Resolution 2013-03 as presented and Mr. Drake seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:17 p.m.

Mr. Spencer presented the Board with information regarding a salary increase for Mr. Stewart (as per prior agreement) from \$55,000 per year to \$60,000 per year as well as increase his available vacation time from 2 weeks to 3 weeks.

Mr. Quisling made a motion to accept the changes to the Transit Director’s salary and benefits and Mr. DuBeck seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:18p.m.

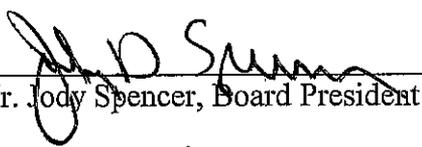
Mr. DuBeck made the recommendation then the motion to elect Jody Spencer SEAT Board of Trustees President for a next two year term (January 2013 through December 2014) and Mr. Quisling seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:20pm.

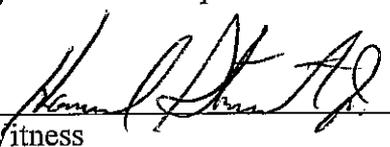
Mr. DuBeck made the recommendation then the motion to elect Kurt Ufholz SEAT Board of Trustees Vice-President for a two year term (January 2013 through December 2014) and Mr. Drake seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:23pm.

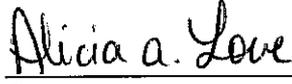
Mr. Spencer recommended placing Mr. Ufholz on another member of the Finance Committee.

**ADJOURNMENT**

Mr. DuBeck made a motion to adjourn the January Regular meeting and the Board seconded the motion. Motion carried. Meeting was adjourned at 5:32 pm.

  
Mr. Jody Spencer, Board President

  
Witness

  
Secretary