



Commissioners: David L. Jaeger, Jr., Alice McQuaid, Esq.
Chief Executive Officer: Matt Pentz, CPA
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DRAFT MINUTES PENDING APPROVAL

**NORWALK TRANSIT DISTRICT COMMISSION - SPECIAL MEETING MINUTES
JANUARY 6, 2023, AT 5:15 PM – NORWALK TRANSIT DISTRICT
CONDUCTED VIA TEAMS MEETING**

ATTENDING

Norwalk Transit District Commissioners:

David Jaeger, Jr., Teams Participant
Alice McQuaid, Esq., Teams Participant

Norwalk Transit District Staff:

Matt Pentz, CFO

Public:

There was no public representation

The meeting was called to order at 5:15 PM via Microsoft Teams.

PUBLIC COMMENT

There were no public participants in attendance.

APPROVAL OF THE AGENDA FOR THE JANUARY 6, 2023, MEETING

- ** Commissioner Jaeger made a motion to approve the agenda.
- ** Commissioner McQuaid seconded the motion.
- ** Motion to approve the agenda passed unanimously.

APPROVAL OF MINUTES OF DECEMBER 15, 2022

- ** Commissioner McQuaid made a motion to approve the minutes, with the correction of a typo.
- ** Commissioner Jaeger seconded the motion.
- ** Motion to approve the minutes passed unanimously.

CEO UPDATE

Miscellaneous Items

Mr. Pentz informed the Commissioners about the passing of an 18-year Norwalk Transit driver, Carmen Montalvan, who passed away on December 30, 2022. He stated it's been a sad time for the workforce because Ms. Montalvan was diagnosed with cancer over the summer, and there was optimism that she would overcome it; however, during the Thanksgiving holiday things took a turn for the worse. He stated that Ms. Montalvan had an impeccable work record, she was very caring and generous to her passengers and was very well-liked at NTD. The Commissioners expressed their sincere condolences. Mr. Pentz mentioned NTD intended to do as much as possible to help the surviving family and that NTD would be well represented at the funeral services.

Authorization of Increases

Mr. Pentz informed the Commissioners that approval was necessary for non-union staff to receive annual performance increases which typically follow the percentages received by the union. Commissioner McQuaid noted that this was an annual process.

- ** Commissioner McQuaid made a motion to approve annual increases for non-union employees.
- ** Commissioner Jaeger seconded the motion.
- ** Motion to approve annual non-union increases passed unanimously.

EXECUTIVE SESSION

The Board moved into executive session. A continuation of the December 15, 2022 executive session topics occurred and concluded with organizational changes, to be voted on in regular session. The Board moved out of executive session.

REGULAR SESSION

Approval of Personnel Matters Discussed in Executive Session

A transitional plan discussed in executive session which facilitates the acceptance of CEO Kimberlee Morton's retirement effective June 30, 2023 was reintroduced. This plan highlights the provision that Ms. Morton will serve as a consultant and advisor to the new CEO for 6 months effective January 7, 2023, retroactive to January 1, 2023. Mr. Pentz mentioned this advisory period will greatly benefit NTD.

- ** Commissioner Jaeger made a motion to accept the CEO resignation.
- ** Commissioner McQuaid seconded the motion.
- ** Motion passed unanimously.

Approval of organizational changes

A discussion to appoint Matt Pentz as CEO of the Norwalk Transit District Effective January 7, 2023, retroactive to January 1, 2023 occurred.

- ** Commissioner McQuaid made a motion to appoint Matt Pentz as CEO.
- ** Commissioner Jaeger seconded the motion.
- ** Motion passed unanimously.

A discussion to approve NTD management to fill the vacated finance position held by Mr. Pentz occurred.

- ** Commissioner Jaeger made a motion to approve filling the lead finance role.
- ** Commissioner McQuaid seconded the motion.
- ** Motion passed unanimously.

Other business brought before the board

No other business was noted.

Next meeting is proposed for Thursday, January 26, 2023 at 6:00 PM

Adjournment

- ** Commissioner McQuaid made a motion to adjourn.
- ** Commissioner Jaeger seconded the motion.
- ** Motion passed unanimously

Meeting adjourned at 5:46 PM.

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