

# Clinton Area Transit System Board of Directors Meeting MINUTES

**Date:** Thursday, December 18, 2025 – 6:00 p.m.

**Location:** Clinton Transit Administration Building – Northwest Entrance  
215 N. Scott Rd., St. Johns, MI 48879

**I. Call to Order – 6:00 p.m. by Board Chairperson**

**II. Pledge**

**III. Roll Call**

**Board Member Attendance**

Name	Attendance
Gail Watkins – Chairperson	Present
Jack Phillips – Vice Chairperson	Present
Dan Skorich – Secretary/Treasurer	Present
Josephine Smith – Board Member	Present

Name	Attendance
Deb Shaughnessy – Board Member	Absent
Patrick McPharlin – Board Member	Present
Jessica Tramontana – Board Member	Present
Brian Hurtekant – Ex-Officio Board Member	Absent

**Others Present:**

1. MaLissa Schutt – *Executive Director, Clinton Area Transit System*
2. Ty Piontek – *Director of Operations, Clinton Area Transit System*
3. Fran Beres – *Office Manager, Clinton Area Transit System*
4. Nolan J. Moody – *Attorney, Dickinson Wright*
5. Sharon Sanders – *Attorney, Dickinson Wright*

**IV. Public Comment (Limited to 3 minutes) – None**

**V. Review/Approval of Agenda**

- **Motion by Jessica Tramontana, Support by Josephine Smith to approve the December 18, 2025, Board Meeting Agenda as presented – Yes all – Motion passed.**

**Clinton Area Transit System**  
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**VI.** Proposed Motion: That the Clinton Area Transit System Board of Directors move to Closed Session pursuant to Section 8(e) of the Open Meetings Act 267 of 1976, to consult with attorney.

- **Motion by Jack Phillips, Support by Jessica Tramontana to move to Closed Session pursuant to Section 8(e) of the Open Meetings Act 267 of 1976, to consult with attorney.**

**Roll Call Vote:**

<b>Patrick M.</b>	<b>Yes</b>
<b>Josephine S.</b>	<b>Yes</b>
<b>Jessica T.</b>	<b>Yes</b>
<b>Dan S.</b>	<b>Yes</b>
<b>Jack P.</b>	<b>Yes</b>
<b>Gail W.</b>	<b>Yes</b>

**- Yes all present – Motion passed– Moved to Closed Session at 6:01 p.m.**

**VII.** Approval of November 20, 2025, Meeting Minutes

- **Motion by Jack Phillips, Support by Partick McPharlin to approve the November 20, 2025, Meeting Minutes as presented – Yes all – Motion passed.**

**VIII.** Approval of November 20, 2025, Closed Session Meeting Minutes

- **Motion by Patrick McPharin, Support by Jessica Tramontana to approve the November 20, 2025, Closed Session Meeting Minutes as presented – Yes all – Motion passed.**

**IX.** Approval of December 4, 2025, Special Board Meeting Minutes

- **Motion by Josephine Smith, Support by Dan Skorich to approve the December 4, 2025, Special Board Meeting Minutes as presented – Yes all – Motion passed.**

**X.** Approval of December 4, 2025, Closed Session Meeting Minutes

- **Motion by Patrick McPharlin, Support by Jessica Tramontana to approve the December 4, 2025, Closed Session Meeting Minutes as presented – Yes all – Motion passed.**

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**XI.** Financial Statements for November 2025 – Executive Director  
➤ **Motion by Jessica Tramontana, Support by Jack Phillips to receive and place on file the Financial Statements for November 2025 as presented - Yes all – Motion passed.**

**XII.** Approval of November 2025 Payables – Executive Director  
Accounts Payable - \$ 239,640.07  
Payroll - \$ 117,924.61 (2 Pay Days)  
➤ **Motion by Josephine Smith, Support by Jessica Tramontana to approve the November 2025 payables and payroll as presented – Yes all – Motion passed.**

**XIII.** Reports – Board Chairperson, Executive Director and Director of Operations

**XIV.** Informational Items –  
A. 2025 Adopt A Family for Christmas – Please bring your gift, food, and monetary donations to the board meeting because all shopping will be done this weekend in anticipation of the Christmas holiday next week.

**XV.** Old Business – **None**

**XVI.** New Business – **None**

**XVII.** Clinton County Commissioner Liaison – **None**

**XVIII.** Board Member Comments – **None**

**XIX.** Adjournment – **8:01 p.m.**  
➤ **Motion by Jessica Tramontana, Support by Jack Phillips to adjourn. – Yes all – Motion passed.**

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**Next Meeting day/dates:    Thursday, November 20, 2025 @ 6:00 p.m.\*\***  
**Thursday, December 18, 2025 @ 6:00 p.m.\*\***

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