

**TWIN CITY AREA TRANSPORTATION AUTHORITY  
Board Meeting**

**November 25, 2025**

**I. Welcome and Opening:**

1. **Call to Order:** The meeting of the Twin City Area Transportation Authority Board of Directors was held at the Benton Harbor City Hall Building, 200 E. Wall Street, Room: Commission Chambers, Benton Harbor, MI 49022, on Tuesday, November 25, 2025.

2. **Roll Call of Persons Present:**

Ron Singleton, Trustee Chair                      Dayrl Jackson, Trustee  
Cora Robinson, Trustee Board Secretary

**Persons Absent:** Trustee Nesbitt, Trustee Hatcher.

Roll call: Trustee Singleton, Trustee Jackson, Trustee Robinson. A quorum was established, and Board Trustee Chair Singleton called the meeting to order at 5:30 p.m.

3. **Approval of Agenda:** Trustee Robinson made the motion to approve the agenda, seconded by Trustee Jackson. Roll Call: Trustee Singleton, Trustee Jackson, Trustee Robinson. The Board unanimously approved the agenda.

4. **Approval of October Minutes:** Trustee Jackson made the motion to approve the October minutes, seconded by Trustee Robinson. Roll Call: Trustee Jackson, Trustee Singleton, Trustee Robinson. The Board unanimously approved the October minutes.

II. **Financial Updates:** Hungerford Board Financials: Postponed. Report to be sent out by next week.

III. **Director Updates:** Presented by Executive Director Shurn and Deputy Director Greschak.

5. **October Ridership:** Presented with significant increase.

6. **October Fuel Report:** As noted on handout.

7. **Safety – November 11 Workshop:** Due to Veterans Day, all services were closed. Conducted organizational update; drug and alcohol training; discussed language translation process, which is required by FTA regulations; discussed through some safety items; conducted lift and mobility device securement annual training; watched deescalation training. Goal was to improve safety and impart safe operations. Also refreshed closure policy for adverse (winter) weather with the safety committee this past week. Addressed FTA deficiencies. All FTA deficiencies have been closed. Maintenance records have been completed monthly and on time. Procurements have all been closed with the stairs being the final procurement. Safety workshop held at Refreshing Fountains church, Bishop Melvin Burton's Genesis facility.

8. **BHHS Blue Route Flex Stop:** (see below @ Ridership)

9. **East side Stairs Repair:** Repaired and painted. Used local contractor.

**10. RFP's:**

- a. Eastside Stairs Replacement - Complete
- b. Building Siding Repair - Still suspended till Spring
- c. Mobility Operations - Procurement process complete. Entering negotiation phase. First drafted contract to be shared with Chair and attorneys; timeline of December 4, 2025. Board members and attorneys to review contract drafts and materials for markups. Board members agreed to a special board meeting to be held on December 16, 2025.
- d. Transpro Consultants – RFP assessment complete

Motion made by Trustee Robinson to approve the Director Updates as submitted, seconded by Trustee Jackson. Roll call: Trustee Jackson, Trustee Singleton, Trustee Robinson. The Board unanimously approves the Director Updates.

**IV. Old Business:**

**11. Automatic Garage Doors:** - Still in process (working on sensors). Have quotes. Completion timeline of December 16, 2025, hopefully.

**12. Berrien County Transit Consolidation:** Met with MDOT, County and City representatives today. Working through it.

**V. New Business:**

**13. Ridership:** In ongoing phase of increasing ridership in general, even during the transition period. Bringing awareness and encouraging use of the Blue Route as a means of accessing the High school activities, as well as after school activities. Requesting Dr. Griffin to approve the stop at the high school circle in front of the library by next meeting date of December 16, 2025, as closure date, as she's in agreement.

**14. Drug and Alcohol Policy:** (referring to handouts) Presented by Deputy Director Greschak. Recent annual audit resulted in changes needed. Diluted urine test according to Section 40.197(b) (read by Deputy Director). Presented to FTA for preapproval. TCATA Board needs to approve.

Motion made by Trustee Robinson to approve the Drug and Alcohol Policy as submitted, seconded by Trustee Jackson. Roll call: Trustee Jackson, Trustee Singleton, Trustee Robinson. The Board unanimously approved the Drug and Alcohol Policy.

**15. Weapons Policy:** Presented by Deputy Director Greschak. Weapons Policy prompted by an incident of a rider bringing a machete onto the bus. Deputy Director reads handout of proposed policy with details. Board needs to adopt. Executive Director Shurn advises will be posting "No Guns/Weapons" decals on the buses.

Motion made by Trustee Robinson to adopt the Weapons Policy as submitted, seconded by Trustee Jackson. Roll call: Trustee Jackson, Trustee Singleton, Trustee Robinson. The Board unanimously adopted the Weapons Policy.

**VI. Chair's Report:** None.

**VII. Public Comments:** Board Chair asked Bishop Burton if he had any public comments; advised had day off and decided to attend board meeting with his wife, Vivian Burton, Recording Secretary, and visit old friends.

Commissioner Little asked if he had any comments; advised everyone to carry on.

**VIII. Adjournment:** With no further action taken and no further business, Trustee Chair Singleton entertains Motion to adjourn. Trustee Robinson made the motion to adjourn the meeting, seconded by Trustee Jackson. Roll call: Trustee Jackson, Trustee Singleton, Trustee Robinson. And the meeting was adjourned at 5:57 p.m.

**Attested:**

---

Trustee Ron Singleton  
Chair

---

Trustee Cora Robinson  
Board Secretary