

RESOLUTION NO. 2026-26

A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD APPROVING AND ESTABLISHING A COMMEMORATIVE BRICK ENGRAVING AND PATHWAY DEDICATION PROGRAM POLICY (POL-801).

WHEREAS, the Mason Transit Authority ("MTA") staff was contacted by a family member requesting recognition of a former MTA employee and it was decided to have a brick engraved in memory of that employee's valuable work at MTA; and

WHEREAS, MTA would like to establish a recognition program that sets forth uniform guidelines, criteria and procedures for the engraving of commemorative bricks along a pathway at the Mason Transit-Community Center. This ensures the aesthetic integrity, safety and public nature of the agency property are maintained; and

WHEREAS, the Mason Transit Authority Board (the "Board"), finds value in a program that would provide a meaningful way to honor individuals or organizations who have made significant contributions to the agency.

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD FINDS that the attached Commemorative Brick Engraving and Pathway Dedication Program Policy (POL-801) is approved.

Adopted this 15th day of September, 2026.

Signed by:



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Randy Neatherlin, Chair

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Wes Martin, Vice Chair

Signed by:



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Tom Gilmore, Authority Member

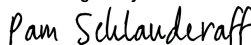
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Richard Lee, Authority Member

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Pam Schlauderaff, Authority Member

DocuSigned by:

Judy Scott

Judy Scott, Authority Member

Signed by:

Pat Tarzwell

Pat Tarzwell, Authority Member

Sharon Trask, Authority Member

Signed by:

Amy Asher

APPROVED AS TO CONTENT:

Amy Asher, General Manager

Signed by:

Robert W. Johnson

APPROVED AS TO FORM:

Robert W. Johnson, Legal Counsel

DocuSigned by:

Tracy Becht

ATTEST:

Tracy Becht, Clerk of the Board

DATE: 9/24/2026

	Title: Commemorative Brick Engraving and Pathway Dedication Program Policy Number: POL-801 Effective: September 15, 2026 Prepared by: Amy Asher, General Manager Approved by: Authority Board Resolution No. 2026-26
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POL-801 COMMEMORATIVE BRICK ENGRAVING AND PATHWAY DEDICATION PROGRAM POLICY

This policy establishes uniform guidelines, criteria, and procedures for the engraving of commemorative bricks along the pathway at the Mason Transit Community Center in downtown Shelton. The program provides a meaningful way to honor individuals or organizations who have made **significant contributions** to the agency, while ensuring the aesthetic integrity, safety, and public nature of agency property are maintained.

1.0 Eligibility and criteria

To maintain the dignity of the public pathway, brick dedications are strictly limited to recognizing exceptional service, philanthropy, or historical significance to Mason Transit Authority or the Public Transportation profession.

- **Significant contributions:** Nominees must have demonstrated extraordinary service to the agency, made substantial financial or resource donations, or achieved major milestones that positively impacted the agency’s mission.
- **Apolitical nature:** Inscriptions must remain strictly neutral and cannot endorse political candidates, parties, or active campaigns.
- **Commercial restrictions:** Bricks may display corporate or organizational names and logos to recognize sponsorship, but they cannot include phone numbers, websites, or promotional advertising text.
- **Decency standard:** The agency reserves the absolute right to reject any text deemed offensive, discriminatory, defamatory, or inconsistent with community values.

2.0 Technical specifications and standards

All typography must strictly adhere to the standards below to ensure durability and public safety.

- **Character limits:** Inscriptions are limited to a maximum of 3 lines, with up to 18 characters per line, including spaces and punctuation.
- **Font standardization:** All fonts will be standardized and similar in nature to the existing engraved bricks.
- **Uniform placement:** The agency retains sole authority over the exact physical placement and arrangement of all engraved bricks within the pathway.

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3.0 Application and approval process

Requests for brick engravings must follow a formal review sequence before installation:

1. **Submission:** Applicants must submit a formal **Pathway Dedication Form** to the Transit Community Center Maintenance Department, detailing the proposed text and documenting the nominee's contributions. (See MTA Engraving Application)
2. **Review:** The General Manager will review applications once received to verify compliance with the eligibility criteria outlined in this policy.
3. **Design approval:** The agency will coordinate with an engraver and will provide a final digital proof of the brick layout to the applicant for verification.
4. **Payment of fees:** Full **payment of fees** is strictly required immediately upon approval of the design layout. The agency will not procure or engrave the brick until full payment is processed.
5. **Final authorization:** The General Manager retains final approval authority for all pathway inscriptions.

3.1 Maintenance and liability

The agency manages the pathway as a long-term public asset but outlines specific limitations on liability.

- **Permanent ownership:** All installed bricks become the **permanent, exclusive property** of the public agency. Applicants and honorees disclaim all property rights, titles, or interests in the physical bricks or their specific location within the pathway.
- **Hold harmless:** As a condition of application, the applicant agrees to **hold harmless** and indemnify the agency, its officials, employees, and agents from any claims, damages, losses, or expenses arising from the manufacturing, installation, maintenance, or removal of the brick.
- **Wear and tear:** The agency is not liable for natural weathering, fading, or minor chipping inherent to outdoor public infrastructure.

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- **Replacement rights:** If a brick becomes a tripping hazard or suffers severe vandalism, the agency will replace it at its own discretion, attempting to replicate the original engraving subject to available records.
- **Program termination:** The agency reserves the right to modify, relocate, or retire the pathway if future capital improvement projects or infrastructure needs require land modification.