



Jeremy Peterson, CEO

**Erie Metropolitan Transit Authority**  
**MINUTES**  
**April 26, 2021**

**Board Members Present via ZOOM:**

Dave Robinson, Chair  
Jessica Molczan, Vice Chair  
Julie Barry  
George Willis  
Tom Bly  
Ashley Lawson  
Lyn Twillie-Darby, Excused  
Gyan Ghising, Excused  
Ben Wilson, Excused

**Staff:**

Jeremy Peterson, CEO  
Vicky Takach  
Dani Duran 2801-2993  
Joyce Butts  
Erica Nowak 4205  
Ed Torres  
Melissa Gibbons

**Attendance:**

Kathy Schaaf  
Emily Aloiz  
Jake Kleckner  
814-452-2801 EMTA  
814-452-2801 EMTA  
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**IN ATTENDANCE VIA ZOOM:**

Attorney, Jill Nagy 8574

**CALL TO ORDER:**

Dave Robinson called the meeting to order at 4:12 p.m.

**APPROVAL OF THE AGENDA FOR APRIL 26, 2021:**

Dave Robinson called for the review and approval of the AGENDA for the APRIL 26, 2021 meeting. Tom Bly made a motion to approve the AGENDA as printed. George Willis seconded. Carried unanimously.

**APPROVAL OF THE MINUTES FOR MARCH 29, 2021:**

Dave Robinson called for the review and approval of the MINUTES from the MARCH 29, 2021 meeting. Ashley Lawson made a motion to approve the MINUTES as printed. Tom Bly seconded. Carried unanimously.

**PUBLIC COMMENTS:**

No Public Comments were submitted.

**CEO REPORT:**

Jeremy Peterson reported the following issues and projects he has been involved with since the last Board Meeting.

- On April 7<sup>th</sup> Erie School District service started for middle and high school. Normal school tripper service for middle school and running fixed and supply routes for high school.
- Ridership numbers for Fixed route for February 46500, March 61500, and April 44292.
- Regarding a Public Comment, service will be provided for Presque Isle. As ridership increases more routes will open.
- Met with Representatives Bob Merski and Pat Harkins regarding Local Match.
- Met with Senator Laughlin regarding Local Match.
- Local Match discussions made it to the Appropriations Committee in Harrisburg that is led by Chairman Ryan Bizzarro. They are currently working to draft legislative language to help our Local Match deficit with the help of our Legislative Consultant Andy Surra.
- Monthly PennDOT meeting with Vicky, Ed, and myself on ACT 44 Action Items. EMTA is on track as far as the ACT 44 Audit is concerned.
- Electric bus demo with Gillig.
- Chris Gerhart and Kim Brown attended the Northwest Manager's quarterly meeting in New Castle. Topic of discussion was the MA Brokerage.
- Dave Robinson and Jeremy Peterson met twice with the American Rescue Plan Committee led by County Executive Kathy Dahlkemper and includes many local leaders in the Erie community. The purpose of these meeting is to discuss how to maximize these funds in Erie County. Dave Robinson commented that this is an opportunity for a lot of institutions and staff from the City and County planning a part to come together. The is about 270 million coming into Erie County from the American Rescue Plan. The idea is we can make so long-term investments with this money.

**SOLICITOR'S REPORT:**

Attorney, Jill Nagy reported the following issues and projects she has been involved with since the last Board Meeting.

- Board Members can look at the KFTC (Keystone Funding Transportation Coalition) meeting updates all the PPTA funding principals and information asking for the renewal of ACT 89 is available on those websites and the rest of my report will be given in the Executive Session following the meeting.

**COMMITTEE REPORTS****EXECUTIVE COMMITTEE:**

No report.

- Participated in the Gillig bus demo with Jeremy and both of us were interviewed.
- Participated in the American Rescue Plan Meetings with Jeremy.

## **FINANCE COMMITTEE:**

Vicky Takach shared the following updates.

- March financials provided in the Board packets.
- EMTA balance sheet shows cash down from prior month.
- State funds on hold until more Local Match is received.
- Accounts receivable grants increase due to construction invoices approved during month of March.
- Received two (2) final invoices. One (1) from Rabe and One (1) from Spaeder.
- Accounts Receivable LIFT continues to grow as we continue to aid the LIFT.
- Accounts Payable is up because of construction invoices.
- Accrued expenses down for the month of March which is simply a timing issue with transferring funds for payroll.
- Grant advances is down that is reflecting that the State advances are on hold because we have not received enough Local Match.
- Income statements increase in passenger revenue for the month of March.
- Increase in our line item for Services payment went out to Trillium which we do annually for data feeds. We has some support service for the Learning Center, additional Legal fees from looking into the Tower Agreement that we are working with through the County
- LIFT balance sheet cash is up due to EMTA transferring some additional funds as their cash is low.
- Accounts receivable for the LIFT payable to EMTA growing as we help subsidize the LIFT.
- Accrued expenses down as we saw on the FIXED route side timing issue due to payroll.
- Income Statement for the LIFT increase in revenue but still not enough to cover expenses for the month.
- Intermodal is included in the packet, but those figures are included in FIXED route income statement.
- Intermodal revenue on track.
- Intermodal expenses running less than anticipated.
- Intermodal operating loss YTD 6,000.

Dani Duran shared the following update.

- Close to 98-99 percent of the way through on having the 2 million in funding to finish the TOD spaces.
- Dave Robinson called for a motion to accept the March Financials as presented. Lyn Twillie-Darby made a motion to accept the March Financials as presented. Ashley Lawson seconded. All Board Members voted in favor of the March Financials as presented. Zero opposed. Motion carries.

## **PERSONNEL COMMITTEE:**

No report.

Lyn Twillie-Darby was excused from the meeting.

Dave Robinson gave the following update.

- D & I training with Michael Noel held on April 14<sup>th</sup> with the Board and senior staff members.

## **MARKETING COMMITTEE:**

No report.

Ben Wilson was excused from the meeting.

Erica Nowak gave the following update.

- Token Transit App rolled out.  
Vicky Takach gave the following update on the Token Transit revenue for the first few weeks.  
Week 1 gross revenue \$150  
Week 2 gross revenue \$900  
Week 3 gross revenue \$1200

**OPERATIONS COMMITTEE:**

Jessica Molczan reported the following update.

- Looking to add additional trips for Saturday service and Presque Isle service.
- March ridership down 45-50 percent.
- Implementing a cashless option for shared ride.
- 15 camera equipped buses to arrive by mid-summer.
- Interactive voice response system that will be implemented to receive trip updates and text messages.
- ECO lane to implement self-scheduling options.

**PLANNING COMMITTEE:**

No report.

**NEGOTIATING COMMITTEE:**

Jeremy Peterson gave the following update.

- CBA contract for FIXED route settled.
  - LIFT contract voted down.
- Dave Robinson made a motion to accept the Bargaining Agreement. George Willis seconded. All Board Members voted in favor of accepting the Bargaining Agreement. Zero opposed. Motion carries.

**CHAIRMAN'S REPORT:**

No report.

Process I am looking to do will be guided by two (2) important topics. Social Justice and Climate change.

**OLD BUSINESS:**

No old business.

**NEW BUSINESS:**

No new business.

**ADJOURNMENT:**

Dave Robinson called for a motion to Adjourn. Ashley Lawson made a motion to adjourn. Tom Bly seconded. Carried unanimously.

**EXECUTIVE SESSION:**

The Board held an Executive Session immediately following Adjournment.

The next meeting will be held **May 24, 2021** via ZOOM @ 4:00 p.m.