



Jeremy Peterson, CEO

**Erie Metropolitan Transit Authority**  
**MINUTES**  
**June 28, 2021**

**BOARD MEMBERS present via ZOOM:**

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

**STAFF:**

Jeremy Peterson, CEO  
Vicky Takach  
Chris Gerhart  
Joyce Butts  
Erica Nowak 4205  
Ed Torres

**ATTENDANCE:**

Kathy Schaaf  
Emily Aloiz  
Julie Minich  
814-452-2801 EMTA  
814-452-2801 EMTA  
814-452-2801 EMTA  
Marty H.  
deb  
iPhone 4  
Court Gould

**IN ATTENDANCE VIA ZOOM:**

Attorney, Jill Nagy 8574

**CALL TO ORDER:**

Dave Robinson called the meeting to order at 4:04 p.m.

**APPROVAL OF THE AGENDA FOR JUNE 28, 2021:**

Dave Robinson called for the review and approval of the AGENDA for the JUNE 28, 2021 meeting. Lyn Twillie-Darby made a motion to approve the AGENDA as printed. George Willis seconded. Carried unanimously.

**APPROVAL OF THE MINUTES FOR MAY 24, 2021:**

Dave Robinson called for the review and approval of the MINUTES from the MAY 24, 2021 meeting. Lyn Twillie-Darby made a motion to approve the MINUTES as printed. Julie Barry seconded. Carried unanimously.

**GUEST SPEAKER:**

Court Gould

- Introduction and background.
- Strategic Planning Processes.
- Questions and comments from the Board.
- Questions and comments from the Public.

## **PUBLIC COMMENTS:**

No Public Comments were submitted for the June Board Meeting.

## **CEO REPORT:**

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

- Received a 90-day extension for Local Match to resolve our shortfall.
- D & I training starting date will be determined at a later date.
- Legal issue to be addressed in Executive Session.

## **SOLICITOR'S REPORT:**

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

- Report to be given in the Executive Committee session. I may have to ask the Board to recess and come back for a potential Agenda item.

## **COMMITTEE REPORTS**

### **EXECUTIVE COMMITTEE:**

No report.

- Briefly spoke with County Executive Dahlkemper on the Charter Extension and our Local Match shortfall.

### **FINANCE COMMITTEE:**

Vicky Takach shared the following updates.

- Finance Committee met last week to review the Budget. Copies have been provided in the Board Packet.
- FY 2021, A full Budget was put together based on PennDOT's recommendation. The Budget presentation is a projection of revenue and expenses that we anticipate at year end.
- FY 2022, FIXED Route side we are looking to start increasing the frequency of our service back up toward pre-pandemic service levels.
- Some of the Savings that we were able to incorporate into the Budget for the upcoming FY. Three (3) major items that we were able to incorporate. Worker's Comp Insurance renews July 1<sup>st</sup>, RFP for Auditing Service was earlier this year, and working on the Tower Project. We should begin to see savings during the fiscal year under Communications, relieving that additional expense the we incur for the Towers.
- Some things that we see increasing in the upcoming FY. An RFP in Fall of 2020 for our IT Support as we have a lot more technology so there is an increased cost incorporated into the Budget. FIXED Route CBA to expire June 30, at the end of the upcoming FY 2022. You will see costs in the Budget for Union Negotiations. Staffing needs for FY 2021 were not put in place due to the Pandemic. We are looking to put those in place for FY 2022. A few Union positions were just recently filled. Security for the TOD space in which an RFP would be needed to put out. We had funding for our CNG station but part of that Agreement is expenses classified under lease expense and part of that Agreement requires that we report how much fuel we are using monthly and that would be adjusted in our funding going forward. In FY 2021, we did not have a full year. With having the CARES ACT FUNDS provided along with State and Local Funds, we are in balance for the upcoming FY. We do have funds to assist the Para Transit Division in the upcoming FY.
- LIFT Para Transit Budget set up very similar but we expect a slower return to service levels.
- Struggling to get Drivers' on the LIFT Para Transit side.
- Shortfall on LIFT Para Transit side of 1.4 million. There are funds to assist the LIFT.

## **VOTE ON BUDGET PROPOSAL FY 2022:**

Dave Robinson called for a motion to adopt the Budget for the upcoming FY. Ashley Lawson made a motion to adopt the Budget for the upcoming fiscal year. George Willis seconded. All Board Members voted in favor of. Zero opposed. Motion carries.

- May Financials included in your packets.
- May FIXED Route balance sheet Assets, Liability, and Net Position very similar to prior month.  
Revenue YTD is 1.2 million.  
Expenses YTD is 13.4 million.  
Subsidy on FIXED Route is 12.2 million.
- Para Transit balance sheet cash did decrease from the prior month.  
Grants receivable increased from prior month.  
Accounts payable decreased from prior month.  
Para Transit revenue YTD is 2.3 million.  
Expenses YTD are 3.8 million.  
Deficit on LIFT side 1.5 million.
- Intermodal revenue YTD 205,000  
Expenses 209,000.  
Loss YTD 4,000.

Dave Robinson called for a motion to accept the May Financials as presented. Ashley Lawson made a motion to accept the May Financials as presented. Lyn Twillie-Darby seconded. All Board Members voted in favor of. Zero opposed. Motion carries.

## **PERSONNEL COMMITTEE:**

Lyn Twillie-Darby reported the following update.

- Working to resolve the Para Transit Driver shortage.
- Job Fair set for July 10<sup>th</sup> & 11<sup>th</sup> at Shiloh Baptist Church.
- EMTA working to become a sponsor on the weekend Urban channel WERG.

## **MARKETING COMMITTEE:**

Erica Nowak reported the following update.

- Working on Route changes.

## **OPERATIONS COMMITTEE:**

Jessica Molczan reported the following update.

- Fixed Route, June ridership 49,004 down from 65,665 in May due to school being out.
- Full Saturday service for the FIXED Route will be in effect as of July 17<sup>th</sup>.
- LIFT shared ride 9,136 trips for May, average ride time was 49 minutes. Goal has been to get riders to their destinations in an hour.
- 2,574 ADA trips performed in May at a rate of 85% on time.
- Masking mandate required on public transportation until September 13<sup>th</sup> per Transportation Safety Administration.

## **PLANNING COMMITTEE:**

No report.

## **NEGOTIATING COMMITTEE:**

Jeremy Peterson gave the following update.

- No response from ATU Local 568 on LIFT CBA.

## **STRATEGIC PLANNING COMMITTEE:**

Dave Robinson appointed Lyn Twillie-Darby to be on the Strategic Planning Committee.

**CHAIRMAN'S REPORT:**

Dave Robinson gave the following update.

**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. Julie Barry seconded. Carried unanimously.

**EXECUTIVE SESSION:**

The Board held an Executive Session.

**RESOLUTION:**

**POST PANDEMIC RELIEF ACTION – MODIFICATION OF THE AUTHORITY FARE POLICY**

WHEREAS, the Authority has an approved fare structure and a policy that defines how the Authority is to increase fares, and

WHEREAS, the Authority is authorizing a temporary change to its fare policy, and

WHEREAS, the Governor of Pennsylvania has lifted the mask mandate order for all of Pennsylvania and in order to mitigate covid-19 interaction in keeping with said mask mandate, EMTA's mask mandate will remain in effect until September 13<sup>th</sup>, 2021 as per FTA guidelines

WHEREAS, in an effort to provide relief post-statewide restrictions, the Authority will move to a fixed route free fare and complimentary paratransit ADA free fare on a temporary basis

WHEREAS, the Authority will provide immediate economic relief through this temporary free fare policy to the benefit of all riders especially those who have been economically impacted by the pandemic and now are returning to work and public engagement

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Board of Directors that it authorizes the removal of fares for the fixed route system and complimentary ADA fares for the paratransit service on a temporary basis and authorizes a temporary free fare for a period beginning July 5 through August 29, 2021

NOW THEREFORE, BE IT FURTHER RESOLVED, the Board of Directors authorizes the Executive Director to employ proper internal procedures for reporting the temporary fare policy to the necessary state and federal agencies, perform alternative count and verification processes for ridership, and notification of the public of the temporary fare structure.

The next meeting will be held July 26, 2021 via ZOOM @ 4:00 p.m.