



Jeremy Peterson, CEO

**Erie Metropolitan Transit Authority**  
**MINUTES**  
**March 29, 2021**

**Board Members Present via ZOOM:**

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

**Staff:**

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

**Attendance:**

Marty H.  
Emily Aloiz  
452-2801 EMTA  
Julie Minich  
Deb  
Deborah Petroff  
Kathy Schaaf  
Melissa Gunns  
814-566-8483  
Shantel  
Chuck Peters  
Andre Horton

**IN ATTENDANCE VIA ZOOM:**

Attorney, Jill Nagy 8574

**CALL TO ORDER:**

Dave Robinson called the meeting to order at 4:02 p.m.

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

Dave Robinson called for the review and approval of the AGENDA for the MARCH 29, 2021 meeting. George Willis made a motion to approve the AGENDA as printed. Jessica Molczan seconded. Carried unanimously.

**APPROVAL OF THE MINUTES FOR FEBRUARY 22, 2021:**

Dave Robinson called for the review and approval of the MINUTES from the FEBRUARY 22, 2021 meeting. Ashley Lawson made a motion to approve the MINUTES as printed. George Willis seconded. Carried unanimously.

## **PUBLIC COMMENTS:**

One Public Comment was received.

From: j m

Date: 3/18/21 9:37 AM (GMT-05:00)

To: EMTA Media

Subject: Public Comment Questions for the March 29 EMTA Board Meeting - from Julie of All Aboard Erie

Dear EMTA,

I have a couple of questions for the public comment during the March 29 Board Meeting.

- With the possible rise in gas prices, and more people getting vaccinated, it seems likely that an increase in ridership will follow in the next month or so. What is EMTA doing to prepare for these extra riders?

- Are there any routes that have been permanently cut? (For example, the Presque Isle Route 33.)

Thank you for your time,

Julie Minich

Assistant Executive Director

All Aboard Erie

## **RESPONSE TO PUBLIC COMMENT:**

Dave Robinson asked Jeremy Peterson to contact Julie Minich directly to answer her questions. Responses are not given to questions submitted as a Public Comment during the meeting.

## **CEO REPORT:**

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

- Partnership established between Erie Fire Department and EMTA to make COVID vaccinations available to EMTA employees that want to be vaccinated. Special thanks to Terry Thomson.
- Transit.gov through the American Rescue Plan shows EMTA will be awarded 11.6 million.
- Attended several APTA/PPTA/SAFTI roundtable discussions on issues across the State.
- Dave Robinson and Jeremy Peterson invited by County Executive Dahlkemper to attend the American Rescue Plan Collaboration on March 18, 2021. Next meeting April 1, 2021.
- Meeting with Jill Nagy and Andy Sere' about Local Match issues and TOD funds.
- Representatives Bob Merski, Pat Harkins, and Ryan Bizzarro agreed to meet with Jill Nagy and Jeremy Peterson on April 1, 2021 to discuss Local Match and deficit on how to close the gap by June 30, 2021 pay date to PennDOT.
- Senator Dan Laughlin asked to attend the April 1, 2021 meeting on Local Match and deficit. Currently awaiting a response from his office.
- Channel 12 news interviewed Jeremy Peterson along with several other businesses on hiring obstacles during the Pandemic.
- Introduction to Token Transit. Gives FIXED route passengers the capability to purchase bus passes using an App on cellular phones. A short one (1) minute video was shown on Token Transit during the meeting.
- ECO Lane changes coming soon will make our Paratransit Division more user friendly.

## **SOLICITOR'S REPORT:**

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

- Working on Legislative projects and the rest of my report will be given in the Executive Session following the meeting.

## **COMMITTEE REPORTS**

### **EXECUTIVE COMMITTEE:**

No report.

### **FINANCE COMMITTEE:**

Vicky Takach shared the following updates.

- February financials provided in the Board packets.
- EMTA FIXED route balance sheet shows grants receivable and accounts payable went down significantly due to the purchase of the new buses.
- FIXED income statement shows revenue continues to be very low.
- FIXED Utilities expenses increased in the National Fuel bill for the Bus Storage.
- FIXED miscellaneous expense increase for CNG lease expense monthly fee
- LIFT balance sheet cash continues to decline. More assistance needed from FIXED to help with funding
- LIFT accounts payable is down.
- LIFT income statement revenue remains low.
- LIFT expenses very similar to the prior month.
- LIFT deficit for the month of February 186,000 and eight (8) months YTD a little over 1.1 million.
- 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 9,810
- Dave Robinson called for a motion to accept the February Financials as presented. Lyn Twillie-Darby made a motion to accept the February Financials as presented. Ashley Lawson seconded. All Board Members voted in favor of the February Financials as presented. Zero opposed. Motion carries.

#### **Resolution for Local Match for FY 2020:**

- EMTA is required to have this to file for our State Grant.  
Dave Robinson called for a motion to approve the Resolution for Local Match in the amount of 1,211,582.  
Ashley Lawson made a motion to approve the Resolution for Local Match. George Willis seconded. All Board Members voted in favor of the resolution. Zero opposed. Motion carried.

#### **Amendment to the Supplemental Pension Plan:**

- The Committee is making a motion change the Audit to annual Audits to have up to date information as Audited for our annual Audit.
- George Willis made a motion to approve the Amendment to the Supplemental Pension Plan to yearly Audits. Jessica Molczan seconded. All Board Members voted in favor of the Amendment to the Supplemental Pension Plan as presented. Zero opposed. Motion carried.
- Please note, the regular Plan met as well and made a motion to adjust the Audits to annual Audit.

#### **RFP – Audit Services:**

- RFP for Audit services. The last contract was a five (5) year contract and FY 2020 was the 5<sup>th</sup> year of the contract. Three (3) Management staff reviewed the Proposals received. Information was sent to the Finance Committee. The Finance Committee would like to make a motion to award the RFP for Audit services to Maher Duessel. Dave Robinson called for a motion to accept the recommendation of the Finance Committee for Audit services. Ashley Lawson made a motion to accept the recommendation of the Finance Committee for Audit services. Tom Bly seconded. All Board Members voted in favor of the resolution. Zero opposed. Motion carried.

**PERSONNEL COMMITTEE:**

Lyn Twillie-Darby and Dave Robinson met with Jill Nagy and a representative from Knoll Training and Consulting, Michael Knoll on D & I training on February 26, 2021. Discussion on D & I training for the bus Drivers'. Request that the Board and Senior Staff sit through the training on April 14, 2021 before training the Drivers'.

**MARKETING COMMITTEE:**

No report.

Erica Nowak reported the month of April will be the push for Token Transit and continuing with Ad sales.

**OPERATIONS COMMITTEE:**

Jessica Molczan reported the following update.

- FIXED ridership for February was 61,748. January was 47,613.
- Working on a busing plan for Erie School District. Students return to the classroom on April 7, 2021.
- Evaluating routes for the summer route bid process.
- LIFT February shared ridership down 47% from last year due to COVID.
- LIFT ridership for February 2,049 ADA trips, 3,626 MA trips, and 2,275 Lottery trips. A grand total of 7,944 trips for the month of February.

**PLANNING COMMITTEE:**

No report.

Continue to look for Tenants for the TOD spaces.

**NEGOTIATING COMMITTEE:**

Negotiated a FIXED route contract and LIFT contract. FIXED route voted in favor of the contract just needing a signature from the Union President. LIFT contract was voted down.

**CHAIRMAN'S REPORT:**

No report.

**OLD BUSINESS:**

No old business.

**NEW BUSINESS:**

No new business.

**ADJOURNMENT:**

Dave Robinson called for a motion to Adjourn. George Willis 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 [April 29, 2021](#) via [ZOOM @ 4:00 p.m.](#)

