



Jeremy Peterson, CEO

Erie Metropolitan Transit Authority
Minutes
October 25, 2021

BOARD MEMBERS present via ZOOM:

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

STAFF PRESENT:

Jeremy Peterson, CEO
Dani Duran
Vicky Takach
Joyce Butts
Terry Thomson
Erica Nowak
Melissa Gibbons
Chris Gerhart
Matt Sanfilippo
Dave Robinson

GUEST ATTENDANCE:

Passle Helminski
Kathy Schaaf
Court Gould
Emily Aloiz
Shantel
Julie Minich

IN ATTENDANCE VIA ZOOM:

Attorney, Jill Nagy 8574

CALL TO ORDER:

Jessica Molczan, Acting Chair & Vice Chair, called the meeting to order.

APPROVAL OF THE AGENDA FOR OCTOBER 25, 2021:

Jessica Molczan called for the review and approval of the AGENDA for the OCTOBER 25, 2021, meeting. Ashley Lawson made a motion to approve the AGENDA as printed. George Lyn Twillie-Darby seconded. Carried unanimously.

APPROVAL OF THE MINUTES FOR SEPTEMBER 27, 2021:

Jessica Molczan called for the review and approval of the MINUTES from the SEPTEMBER 27, 2021, meeting. George Willis made a motion to approve the MINUTES as printed. Ashley Lawson seconded. Carried unanimously.

PUBLIC COMMENTS:

No Public Comments were received prior to the deadline for submittals. However, Public Comments were accepted during October's Board meeting.

Passle Helminski announced that the E & D meetings will resume on Zoom.

CEO REPORT:

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

- Attended County Council meeting to explain the budget and our needs for this fiscal year.

SOLICITOR'S REPORT:

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

- Vote to readopt the revised Charter resolution from fifty (50) years to twenty-five (25) years. Jessica Molczan called for a motion to readopt the Charter resolution from a period of fifty (50) years to a period of twenty-five (25) years. Ashley Lawson made a motion to readopt the Charter resolution. Tom Bly seconded. All Board Members voted in favor to readopt the Charter resolution. Zero opposed.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE:

No report.

FINANCE COMMITTEE:

Vicky Takach provided the following update.

- September Financials provide in the Board packets.
- **FIXED Route Balance Sheet.**
 - Cash is up.
 - Received balance of State funds from last FY 2021. All of our Local Match is in, and documentation was provided to PennDOT.
 - Received balance of the Federal CARES funds.
 - Receivables is down due to receiving our State and Local money from last FY.
 - Liabilities has increased in the grant advance line reflective of those transactions.
- **FIXED Route Income Statement.**
 - Revenue YTD \$256,000 compared to \$289,000 last year this time.
 - Expenses YTD on FIXED \$4 million compared to \$3.8 million last year this time.
 - Wages are higher for the month as there were three (3) pays for the month.
 - Funded the deficit on the FIXED route side YTD at 3.8 million.
- **LIFT Balance Sheet.**
 - Cash is up. In flow of Medical Assistance funding that is unearned that was transferred over to us. That is why we are seeing a negative figure in the Grants receivable.
- **LIFT Income Statement.**
 - Revenue is \$678,000 compared to \$551,000 last year this time.
 - Expenses were 1.4 million compared to \$1.2 million last year this time.
 - LIFT deficit was \$548,000 YTD.
- **INTERMODAL.**
 - Revenue YTD \$59,800.
 - Expenses YTD \$63,400.
 - Showing \$3,600 loss excluding depreciation for the first three (3) months of the Fiscal Year.

VOTE:

Jessica Molczan called for a motion to accept the Financials as presented by Vicky Takach. Tom Bly made a motion to accept the Financials as presented. Lyn Twillie-Darby seconded. All Board Members voted in favor of the Financials as presented. Zero opposed.

PERSONNEL COMMITTEE:

Lyn Twillie-Darby gave the following update.

- D & I training is still in the early planning stages.

Melissa Gibbons gave the following update.

- A career fair was held at the Martin Luther King Center.
- A career fair was held at EMTA main.
- A career fair was held at the Intermodal.

MARKETING COMMITTEE:

Ben Wilson

- No report.

Erica Nowak gave the following update.

- The 4th annual Stuff the Bus event is November 19th at the Millcreek Mall, in the old Office Max parking lot, from 11:00 a.m. – 7:00 p.m.
- A new commercial is airing targeted at hiring drivers for both fixed and para transit positions.

OPERATIONS COMMITTEE:

Jessica Molczan gave the following update.

- FIXED ridership for September was 86,847.
- LIFT ridership continues to increase from pre COVID ridership figures by 30%.
- Driver recruitment and training continues.
- ECO Lane technology improvements are still in progress.

PLANNING COMMITTEE:

There are two (2) interested parties for the TOD space. One interested party asked for a proposal.

NOMINATING COMMITTEE:

George Willis & Tom Bly developed a list of nominations. Chair – Ashley Lawson, Vice Chair – Jessica Molczan and Secretary/Treasurer – Lyn Twillie-Darby.

CHAIRMAN’S REPORT:

No report.

OLD BUSINESS:

No report.

NEW BUSINESS:

The December Board meeting will be moved up one week to December 13th.

Jessica Molczan called for a motion to move the December meeting. Ben Wilson made a motion to move the December meeting. Ashley Lawson seconded. All Board members voted in favor of moving the meeting. Zero opposed.

ADJOURNMENT:

Jessica Molczan called for a motion to Adjourn. Lyn Twillie-Darby made a motion to Adjourn. George Willis seconded. Carried unanimously.

The next meeting will be held November 22, 2021, via ZOOM @ 4:00 p.m.