



Erie Metropolitan Transit Authority
127 East 14th Street – Erie, Pennsylvania 16503

Jeremy Peterson, CEO

**Erie Metropolitan Transit Authority
Minutes
September 27, 2021**

BOARD MEMBERS present via ZOOM:

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

STAFF PRESENT:

Jeremy Peterson, CEO
Ed Torres
Vicky Takach
Joyce Butts
Dani Duran
Erica Nowak
Melissa Gibbons
Chris Gerhart
Matt Sanfilippo
Bob Kahler
Terry Thomson

GUEST ATTENDANCE:

814-528-2742
Kathy Schaaf
814-452-2801
814-452-2801
Marty H.
814-323-2676
Emily Aloiz

IN ATTENDANCE VIA ZOOM:

Attorney, Jill Nagy 8574

CALL TO ORDER:

Dave Robinson called the meeting to order at 4:06 p.m.

APPROVAL OF THE AGENDA FOR SEPTEMBER 27, 2021:

Dave Robinson called for the review and approval of the AGENDA for the SEPTEMBER 27, 2021 meeting. Tom Bly made a motion to approve the AGENDA as printed. George Willis seconded. Carried unanimously.

APPROVAL OF THE MINUTES FOR AUGUST 30, 2021:

Dave Robinson called for the review and approval of the MINUTES from the AUGUST 30, 2021 meeting. Lyn Twillie-Darby made a motion to approve the MINUTES as printed. Tom Bly seconded. Carried unanimously.

PUBLIC COMMENTS:

No Public Comments were received for September's Board Meeting.

CEO REPORT:

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

- Andy Surra meeting held in September.
- Economic & Development Grant for Electric Charging Stations did not pass. Looking at other options to secure funding for the Electric Charging Stations.
- Gary Lee meeting held in September.
- Attorney Jill Nagy, Dave Robinson, and Jeremy Peterson met with Mayor Schember and County Executive Dahlkemper regarding Charter Extension.
- Ed Torres attended the SAFTI Conference at State College in my place. EMTA won two (2) awards. The Jerry Blair Award and 2021 Decker Award.

SOLICITOR'S REPORT:

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

- The starting process to renewing the Charter starts with a resolution by the Erie Metropolitan Transit Authority Board. It would be appropriate at this time to take action a Resolution to extend the Erie Metropolitan Transit Authority's Charter years.

VOTE:

Dave Robinson called for a motion to take action a resolution to extend the Erie Metropolitan Transit Authority's Charter years. George Willis made a motion to take action a resolution to extend the Erie Metropolitan Transit Authority's Charter. Lyn Twillie-Darby seconded. All Board Members voted in favor of the Resolution. Zero opposed.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE:

No report.

FINANCE COMMITTEE:

Vicky Takach provided the following update.

- July and August Financials provide in the Board packets.
- Reviewing the month of August as that is the most recent.
- **FIXED Route Balance Sheet.**
 - Cash, received July & August operating funds from PennDOT.
 - Receivables, Local Match shortfall from FY 2020 City was received in July and County of Erie, in the month of August. Copies of checks were provided to PennDOT to show EMTA received our Local Match need for FY 2020.
 - Grant activity is up the last couple of months which that increased Accounts Payable due to those Capital purchases.
- **FIXED Route Income Statement.**
 - Revenue YTD \$126,000 compared to \$170,000 last year this time.
 - Offered free fares this year from July – August 29.
 - Expenses YTD on FIXED \$2.5 million compared to \$2.7 million last year this time. We have used 2.3 million to fund our deficit
- **LIFT Balance Sheet.**
 - Cash is down, We also provided no out of pocket expenses for LIFT riders for the same period as FIXED, July – August 29.
 - Assets, received seven (7) new Para Transit buses in the month of August.

— **LIFT Income Statement.**

- Revenue is \$387,000 compared to \$328,000 last year this time.
- Expenses were \$942,000 compared to \$827,000 last year this time.
- Trip count on the LIFT side. We have provided more trips in the past two (2) months in the Fiscal Year than we did in July & August last year. As a result, we are seeing more wages paid. Also, we are seeing higher fuel cost in addition to running more miles.
- LIFT deficit was \$413,000 compared to \$356,000 last year this time.

— **INTERMODAL.**

- Revenue YTD \$39,000.
- Expenses YTD \$44,000.
- Showing \$5,000 loss excluding depreciation for the first two (2) months of the Fiscal Year.

— **AUDIT**

- Auditors were here for a full week. The following week they came back for a day. I am going through a lot of information as they are our new Auditors. In addition to that, they are our Pension Auditors and reviewing that information with them at the same time.
- Corresponding through emails and uploading information on their company portal.

VOTE:

Dave Robinson called for a motion to accept the Financials as presented by Vicky Takach. Lyn Twillie-Darby made a motion to accept the Financials as presented. Tom Bly 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 scheduling conflict. A rescheduling date is to be determined.

MARKETING COMMITTEE:

Ben Wilson, excused.

Erica Nowak gave the following update.

— Working at the Booker T. Washington Center and in the Community to provide job training, recruit new Employee's, show that EMTA is actively hiring.

— Working on the annual Stuff the Bus event. Date to be determined.

OPERATIONS COMMITTEE:

Jessica Molczan gave the following update.

— FIXED ridership for August 98,388. As of September 24, ridership was 65,000.

— Working on the next line up which will include changes to the Millcreek Mall stop. The Mall Officials request the stop be moved from JCPenney to the Food Court.

— LIFT ridership continues to increase from pre COVID ridership figures.

— Driver recruitment and training continues.

— ECO Lane technology improvements remain in progress.

— One (1) addition part time dispatcher was hired and is in training.

— Sanitation measures and masking requirements remain in effect.

PLANNING COMMITTEE:

Nothing to report except an interested Tenant for the TOD space.

NEGOTIATING COMMITTEE:

No response from Union Local 568 for CBA negotiations.

CHAIRMAN'S REPORT:

The October 23 Board Retreat for the Strategic Plan has been postponed due to the rising COVID cases.

OLD BUSINESS:

Nothing to report.

NEW BUSINESS:

Dave Robinson, Board Chair, resigned effective October 1, 2021. Dave has been hired as an Employee of EMTA. He will serve as EMTA's Government Relations and Community Outreach Employee. He will be our Board Liaison as well. Jessica Molczan will Chair the October and November Board Meetings.

NOMINATING COMMITTEE:

George Willis and Tom Bly will be on the Nominating Committee with Elections being held in December.

ADJOURNMENT:

Dave Robinson called for a motion to Adjourn. Tom Bly made a motion to Adjourn. Lyn Twillie-Darby seconded. Carried unanimously.

The next meeting will be held **October 25, 2021** via ZOOM @ 4:00 p.m.

