



**Erie Metropolitan Transit Authority**

127 East 14<sup>th</sup> Street – Erie, Pennsylvania 16503

Jeremy Peterson, CEO

**Erie Metropolitan Transit Authority  
Minutes  
June 27, 2022**

**BOARD MEMBERS present via ZOOM:**

Ashley Lawson, Chair, **Excused**  
Jessica Molczan, Vice Chair  
Lyn Twillie-Darby, Secretary/Treasurer  
Shantel Hilliard  
George Willis  
Tom Bly, **Excused**  
Ben Wilson

**STAFF PRESENT:**

Jeremy Peterson, CEO  
Dave Robinson  
Ed Torres  
Vicky Takach  
Joyce Butts  
Dani Duran  
Theresa Croll  
Terry Thomson  
Sarah Morrison

**GUEST ATTENDANCE:**

Mary Lee  
Julie Minich  
Deb Spilko  
Martin Halligan  
814.528.2742  
Marnie Foss  
Freda Tepfer  
Emily Aloiz

**IN ATTENDANCE VIA ZOOM:**

Attorney, Jill Nagy **8574**

**CALL TO ORDER:**

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

**APPROVAL OF THE AGENDA FOR JUNE 27, 2022:**

Jessica Molczan called for the review and approval of the AGENDA for the JUNE 27, 2022, meeting. George Willis made a motion to approve the AGENDA as printed. Lyn Twillie-Darby seconded. Motion carried.

**APPROVAL OF THE MINUTES FOR MAY 23, 2022:**

Jessica Molczan called for the review and approval of the MINUTES from the MAY 23, 2022, meeting. Lyn Twillie-Darby made a motion to approve the MINUTES, with corrections. Ben Wilson seconded. Motion carried.

**ANNOUNCEMENTS:**

Jill Nagy announced legislation to redo ACT 89 has been dropped by the Pennsylvania Senate.  
Jill Nagy announced the House and Senate have discussed abolishing the immunity Erie has. That would be devastating to the service because it would be very difficult for EMTA to get any type of insurance because ours is based on the immunity being there.  
Jeremy Peterson announced end of July or early August, to come up with a formal DE & I, training plan.

**PUBLIC COMMENTS:**

Public Comments received during the meeting from Freda Tepfer, Marnie Foss, and Mary Lee.  
-Freda Tepfer - When is the public going to be brought in on the EMTA Strategic Plan? What type of progress is being made on restoring Sunday service? Does EMTA have bird friendly windows in the new glass building? It would be nice to see more people friendly landscaping on the corner of East 14<sup>th</sup> Street & French Street.  
-Marnie Foss – When will Sunday service be restored? Or is there no plan to restore Sunday service ever?  
-Mary Lee – Had a driver complaint about customers being passed at a bus stop.  
Jeremy Peterson said a new transit Development Plan and Strategic Plan will identify Sunday service within the next year. Mary Lee was referred to speak with Ed Torres, Operations Supervisor, to discuss her complaint immediately after the meeting.

**CEO REPORT:**

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

- Draft of our FTA training review.
- Sent Dave Robinson to Harrisburg with Bob Fiume, Luzerne County Executive Director. Went to speak with Legislators about cosponsoring a Senate bill supported by PPTA and help transit funding in Pennsylvania. Raised issues about the Greyhound station here in Erie. Thanked Dave Robinson for his efforts.
- Ribbon Cutting Ceremony special thanks to Erie Downtown Partnership, Dave Robinson, and Sarah Morrison.
- EMTA has fulfilled our Local Match obligation. Thanked Dave Robinson and Vicky Takach.

**SOLICITOR'S REPORT:**

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

- Working through the lease agreements for the TOD space in addition to the other things. We did get some comments back from the perspective Tenants, so that is moving forward. We will try to address them before the close of business Friday.

**COMMITTEE REPORTS**

**EXECUTIVE COMMITTEE:**

No report.

**FINANCE COMMITTEE:**

Lyn Twillie-Darby reported that the Finance Committee did meet to review the proposed FY23 Budget. There are increases due to inflation that did take place within the Budget. That will need ratification today.

Vicky Takach reported fares for FIXED Route and Paratransit fare structure will remain the same at this time for FY23.

Ridership on the FIXED Route is starting to come back, not as quickly as the Paratransit side.

Revenue for the following FY23 has been budgeted similarly to FY22.

There is one less Tenant currently at the Intermodal as of the end of February, decrease in revenue due to this vacancy.

FIXED Route wages have increased April 1, 2022, due to the current Union contract.

The current open positions were taken into consideration.

Increases in health insurance occur in January and that was taken into consideration.

Anticipating a decrease in our Worker's comp premium.

Professional expenses for negotiations.

Rising fuel costs for diesel and natural gas were put in the budget.

Hiring security for the TOD and ramp.

EMTA does pay the LIFT Paratransit for ADA services.

Lease and rental are CNG costs

Move Edinboro back to the Paratransit side.

Total expenses for FY23 are roughly 19.2 million.

Revenue deficit roughly 17 million. Funding available to cover that deficit.

Ridership has come back quicker than the FIXED Route side.

LIFT employees did get a raise on April 1, 2022.

Professional expenses for negotiations.

Expenses roughly 5.2 million.

Revenue 3.5 million

Deficit 1.7 million

Finance Committee is recommending the budget that was presented be voted on.

**VOTE TO RATIFY THE FY23 BUDGET:**

Jessica Molczan called for a motion to ratify the budget presented by the Finance Committee. Ben Wilson made a motion to ratify the budgeted presented by the Finance Committee. Shantel Hilliard seconded. Motion carries.

Vicky Takach gave the following update for May 2022 financials.

-May 2022 Financials provided in the Board packets.

**FIXED Route Balance Sheet.**

-Total assets \$77.9 million.

-Total liabilities \$26.4 million.

-Net Assets at the end of May 2022 are at \$51.5 million.

**FIXED Route Income Statement.**

-Revenue YTD \$1.9 million.

-Expenses YTD \$14 million.

-Deficit YTD \$12.1 million.

**LIFT Balance Sheet.**

-Total Assets \$27.1 million.

-Cash is low, waiting on Medical Assistance funding.

-Total Liabilities \$402,000

-Total Assets \$26.7 million.

**LIFT Income Statement.**

-Revenue is \$2.8 million.

-Expenses were \$4 million.

-LIFT deficit is \$1.2 million

**INTERMODAL.**

-Revenue YTD \$192,761.

-Expenses YTD \$223,984.

-Operating loss of \$31,223.

**MOTION TO APPROVE FINANCIALS:**

Jessica Molczan called for the review and approval of the Financials as presented. Lyn Twillie-Darby made a motion to approve the Financials as presented. Ben Wilson seconded. Motion carries.

**PERSONNEL COMMITTEE:**

Lyn Twillie-Darby gave the following report.

-Theresa Croll, HR Director has reported to me the following numbers.

-The month of June 2022, 1 (one) FIXED Route driver was hired, and 2 (two) LIFT drivers were hired.

-June 27, 2022, 1 (one) FIXED Route driver and 1 (one) DISPATCH employee for the LIFT was hired.

-EEO data shows 2 (two) Black males were hired, 1 (one) Hispanic male, 1 (one) Asian male, and 1 (one) white female.

-Pending new hire for FIXED Route. Currently awaiting their DOT physical and drug screen results to come back.

-Pending 2 new hires for LIFT. Currently awaiting their DOT physical drug screen results to come back.

-DE & I, training, will be an all-encompassing training and we do recognize it is not only about color and will include training on differently abled people.

-Strategic planning is a process and the public will not be left out. Public input will be received when the time comes.

**MARKETING COMMITTEE:**

Ben Wilson gave the following update.

-Met with new hire Sarah Morrison, Marketing Director, really excited about some of the things she has planned and some of the things she's doing. We are very fortunate as an organization to have her on board.

-The June 14, 2022, Ribbon Cutting Ceremony / block party was a hit. I received a lot of positive feedback.

-Sarah Morrison is working on a strong relationship with the Erie Seawolves.

-EMTA was published in an article in Mass Transit magazine and awaiting an article in Passenger Transit magazine.

-Working on updating the EMTA website.

Sarah Morrison had the following comments.

-Thanked everyone for attending the Ribbon Cutting Ceremony and thanked EMTA for welcoming her. She is looking forward to working with everyone.

**OPERATIONS COMMITTEE:**

Jessica Molczan gave the following update.

- FIXED route ridership for the month of May 2022 was 84,883.
- SHARED ride ridership for May 10706.

**PLANNING COMMITTEE:**

George Willis gave the following report.

- TOD space is our focus. Working on agreements with potential Tenants.
- Waiting to get clearances from FTA to free up funding to finish the buildouts.

**NEGOTIATING COMMITTEE:**

Jeremy Peterson and the Union did some finalization on a one-year extension on the FIXED CBA. The Union Board did vote in favor of this. Just awaiting their membership vote on the CBA.

**CHAIRMAN'S REPORT:**

No report.

**OLD BUSINESS:**

Nothing to report.

**NEW BUSINESS:**

Nothing to report.

**ADJOURNMENT:**

Jessica Molczan called for a motion to adjourn. Lyn Twillie-Darby made a motion to adjourn. Ben Wilson seconded. Motion carries.

The next meeting will be **July 25, 2022**, via **ZOOM @ 4:00 p.m.**