



**Erie Metropolitan Transit Authority
Minutes
July 25, 2022**

BOARD MEMBERS present via ZOOM:

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

Ashley Lawson, Chair, called the meeting to order.

APPROVAL OF THE AGENDA FOR July 25, 2022:

Ashley Lawson called for the review and approval of the AGENDA for the JUNE 27, 2022, meeting. Tom Bly made a motion to approve the AGENDA as printed. Lyn Twillie-Darby seconded. Motion carried.

APPROVAL OF THE MINUTES FOR June 27, 2022 with corrections:

Ashley Lawson called for the review and approval of the MINUTES from the July 25, 2022, meeting. Lyn Twillie-Darby made a motion to approve the MINUTES, with another corrections. Page 3 of updated minutes – Ashley Lawson called for review and approval of financials as presented – needs to be June minutes with corrections. Lyn made the financial report in June. Shantel Hilliard seconded. Motion carried.

ANNOUNCEMENTS:

Jill Nagy had no announcements.
Jeremy Peterson had no announcements.

PUBLIC COMMENTS:

Joyce Butts: there were no public comments received by email or phone.
Passle Helminski: Reported on the meeting E&D last Thursday. Next meeting is Oct 20. Reaching out to more agencies to increase attendance. Need representation from the county for MATP. Will reach out to Dave to work on the strategic plan for EMTA. A meeting will be set up with Dave and Passle later this week.

CEO REPORT:

Jeremy Peterson reported on fixed route collective bargaining agreement that was recently negotiated. One year contract extension. Details were sent out. Will start working on the LIFT CBA. Hoping that both parties come to table to get a new contract negotiated. Sent Dave Robinson



to Clearfield with PennDot for informational session – local match, governance, etc. Dave networked with other CEOs. Deputy Secretary Louwerse had her whole staff at the meeting. She did a great shoutout to EMTA for the ribbon cutting. Spoke on the overview of the situation on transit – driver shortages, price increases, fuel prices are all issues statewide. EMTA was able to get the best pricing on CNG pricing. Discussion on renewable national gas may be an option. Dave will look into that option (bio-gas) has zero carbon emissions. Looking at ways to attract more operators – there is a driver shortage. Lift needs drivers. Theresa and Sarah are doing great job of attracting candidates.

Theresa – 4 new hires for July. 31 interviews scheduled. Candidates do not all pass the employment requirements. Set up well for August. Sarah and I are doing some recruiting events in September.

Had our SAFTI Audit – had ghost rider riding 8 routes. Overall, the ratings were good. Waiting on results of annual SAFTI audit. Last year's audit was very good.

SOLICITOR'S REPORT:

Jill Nagy – request that the board after meeting adjourned to have executive session for matters in litigation.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE:

No report. Has not yet met – but will set up a meeting.

FINANCE COMMITTEE:

Check authorization resolution: Tabled for next month. The email may have been lost during migration to outlook 365 emails.

Vicky Takach: Renewal for the line of credit for EMTA. Annual renewal with PNC 1.5 million. Requires a resolution to renew. Lyn Twillie Darby made a motion to renew the line of credit. George Willis seconded. Motion carried. Signatures will be needed from Ashley and Lyn for the paperwork.

Vicky Takach: Reviewed the attached financial reports.

George Willis had a question – what is the purchased line-item LIFT – payments to pediatrics that requires medical assistance. If we have MATP customer that use private vehicles or take bus, then they are reimbursed. This amount will vary each month.

Finance office is behind a little due to conversion of Paycom, being short staffed and the year-end, so that is why the reports are from May.

George Willis moved to accept the financials as presented. Shantel Hilliard seconded. Motion carried.

PERSONNEL COMMITTEE:

Lyn Twillie-Darby reported. HR person has hit the ground running. Appreciate the work that is being done. Ratify the fixed route contract that was extended. Allows management to go to next steps with multi-year agreement with the union. Making the recommendation to accept the agreement. Shantel Hilliard made a motion to approve the contract extension as presented. Tom Bly seconded. Motion carried.

DEI efforts front and center. Waiting on a date. When we get a date, we will be moving forward with the DEI training. Jill and Jeremy will be coordinating this effort.



MARKETING COMMITTEE:

Dr. Ben Wilson: Met with Sarah regarding the budget for marketing. She has done a great job with expenses. There are some gaps with recruiting. Looking to increase the budget from 105 to 120 for marketing. Ben, Vicky and Jeremy need to discuss and if needed bring to the board next month if needed.

Lyn asked if the budget from Fiscal year 2023 – once the budget has been passed, are we re-opening the budget? Since the 2023 budget already passed.

Jill Nagy stated that if there is an overall impact to the bottom line. If there is no impact to bottom line, then EMTA can shift line items around. She suggested tabling this and discussing it at the next meeting if needed.

Media kits will be increasing in cost for those that want to advertise on EMTA busses, etc.

Sarah is working to ensure consistency with a style guide for EMTA – fonts, colors, etc. This will be a great addition with the strategic plan.

Shantel will be added to the marketing committee.

OPERATIONS COMMITTEE:

Jessica Molczan gave the following update.

-FIXED route ridership for the month of June 2022 was 82,041. Fall schedule is being worked on.

-SHARED ride ridership for May 11,253 – 3,340 were ADA trips.

PLANNING COMMITTEE:

George Willis gave the following report.

-TOD space is our focus. No updates at this time.

Jill Nagy said they were asked to make a few changes in the leases – and that has been done.

NEGOTIATING COMMITTEE:

Nothing new to add. Fixed route negotiations were done.

CHAIRMAN'S REPORT:

Thank the staff and board for phenomenal work in the ribbon cutting. It was a phenomenal event that showcased EMTA and Erie. There were many positive things about the event. Formally wanted to thank everyone since I was absent last month.

OLD BUSINESS:

Nothing to report.

NEW BUSINESS:

Nothing to report.

ADJOURNMENT:

Ashley Lawson called for a motion to adjourn. Dr. Ben Wilson made a motion to adjourn. George Willis seconded. Motion carries.

The next meeting will be August 15, 2022, via
ZOOM @ 4:00 p.m.