



Jeremy Peterson, CEO

**Erie Metropolitan Transit Authority**  
**Minutes**  
**May 23, 2022**

**BOARD MEMBERS present via ZOOM:**

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

**STAFF PRESENT:**

Jeremy Peterson, CEO  
Matt Sanfilippo  
Chris Gerhart  
Vicky Takach  
Joyce Butts  
Dani Duran  
Terry Thomson  
Ed Torres  
Theresa Croll

**GUEST ATTENDANCE:**

Passle Helminski  
Julie Minich  
Deb Spilko  
Deb Petroff  
814.528.2742  
Shawn Summers  
Freda Tepfer  
Martin Halligan  
Common Ground Meditation Ctr.

**IN ATTENDANCE VIA ZOOM:**

Attorney, Shawn Summers, sitting in for Attorney, Jill Nagy.

**CALL TO ORDER:**

Ashley Lawson, Chair, called the meeting to order.

**APPROVAL OF THE AGENDA FOR APRIL 25, 2022:**

Ashley Lawson called for the review and approval of the AGENDA for the APRIL 25, 2022, meeting. George Willis made a motion to approve the AGENDA as printed. Lyn Twillie-Darby seconded. Carried unanimously.

**APPROVAL OF THE MINUTES MARCH 28, 2022:**

Ashley Lawson called for the review and approval of the MINUTES from the MARCH 28, 2022, meeting. Tom Bly made a motion to approve the MINUTES as printed. Lyn Twillie-Darby seconded, with corrections to the Personnel Committee report. Carried unanimously.

**Correction:** It was incorrectly recorded in the Personnel Committee report that a list of candidate names were submitted for the Marketing Director position. The correct comment was resources were given on where to get diverse candidates.

**PUBLIC COMMENTS:**

No Public Comments were received via email

Public Comments received during the meeting: Freda Tepfer and Passle Helminski.

-Passle Helminski, commented on transportation issues across the state.

-Freda Tepfer urged the Board to reconsidered Sunday service.

## **CEO REPORT:**

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

-New HR Director Theresa Croll, doing a great job at recruitment of drivers. Four (4) Fixed route and two (2) LIFT drivers have been hired.

-Press conference with EMTA, Erie Philharmonic, and Erie Downtown Partnership to resurrect the Cultural Loop which will begin April 30, 2022, running from 5:00pm-12:00am.

-May 9-19, 2022, virtual Triennial review.

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

-HR program software discussion – PAYCOM \$90K yearly with a level four (4) security.

-New World Energy presentation Wednesday, April 27, 2022, at 9:00 a.m.

## **SOLICITOR'S REPORT:**

Attorney, Shawn Summers sitting in for Attorney, Jill Nagy.

No report.

## **COMMITTEE REPORTS**

### **EXECUTIVE COMMITTEE:**

No report.

Commented on the Strategic Plan nearing completion and working to finalize the plan.

### **FINANCE COMMITTEE:**

Vicky Takach gave the following update.

-March 2022 Financials provided in the Board packets.

#### **FIXED Route Balance Sheet:**

-Cash is up from prior month.

-Federal funds drawn for operating expenses for March 2022.

-Receivables Trade is down as Erie School District paid half of annual amount. The second half of annual amount is still owed.

-Receivables Grants decreased with the draw down of funds for the recent bus purchase.

-Receivables LIFT increasing. No funding coming in as the process to get funds released just begun.

-Providing cash assistance to the LIFT to keep operating.

-Inventory is up from prior month due to having more diesel fuel on hand during the month of March 2022.

-Prepaid insurance is up due to paying an invoice prior to the end of March 2022.

-Capital Assets down due to disposal of older buses.

-Total assets \$79 million.

-Accounts Payable – decreased with the payment of the buses to Gillig.

-Unredeemed decreasing monthly by providing service to the Erie School District.

-Grant Advances increased by the Federal draw down.

-Total liabilities at \$28 million.

-Net Assets are at \$52 million.

#### **FIXED Route Income Statement:**

-Revenue YTD is up \$700,000 from the Erie School District contract. Increase in advertising in buses and shelters.

-Expenses in March 2022 included three (3) pays. YTD increase in wages, benefits, and rising fuel costs.

-Expenses YTD \$15 million. Last year \$13 million

-Deficit YTD \$11 million. Last year \$10 million

#### **LIFT Balance Sheet:**

-Receivables Grants increase due to the Federal draw down.

-Total \$27 million. Last year \$28 million.

-Total Liabilities \$400,000.

-Total Assets \$27 million.

#### **LIFT Income Statement:**

-Revenue YTD \$2.5 million. Last year \$1.8 million. Those increases related to increased ridership on the LIFT side.

-Expenses were \$4.3 million. Last year \$3.7 million.

-LIFT deficit is \$1.1 million. Last year \$1.3 million.

**Intermodal:**

-Revenue YTD \$173,000.

-Expenses YTD \$202,000.

-Operating loss of \$29,000.

Note: Tenant Addiction Outreach Clinic moved out at the end of February 2022.

**MOTION TO APPROVE FINANCIALS:**

Ashley Lawson called for the review and approval of the Financials as presented. Shantel Hilliard made a motion to approve the Financials as presented. Tom Bly seconded. Carried unanimously.

**VOTE - LOCAL MATCH RESOLUTION:**

Local Match Resolution to receive State Funds in the amount of \$1,272,161.

Ashley Lawson called for the review and approval of the Local Match Resolution. George Willis made a motion to approve the Local Match Resolution. Lyn Twillie-Darby seconded. Carried unanimously.

**PERSONNEL COMMITTEE:**

Lyn Twillie-Darby gave the following report.

Thursday April 27, 2022, Ashley Lawson and Lyn Twillie-Darby Lunch & Learn with new HR Director Theresa Croll.

Complaint filed regarding discrimination. No other information available.

DE & I Training to be revisited.

Marketing Director position filled.

**VOTE – PAYCOM SOFTWARE**

Ashley Lawson called for approval of the purchase of new payroll software program PAYCOM as recommended by the Personnel Committee. All Board Members voted in favor of the new software program. Zero opposed. Motion carries.

**MARKETING COMMITTEE:**

No report.

**OPERATIONS COMMITTEE:**

Jessica Molczan gave the following update.

FIXED route ridership for the month of February 2022 was 76,901 and March 2022 93,338

SHARED ride ridership for the month February 2022 was 9,912 and March 2022 was 12,215.

ADA trips for the month of February 2022 was 2,935 and March 2022 was 3,557.

Driver hiring continues.

LIFT road Supervisor hired.

New route sign ups are being worked on.

**PLANNING COMMITTEE:**

No report.

**NEGOTIATING COMMITTEE:**

Jeremy Peterson to meet with Union to discuss counter proposal for FIXED contract negotiations.

**CHAIRMAN'S REPORT:**

Ashley Lawson to discuss internally if we are ready to resume in person meetings due to the decline in COVID cases.

**OLD BUSINESS:**

Nothing to report.

**NEW BUSINESS:**

June 14, 2022, Ribbon cutting ceremony.

**ADJOURNMENT:**

Ashley Lawson called for a motion to adjourn. Lyn Twillie-Darby made a motion to adjourn. George Willis seconded. Carried unanimously.

The next meeting will be June 27, 2022, via ZOOM @ 4:00 p.m.