



**Erie Metropolitan Transit  
Authority Minutes  
December 12, 2022**

**Attendance via zoom:**

**Board members**

Ashley Lawson  
Lyn Twillie Darby (absent)  
George Willis  
Shantell Hilliard  
Ben Wilson  
Jessica Molczan  
Jill Nagy (solicitor)

**EMTA Staff Present**

Jeremy Peterson  
Theresa Croll  
Dave Robinson  
Dani Duran  
Vicky Takach  
Sarah Morrison  
Ed Torres  
Becca Gathers

**Guests**

Sheila Woeger  
Deb Petroff  
Freda Tepfer  
Passle Helminski  
Julie Minich  
Deb Spilko

**CALL TO ORDER:**

Ashley Lawson, Chair, called the meeting to order.

**APPROVAL OF THE AGENDA FOR December 12, 2022:**

Ashley Lawson called for the review and approval of the AGENDA for the December 12, 2022, meeting. George Willis made a motion to approve the AGENDA as printed. Ben Wilson seconded. Motion carried.

**APPROVAL OF THE MINUTES FOR November 21, 2022:**

Ashley Lawson called for the review and approval of the MINUTES from the November 21, 2022, meeting. Ben Wilson made a motion to approve the MINUTES. Shantel Hilliard seconded. Motion carried.

**ANNOUNCEMENTS:**

No announcements

**PUBLIC COMMENTS:**

**Freda Tepfer:** No access to intermodal for restroom or warmth. Wants owner of building to make the building accessible. What is the status of LIFT riders to having access to online ticket purchasing. Concerned with delay in including public in long term planning of EMTA.

**Passle Helminski** – next meeting E&D meeting will be January 19 2023 at 1230pm.

**Julie Minich** – With All Aboard Erie – Going to be a snowstorm starting on Wednesday. Am very concerned. Would like to staff volunteer to have them in the intermodal center from 830a – 630pm on Wed Thurs Fri up thru Christmas. Heard that this was a liability issue – would like an attorney to weigh in. (Jill Nagy – will respond once she gets additional information).

**CEO REPORT:**

- Hosted NW Transit manager's meeting at EMTA last week. Shared ride issues were discussed. Good opportunity to interact with other agencies and the future of transit. 3 hour meeting.

**SOLICITOR'S REPORT:**

Nothing to report

**COMMITTEE REPORTS**



**EXECUTIVE COMMITTEE:**

Ashley Lawson – Proposed Board meeting dates for 2023 (attached). Typically, the 3<sup>rd</sup> Monday of each month. November and December are switch due to holidays.  
Ashley Lawson called for approval of 2023 board meeting. Jessica Molczan made motion to approve as shared. Shantel Hilliard seconded. Motion passed.  
Discussed making meeting hybrid – and more discussion will be happening in the coming months. For now, meetings will be on Zoom.

**FINANCE COMMITTEE:**

Board heard audit last month. Thanked Vicky for stellar audit.  
Tomorrow pension committee is scheduled.  
No financial reports due to date of December’s meeting.  
Received final report from auditor – and gave to federal audit clearing house and to PennDOT. Vicky will be attending virtual audit on Thursday this week for additional training.

**PERSONNEL COMMITTEE:**

Ashley reported out for Lyn.  
Ashley and Lyn met to discuss a formal evaluation process for Jeremy’s position (CEO). Will implement a formal review and assessment for the CEO position. Jill Nagy has shared ideas of what other transit authorities are using.  
Welcome to Becca Gathers as the compliance manager.

**Personnel Report:**

**December TOTAL NEW HIRES: 1**

**December TOTAL INTERVIEWS: 29**

Pending hires – pre-employments – 4 LIFT, 2 FIXED

Data as of December 12, 2022.

**MARKETING COMMITTEE:**

Ben Wilson:  
Stuff the bus event: December 3. Event went well. Marines were thrilled to work with EMTA. Had great press on the event.  
Working on route changes to change as of December 17.  
PPTA conference, the EMTA team heard information on ideas to implement locally.  
Looking at new and innovative ways to advertise.  
Participated in older driver safety awareness week. Partnered with GECAC. Event went very well.

**OPERATIONS COMMITTEE:**

Jessica Molczan – LIFT ridership numbers are not available due to early board meeting date. FIXED rides were 94,693 rides for the month.  
Jeremy Peterson – numbers are down due to holidays and school being out in November. At the end of November, ridership is just over 1M rides for the year. So, numbers are on the increase.

**PLANNING COMMITTEE:**

George Willis – TOD space – keep filling out paperwork to keep funding source moving forward.

**NEGOTIATING COMMITTEE:**

J Peterson – LIFT contract expires the end of December 2022. Would like to get union back to the table to negotiate a 4-year contract. Will have more information in the future.



**NOMINATING COMMITTEE:**

Ben Wilson read the nomination slate for positions for the board. Made recommendation for the following positions. Jill Nagy asked for a motion on the slate that has come out of committee. Shantel Hilliard made a motion to approve the nominations as presented. George Willis seconded. Motion passed.

- Ashley Lawson is interested in President chair
- Jessica Molczan is interested in Vice President chair
- Lyn Twillie Darby is interested in Secretary/Treasurer

**CHAIRWOMAN'S REPORT:**

Ashley Lawson had opportunity to attend the STUFF the BUS event. Congratulate EMTA on the great event. Ended up staying until the end of the event. Last year there were 8 boxes filled. This year we collected 16 boxes. So numbers doubled. Very proud of the turnout. Great job!

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None Ask the Board to remain for executive session upon adjournment.

**ADJOURNMENT:**

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

Wished everyone a happy holiday and we will see you next month.

The next meeting will be **January 23, 2022**, via ZOOM @ 4:00 p.m.