



Jeremy Peterson
Chief Executive Officer

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

**Erie Metropolitan
Transit Authority
Minutes
March 27, 2023**

Attendance via zoom:

Board members

Ashley Lawson
Jessica Molczan
Lyn Twillie-Darby
Ben Wilson (Excused)
Shantel Hilliard
Dylanna Grasinger (absent)
Jill Nagy (Solicitor)
George Willis

EMTA Staff Present

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

Guests

Passle Helminski
Jasmine Flores
Deb Spilko
Sheila Woeger
Emily Aloiz
Julie Minich
Martin Halligan

CALL TO ORDER:

Ashley Lawson, Chair, called the meeting to order at 4:04pm.

APPROVAL OF THE AGENDA FOR March 27, 2023:

Ashley Lawson called for the review and approval of the AGENDA for the March 27, 2023, meeting. George Willis made a motion to approve the AGENDA as printed. Shantel Hilliard seconded. Motion carried.

APPROVAL OF THE MINUTES FOR February 27, 2023:

Ashley Lawson called for the review and approval of the MINUTES from the February 27, 2023 meeting. Shantel Hilliard moved to approve minutes with changes. Lyn Twillie Darby seconded. Motion carried.

ANNOUNCEMENTS:

Jill Nagy: None

PUBLIC COMMENTS:

Passle Helminski: Ad hoc committee met and working on bylaws of A&E committee. Getting updated done. Last updates were from 2013.

CEO REPORT:

Jeremy Peterson:

Transit Development Plan – met with Toby Farver. Former Dep Secy of Transportation. Sending in a plan to PennDot for approval. Will discuss with board for approval. TDP can take 9-12 months to develop and implement. What the future of transportation in Erie will look like. More to come.

Met with John Waily – County Marketing Manager. Electric buses. Grants for electric buses.



Jeremy Peterson
Chief Executive Officer

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

Erie News Now – did interview on ridership.

Vicky and Dept heads are discussing budgets. Strategizing next fiscal year.

Executive session after meeting adjourns.

SOLICITOR'S REPORT:

. Nothing to report.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE:

Has not met as such.

Discussion ensued about how to alert public to request the zoom link for the monthly board meetings. Social media will be used to disseminate the information moving forward.

FINANCE COMMITTEE:

Vicky Takach: February Financials were discussed with the board.

Lyn Twillie Darby moved to accept Financials as reported. Shantel Hilliard seconded. Motion passed.

PERSONNEL COMMITTEE:

Lyn Twillie-Darby: Committee met on Friday. Met several times this past month. Developing process for evaluating the CEO. Present drafts/documents for the evaluation process. Job Description is included. Evaluation policy was created.

George Willis recommended to approve the Evaluation process as a contingent approval for this evaluation package. Julie Molczan Seconded. Motion passed.

Hiring: 3 new hires for March. 4 candidates are in pre-employment process. Demographics were shared.

MARKETING COMMITTEE:

Sarah Morrison: Install widget AccessIBE. Will allow access to many demographics.

Planning June 14th Fest. Invite community to the EMTA. Mural portion will be displayed. Still in the planning process. The Conference Room is being outfitted with ADA and AV equipment. Hybrid meetings can begin. Rider appreciation days May 2-5. Working out particulars on how the appreciation will be done.

Code of Ethics: Looking for approval on this document. Clarifying Q&A.

Lyn Twillie Darby motioned to adopt Code of Ethics with grammatical or cosmetic changes. Dylanna Grasinger seconded. Motion carried.

OPERATIONS COMMITTEE:

Jess Molczan:

February numbers: Fixed route: 104,169 riders. As a comparison Feb 2021 was 48, 088. And Feb 2022 was 102, 000. And 11,078 for LIFT of which 3,435 were ADA.

PLANNING COMMITTEE:

George Willis: 5 cleaning companies inquired about the cleaning RFP. Two Proposals were received. Highest score was Service Master by Uveges. Recommend awarding 1 year contract.

Telephone: (814) 459-4287 • Fax: (814) 455-0071 • www.ride-the-e.com



Jeremy Peterson
Chief Executive Officer

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

George Willis made the motion to approved. Lyn Twillie Darby seconded. Motion carried.

Architect award for auxiliary space and parking garage: 3 Firms were qualified. 2 firms responded. Documents were reviewed and presented to planning committee. The committee recommends that we award CDM Smith as the Architect to begin next phase of work. Jessica Molczan seconded. Motion carried.

NEGOTIATING COMMITTEE:

Jeremy Peterson: Union and management met on Tuesday March 21, 2023 to exchange proposals for the LIFT contract. Another meeting is set for Tuesday March 28. Will meet and review the proposals in more detail. Staying optimistic. Negotiating in good faith.

Fixed route contract expires end of June 2023. Would like to get contract in place for Fixed route as well. Multi-year contract.

CHAIRWOMAN'S REPORT:

All items have been discussed. There is no other business to discuss.

OLD BUSINESS:

DEI Training – Dave Robinson updated the board on strategy to get the DEI training implemented in late spring 2023 for employees.

NEW BUSINESS:

None

ADJOURNMENT:

Ashley Lawson called for a motion to adjourn. George Willis made a motion to adjourn. Dylanna Grasinger seconded. Motion carries. 449pm

Executive session will follow the Board Meeting.

The next meeting will be **April 24, 2023**, via ZOOM @ 4:00 p.m.