



Jeremy Peterson  
Chief Executive Officer

Erie Metropolitan Transit Authority  
127 East 14<sup>th</sup> Street  
Erie, Pennsylvania 16503

**Erie Metropolitan Transit Authority  
August Board Meeting  
November 20, 2023**

**Attendance via zoom:**

**Board members**

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

**EMTA Staff Present**

David Robinson  
Ed Torres  
  
Dani Duran  
Becca Gathers  
Sarah Morrison  
  
Theresa Lugo  
Vicky Takach

**Guests**

Julie Minich  
Dustin Star  
  
Jen Croft  
  
Passle Helminski

**CALL TO ORDER:**

Ashley Lawson, Chair, called the meeting to order at 4:03 p.m.

**APPROVAL OF THE AGENDA FOR November 20, 2023:**

Ashley Lawson called for the review and approval of the AGENDA for the October 23, 2023, meeting. Lyn Twillie-Darby moved to approve the agenda as presented. George Willis seconded. Motion carried.

**APPROVAL OF THE MINUTES FOR October 23, 2023:**

Ashley Lawson deferred the approval of these minutes until the December meeting when members present can review/approve them.

**ANNOUNCEMENTS:**

Jill Nagy: Driver Assault bill was discussed.  
Jeremy Peterson: none

**PUBLIC COMMENTS:**

Passle Helminski: Finished the marathon.

**CEO REPORT:**



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1. Got 100% A&E back on Friday. Had bids for electrical boxes and inquires we received for construction management.
2. The electrical study applied for at MPO – all bidding documents have been completed by county. Hope to give us some insight for amount of power available at Intermodal and 14<sup>th</sup> St facility.
3. Lack of movement in negotiations on LIFT contract. Hoping to move to the mediation process (short of arbitration). Hoping the union will accept that recommendation.
4. Awaiting results of the DEI training feedback from Opened Eyes. Will have a report to share at the December meeting. Not only DEI, but multiple issues were discussed in the trainings that discuss general wellness of employees at EMTA.
5. Giving floor to Becca. Title VI plan. Living document that will be updated annually. Submitted to FTA every 3 years. Outlines goals for FTA to reference and EMTA's next steps to target Erie County transportation needs. Requested approval of the plan from the board. George Willis moved to approve the Title VI plan. Dylanna Grasinger seconded. Motion carried.

#### **SOLICITOR'S REPORT:**

Requested executive session after the meeting tonight.

Senate bill is pending to give additional funds to EMTA. All counties are included, but legislation is pending. No issues to report. No disagreements or adjustments made.

#### **EXECUTIVE COMMITTEE:**

Has not yet as such. Nothing to report.

#### **FINANCE COMMITTEE:** (Vicky Takach)

**EMTA Financial Audit:** Dustin Starr from Mahar Duesell CPA presented the audit reports. There are no significant accounting changes coming down the pike. No deficiencies found. Shared contact information with board and thanked staff for participating in the audit process. Vicky requested a motion to get audit approved so that it can be submitted to PennDot for year end. Lyn Twillie-Darby made the motion to accept audit as presented. Dylanna Grasinger seconded. Motion carried.

**October Financials** – Preliminary report. Vicky reviewed reports. EMTA received 6 new buses in October.

**HRIS Software/Proposal:** Lyn Twillie-Darby wants record to reflect that she wants minority owned companies to be considered for all RFPs. Board tabled this issue until December so that members had more time to review the proposals.



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#### **PERSONNEL COMMITTEE:**

Recruiting LIFT and Fixed route drivers.

Nov Total Interviews: 18

Nov Hires: 5

In hiring Queue: 3 drivers pending pre-employment screenings.

Recruiting and Community Activity:

1. November 15, 2023 – Meeting to discuss recruiting options with Union City Family Support Center/Heather Brooks – UCFSC hung recruiting banner for EMTA.
2. November 17, 2023 – Veterans Leadership recruiting event.
3. November 21, 2023 – PA CareerLink – Sassafras St.

#### **MARKETING COMMITTEE:**

**Dr. Wilson:** Met with Sarah Morrison. Route changes were implemented last Saturday. Participated in resource fair at east side YMCA. Many travel trainings were conducted this past month. Partnering with PennDot for older driver safety awareness week. Participating in the festival of trees this weekend. 6<sup>th</sup> Annual Stuff the Bus toy driver from 11a -7p at Millcreek Mall.

#### **OPERATIONS COMMITTEE:**

**Ed Torres reported:**

Fixed route 137,142 October rides.

LIFT rides 11,526 of which 3,538 were ADA funded.

YTD Fixed route rides: 1,148,963 rides.

#### **PLANNING COMMITTEE:**

**George Willis:** Received report for drawings (75 page report). Only got through some of this. Project is estimated at 4.53M. Schedule will look to advertise for bids around mid December with notice to proceed after acceptable bids (possible March 2024). Completion date of March 2025. More to come.

#### **NOMINATING COMMITTEE:**

George Willis:

Nominations received:

Chair: Ashley Lawson

Vice-Chair: Ben Wilson & Jessica Molczan

Secretary & Treasurer: Lyn Twillie-Darby

Vote will be held in December 2023.

Ashley asked for any other nominations from the floor – None received.

Nominations are closed and voting will be in December 2023.

#### **NEGOTIATING COMMITTEE:**

Working toward mediation with ATU for LIFT contract.



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**CHAIRWOMAN'S REPORT:**

2024 Proposed dates: Will meetings by hybrid. In- Person meetings will be coming back in 2024. Sarah and Theresa will post for public.

**OLD BUSINESS:** Nothing else to add.

**NEW BUSINESS:** Nothing else to add.

**ADJOURNMENT:**

Ashley Lawson called for a motion to adjourn. George Willis made a motion to adjourn. Lyn Twillie-Darby seconded. Motion carries. Adjourned at 4: 54 p.m.

The next meeting will be December 18, 2023 (due to Christmas holiday), via ZOOM @ 4:00 p.m.