



Jeremy Peterson
Chief Executive Officer

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

**Erie Metropolitan Transit Authority
August Board Meeting
October 28, 2024
MINUTES**

Attendance via zoom & hybrid meeting:

Board members

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

EMTA Staff

Jeremy Peterson
David Robinson
Ed Torres
Dani Duran
Sarah Morrison
Vicky Takach
Branden Montgomery
Theresa Lugo

Guests

Freda Tepfer
Tyler Titus
Deb Spilko

The board meeting was called to order at 404pm.

Ashley Lawson asked for approval of the October 28, 2024, meeting agenda. Lyn made a motion to approve agenda as presented. George seconded. Motion passed.

Ashley Lawson asked for approval of the August 26, 2024, meeting minutes. (NOTE: September board meeting was cancelled). Dr. Wilson made motion to accept meeting minutes from August 26 board meeting. George seconded. Motion passed.

CEO – no announcements today.

Solicitor: No announcements.

Public Comment:

Freda Tepfer: Speaking as chair of Erie Environmental Advisory Council. Presented information regarding goals/mission of the Council. Projects: Supporting information to reduce local climate action plan. Working on greenhouse gas inventory. Asked Theresa to forward a letter to the board. Asking for associate members. Transportation is the largest component of the greenhouse gas production. We meet monthly. 3rd Wednesday of each month at Council chambers. On Facebook LIVE and maybe the YouTube page as well.



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November and December meeting dates will change due to holidays.

CEO REPORT:

- Recently attended (end of September) annual SAFTI conference. EMTA did receive some awards for safety efforts – positive outcomes to improve safety and reduce injuries in the workplace. Very good awards for EMTA>
- Construction in the retail space is ongoing. Look for completion early next year – possibly March 2025. The floor is completely poured. Framing and electrical are ongoing. Looking for potential companies to leasing the space. Companies have been in contact with our leasing company. But some of these potential companies have fallen through. Still working to find potential companies to lease.
- The city is urging public to comment on plan for funding for transportation.
- Appraisal at Intermodal facility. We are in the queue to get the building appraised again. If there is potential to sell the building, we will pursue that option.
- Funding for retail space – met with consultants and City Redevelopment Authority. Under new business, there is a proposal to approve the partnership with Altair. Altair Real Estate has helped navigate the process. Make sure that everything is done properly.
- The County Council discussed local match and grant funding for EMTA. Local support is good. These discussions were part of the County budget process.
- Jeremy and Ed met with Erie School District and Booker T to review how bussing is going with school district. The mentoring program is taking off and doing very well. Incidents on tripper buses have been dramatically reduced with implementation of the mentors. Shantell added that he feels things are going very well. Staff are excited that things have developed this way.
- Under operations committee: There is an hours-of-service compliance form. EMTA board will need to approve so that it is signed and approved.
- In September meeting – I wanted to share a letter that I had sent to local congressman about the transit funding and how it is needed in Erie. The governor's budget wasn't as good as was discussed. I received a letter back from Representative Neilsen thanking us for fighting for transit dollars and funding in Erie PA.

Jill Nagy report – everything is on agenda.

Executive Committee:

Nothing to report.

FINANCE COMMITTEE:

Vicky reviewed the September preliminary reports.
George made a motion to accept reports as presented (subject to audit).
Shantell seconded. Motion passed.



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PERSONNEL COMMITTEE:

DEI efforts: (Dave Robinson reported) First DEI committee meeting was held recently. A representative from each EMTA department was present. Communication was discussed – the departments are not hearing things from other departments. Terrific conversations between the LIFT and the call takers occurred. Discussion topics included what these departments are dealing with on a daily basis. A lot of commonalities. Looking for cross-department communications as the committee continues. Opened Eyes new contract for DEI training was approved at the August board meeting– so first training session will be scheduled soon. Monthly DEI trainings will be scheduled as well as the DEI committee meetings. DEI team is terrific.

September and October personnel reports.

Policy updates for 2025 for EMTA: Requesting updates for Policies for 2025.

1. Substance Abuse Policy
2. Family Medical Leave Act Policy
3. Smoking Policy
4. Environmental Health Policy
5. Cell Phone and Electronics Policy
6. Workers Compensation and Modified Duty Policy
7. Accident Reporting Policy
8. Whistleblower Policy
9. Sexual Harassment and Anti-bullying Policy
10. Keys Fob ID Policy
11. Social Media Policy

Lyn made the motion to approve the updated policies as presented for 2025. George seconded the motion. Motion passed.

MARKETING COMMITTEE:

Dr. Wilson – wrapped up the food truck Fridays. May change frequency next year. Wrapped up SeaWolves sponsorship. Started sponsorship with Erie Otters.

PPTA Fall conversations were held in September. Great networking.

Participated in Rep Bob Merski Senior Fair and many other travel trainings.

There are now 10 translated languages for EMTA services.

AHN festival of trees – EMTA will participate again this year.

Decorated the trolley for the Halloween Holiday. Sarah has been going live on the News on Wednesday with Erie News Now.

Stuff the Bus campaign will be coming up as well. December 6 is the date. All are welcome to participate and more advertising will be coming soon.

OPERATIONS COMMITTEE:

Hours of Service update: Compliance policy is already being adhered to. Just

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need to button things up on this update. Board needs to adopt it and then it can be sent to PPTA.

Ashley accepted the motion of the committee to approve the Hours of Service updates. Lynn seconded the motion. Motion passed. Lyn and Ashley will sign the hours update at the EMTA office.

October has brought many politicians this month. And with these visits, EMTA has had to curb transit with roads being closed and re-routed. Cannot run service for any campaigns. No shuttles. Numbers may drop due to these issues.

Fixed route had 133,066 September rides.

LIFT route had 10,033 rides for September. Of these trips 3,017 were ADA trips.

PLANNING COMMITTEE:

George said that Jeremy covered the buildout in his report. Encouraged board members to come visit to see build out.

NEGOTIATING COMMITTEE:

Had 2 meetings with ATU so far to begin the union contract negotiations. Will continue to meet and hope that meetings are productive. November 5 is the next scheduled session.

LIFT contract – the award should be in by the end of next week. Should have a new CBA for the LIFT. We don't have any specifics yet.

Nominating Committee:

Looking for a chair for this committee. Will take nominations in November. Elections will be held in December. Ashley asked if any member was interested in being the chair or co-chair. Dylanna and Jessica are not present. Ashley will email the board and then circle back to this topic.

CHAIRWOMAN'S REPORT:

Nothing to report this month.

OLD BUSINESS: Nothing else to add.

NEW BUSINESS:

Consulting agreement between EMTA and Altair Real Estate. Jeremy explained the agreement and how it came to its present form. Combining two segments of funding/grants (Office of Budget). Dealing with Grants is challenging and difficult at times.

Jill Nagy – recommended that the agreement be approved but subject to Jill's review and approval due to the liability language that is currently in the agreement.



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George made the motion subject to Jill's review and approval that the board approve the agreement for EMTA and Altair. Lyn seconded. Motion carried.

ADJOURNMENT:

Ashley Lawson adjourned the meeting.

George made a motion to adjourn. Shantell seconded. Motion carried.

The meeting adjourned at pm 457.

The next meeting will be **November 18, 2024**, via
ZOOM and In-person @ 4:00 p.m.