

County of Lebanon Transit Authority (LT)



BOARD MEETING

A regular meeting of the Lebanon Transit (LT) Board of Directors was held at 12:30 P.M., prevailing time on Wednesday, August 27, 2025, at 200 Willow Street, Lebanon, PA 17046.

Call to Order and Roll Call

Board Members Present:

Franklin Shearer, David Warner, Jon Fitzkee, Patrick Kerwin, Brenda Phillips, Lowell Brogan, Jason Kratzer

Allen Freed and Ed Anspach were absent from the meeting.

Staff

Staff Members Present:

Teri Giurintano, Angela Lucioti, Cindy Eberhart, Bill McNeal, Mike Ritter, Michael Curry, Carl Pysner, Solicitor Jill Nagy (on Zoom)

Jess Menzel was absent from the meeting.

Pledge to the Flag

Lowell took the honors in leading the Pledge of Allegiance.

Action on Minutes

On a motion by Brenda Phillips, seconded by Lowell Brogan, the Board approved the minutes from June 25, 2025.

Treasurer's Report

On a motion by Lowell Brogan, seconded by Jason Kratzer, the Board approved the Treasurer's report and agreed to pay the bills until next meeting.

Board Comments

Lowell Brogan commented that the staff report to the Board was very thorough and specific, and that staff should be highly complimented. Franklin Shearer seconded the compliment and engaged the Board in a Hersheypark Single Cadence Clap in appreciation of staff.

Department Managers' Reports

Jessica Menzel, Finance Manager

Not present

Lowell Brogan suggested that Jessica or Angie provide a written statement confirming the accuracy of all financial information and requested that all credit card reports be submitted to all the Board members.

The auditors have requested to meet with the Finance Committee on October 8th or 9th. Jessica will contact committee members next week to coordinate the meeting.

Mike Ritter, Marketing and Outreach Coordinator

Lebanon Transit will be placing a wall frame advertisement at Tanger Outlets in Hershey.

Statia Moore, Over the Top, will be streaming a 30-second commercial utilizing original raw footage to reduce costs.

Mike Curry, Mike Ritter, and Doris Garcia visited the Lebanon Senior and Junior High Schools to inform students about using their student identification to access bus services.

LT umbrellas were made available for all Board Members to take with them.

Cindy Eberhart, Human Resources Manager

Introductions were made, and Cindy expressed that she is pleased to be part of the organization.

Bill McNeal, Maintenance and Procurement Manager

Nothing additional to report.

Michael Curry, Operations Manager

Students no longer need to use the special LT-issued card and may now ride using their student identification. This process was extended through the summer and utilized by 445 students. Ridership can be tracked through the farebox when the student fare is selected. Any student with a valid school identification card may ride.

Senior ridership on fixed routes has remained consistent. In 2024 there were 5,317 Senior riders, and as of July 2025 there have been 5,358 Senior riders.

Ruth, Angie, and staff have been in discussions regarding the Myerstown run. A trip is scheduled next week from Lebanon to Womelsdorf to determine travel time. Following this analysis, future stop locations in that area will be considered.

Lebanon Transit has been in communication with Mayor Capello regarding the July 4th, 2026, celebration of the 250th anniversary of the Nation, to be held at the Expo. Mayor Capello is aware of LT's policy, in accordance with FTA and PennDOT regulations, that contact must first be made with for-profit bus companies in the area before LT may pursue participation in this venture. In addition, LT would require approval from PennDOT and formal Board approval, as well as volunteers to work the event since July 4th is a holiday.

Carl Pysher, Safety and Training Manager

There are currently two shared-ride drivers in training, with two additional drivers and a mechanic scheduled to begin training soon.

Teri Giurintano, Director of Special Projects

No additional items were added to the report. The current timeline estimates 'shovel in the ground' in Spring 2026. Staff are awaiting a response from Joe Toth regarding casino funding. Information on grant funding is expected in September 2025.

Jill and staff continue to communicate with WellSpan regarding the parking agreement. State DEP approval for the project is valid through 2029.

Angela Luciotti, Executive Director

People's Bank accounts are in the process of being set up, copies of identification are required from all Board Members who wish to have check-signing authority. Jill did not object, as the bank requires identification for this purpose.

Resolution 2025-08-08 – Open Records Officer: Remove Ann Marie Preston and appoint Cindy Eberhart. On a motion by Jason Kratzer, seconded by Patrick Kervin, the Board approved Resolution 2025-08-08.

Resolution 2025-09-08 – Retirement and Savings Trustee: Remove Ann Marie Preston and appoint Cindy Eberhart. On a motion by Lowell Brogan, seconded by Jason Kratzer, the Board approved Resolution 2025-09-08.

Ratification of FY 25/26 Contracts: Ratify emailed approval of the Medical Assistance Transportation Program (MATP) and Area Agency on Aging (AAA) contracts. On a motion by Brenda Phillips, seconded by Patrick Kervin, the Board approved to ratify the emailed approval of the contracts.

Title VI Program Addendum #2: Approve the removal of Ann Marie Preston and appoint Cindy Eberhart as the Compliance Officer. On a motion by Lowell Brogan, seconded by Patrick Kervin, the Board approved the change to the Title VI program.

Procurement Policy Update: Approve the Procurement Policy and Bid Protest Policy to clarify bid opening procedures. On a motion by Lowell Brogan, seconded by Patrick Kervin, the Board approved the policy updates.

Attorney Edward Coyle was not in attendance. He expressed concerns regarding communication with Vector Medica for bus wraps. Jill will follow up with him to develop a resolution.

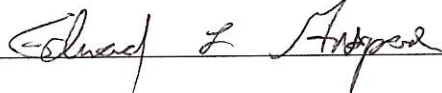
Employee Appreciation Event: Scheduled for October 5, 2025. A food truck will be provided, and Cindy Eberhart's husband has volunteered to prepare hamburgers and hotdogs.

Board Meeting Schedule: The Board approved postponing the September 24, 2025, meeting, as Jill, Angie, Mike C., and Carl will be attending a SAFTI Program in State College.

Adjournment:

On the motion by Patrick Kerwin, seconded by Brenda Phillips, the meeting was adjourned.

*The next Board Meeting will be on Wednesday, October 29, 2025.

Ed Anspach, Board Secretary 
Brenda Phillips, Assistant Secretary _____

Lebanon Transit
200 Willow St
Lebanon, PA 17046
717-274-3664

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Lebanon Transit is an Equal Employment Opportunity Employer