



## BOARD MEETING

A regular meeting of the Lebanon Transit (LT) Board of Directors was held at 12:30 P.M., prevailing time on Wednesday, February 26, 2025, at 200 Willow Street, Lebanon, PA 17046.

### Call to Order and Roll Call

Board Members Present:

Franklin Shearer, Pat Kerwin, David Warner, Ed Anspach, Lowell Brogan, Allen Freed, Brenda Phillips, and Jason Kratzer.

Board Members Absent:

Jon Fitzkee.

### Staff

Angela Lucioti, Bill McNeal, Mike Ritter, Mike Curry, Jessica Menzel, Scott Bowman, Ann Marie Preston and Solicitor Jill Nagy. Teri Giurintano attended via phone.

Guests:

HZ Huitt Zollars Team: Matt Williamson, Richard Robyak and Richard Mula.

Mike Hartley, Project Manager from JMT.

Toby Fauver, Consultant and Retired Deputy Secretary of Transportation for PennDOT.

### Pledge to the Flag

The pledge to the flag was led by Brenda Phillips

### Action on Minutes

On a motion by Brenda Phillips, seconded by Pat Kerwin, the Board approved the December 18, 2024, minutes.

### Treasurer's Report

On a motion by Lowell Brogan, seconded by Jason Kratzer, the Board approved the Treasurer's Report and paying the bills until the next meeting is held.

### HZ Huitt Zollars Design Presentation

The Huitt Zollars team provided the board and staff with a brief update on the design, engineering and operations of the new building.

The construction manager transitioned into the construction aspect of the project to include schedule, budget, temporary operations, bid phase, and construction. There is a 24-month schedule in place to allow for delays but internally attempting to meet an 18-month schedule.

### Department Managers' Reports

#### Finance Manager- Jessica Menzel

Fixed Route ridership for January 2025 was 14,979; a year-to-date decrease of 4.45% compared to last year.

Shared Ride ridership for January 2025 was 3,009; a year-to-date decrease of 1.93% compared to last year.

Fixed Route expenses and income for January 2025 were \$394,695.86 and \$21,147.30 respectively.

Shared Ride expenses and income for January 2025 were \$175,434.32 and \$63,340 respectively.

We prepared and will be submitting all the documentation for the triennial review this afternoon.

#### Angela Luciotti, Executive Director

Angie advised that the managers not proceed with their reports unless anyone has any questions for them. The Board and managers discussed attempts to increase ridership. The Board shared concerns regarding the status of ridership. The Board also discussed strategies for increasing both shared ride and fixed route riders.

Angie requested board approval for the board meeting dates as presented in the packet.

Franklin advised holding off on approving the Board Meeting Dates. He recommended scheduling them every other month, having the one in November the week before Thanksgiving not after, and cancel December due to the holiday causing low attendance.

On a motion by Jason Kratzer, seconded by David Warner, the Board approved the updated Administrative Handbook.

On motion by Pat Kerwin, seconded by Brenda Phillips, the Board approved the Resolution 2025-01-2- Access to TRAMS (FTA) site.

On motion by Lowell Brogan, seconded by Allen Freed, the Board approved the Resolution 2025-02-2- Renewable Natural Gas.

On motion by Pat Kerwin, seconded by Lowell Brogan, the Board approved the Resolution 2025-03-2- Open Records Officer.

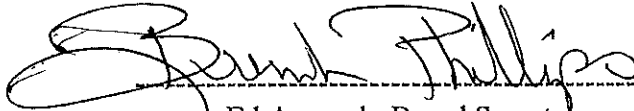
On motion by Pat Kerwin, seconded by David Warner, the Board approved the Resolution 2025-04-2- Diesel Fuel.

On motion by Pat Kerwin, seconded by Brenda Phillips, the Board approved the Resolution 2025-05-2- Lebanon Transit Trustee Committee Name Change adding Ann Marie Preston.

**Adjournment:**

On a motion by Jason Kratzer, seconded by David Warner, the meeting was adjourned at 1:37 P.M. The Board went into an Executive Session immediately following the Board meeting for personnel reasons.

The next board meeting is scheduled for April 30, 2025 at 12:30pm.

A handwritten signature in black ink, appearing to read "Brenda Phillips", is written over a horizontal dashed line.

Ed Anspach, Board Secretary  
Brenda Phillips, Assistant Secretary