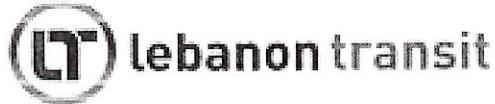


# County of Lebanon Transit Authority (LT)



## BOARD MEETING MINUTES

A regular meeting of the Lebanon Transit (LT) Board of Directors was held at 12:30 P.M., prevailing time on Wednesday, October 29, 2025, at 200 Willow Street, Lebanon, PA 17046.

### Call to Order and Roll Call

#### **Board Members Present:**

Franklin Shearer, Jon Fitzkee, Patrick Kerwin, Allen Freed, Lowell Brogan, Jason Kratzer, Edward Anspach.

David Warner and Brenda Phillips were absent from the meeting.

### Staff

#### **Staff Members Present:**

Teri Giurintano, Angela Luciotti, Cindy Eberhart, Bill McNeal, Jessica Menzel, Mike Ritter, Michael Curry, Carl Pysher.

Solicitor Jill Nagy was present.

Lebanon Transit Liaison Commissioner Michael Kuhn was present.

### Pledge to the Flag

Edward Anspach took the honors in leading the Pledge of Allegiance.

### Action on Minutes

On a motion by Patrick Kerwin, seconded by Jon Fitzkee, the Board approved the August 27, 2025, Board Minutes. The motion passed unanimously.

### Treasurer's Report

On a motion by Lowell Brogan, seconded by Edward Anspach, the Board approved the Treasurer's report and agreed to pay the bills until the next meeting. The motion passed unanimously.

The Finance Committee met with Reinsel, Kuntz, Lesher (RKL) and, as in previous years, received an excellent report. Lebanon Transit remains in sound financial condition.

### **Audit Presentation - Timothy Kraft, Reinsel, Kuntz, Lesher (RKL)**

The FY 2024–25 Lebanon Transit Audit was presented to the Board by Timothy Kraft and Timothy Matz. The audit was completed successfully with a clean opinion, showing no findings in internal controls or compliance. Operating revenues were consistent year-over-year, with fixed-route ridership slightly down and shared-ride ridership slightly up. Fringe benefits increased due to the GASB 101 adjustment, which required an additional accrual of approximately \$300,000 for earned vacation and sick leave likely to be used in the future; this is a one-time adjustment, and future years are expected to remain stable.

GASB 102, which addresses contingencies and commitments, may require additional disclosure if the federal government remains closed at the time of issuing the statements. The single audit, governed by the Uniform Guidance Act, is nearly complete but cannot be formally issued until the federal government reopens and releases updated guidance. Any delays in issuing the single audit are due solely to the ongoing government shutdown, which is beyond the authority's control. Overall, the audit reflects a strong financial position, sound compliance, and the only unusual circumstances relate to timing of federal guidance and the government shutdown.

On a motion by Lowell Brogan, seconded by Jason Kratzer, the Board approved the FY 2024–2025 Audit as presented. The motion passed unanimously.

### **Board Comments**

Franklin noted that the auditors found it a pleasure to work with Lebanon Transit and Jessica. In recognition of their efforts, Franklin engaged the Board in a “HersheyPark Single Cadence Clap” to honor Jessica and the auditors for a job well done.

### **Lebanon County Commissioner Michael Kuhn**

Commissioner Kuhn reported on the current fiscal challenges, noting that the federal government is shut down and the state budget remains in impasse. Despite these challenges, they emphasized that a balanced budget will be passed, and operations will continue.

Lebanon County is in a strong cash position, avoiding layoffs or borrowing to meet obligations. While a tax increase cannot be entirely ruled out, the County is currently managing within its resources. Overall, the situation remains challenging, but the County is taking proactive steps to maintain fiscal stability while fulfilling mandated services.

### **Board Comments**

Franklin took a moment to compliment the Commissioners, highlighting the professionalism and friendliness of the staff handling building check-ins and voter registration. He noted that they are responsive, prompt, and outgoing. This recognition reflects positively on the County's operations and the staff's dedication to serving the public.

## Department Managers' Reports

### Jessica Menzel, Finance Manager

The September income and expenses are still being finalized and are expected to be completed within this week. For fixed-route ridership, there were 18,000 rides in September, representing a 1.5% increase year-to-date compared to last year. Shared-ride services recorded 3,437 rides, a 6% increase year-to-date.

Ongoing projects include the National Transportation Database (NTD) Annual Report, which is ready for submission to the Federal Transit Administration (FTA) tomorrow. The recent audit went well and is awaiting board approval. The quarterly progress report to PennDOT, covering July through September, will be submitted at the end of the month, after which work will begin on the audited Annual Transit Report (ATR) for PennDOT. Overall, everything is on track, and there are no major issues to report at this time.

### Carl Pysher, Safety and Training Manager

Carl reported that, aside from the details included in his written report, there are no additional updates at this time. Operations have been busy but are progressing well, and no issues were noted.

### Bill McNeal, Maintenance and Procurement Manager

Bill reported that he had no additional updates beyond what was included in his written report and asked if there were any questions from the Board. In response to Franklin's question about whether the new vehicles were already on the street, Bill noted that they are not yet in service, as TSI still needs to complete camera installation and post-delivery setup.

### Mike Ritter, Marketing and Outreach Coordinator

Mike had several updates to report on in addition to what was provided in his written report.

**Draft copies of the Lebanon Transit Annual Report for FY 2024-2025** were distributed, noting that one or two small items still need updated before finalization. Board members were asked to review the draft and provide any additional comments, updates, or suggested inclusions. The format follows last year's layout, with an increased emphasis on customer testimonials and readability, including larger font and minimized text. Approximately one hundred (100) hard copies are expected to be printed for distribution to elected officials once finalized.

Mike also reviewed the recent **Rider Satisfaction Survey**, conducted primarily in the week of October 6th with some carryover. The goal was to obtain 350 responses based on September ridership figures; a total of 342 surveys were completed. Surveys were collected across all routes in both English and Spanish, completed either in person or by phone. Seven staff members contributed to survey collection, averaging approximately forty completed surveys each. Mike

has reached out to PennDOT's data contractor regarding next steps and timeline and will provide additional updates when received.

Mike conducted a short "show and tell" of the new **Shared Ride Direct Mailer Postcard**, which will be mailed to identified 55+ communities in the county. Eleven (11) communities have been identified, though some addresses are still pending through the postal system. Additional outreach tools are being developed, including a Shared Ride media kit in collaboration with Mike Curry.

Mike also highlighted recent progress related to **Find My Ride**, launched Monday, enabling Shared Ride customers to schedule, monitor, and cancel trips online. Lebanon Transit is experiencing an increasing number of contacts from senior living communities that have discontinued in-house transportation services and are seeking to register residents for Shared Ride services. Staff will be onsite at Cedar Haven tomorrow to register additional riders.

#### **Michael Curry, Operations Manager**

Mike reported that he had no additional updates beyond what was included in his written report and asked if there were any questions from the Board. No questions were presented.

#### **Cindy Eberhart, Human Resources Manager**

Cindy reported that she contacted multiple venues for the Board Appreciation Christmas Dinner; however, many did not respond to calls or emails. The Lebanon Country Club was selected, after discussion, December 17th was chosen as the preferred date for the event.

#### **Teri Giurintano, Director of Special Projects**

Teri provided her report during the Executive Session.

#### **Angela Luciotti, Executive Director**

Angela noted that she would defer Teri Giurintano, Director of Special Projects report and move directly into action items before going into Executive Session.

#### **Title VI Resolution (2025–2028)**

A resolution ratifying the emailed approval of the Title VI Program for the period 2025–2028 was presented for approval.

On a motion by Lowell Brogan, seconded by Patrick Kerwin, the Board approved the resolution. The motion passed unanimously.

#### **Veterans Ride Free**

A resolution to allow Veterans to ride free from November 10th through November 15th in honor of Veterans Day was presented for approval.

On a motion by Jason Kratzer, seconded by Patrick Kerwin, the Board approved the initiative for Veterans to ride free during that week. The motion passed unanimously.

Angela reported receipt of Lebanon Transit's first payment for August related to RINs generated from compressed natural gas (CNG) usage. The payment totaled \$2,853.61. Moving forward, Maintenance will submit monthly reports. Lebanon Transit will receive approximately 10% of the RIN value through its contract with Love's, the parent company of Trillium. These environmental credits are generated through state markets and sold externally, providing an estimated \$34,000 annually to offset Fixed-Route fuel expenses.

Angela also reported that Lebanon Transit is now fully staffed with fifty-two (52) employees. This triggers new reporting requirements under the Equal Employment Opportunity (EEO) program, as organizations with over fifty (50) employees must implement an updated EEO plan. Angie will develop and implement the plan over the next one-hundred twenty (120) days to ensure compliance.

### **Board Meeting Schedule**

Angela proposed canceling the November 2025 Board meeting. The next Board gathering will be the Board Appreciation Christmas Dinner on December 17th. She confirmed that special meetings can be called via Zoom if urgent matters arise.

The Chair approved the cancellation of the November 2025 Board meeting.

With the cancellation of the November 2025 Board meeting Angela presented the proposed 2026 Board Meeting Schedule to include meetings in January, March, April, May, July, September, October, and November. This Schedule ensures compliance with required approvals, such as PennDOT's budget in April and the annual audit in October.

On a motion by Ed Anspach, seconded by Lowell Brogan, the Board approved the 2026 Board Meeting Dates, the motion passed unanimously.

### **Executive Session and Approval of Action Items**

The Board recessed the regular meeting to enter into an Executive Session. to discuss real estate matters and other pending action items.

Upon returning to regular session, Solicitor Jill Nagy stated for the minutes that the Executive Session included discussion of a real estate matter involving a Lease and Acquisition Agreement with the City.

### **Lease and Acquisition Agreement Approval**

On a motion by Lowell Brogan, seconded by Patrick Kervin, the Board approved the motion for the Lease and Acquisition Agreement with the City. The motion passed unanimously.

## **WellSpan Agreement Approval**

A motion was made by Lowell Brogan, seconded by Jason Kratzer to approve the WellSpan Agreement, subject to the solicitor's review and approval. The motion passed unanimously.

### **Adjournment:**

The meeting was adjourned by Executive Chair, Franklin Shearer.

\*The next Board Meeting will be on Wednesday, January 28, 2026.

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Ed Anspach, Board Secretary Edward E. Anspach

Brenda Phillips, Assistant Secretary Brenda L. Phillips

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Lebanon Transit is an Equal Employment Opportunity Employer