

County of Lebanon Transit Authority (LT)



*Previous
meeting's minutes
INCLUDE*

BOARD MEETING

A regular meeting of the Lebanon Transit (LT) Board of Directors was held at 12:30 P.M., prevailing time on Wednesday, June 25, 2025, at 200 Willow Street, Lebanon, PA 17046.

Call to Order and Roll Call

Board Members Present:

Franklin Shearer, David Warner, Brenda Phillips, Allen Freed, Lowell Brogan, Patrick Kerwin, Ed Anspach

Jason Kratzer and John Fitzkee were absent from the meeting.

Staff Members Present:

Angie Lucioti, Carl Pysner, Bill McNeal, Jessica Menzel, Terri Giurintano, Michael Ritter, Michael Curry, Solicitor Jill Nagy, County Commissioner Michael Kuhn

Public:

Jason Giurintano

Pledge to the Flag

David took the honors in leading the Pledge of Allegiance.

Action on Minutes

On a motion by Brenda Phillips, seconded by Patrick Kerwin. The Board approved the minutes from April 30, 2025.

Treasurer's Report

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

Lowell Brogan accepted as submitted.

Lebanon County Commissioner Michael Kuhn's Report

Planning for the Lebanon County fair and working on the upcoming strategic planning process.

- **Cindy Eberhart**, Human Resource Manager
- **Michelle Hitz**, Accounts Payable/Receivable Assistant
- **Mackenzie Betz**, Administrative Assistant

Each has been doing a wonderful job in their new roles.

On August 6, 2025, Lebanon Transit held its exit conference with the Federal Transit Administration (FTA). The review focused on 23 areas of compliance, and no findings or deficiencies were identified. The FTA commended Lebanon Transit for having all requested data readily available and well-organized. Notably, they also recognized LT as the first agency to achieve three consecutive no-finding reviews. A final report will be sent to Franklin Shearer, Board Chair, and myself by the end of September 2025.

As part of our annual summer employee appreciation, we provided lunch for all staff on Wednesday, August 20, 2025, through the Lebanon Valley Chamber of Commerce Farm-City Chicken BBQ.

Discussion and Board Approval Items

- **Resolution 2025-08-8:** Remove Ann Marie Preston and appoint Cindy Eberhart as Open Records Officer, with Angela Luciotti as Alternate.
- **Resolution 2025-09-8:** Remove Ann Marie Preston from the Trustee Committee and appoint Cindy Eberhart to the County of Lebanon Transit Authorities Retirement and Savings Plan.
- **Ratification of Contracts:** FY 2025-2026 contracts for the Medical Assistance Transportation Program (MA) and the Lebanon County Area Agency on Aging Program (AAA).
- **Title VI Addendum #2:** Remove Ann Marie Preston as Title VI Compliance Officer and appoint Cindy Eberhart.
- **Procurement Policy:** Approval of proposed updates.
- **People's Bank Resolution:** Authorize Peoples Bank to add current Board members as signers to Lebanon Transit's checking account.

Respectfully Submitted by Angie

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

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Had the opportunity to meet Governor Shapero's liaison to discuss connecting with Lebanon County.

Department Managers' Reports

Finance Manager- Jessica Menzel

Jessica was seeking a Board Resolution for the Public Transportation Capital Application (PTCA) to file application and to certify local match. The motion was made by Lowell and seconded by Ed. The motion was approved.

The income and expense report was not ready due to errors that need to be worked out. An email will be sent to the committee when mistakes are fixed.

Four banks were solicited, and People's Bank, on Norman Drive, was awarded the contract due to its zero banking charges.

Lowell Brogan inquired if there would be a separate account set up with this bank for the new building expenses. Jill Nagy confirmed everything will be kept separate.

Mike Ritter, Marketing and Outreach Coordinator

There were 114 community surveys filled out regarding the ELCO expansion, indicating a good response from the community. Onboard rider surveys will be carried out.

New initiatives include a new shared ride ad and a continued partnership with Seven Mountain Media.

Human Resources Manager

Bill McNeal, Maintenance and Procurement Supervisor

Nothing to report

Michael Curry, Operations Manager

Reached out to Dutch Way, and they are on board. We will modify their parking lot. Ad for buses approved for two queens. We used our employees for the ads.

Carl Pysher, Safety and Training Manager

Happy to be back.

Nothing to report.

Teri Giurintano, Director of Special Events

Three (3) projects:

Turnpike: nothing new to add.

Indiantown Gap: Redid the benches, picnic tables, and bus shelter. Put in shorter bushes. A brand-new sign has been installed. Giovoni Construction completed all this.

The building project is moving along. The permits are coming through, and we are also waiting for casino money.

We are looking to get an appraisal for the Turnpike land on 72. PennDOT was alerted to this. We cannot purchase anything without a National Environmental Protection Agency (NEPA) approval, according to Jill Nagy.

Angela Luciotti, Executive Director

Resolution 2025-07-6 agreement for People's Bank.

On a motion by Lowell Brogan, seconded by David Warner, with Ed Anspach abstaining, the Board approved Resolution 2025-07-6 to enter into a contract with People's Bank.

An offer is to go out for the open HR Manager position.

Adjournment:

On the motion by Patrick Kerwin, seconded by Lowell Brogan, the meeting was adjourned.

The next Board Meeting will be on August 27, 2025.

Ed Anspach, Board Secretary
Brenda Phillips, Assistant Secretary

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