

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, January 28th, 2026, at 200 Willow Street, Lebanon, PA 17046.

Call to Order and Roll Call

Board Members Present:

Franklin Shearer, David Warner, Lowell Brogan, Jason Kratzer, Edward Anspach, and Brenda Phillips.

Patrick Kerwin (via Teams).

Jon Fitzkee was 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

David Warner took the honors to lead the Pledge of Allegiance.

Public Comments

Public comments were opened, and members of the public wishing to speak. None were made.

Action on Minutes

On a motion by Pat Kerwin, seconded by Lowell Brogan the Board approved October 29th, 2025, Board Minutes. The motion passed unanimously.

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 the next meeting. The motion passed unanimously.

Lebanon County Commissioner Michael Kuhn

Commissioner Kuhn greeted the board and stated he had no specific remarks unless there were questions regarding County business. Commissioner Kuhn credited the County's success to experienced staff, including Jo Ellen Litz, Bob, and Administrator Jamie Wogelmuth, noting that strong teams begin with strong leadership.

Board Comments

Franklin commended the commissioners for their leadership.

A suggestion was made by Lowell to have the commissioners recognize all County Board members, especially retiring members at public meetings. Commissioner Kuhn agreed and encouraged members to notify the Commissioners of such occasions so appropriate recognition, such as certificates could be prepared.

Franklin thanked staff and the Board members who attended last month's commissioners meeting.

Department Managers' Reports

Jessica Menzel, Finance Manager

The Finance Manager summarized ridership and financial performance. Fixed-Route monthly ridership was 15,582, a 2% year-to-date decrease, while Shared-Ride ridership was 3,393, a 7.7% increase. She also reviewed December income and expenses. Fixed-Route monthly expenses were \$343,743, with revenue of \$23,340, year-to-date, expenses are 5.5% below budget, though revenue is also 5.5% below target. Shared-Ride monthly expenses were \$182,678, with revenue of \$71,786, placing expenses 1.2% under budget and revenue 2.5% above budget year-to-date. Additional comparative data will be included in future reports.

Board Comments

Lowell noted that these comparisons are helpful management tools for understanding trends and making future budget decisions.

Franklin commended Jessica for handling the heavy reporting workload.

Cindy Eberhart, HR Manager

Cindy reported she had no additional updates beyond what was included in the written report and asked if there were questions from the Board. No questions were presented.

Carl Pysner, Safety and Training Manager

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

Carl discussed remedial training, emphasizing that it should not be viewed negatively. Instead, it ensures drivers meet professional standards and receive support after incidents.

Mike Ritter, Marketing and Outreach Coordinator

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

Board Comments

Brenda asked about the upcoming Rosa Parks' Pancake event. Mike R. explained it is part of Transit Equity Day, held on Rosa Parks' birthday, February 4th. He described outreach efforts and shared that the local NAACP Chapter will partner by providing three volunteers to serve pancakes to riders at the transfer station.

Lowell raised a question about the Myerstown route. Angie clarified that the route is still under evaluation and has not yet begun. Discussion followed about the importance of monitoring and continuing engagement whenever new routes are introduced. The plan is to travel East to the McDonald's in Womelsdorf and connect with BARTA.

Franklin commended Mike R. for his innovative ideas and recent work, including development of the new route guide. The Board also recognized the great work he did on the 2024/2025 annual report.

Michael Curry, Operations Manager

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

Bill McNeal, Maintenance and Procurement Manager

Bill reported he had no additional updates beyond what was included in the written report and asked if there were questions from the Board.

Board Comments

Lowell raised a question about retiring diesel vehicles; Angie explained that federally funded vehicles must remain in service for their full useful life.

Franklin added his appreciation for the cleanliness of the buses.

Teri Giurintano, Director of Special Projects

Teri provided her report during the Executive Session.

Angela Luciotti, Executive Director

Resolution 2025-13-12

This is to ratify the retirement and recognized Allen Freed for his 46 years of service.

On a motion by Lowell Brogan, seconded by Brenda Phillips, the Board approved the resolution.

Resolution 2026-01-01

Resolution of the Lebanon County Transit Authority ratifying the emailed approval of the Agencies Safety Plan which was updated November 2025.

On a motion by Pat Kerwin, seconded by Brenda Phillips, the Board approved the resolution.

Discussion Items

Angie posed the question on how the Board feels about a fare increase. Angie noted that Commuter fares have not increased in eight years, Shared-Ride fares in 13 years, and Fixed-Route fares in 15 years. Shared-Ride is operating at over \$1,000,000 deficit subsidized by Fixed-Route funds. Jill added that PennDOT is experiencing statewide Shared-Ride funding shortfalls and previously asked agencies to delay increases, but with no new funding forthcoming, now is the appropriate time to proceed.

The Board agreed that Angie should begin planning for a fare increase, with final recommendations to return for approval.

Executive Session and Approval of Action Items

The Board recessed the regular meeting to enter into an Executive Session. to discuss real estate matters.

Upon returning to regular session, Solicitor Jill Nagy stated for the minutes that the Executive Session included:

First Motion

Approval of the Developer’s Agreement with the City of Lebanon, pending solicitor review.

Motions were made by Jason Krazter and seconded by Brenda Phillips.

Second Motion

Approval of the Stormwater Management Agreement with the City of Lebanon, pending solicitor review.

Motions were made by Jason Krazter and seconded by Brenda Phillips.

Third Motion

Authorization to release Bids onto the street for bidding pending Construction Committee and solicitor approval.

Motions were made by Jason Krazter and seconded by Brenda Phillips.

Closing Items

Ruth was recognized with the Hersheypark Single Cadence Clap for preparing the meeting’s lunch. Mike Curry was congratulated on graduating from the Leadership Lebanon Valley Class of 2025 and given the Hersheypark Single Cadence Clap.

Adjournment

A motion to adjourn was made by the Chair, Franklin Shearer and seconded by Jason Kratzer.

*The next scheduled Board Meeting will be on Wednesday, March 25th, 2026.

Ed Anspach, Board Secretary



Brenda Phillips, Assistant Secretary

