

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, March 25, 2026, at 200 Willow Street, Lebanon, PA 17046.

Call to Order and Roll Call

Board Members Present:

Franklin Shearer, Edward Anspach, Brenda Phillips, Jon Fitzkee, Patrick Kerwin, and Thomas Brandt.

Lowell Brogan and Jason Kratzer were absent from the meeting.

Staff Members Present:

Teri Giurintano, Angela Luciotti, Cindy Eberhart, Bill McNeal, Mike Ritter, and Michael Curry.

Jessica Menzel and Carl Pysner were absent from the meeting.

Solicitor Jill Nagy was present.

Lebanon Transit Liaison Commissioner Michael Kuhn was present.

Franklin Shearer formally welcomed Thomas Brandt who has returned to the Board following his retirement.

Pledge to the Flag

Patrick Kerwin took the honors to lead the Pledge of Allegiance.

Public Comments

Public comments were opened for members of the public wishing to speak. No comments were received.

Lebanon Transit Facility Project Update

Mike Hartley, JMT Construction Management, provided a comprehensive update on the new Lebanon Transit facility project.

Key points included:

- The project budget is in the mid \$40 million range, with a maximum authorization of approximately \$48 million.
- The project is currently in the bid phase, which has generated strong interest.
 - Over 110 firms downloaded the plans.
 - Approximately 90 contractor questions had been received, indicating high engagement and quality review.
- The project includes four prime contracts (general, mechanical, plumbing, and electrical), consistent with Pennsylvania multi-prime requirements.
- A two-week extension to the bid period was recommended to allow contractors sufficient time to assemble competitive and high-quality bids.
- Due to this extension, bids are now anticipated in mid-April, and a special meeting may be required in May for bid approval, as there is no regular May Board meeting scheduled.
- Floodplain considerations have been addressed; the facility itself will be constructed outside the flood zone, with permits completed by the design team.
- Mike Hartley expressed confidence that the competitive environment and project preparation position the project well to remain within budget.

Board Comments

Franklin Shearer emphasized:

- The importance of remaining within the approved funding limits.
- The difficulty and potential risk of requesting additional local funding if costs exceed projections.
- General confidence in the project team and process.

Action on Minutes

On a motion by Brenda Phillips, seconded by Patrick Kerwin the Board approved the January 28th, 2026, Board Minutes.

The motion passed unanimously.

Treasurer's Report

In the absence of the Treasurer, the Assistant Treasurer, Patrick Kerwin, presented the Treasurer's Report.

On a motion by Edward Anspach, seconded by Brenda Phillips, the Board approved the Treasurer's Report and agreed to pay the bills until the next meeting.

The motion passed unanimously.

Department Managers' Reports

Jessica Menzel, Finance Manager

In the absence of the Finance Manager, Angela Luciotti included additional updates.

- Bank resolution updates to remove former signers and add new members are deferred until next month.
- Discussion was held regarding employee health insurance costs, contribution levels, and ongoing cost-containment efforts with BENECON.
- Board requested clearer identification of facility project expenses on monthly check registers. Staff will coordinate improvements.

Cindy Eberhart, HR Manager

Cindy reported that an offer is being prepared for a Fixed Route driver, with all reference checks completed except final contact. Reference checks are underway for an extra board position, with offers expected to be initiated later in the day.

Cindy also reported that she attended the Lebanon Valley Leadership retreat on Monday and Tuesday for the Class of 2026 and shared that the experience provided valuable professional development.

Bill McNeal Maintenance and Procurement Manager

Bill reported that significant time has been spent organizing and cleaning the maintenance department, including preparing equipment for relocation to the Shared Ride facility.

He also confirmed that all Lebanon Transit logos and identifying markings are removed from vehicles prior to sale, including spray-painting when necessary to ensure no branding remains.

Board members commended maintenance staff for the cleanliness and condition of the vehicles.

Mike Ritter, Marketing and Outreach Coordinator

Mike R. reported that Board members received a printed PowerPoint summary of the Fixed Route Rider Satisfaction Survey conducted in October, with results and survey team recommendations recently received and included for review. Questions may be addressed at a later time if needed.

It was also announced that April 17, 2026, World Public Transit Day, will be observed as a Rider Appreciation Day. Activities will take place at the transfer station from 9:00 a.m. to 1:00 p.m., at the transfer station, featuring refreshment, live acoustic music by Alex Stanilla, raffles, and goodie bags for Shared Ride customers.

Additionally, eleven (11) pop-up transit outreach events are currently scheduled at apartment complexes serviced by Fixed Route between April and early June.

Mike R. and Mike C met with approximately eight to ten residents and onsite staff at Tulpehocken Terrace in Myerstown to introduce and discuss Route 14 in advance of service implementation, addressing resident concerns and encouraging familiarity with Fixed Route service among individuals currently accustomed to Shared Ride.

Mike Curry, Operations Manager

Mike provided an update on transportation planning for the Celebration 250 event. Lebanon Transit will operate shuttle service from the transfer station to the Expo beginning at approximately 11:30 a.m. and continuing until approximately 11:00 p.m., routing options and overflow parking shuttle locations remain under review, with a follow-up coordination meeting scheduled for May 18th.

Additionally, discussions were held on the implementation of the new Route 14 service connecting with BARTA at designated stops. The morning run will arrive to meet the BARTA connection at approximately 8:00 a.m., with a return trip scheduled to meet the 4:30 p.m. connection. Two additional weekday runs are planned, operating only as far as Dutchway, with one mid-morning trip and one early afternoon trip to provide additional local access and connectivity.

Angela Luciotti, Executive Director

Resolution 2026-03-02 Disposition of records for shredding

On a motion by Patrick Kerwin seconded by Thomas Brandt the Board approved the resolution authorizing the destruction and disposition of records as presented in Exhibit A.

The motion passed unanimously.

Fare Increase Approval for Fixed Route and Shared Ride services FY 2026-2027

The Board considered approval of a fare increase for Fixed Route and Shared Ride services, effective July 1, 2026. The Fixed Route fares would increase to a 25-cent increase across all categories. It was reported that PennDOT has already approved the proposed fare adjustments to move forward.

The proposed Shared Ride fare increases are as follows: 0–5 miles from \$19 to \$24; 5–10 miles from \$22 to \$28; 10+ miles from \$26 to \$33. Board members discussed percentage impacts across service areas, including city, county, commuter, and student fares. Angie confirmed that the student fare will remain unchanged.

It was further discussed that prior fare increases have been infrequent, with the last Fixed Route increase occurring in 2011, the Commuter fare adjustment in 2018, and the last Shared Ride increase in 2013. PennDOT has recommends implementing fare increases every three to five years moving forward to avoid larger percentage increases.

A motion was presented for a vote.

The motion carried with (5) affirmative votes to increase the fare effective July 1, 2026.

Board Appointment Recommendation

Angela Lucioti recommended Michael Swank to fill the unexpired term of Al Freed.

A motion was then made by Brenda Phillips and seconded by Thomas Brandt to recommend Michael Swank to the Commissioners for their appointment of Michael to the LT Board of Directors.

The motion passed unanimously.

Committee Review and Appointments

The Board reviewed standing committees and agreed to discontinue the Marketing, Operations, and Regionalization Committees due to inactivity. The Finance, Personnel, and Building Committees will remain active. Committee memberships were adjusted to fill vacancies and ensure compliance with bylaws. The Nominating Committee will present officer recommendations at the May meeting.

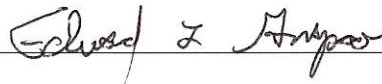
It was noted that everyone currently serving in an officer capacity may continue in that capacity for an additional two years, but if anyone wished to change their current assignment, they should let Brenda Phillips know before the April meeting.

Adjournment

A motion to adjourn was made by the Patrick Kerwin and seconded by Brenda Phillips.

*The next scheduled Board Meeting will be on Wednesday, April 29th, 2026.

Ed Anspach, Board Secretary



Brenda Phillips, Assistant Secretary

