County of Lebanon Transit Authority (LT)

lebanon transit

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, September 30, 2026, at 200 Willow Street, Lebanon, PA 17046.

Call to Order and Roll Call

Board Members Present:
Franklin Shearer, Jason Kratzer, Edward Anspach, Brenda Phillips, Jon Fitzkee, Patrick Kerwin, Michael Swank, and Thomas Brandt.

Staff Members Present:
Teri Giurintano, Angela Luciotti, Jessica Menzel, Michael Curry, Bill McNeal, Michael Ritter, and Carl Pysher.

Cindy Eberhart was absent from the meeting.

Solicitor Jill Nagy was present.
Commissioner Michael Kuhn was present.
Lebanon County MPO-Transportation Planner Mr. Song Kim was present.

Sarah Phillips, guest of Jill Nagy, was present.
Lucille Shearer, wife of Franklin Shearer, was present.

Pledge to the Flag

Michael Swank took the honor to lead the Pledge of Allegiance.

Public Comments

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

Teri Giurintano, Director of Special Projects

Michael Hartley provided an update on the new Lebanon Transit facility construction project.

Building demolition is substantially completed, with materials separated for recycling. Concrete crushing began on-site, allowing reusable materials to remain on the property and reducing the

need for removal. Site clearing, preparation, and earthwork are underway. Soil conditions and moisture continue to be monitored. The temporary administrative facilities at Schneider Drive have been completed with adjustments made to improve staff comfort and working conditions.

The project remains on schedule for substantial completion in April 2028, with additional work expected to continue into the summer of 2028. No change orders were reported at the time of the meeting. Contractor contingencies are included in the project bids.

Franklin thanked Mr. Hartley for the continued construction updates and acknowledged the cooperation of staff throughout the temporary relocation.

Lebanon County Commissioner Michael Kuhn

Commissioner Kuhn expressed support for Lebanon Transit, commending the Board's engagement, the staff's dedication, and the organization's service to the community.

Franklin explained the departure of Lowell Brogan, who resigned effective August 15, 2026, after more than 16 years of service due to his relocation outside Lebanon County. The Commissioners created a proclamation recognizing his contributions and was read into the record.

Action on Minutes

A motion was made to approve the minutes. The motion was made by Edward Anspach and seconded by Thomas Brandt. The motion passed unanimously.

Treasurer's Report

The treasurer's report was provided to the Board.

On a motion by Patrick Kerwin, seconded by Brenda Phillips, the Board approved the Treasurer's Report and agreed to pay the bills until next meeting. The motion passed unanimously.

Department Managers' Reports

Jessica Menzel, Finance Manager

Jessica reported that the Finance Committee will meet with RKL at the Bluebird on October 7, 2026, to review the audit draft. The audit is expected to be presented to the Board for review and approval at the October 28, 2026, meeting. Fixed Route updates: Year-to-date ridership was 35,356, compared with 36,792 for the same period in the prior year, representing a decrease of 3.9%. Expenses totaled $307,800 and were reported as on target with the budget. Revenue totaled $26,913 and was also reported as on target with the budget. Shared Ride: Year-to-date ridership was 6,967, compared with 6,907 in the prior year, representing an increase of

approximately 1%. Expenses totaled $208,595 and were reported as on target with the budget. Revenue totaled $94,766 and was reported as on target with the budget.

Jessica reported she will need Board approval to replace the final two fixed route diesel buses, identified as buses 500 and 501.The replacements will be funded through the 2026–2027 capital grant, which is fully state-funded in the amount of **$1.5 million**.

The motion was made by Patrick Kerwin and seconded by Thomas Brandt to approve buses. The motion passed unanimously.

The Board discussed continued ridership challenges, particularly on Harrisburg service, which remains significantly below previous levels. Mike Curry noted that changes following the COVID-19 pandemic, changes in commuting patterns, and increased vehicle ownership may contribute to the decline.

Angie and Mike Ritter are continuing outreach to employers to identify opportunities to increase ridership.

Franklin reported that Londonderry Village had expressed interest in additional bus service for residents and employees. Angie and Mike Ritter met with representatives of the organization to discuss potential demand, distribute surveys, and explore the possibility of connecting service with existing Route 88. Further evaluation will depend on the results of the outreach and surveys.

Angela Luciotti, Executive Director

A resolution, #2026-09-06 recognizing Lowell Brogan's service to Lebanon Transit since January 31, 2010, was read into the record. His contributions included service as Treasurer and Assistant Treasurer, leadership on the Finance and Building Committees, participation on the Operations Committee, and assistance with the new facility project and other transit matters.

The Resolution concluded thanking Lowell Brogan for his 16 years of dedicated service, leadership, guidance, and lasting contributions to Lebanon Transit and the community it serves.

On a motion made by Jon Fitzkee and seconded by Brenda Phillips, the Resolution was approved unanimously.

Resolution 2026-09-07 Non-DOT Drug and Alcohol Policy

A resolution, #2026-09-07, to approve the Non-DOT Drug and Alcohol Policy for positions that are not classified as safety-sensitive DOT positions was carried unanimously on a motion made by Thomas Brandt and seconded by Brenda Phillips.

Resolution 2026-09-08 Updated Operator and Maintenance Employee Handbook

A resolution, #2026-09-08 to approve the updated Operator and Maintenance Employee Handbook. The handbook last updated in 2015, was carried unanimously on a motion made by Jason Kratzer and seconded by Jon Fitzkee. The revisions reflect current policies and align with the new five-year Teamsters contract. The updated handbook had been circulated for review.

Resolution 2026-09-09 Updated Administrative Employee Handbook

A resolution, #2026-09-09 to approve the updated Administrative Employee Handbook, including changes to benefits and provisions reflecting the transition from a seven-hour to a seven-and-a-half-hour workday effective July 1, 2026, was carried unanimously on a motion made by Patrick Kerwin and seconded by Thomas Brandt.

Resolution 2026-09-10 Updated Advertising Policy

A resolution, #2026-09-10, to approve the updated Advertising Policy, intending to align with participating transit agencies in preparation for a joint request for proposals, was carried unanimously on a motion made by Jon Fitzkee and seconded by Patrick Kerwin. The existing advertising contract expires December 31, 2026.

Week Without Driving Campaign

Board approval was needed for the Week Without Driving campaign scheduled for October 1–8, 2026. Under the proposed arrangement, first-time Lebanon Transit riders will receive their first ride free, while other riders will pay the regular $1 fare.

The Board discussed how drivers would identify first-time riders and recommended accepting a rider's representation to avoid disputes.

A motion was made by Patrick Kerwin and seconded by Thomas Brandt to approve the first ride-free promotion. Board approved unanimously.

Board Vacancies and Committee Assignments

Brenda Phillips discussed filling the positions and committee responsibilities previously held by Lowell Brogan, including the Assistant Treasurer position.

Board members were asked to submit names for potential new Board members to Angie by October 16, 2026, so the nominations committee could review candidates and prepare recommendations.

Patrick Kerwin was asked to chair the October 7, 2026, Finance Committee meeting. Permanent committee leadership and additional committee assignments will be considered as part of the broader reorganization following the appointment of a new Board member.

Mike Curry, Operations Manager

Mike reported nothing further beyond the written report.

Carl Pysher, Safety and Training Manager

Carl reported that emergency bus evacuation training was conducted in Lancaster through the Pennsylvania Public Transportation Association (PPTA). Twenty-two participants from across Pennsylvania attended.

Mike Ritter, Marketing Manager

Mike reported a targeted email campaign promoting the new Route 14 service that was conducted in the ELCO area. The initial email was sent to approximately 22,000 addresses on September 1,2026, with a follow-up email on September 15, 2026. The initial results showed a 15% open rate and a 2.18% click-through rate. Digital display advertising and geofencing were also used to reinforce the campaign. A more comprehensive report was expected the following month.

Mike also discussed ongoing work to improve website accessibility in accordance with ADA requirements. Updates include improved document formatting and alternative text for images. PDF remediation was identified as a significant challenge, particularly for scanned documents that are not accessible to screen-reading technology. Staff members are exploring options for addressing the issue in-house and determining whether outside assistance will be necessary. Compliance deadlines were discussed as approaching within approximately six months.

Bill McNeal, Maintenance Manager

Bill reported continued organization and adjustment at the temporary location. The staff is beginning to feel more settled.

Adjournment
With no further business to discuss, Jason Krazter made the motion to adjourn, seconded by Brenda Phillips.

The meeting was adjourned at 1:15 pm prevailing time

*The next scheduled Board Meeting will be on Wednesday, October 28, 2026.

Ed Anspach, Board Secretary
Brenda Phillips, Assistant Secretary