

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 Friday, July 29 ,2026, at 200 Willow Street, Lebanon, PA 17046.

Call to Order and Roll Call

Board Members Present:

Jason Kratzer, Edward Anspach, Brenda Phillips, Jon Fitzkee, Patrick Kerwin, Michael Swank Lowell Brogan, and Thomas Brandt.

Franklin Shearer was absent from the meeting.

Staff Members Present:

Teri Giurintano, Angela Lucioti, Cindy Eberhart, Jessica Menzel, Michael Curry, Bill McNeal, and Carl Pysher.

Michael Ritter was absent from the meeting.

Solicitor Jill Nagy was present.

Commissioner Michael Kuhn was present.

Pledge to the Flag

Lowell Brogan 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 County Commissioner Michael Kuhn

Commissioner Kuhn recognized the success of Lebanon County's 250th anniversary celebration and thanked those involved. The fireworks were postponed due to weather and are expected to be rescheduled for Memorial Day weekend. The Commissioner also noted strong attendance at the Big Boy event and positive community participation.

Construction Update

Mike Hartley, JMT Construction Management provided a construction update. Contracts, insurance, and required paperwork are in place for the project. All going well with the general, mechanical, electrical, and plumbing contractors. Utility coordination continues, including gas, electrical, water and sewer, and temporary CNG work. Temporary facilities are operational and issues are being addressed.

Action on Minutes

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

Treasurer's Report

The treasurer's report was provided to the Board.

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

Lowell Brogan

Lowell announced his resignation from the board, effective August 15, 2026, with relocation outside Lebanon County. He thanked the Board, staff, and county leadership for their service and dedication to public transportation. Board members expressed appreciation for his many years of service.

As per Franklin Shearer, Lowell should attend the Board meeting in September as a non-Board member.

Department Managers' Reports

Jessica Menzel, Finance Manager

Jessica summarized ridership and financial performance. Large capital checks were noted for Dell computers and two contractor payments, funded by FTA and state funds. Fixed Route ridership was down 1.4%, Fixed Route expenses came in under budget at approximately 83% of budget. Shared Ride ridership increased 8% over the year. Shared Ride expenses were slightly over budget. The audit was reported to be progressing well and expected to be completed on schedule.

Cindy Eberhart, Human Resource Manager

Cindy reported nothing further beyond the written report.

Mike Curry, Operations Manager

Mike reported nothing further beyond the written report.

Bill McNeal-Maintenance Manager

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

Carl Pysher, Safety and Training Manager

Carl reported ongoing Operator training with another Operator expected to complete their evaluation soon. He also noted that accidents and incidents remain under control. The May 30, 2026, accident was discussed with the estimated damage of approximately \$80,000 with the other party's insurance accepting full liability. E-bike safety was also discussed.

Teri Giurintano, Director of Special Projects

A groundbreaking ceremony is expected after the building is down, utilities are disconnected, and the site is safer and clearer, likely in early September. A ribbon-cutting ceremony is expected at the end of the project. No change orders were reported at the time of the meeting

Angela Luciotti, Executive Director

Drug and Alcohol Policy Resolution 2026-07-05

A resolution to approve the updated zero tolerance Drug and Alcohol Policy was presented. The policy was prepared in advance of the FTA audit scheduled for August 6, 2026.

A motion was made by Pat Kerwin and seconded by Tom Brandt and carried unanimously to approve Resolution 2026-07-05.

Audit and Compliance Update

The Shared-Ride five-year review is expected to be finalized by September 15, 2026. The FTA Drug and Alcohol audit is scheduled for August 6, 2026, with any required follow-up expected within 30 days. A Safety Risk Assessment is also scheduled.

Jill Nagy-Solicitor

Jill shared there will be potential Federal regulatory changes affecting recordkeeping, spending, travel, and advertising/public service announcements. These changes will continue to be monitored.

Adjournment

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

The meeting was adjourned at 1:20pm, prevailing time.

*The next scheduled Board Meeting will be on Wednesday, September 30, 2026.

A handwritten signature in cursive script, appearing to read "Ed Anspach", is written over a horizontal dashed line.

Ed Anspach, Board Secretary
Brenda Phillips, Assistant Secretary