



Lehigh and Northampton Transportation Authority  
1060 Lehigh Street, Allentown, PA 18103  
Phone: 610-435-4517

## **LANTA Board of Directors Meeting Minutes**

**July 12, 2022**

**Meeting held at LANTA Administrative Offices, 1060 Lehigh Street, Allentown, PA**

Members Attending: Matt Malozi – Vice Chair of the Authority; Fred Williams – Treasurer of the Authority; Iris Linares; Sheila Alvarado; and Mike Lichtenberger.

Members Attending via Webinar/Teleconference: Becky Bradley – Secretary of the Authority; and Jennifer Ramos.

Members Absent: Kim Schaffer; Cordelia Miller; Holly Edinger; and Amy Beck.

Staff/Contractors Attending: O. O’Neil, N. Ozoa, B. Cotter, T. Williams, R. Flyte, A. Yacko - LANTA Staff; K. Herman – Solicitor.

Public Attending: None.

### **1. Call to Order**

The meeting was called to order at 12:01 p.m. by Matt Malozi, Vice Chair of the Authority.

### **2. Public Comment**

No comments were offered during public comment.

### **3. Approval of the Minutes**

*The minutes of the June 14, 2022 Board of Directors meeting were approved on a motion made by Mr. Lichtenberger and seconded by Ms. Bradley.*

### **4. Report of the Chair**

As part of the Report of the Chair, Mr. Malozi reminded the Board members of the LANTA 50<sup>th</sup> Anniversary lunch scheduled for Monday August 1 at 12:00 noon at the Americus Hotel in Allentown.

Mr. Malozi then addressed the election of the Board officers for the fiscal year. At the June 14, 2022 Board meeting, the Board Officers Nominating Committee presented the following slate of officers for the fiscal year 2022 - 2023. This slate includes:

Chair – Matt Malozi

Vice Chair – Mike Lichtenberger

Secretary – Becky Bradley, and

Treasurer – Fred Williams

Mr. Malozi called for any additional nominations from the floor.

No additional nominations were offered.

*On a motion made by Ms. Linares and seconded by Ms. Alvarado, the Board voted to elect the slate of candidates as set forth by the Nominating Committee.*

Mr. Malozi recognized and thanked Ms. Schaffer for her service as Board Chair over the previous two years and thanked the members of the Board for their confidence in him in electing him Board Chair.

Mr. Malozi then concluded the Report of the Chair.

## **5. Report of the Committees**

No Committee Reports were provided.

## **6. Other Items**

- A. FFY 2023-FFY 2025 FTA Disadvantaged Business Enterprise Goal - Mr. O'Neil presented a summary of the draft LANTA Federal Transit Administration DBE goal for Federal Fiscal Years 2023 through 2025 along with a description of public outreach steps taken as part of the process. The summary of the goal methodology and public outreach is attached.

*Based on a motion made by Mr. Williams, and seconded by Mr. Lichtenberger, the Board voted to approve the LANTA FTA DBE goal for FFY 2023-2025 as presented, subject to*

*additional public comment received during the public comment period and to comments received subsequently by FTA, and to authorize staff to submit the goal methodology document to FTA for review.*

**7. Adjournment**

The meeting was adjourned at 12:21 p.m.

Respectfully Submitted

A handwritten signature in blue ink, appearing to read "Becky Bradley", written in a cursive style.

8/16/2022

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Becky Bradley  
Secretary

Date



***Lehigh and Northampton Transportation Authority***

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**LANTA Board Meeting  
Agenda  
July 12, 2021**

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1. Call to Order
  2. Public Comment
  3. Approval of the Minutes – June 14, 2022 Board Meeting
  4. Report of the Chair
    - A. Election of FY 2023 Board Officers
  5. Report of Committees
    - A. None
  6. Other Items
    - A. For Consideration for Approval – FFY 2023 – FFY 2025 FTA Disadvantage Business Enterprise Program Goal.
  7. Adjournment
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## ***Lehigh and Northampton Transportation Authority***

**Date:** July 8, 2022  
**To:** LANTA Board of Directors  
**From:** Sharon Haupt, Procurement & Compliance Coordinator  
**Subject:** DBE Goal Methodology 2022-2025

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This memorandum is being prepared for the DBE Goal Methodology to document LANTA's DBE performance over the triennial period covering FY 2023, FY 2024, and FY 2025. This memorandum describes how LANTA has calculated its DBE goal methodology since the last goal setting and how LANTA will be implementing its goal calculation in the current and future years. This includes procedures for goal setting, actual DBE performance for the triennial period, tracking of expenditures and required reporting, as well as efforts to increase DBE participation in projects utilizing FTA funds.

### **1. DBE Goal Setting**

LANTA's FFY 2023-2025 base figure was 7.0% of estimated available Federal financial assistance with contracting opportunity. The base figure included 71 DBE firms located in Lehigh, Northampton, Berks, Bucks, Schuylkill, Montgomery, Carbon and Monroe Counties in PA for construction, professional services, and security categories. This figure was calculated using the FTA's base figure worksheets. The data used to calculate the goal was obtained from the PAUCP Directory as well as the 2020 U.S Census Bureau's County Business Pattern.

A total of 71 DBE firms were identified from the PAUCP Directory and LANTA's Proposers' List as being available to provide the goods or services to LANTA from the industries identified through the effort described above. The table below lists the NAICS codes and the number of DBE businesses in each category. The total number of businesses in the five (5) NAICS codes identified is provided in the table below. The total number of businesses is 1,266.

	<b>NAICS Code</b>	<b>Description of Work</b>	<b>Number of DBEs available to perform this work</b>	<b>Number of all firms available (including DBEs)</b>
<b>1)</b>	561612	Security Guard & Patrol Services (Security ATC, BTC, EITC)	3	61



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2)	236220	Commercial & Institutional Building Construction (Bus Shelter Install, BTC & ATC Renovations, Bus Station Build)	14	410
3)	238190	Other Foundation, Structure & Building Exterior Contractors (Bus Station Build & Bus Shelter Install)	4	33
4)	541310	Architectural Services (Bus Shelter Design, Bus Station Build, ATC indoor renovations)	8	148
5)	541330	Engineering Services (Bus Shelter Design, Bus Station Build, ATC indoor renovations)	42	614
	<b>Combined Totals</b>		<b>71</b>	<b>1266</b>

### **2. Annual DBE Expenditure Goals**

The amount of federal assistance LANTA projects to receive and utilize for the next three fiscal years for the procurement of goods or services with DBE contracting opportunities is \$3,738,551.00. Based on an overall DBE goal of 7.0, this means that LANTA anticipates \$261,698.00 in expenditures with eligible DBE firms in Federal Fiscal Year 2022-2023, 2023-2024, and 2024-2025.

	<b>FFY2023</b>	<b>FFY2024</b>	<b>FFY2025</b>	<b>Total</b>
Annual Identified Expenditures	\$1,251,517.00	\$1,171,517.00	\$1,315,517.00	\$3,738,551.00
Annual DBE Goal	\$87,606.00	\$82,006.00	\$92,086.00	\$261,698.00

### **3. Evidence of Public Consultation**

During the development of LANTA's proposed DBE Goal, the agencies or organizations listed in Attachment A were contacted to determine if they may have information that will inform the development of LANTA's DBE goal based on the availability of disadvantaged and non-disadvantaged businesses and the effects of discrimination on opportunities for DBEs in Lehigh and Northampton Counties and surrounding counties as well. Also, to discuss approaches and opportunities for DBEs and small businesses to participate in LANTA contracts. An introductory email was sent on the dates noted. Four responses were received to these emails, including the scheduling of two (2) virtual



## ***Lehigh and Northampton Transportation Authority***

meetings. In addition to this initial contact, each agency contact received a draft of the DBE Goal Calculation documentation for their review and comment.

During the two (2) virtual meetings, no information was provided that influenced the development of LANTA's goal. The discussions focused on LANTA's procurement opportunities, how information could be shared with DBE firms on these procurement opportunities and how LANTA could connect with DBE firms. A summary of several of these conversations is provided below.

KU Small Business Development Center (SBDC) is providing resources and educational training sessions to help develop small business, including DBE firms through the Neighborhood Assistance Program. SBDC helps a small business develop a business plan and through an intake process identify the needs a business is facing. For connecting with DBE firms and small businesses, the representative also suggested contacting the Procurement Technical Assistance Center (PTAC).

A virtual meeting was held with a PTAC staff member. PTAC assists DBE firms through the PAUCP certification process. I was advised to also contact the PennDBE program & during the virtual meeting I advised of PennBid & the importance of DBE registration on that site to allow them access to procurement opportunities from municipalities & other agencies.

The Women's Business Enterprise Center-East's (WBEC) main focus is providing entrepreneurial training for women-owned businesses at start-up for sustainability. The training is done through workshops (pre- COVID) and webinars. WBEC-East is also one of 14 WBE certifying agencies nationwide. The certification database includes 1600+ WBE firms. However, this list is only shared with Council members.

A virtual meeting was held with a Representative of the Greater Lehigh Valley Chamber of Commerce. The representative was advised of PennBid and LANTA's contact at PennBid was shared with the Chamber Rep in order to create a business relationship there. Among the topics of discussion was the possibility in the fall of 2022 & throughout the coming years if successful, subcontractor and prime contractor matchmaking event(s). These event(s) would link Prime Contractors to Sub-Contractors in various lines of work such as Construction, Engineering, & Architecture. If such an event(s) is planned, LANTA will be contacted & lists of past contractors will be provided to the invitation list(s). We would also like to include other Transit Authorities within close proximity to LANTA, such as SCTA, in order to broaden the scope of contractors in attendance from a broader range of counties. There was no information received from the Chamber that would have impact on the calculation of LANTA's DBE Goal, nor any information that would cause the adjustment of the calculated goal of 7.0%.



## ***Lehigh and Northampton Transportation Authority***

LANTA published its proposed DBE goal in the Morning Call, the local Allentown, Bethlehem, and Easton newspaper. The notice was published on June 23, 2022 and a copy is attached. The Proof of Publication is also attached. The notice identified the thirty (30) day period for submitting comments and provided a mailing address and an email address for where the comments were to be submitted.

This document was uploaded to the LANTA website on June 17, 2022 with a notice that comments or questions may be submitted to [shaupt@lantabus-pa.gov](mailto:shaupt@lantabus-pa.gov).

For consultative purposes, the draft DBE Goal calculation documentation was presented to the LANTA Board at its meeting on June 14, 2022. This meeting was advertised and the agenda for the meeting was posted on LANTA's website. No members of the public participated in the meeting to provide comments on the goal documentation. No comments were received from the members of the LANTA Board.

The finalized goal calculation documentation will be posted on the LANTA website.

Currently LANTA has a "Doing Business with LANTA" brochure and section on its website. This effort is in response to a past recommendation to provide clear, concise, and easy-to-understand information on the LANTA website and in a brochure explaining how to do business with LANTA. The brochure will be available for distribution at business fairs LANTA attends and through agencies or organizations who work directly with DBE firms and small businesses.



Order ID: 7235744

**PACKAGE NAME: TMC Legal/Public Notices**

**Product(s):** The Morning Call, Affidavit, PublicNoticePA.com

**AdSize(s):** 1 Column

**Run Date(s):** Thursday, June 23, 2022

**Zone:** Full Run

**Color Spec.** 4C

**Preview**

**DISADVANTAGED BUSINESS  
ENTERPRISE GOAL LEHIGH  
AND NORTHAMPTON  
TRANSPORTATION AUTHORITY  
PUBLIC NOTICE**

The Lehigh and Northampton Transportation Authority (LANTA) has a Disadvantaged Business Enterprise (DBE) Program established under the guidelines of 49 CFR Part 26 and the regulations of the U.S. Department of Transportation (DOT). As provided for under 49 CFR Part 26, LANTA announces the establishment of a proposed FFY 2023, 2024 and 2025 DBE Goal of 7.0% for the purchase of goods and services utilizing any DOT funds. This goal has been set based on information currently available to LANTA.

LANTA's FY 2023, 2024 and 2025 DBE Goal of 7.0% are available for public inspection at the offices of LANTA at 1060 Lehigh Street Allentown, PA 18103 during normal business hours Monday through Friday, 8:00AM to 5:00PM or on the LANTA

Order ID: 7235744

\* Agency Commission not included

**PACKAGE NAME: TMC Legal/Public Notices**

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website at <https://lantabus.com/dbe-program/>. LANTA will accept comments on the DBE goal for 30 days from the date this notice is published. Comments may be addressed to: LANTA, Attention: Sharon Haupt DBELO, 1060 Lehigh St. Allentown, PA 18103 or emailed to [shaupt@lantabus-pa.gov](mailto:shaupt@lantabus-pa.gov). Owen P. O'Neil  
Executive Director  
Lehigh and Northampton  
Transportation Authority  
(LANTA)  
7235744 6/23/22

# Proof of Publication Notice in the *Morning Call*

Under Act No. 587, Approved May 16, 1929 and its amendments

**Sold To:**

LANTA - CU00164524  
1060 Lehigh St  
Allentown, PA 18103-3130

**Bill To:**

LANTA - CU00164524  
1060 Lehigh St  
Allentown, PA 18103-3130

**STATE OF PENNSYLVANIA                    )**  
**COUNTY OF LEHIGH                        )       SS:**

**Timothy Titus**

of THE MORNING CALL, LLC. of the County of Lehigh and State of Pennsylvania, being duly sworn, deposes and says that THE MORNING CALL is a newspaper of general circulation as defined by the aforesaid Act, whose place of business is in the City of Allentown, County of Lehigh and State of Pennsylvania, and that the said newspaper was established in 1888 since which date THE MORNING CALL has regularly issued in said County, and that the printed notice or advertisement attached hereto is exactly the same as was printed and published in regular editions and issues of the said THE MORNING CALL on the following dates, viz.:

Jun 23, 2022.

Affiant further deposes that he is the designated agent duly authorized by THE MORNING CALL, LLC., a corporation, publisher of said THE MORNING CALL, a newspaper of general circulation, to verify the foregoing statement under oath, and the affiant is not interested in the subject matter of the aforesaid notice or advertisement, and that all allegations in the foregoing statements as to time, place and character of publication are true.

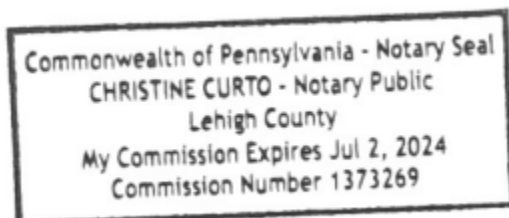


\_\_\_\_\_  
Designated Agent, THE MORNING CALL, LLC.

Sworn to and subscribed before me on this 24 day of June, 2022



\_\_\_\_\_  
Notary Public



Order # - 7235744

# Proof of Publication Notice in the *Morning Call*

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