



Lehigh and Northampton Transportation Authority

**LANTA Board Meeting
Agenda
November 11, 2025**

1. Call to Order
 2. Roll Call
 3. Public Comment
 4. Approval of the Minutes – October 7, 2025 Board Meeting
 5. Report of the Chair
 - A. Approval of January through June 2026 Meeting Schedule
 6. Report of Committees
 - A. Finance – Matt Malozi
 - i. Items for consideration of approval:
 - a. Pension Plan SECURE 2.0 Act Compliance Amendments
 - b. Actuarial Services Agreement
 - c. Investment Management Services Extension
 - B. Administration & Safety – Sheila Alvarado
 - i. Items for consideration of approval:
 - a. Contract Award: Advertising Vendor Services
 - b. Contract Extension: Managed IT Services
 - C. Service Support & Planning – Kim Schaffer
 - i. Items for consideration of approval:
 - a. Authorization for Public Comment – Proposed January 2026 Service Changes
 - D. Service Delivery & Accessibility – Iris Linares
 7. Other Items
 8. Adjournment
-

LANTA Board of Directors and Committee Meeting Schedule
January 2026 - June 2026

Month	Day	Meeting	Location	Time
Jan	13	Joint Finance / Administration & Safety	LANTA/Remote	11:00 a.m.
	13	Board	LANTA/Remote	12:00 noon
Feb	3	Joint Finance / Administration & Safety	LANTA/Remote	12:00 noon
	3	Pension	LANTA/Remote	12:45 p.m.
	10	Service Support & Planning	LANTA/Remote	11:00 a.m.
	10	Board	LANTA/Remote	12:00 noon
Mar	3	Joint Finance / Administration & Safety	LANTA/Remote	12:00 noon
	10	Service Delivery & Accessibility	Beth RRC/Remote	11:00 a.m.
	10	Board	Beth RRC/Remote	12:00 noon
Apr	14	Joint Finance / Administration & Safety	LANTA/Remote	11:00 a.m.
	14	Board	LANTA/Remote	12:00 noon
May	5	Joint Finance / Administration & Safety	LANTA/Remote	12:00 noon
	5	Pension Committee	LANTA/Remote	12:45 p.m.
	12	Service Support & Planning	LANTA/Remote	11:00 a.m.
	12	Board	LANTA/Remote	12:00 noon
Jun	2	Joint Finance / Administration & Safety	LANTA/Remote	12:00 noon
	9	Service Delivery & Accessibility	Beth RRC/Remote	11:00 a.m.
	9	Board	Beth RRC/Remote	12:00 noon



**Joint LANTA Finance Committee and
Administration & Safety Committee**

Agenda

November 4, 2025

Finance Committee

1. Call to Order
2. Roll Call
3. Public Comment
4. Report on Initiatives
 - A. State Funding Update
 - B. Fiscal Year Audit Update
 - C. National Transit Database Report Update
5. Adjournment

Administration & Safety Committee

1. Call to Order
 2. Administration & Safety Dashboard
 3. Accident, Incident, and Workplace Safety Report
 4. Procurements
 - A. Review and Recommendation – Advertising Vendor Services RFP
 - B. Review and Recommendation – IT Services Contract Extension
 5. Report on Initiatives
 - A. FTA Triennial Review Update
 6. Other Items
 7. Adjournment
-



Administration & Safety Committee Dashboard

Tuesday, 11/04/2025

LANTA employees count as of 11/04/2025 below.

Union Employees	Count	Percentage
Male	154	69.36%
Female	68	30.64%
Total	222	100%
Non-Union Employees		
Male	40	50.63%
Female	39	49.37%
Total	79	100%
All LANTA Employees		
Male	194	64.45%
Female	107	35.55%
Total	301	100%

Open Positions: Currently LANTA has the following open positions:

- None

Internal Training Update: List of internal trainings that were completed in September 2025:

- New employee training Operations and Maintenance – 0
- Recertifications – 8
- Retraining – 2
- Ride-Alongs – 39
- Endorsement Trainings – 0
- Safety Meetings - 0

SAFETY REPORT

Jul-Sep 2025

Collision/Incident Performance Report	Total Property Damage				Injuries	
	Major	Non-Major	Total		# Resulting in Minor Personal Injuries	# Resulting in More than Minor Personal Injuries
Chargeable Vehicle Collisions	0	25	25		0	0
Non-Chargeable Vehicle Collisions	4	14	18		0	3
Total	4	39	43		0	3
Chargeable Non-Collision Incidents	0	0	0		0	0
Non-Chargeable Non-Collision Incidents	1	0	1		0	1
Total	1	0	1		0	1
	Current Q	Benchmark	Previous Per			
Vehicle Miles	1,109,631					
Veh Miles between Collisions	25,805	15,500	19,929			
Veh Miles between Chargeable Collisions	44,385	31,000	37,110			

Workplace Injury Reports	Lost Time				Total
	None	Less than 7 days	7-21 Days	More than 21 Days	
Workers' Compensation Reports	4	1	0	3	8
Employee Work Hours for Period	185,875				
Work Hours per Occurrence	46,469	185,875	185,875	61,958	23,234
Previous Quarter (Apr - June 2025)	36,468	72,935	145,870	24,312	11,221

Type of injury	Count	Percentage
Twisting, bending, pushing, pulling or fall	2	25.0%
Carelessness from Employee	0	0.0%
Machinery/Tool Handling	1	12.5%
Bus accident with another vehicle/road conditions	3	37.5%
Miscellaneous (Malfunction of equipment)	2	25.0%
Total	8	100%



MEMORANDUM

To: LANTA Board of Directors
Fr: Molly Wood, Planner/Land Use Specialist
Re: LANTA RFP Advertising Sales and Install
Date: October 30, 2025

The Lehigh and Northampton Transportation Authority (LANTA) issued a Request for Proposals (RFP) on PennBID on August 12, 2025 for pricing proposals from qualified vendors for advertising sales and installation services on transit vehicles and bus stop amenities. This is a five (5) year contract with three (3) one (1) year options. Seventy-Six (76) vendors downloaded the RFP, and LANTA received four proposals on September 12, 2025. Most pricing proposals fell in line with each other.

The Selection Committee consisted of three (3) LANTA staff members, and the scoring criteria for selection included Fees to be paid to LANTA, Advertising/Transit Experience, Experience/Qualifications of Personnel assigned to contract, and Financial Viability.

The Selection Committee reviewed and discussed final scoring of the proposals, and believed HFT Management/Gateway Outdoor Advertising had the most responsive proposal to the requested criteria. The selected vendor's proposed MAG (Minimum Annual Guarantee) was \$420,000 for the First Year, with a proposed total of \$4,075,000 MAG over the duration of the five (5) year contract with three (3) one (1) year options. The proposal also included shelter cleaning and trash removal in their scope of work and price proposal, and included the purchase and installation of (30) advertising display benches at select bus stop locations for additional advertising revenue, at no cost to LANTA.

HFT Management, Inc. t/a Gateway Outdoor Advertising is LANTA's current advertising vendor which has been under contract with LANTA since September 1, 2020. The current contract expires December 31, 2025, and the new recommended contract will have a notice to proceed date of January 1, 2026, and will be effective for five (5) years with three (3) one (1) year options for renewal. LANTA has been satisfied with HFT Management/Gateway's advertising and maintenance services during the current contract. LANTA staff is seeking recommendation and approval to award the advertising contract to HFT Management/Gateway Outdoor Advertising for a period of five (5) years.



MEMORANDUM

To: Board of Directors Administration & Safety Committee
Fr: Owen O'Neil, Executive Director
Date: November 4, 2025
Re: IT Contracted Services Extension

A handwritten signature in black ink, reading "Owen P. O'Neil".

Staff is recommending a one-year extension of the contracted IT services contract with Syncretic Solutions at the rates below. Action will extend the contract through December 31, 2026.

The proposed rates for the extension period are shown below. Staff has confirmed the proposed rates are reasonable and reflect rates paid by other parties for similar services.

2025			
	Count	Rate	Ext. Rate
Syncretic Complete Care	75	126.50	9,487.50
Server Backups	15	86.00	1,290.00
Workstation Backups	4	10.00	40.00
24/7 Managed Detection and Response	150	11.00	1,650.00
2025 Total Monthly:			12,467.50
*average rate per user based on 75	166		
*average rate per user based on 85	147		

Proposed for 2026			
	Count	Rate	Ext. Rate
Syncretic Complete Care	75	126.50	9,487.50
Server Backups	15	86.00	1,290.00
Workstation Backups	4	10.00	40.00
24/7 Managed Detection and Response	150	11.00	1,650.00
ZeroTrust Remote Access	20	12.00	240.00
2025 Total Monthly:			12,707.50
*average rate per user based on 75	169		
*average rate per user based on 85	150		



**LANTA Pension Committee Meeting Agenda
November 4, 2025**

1. Call to Order
2. Status Reports
 - A. Actuarial Update – Paul Baugher, Foster & Foster
 - a. SECURE Act Compliance Amendments
 - B. Investment Performance Report – Sam Frymier, Marquette Associates
3. Other Items
 - A. Foster & Foster service agreement
 - B. Marquette Associates one year extension
4. Adjournment

A M E N D M E N T #4
TO THE
LEHIGH AND NORTHAMPTON TRANSPORTATION AUTHORITY
NON-UNION EMPLOYEES' PENSION PLAN

WHEREAS, effective October 1, 1977, Lehigh and Northampton Transportation Authority (hereinafter referred to as "Employer") established a Pension Plan (the "Plan") for its Non-Union Employees; and

WHEREAS, the Employer adopted the amended and restated Plan effective January 1, 2013; and

WHEREAS, the Employer is required by law to update certain provisions in relation to Required Minimum Distributions due to changes established in the SECURE 2.0 Act.

NOW, THEREFORE, in consideration of the foregoing premises, the Plan is hereby amended as follows:

1. The definition of "Required Beginning Date" in Article 2 shall be replaced in full with the following:

"Required Beginning Date" means April 1 of the calendar year following the later of the calendar year in which the Participant:

- (a) reaches age seventy and one-half (70 1/2) (for Participants born before July 1, 1949),
- (b) reaches age 72 (for Participants born after June 30, 1949),
- (c) reaches age 73 (for Participants reaching age 72 after December 31, 2022),
- (d) reaches age 75 (for Participants reaching age 74 after December 31, 2033),
- (e) or retires, if later.

If the prior paragraph does not apply to this Plan and this is an amended Plan, then the following applies to the Plan. Except with respect to a More Than 5% Owner, a Participant's Accrued Benefit will be actuarially increased to take into account the period after the age triggering their Required Beginning Date in which the Participant does not receive any benefits under the Plan. The actuarial increase will begin on Required Beginning Date and will end on the date on which benefits commence after retirement in an amount sufficient to satisfy Code section 401(a)(9). The amount of actuarial increase payable as of the end of the period for actuarial increases will be no less than the actuarial equivalent of the Participant's retirement benefits that would have been payable as of the date the actuarial increase must commence plus the actuarial equivalent of additional benefits accrued after that date, reduced by the actuarial equivalent of any distributions made after that date. The actuarial increase under this Subsection is not in addition to the actuarial increase required for that same period under Code section 411 to reflect the delay in payments after normal retirement, except that the actuarial increase required under this Subsection will be provided even during the period during which an Employee

is in section 203(a)(3)(B) service as described in DOL Reg. section 2530.203-3(c). For purposes of Code section 411(b)(1)(H), the actuarial increase will be treated as an adjustment attributable to the delay in the distribution of benefits after the attainment of Normal Retirement Age. Accordingly, to the extent permitted under Code section 411(b)(1)(H), the actuarial increase required under this Subsection will reduce the benefit accrual otherwise required under Code section 411(b)(1)(H)(i), except that the rules on the suspension of benefits of Section 7.13 are not applicable.

2. Section 7.15(a)(3)(b)(2)(A) is replaced in full with the following:

If the Participant's surviving spouse is the Participant's sole designated beneficiary, then, except as otherwise provided, distributions to the surviving spouse will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died, or by December 31 of the calendar year in which the Participant would have attained the age triggering their Required Beginning Date, if later.

All other provisions of the Plan shall remain in full force and effect.

IN WITNESS WHEREOF, the Employer has caused this Amendment to be executed this _____ day of _____, 2025.

ATTEST:

LEHIGH AND NORTHAMPTON
TRANSPORTATION AUTHORITY

Executive Director

BY: _____
Chairman

(Corporate Seal)

MINUTES OF A MEETING
OF THE BOARD OF DIRECTORS OF
LEHIGH AND NORTHAMPTON TRANSPORTATION AUTHORITY

A regular meeting of the Board of Directors of Lehigh and Northampton Transportation Authority, was held at the principal office and place of business of the corporation in Allentown, Pennsylvania on the _____ day of _____, _____.

The requisite number of Directors having been represented, a quorum was declared present.

Upon motion duly made, seconded and unanimously carried, it was

RESOLVED, that effective as of January 1, 2026 the Lehigh and Northampton Transportation Authority Non-Union Employees' Pension Plan shall be amended to revise the definition of the Required Beginning Date and to conform relevant portions of the Plan to the revised definition.

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

CERTIFICATION

The undersigned, being the duly elected and qualified Secretary of Lehigh and Northampton Transportation Authority, hereby certifies that the above is a true and correct copy of the minutes of the Board of Directors of Lehigh and Northampton Transportation Authority, which meeting was held at the principal office of the corporation in Allentown, Pennsylvania.

Secretary

(Corporate Seal)

A M E N D M E N T #2
TO THE
LEHIGH AND NORTHAMPTON TRANSPORTATION AUTHORITY
UNION EMPLOYEES' PENSION PLAN

WHEREAS, effective January 1, 1970, Lehigh and Northampton Transportation Authority (hereinafter referred to as "Employer") established a Pension Plan (the "Plan") for its Union Employees; and

WHEREAS, the Employer adopted the amended and restated Plan effective January 1, 2013; and

WHEREAS, the Employer is required by law to update certain provisions in relation to Required Minimum Distributions due to changes established in the SECURE 2.0 Act.

NOW, THEREFORE, in consideration of the foregoing premises, the Plan is hereby amended as follows:

1. The definition of "Required Beginning Date" in Article 2 shall be replaced in full with the following:

"Required Beginning Date" means April 1 of the calendar year following the later of the calendar year in which the Participant:

- (a) reaches age seventy and one-half (70 1/2) (for Participant born before July 1, 1949),
- (b) reaches age 72 (for Participant born after June 30, 1949),
- (c) reaches age 73 (for Participant reaching age 72 after December 31, 2022),
- (d) reaches age 75 (for Participant reaching age 74 after December 31, 2033),
- (e) or retires, if later.

A Participant who attains the age triggering their Required Beginning Date while in the employ of the Employer may elect to begin receiving benefits as of the first day of any month following his attainment of the age triggering their Required Beginning Date.

If the prior paragraph does not apply to this Plan and this is an amended Plan, then the following applies to the Plan. Except with respect to a More Than 5% Owner, a Participant's Accrued Benefit will be actuarially increased to take into account the period after the age triggering their Required Beginning Date in which the Participant does not receive any benefits under the Plan. The actuarial increase will begin on Required Beginning Date and will end on the date on which benefits commence after retirement in an amount sufficient to satisfy Code section 401(a)(9). The amount of actuarial increase payable as of the end of the period for actuarial increases will be no less than the actuarial equivalent of the Participant's retirement benefits that would have been payable as of the date the actuarial increase must commence plus the actuarial equivalent of additional benefits accrued after that date, reduced by the actuarial equivalent of any distributions

made after that date. The actuarial increase under this Subsection is not in addition to the actuarial increase required for that same period under Code section 411 to reflect the delay in payments after normal retirement, except that the actuarial increase required under this Subsection will be provided even during the period during which an Employee is in section 203(a)(3)(B) service as described in DOL Reg. section 2530.203-3(c). For purposes of Code section 411(b)(1)(H), the actuarial increase will be treated as an adjustment attributable to the delay in the distribution of benefits after the attainment of Normal Retirement Age. Accordingly, to the extent permitted under Code section 411(b)(1)(H), the actuarial increase required under this Subsection will reduce the benefit accrual otherwise required under Code section 411(b)(1)(H)(i), except that the rules on the suspension of benefits of Section 7.13 are not applicable.

2. Section 7.15(b)(2)(A) is replaced in full with the following:

If the Participant's surviving spouse is the Participant's sole designated beneficiary, then, except as otherwise provided, distributions to the surviving spouse will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died, or by December 31 of the calendar year in which the Participant would have attained the age triggering their Required Beginning Date, if later.

All other provisions of the Plan shall remain in full force and effect.

IN WITNESS WHEREOF, the Employer has caused this Amendment to be executed this _____ day of _____, 2025.

ATTEST:

LEHIGH AND NORTHAMPTON
TRANSPORTATION AUTHORITY

Executive Director

BY: _____
Chairman

(Corporate Seal)

MINUTES OF A MEETING
OF THE BOARD OF DIRECTORS OF
LEHIGH AND NORTHAMPTON TRANSPORTATION AUTHORITY

A regular meeting of the Board of Directors of Lehigh and Northampton Transportation Authority, was held at the principal office and place of business of the corporation in Allentown, Pennsylvania on the ____ day of _____, ____.

The requisite number of Directors having been represented, a quorum was declared present.

Upon motion duly made, seconded and unanimously carried, it was

RESOLVED, that effective as of January 1, 2026 the Lehigh and Northampton Transportation Authority Union Employees' Pension Plan shall be amended to revise the definition of the Required Beginning Date and to conform relevant portions of the Plan to the revised definition.

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

CERTIFICATION

The undersigned, being the duly elected and qualified Secretary of Lehigh and Northampton Transportation Authority, hereby certifies that the above is a true and correct copy of the minutes of the Board of Directors of Lehigh and Northampton Transportation Authority, which meeting was held at the principal office of the corporation in Allentown, Pennsylvania.

Secretary

(Corporate Seal)

ACTUARIAL SERVICES AGREEMENT

THIS AGREEMENT is made as of this 11th day of November, 2025, by and between the **LEHIGH AND NORTHHAMPTON TRANSPORTATION AUTHORITY** (herein referred to as the "Client") and **FOSTER & FOSTER CONSULTING ACTUARIES, INC.** (herein referred to as the "Actuary").

WITNESSETH

WHEREAS, Client desires to obtain actuarial services to assist with their defined benefit pension programs; and

WHEREAS, Actuary is staffed with personnel who are knowledgeable and experienced in providing professional actuarial and consulting services, having provided them for the Client for many years; and

WHEREAS, Actuary desires to provide these services to Client and Client desires the Actuary to provide these services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is hereby agreed by and between the parties as follows:

1. The above and foregoing recitals are true and correct.
2. The Actuary shall provide actuarial services for the Client, including regular valuations of the two pension programs and other services, as directed by Client staff. Known projects are included in the attached Schedule A. All projects and timing will be agreed upon with the Client before work commences.
3. The charges to prepare the services are included in the attached Schedule B.
4. The Client shall deliver to the Actuary all employee and financial data and any such further information as the Actuary shall deem necessary from time to time in order to complete the job.
5. Actuary acknowledges that the data provided by the Client or its designee in

connection with this Agreement is the property of the Client and as such will be promptly returned to the Client upon termination of this Agreement. Actuary agrees that it will take all reasonable precautions to safeguard the confidentiality of such data and that both during and after the term of this Agreement it will not reveal in any manner the contents of such data to any third person without first obtaining the written consent of the Client. The foregoing obligation of confidentiality will not apply to information which is (i) in the public domain, or comes into the public domain through no fault of Actuary; (ii) known to Actuary before disclosure or subsequently independently developed by Actuary without use of, or reference to such information; (iii) disclosed by Actuary to a third person under no obligation of confidentiality to Client; or (iv) required to be disclosed under any applicable law, regulation, auditing procedure or court action in its promotional literature without the prior written consent of the Client.

6. This agreement may be terminated by the Client on thirty (30) days' written notice, or by the Actuary on ninety (90) days' written notice with or without cause. In the event of a termination, the Actuary agrees to promptly turn over to any party designated by the Client, all records, reports, or documents belonging to the Plans and in possession of the Actuary.
7. This Agreement is for professional services and may not be assigned or transferred, in whole or in part, without the prior express written consent of the other party.
8. This Agreement is entered into subject to all applicable Federal and Commonwealth of Pennsylvania laws, rules and regulations, all of which are hereby incorporated by reference. Any disputes arising under this Agreement shall be resolved in accordance with the laws of the Commonwealth of Pennsylvania without regard to its conflict of laws principles, and venue shall lie in the appropriate State or Federal Court located in Lehigh County, Pennsylvania.

9. This Agreement constitutes the entire agreement between the parties. No amendment, change or modification shall be valid or binding unless same shall be in writing and executed by the parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed this _____ day of _____, 2025.

**FOSTER & FOSTER CONSULTING
ACTUARIES, INC.**

**LEHIGH AND NORTHHAMPTON
TRANSPORTATION AUTHORITY**

By: _____
Name: Jonathan Davidson
Title: Chief Legal Officer

By: _____
Name: _____
Title: _____

SCHEDULE A – SUMMARY OF SERVICES

In-Scope Services

Actuarial services will be provided for the following pension plans sponsored by the Client:

- Non-Union Employees' Pension Plan
- Union Employees' Pension Plan

The recurring, in-scope services provided for these pension plans are as follows:

1. Full actuarial valuation completed in odd calendar years (next round in 2027)
2. Annual fiscal year end GASB 67/68 accounting disclosure report
3. Annual member certificates
4. Preparation of Act 205 and MMO filings
5. Attendance at quarterly meetings

Out-of-Scope Services

Other out-of-scope services could include:

1. Benefit calculations
2. Experience study to review valuation assumptions
3. Cost studies / projections

SCHEDULE B – FEE SCHEDULE

The calendar year fees for the in-scope services outlined in Schedule A are as follows:

	2026	2027
Non-Union Employees' Pension	\$10,000	\$16,500
Union Employees' Pension	\$10,000	\$16,500

Standard benefit calculations are charged at \$250 per calculation. Other out-of-scope services will be billed at the hourly rates in place at the point of service. The rates for 2026 are shown below:

	2026
Senior Actuarial Consultant	\$410
Actuarial Consultant	\$360
Actuarial Analyst	\$325
Administrative / Clerical	\$150

Exhibit A

Schedule of Fees

Period: January 1, 2026 – December 31, 2026

Marquette Associates, Inc. has agreed to provide Client with investment management services as described in the Investment Management Agreement dated *January 1, 2020* (the "Agreement"). For purposes of Article VI(1) of the Agreement, Marquette's annual fee for the above-referenced period shall be:

0.50% first \$10 million, 0.35% next \$10 million, 0.20% thereafter

The fee schedule will be applied to the aggregated assets of both the LANta Non-Union employees Pension Plan and the LANta Union Employees Pension Plan, The fee will be calculated using the Custodian's quarter end market value.

Marquette's fees are billed quarterly, in arrears, and are payable immediately. All payments by Client under this Agreement, shall be made by electronic funds transfer (EFT). Instructions will be included with each invoice.

ACKNOWLEDGED:

Marquette Associates, Inc.

By: _____
Brian Wrubel
President & CEO

By: _____
Name: Owen O'Neil
Title: Executive Director
Date:



Service Support & Planning Committee

Agenda

November 11, 2025

1. Call to Order
2. Roll Call
3. Public Comment
4. Service Support & Planning Dashboard Report
5. Report on Initiatives
 - A. Communications & Outreach Efforts
 - B. Service Planning Update
 - i. Proposed January 2026 Service Changes
 - C. Land Development Outreach and Bus Stop Infrastructure Update
6. Adjournment



Service Support & Planning Dashboard - July - September 2025
Tuesday, November 11, 2025

LANtaBus MAINTENANCE FIGURES					
Vehicle Availability - percent pull outs made	100%				
Vehicle Availability - Number of road failures	73				
	%	Required	On-time	Benchmark	
LANtaBus Vehicle Preventive Maintenance On Time %	94%	187	176	90%	
On-Time % for bus detail cleaning (within 5 weeks)	96%	411	395	90%	
	Current Q	Benchmark			
Revenue Miles between Road Failure	12,497	10,000			