



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

**Agenda**

**March 3, 2026**

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**Finance Committee**

1. Call to Order
2. Roll Call
3. Public Comment
4. Review and Forward to Board – Financial Statements January 2026 subject to audit
5. Actions
6. Adjournment

**Administration & Safety Committee**

1. Call to Order
  2. Administration & Safety Dashboard
  3. Safety Report – Q2 FY 2026
  4. Procurements
    - A. Consideration for Forward to Board – Authorization to Proceed on Purchase Order for Purchase of Transit Buses
    - B. Consideration for Forward to Board – Exercise of Optional Contract Extension Year for Employee Benefits Broker Services
  5. Actions
  6. Report on Initiatives
    - A. Ethics Refresher Training
  7. Other Items
  8. Adjournment
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## LANtaBus January 2026 Financials

### **Revenues**

Current revenues total \$2,046,267. This represents a 1.57% decrease from the current budget projection of \$2,078,816.

### **Total Expenses**

Collectively, operating expenditures are **above** current budget projections by \$271,599, a 0.92% budget variance.

### **Labor & Fringes**

Labor & Fringes are **above** current budget projections by \$1,256,953, a 5.78% budget variance.

There are a few contributing factors to the sudden increase in Labor & Fringe Expenses, which has put us over the budget projection:

1. New calendar year resulted in PTO banks being replenished and as a result, we must accrue the total calendar year liability for Vacation and Sick in the month of January. This happens each year. In December we were trending \$1.9Million below budget projection but the PTO replenishment has put us over the budget projection Fiscal Year to Date.
2. Tools & Uniforms expense—Payout to the Maintenance staff of their tools allowance each January. There also is an influx of reimbursements at the beginning of the year as their allowance has reset.

### **Interest**

Interest is above current budget projections by \$32,732, due to cash flow constraints and the use of the Line of Credit.

### **Casualty & Liability Insurance**

Casualty & Liability Insurance is below current budget projections by \$143,061, a 17.44% budget variance. The expenses are in line with previous Fiscal Year which was \$620,504 versus \$677,157 this Fiscal Year.

### **Leases & Rentals**

Leases & Rentals are above current budget projections by \$15,977, a 46.34% budget variance. The expenses are in line with previous Fiscal Year which was \$47,783 versus \$50,452 this Fiscal Year. This represents an increase of \$2,669 over last year.

**LANTA BUS**  
**Income Statement Summary**  
For the Period January 31, 2026

	Fiscal Year 2026						YTD Budget Variance	
	PTD		YTD		Annual		Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Budget	Amount	Percent	
<b>Revenue</b>								
Passenger Fares	180,714	254,411	1,611,557	1,780,879	3,052,935	(169,322)	-9.51%	
Special Transit Fares	72,800	31,604	351,982	221,229	379,250	130,753	59.10%	
Auxiliary Transportation Revenue	10,000	10,000	70,000	70,000	120,000	-	0.00%	
Non-Transportation Revenue	266	958	12,728	6,708	11,500	6,020	0.00%	
<b>Total Revenue</b>	<b>263,781</b>	<b>296,974</b>	<b>2,046,267</b>	<b>2,078,816</b>	<b>3,563,685</b>	<b>(32,549)</b>	<b>-1.57%</b>	
<b>Expenses</b>								
Labor	1,818,039	1,698,422	11,893,678	11,888,954	20,381,064	(4,724)	-0.04%	
Fringe Benefits	4,511,811	1,409,028	11,115,427	9,863,197	16,908,338	(1,252,230)	-12.70%	
<b>Total Labor and Fringes</b>	<b>6,329,850</b>	<b>3,107,450</b>	<b>23,009,105</b>	<b>21,752,151</b>	<b>37,289,402</b>	<b>(1,256,953)</b>	<b>-5.78%</b>	
Services	226,332	238,046	1,559,429	1,666,323	2,856,553	106,893	6.41%	
Fuel	129,119	127,733	831,852	894,133	1,532,800	62,281	6.97%	
Tires & Tubes	15,419	12,250	106,271	85,747	146,994	(20,524)	-23.94%	
Materials & Supplies	221,196	225,480	1,255,825	1,578,361	2,705,762	322,536	20.43%	
Utilities	85,495	77,950	488,345	545,650	935,400	57,305	10.50%	
Casualty & Liability	236,448	117,174	677,157	820,219	1,406,089	143,061	17.44%	
Taxes	2,297	2,071	13,588	14,496	24,850	908	6.26%	
Purchase of Transportation	210,897	253,931	1,530,057	1,777,515	3,047,169	247,458	13.92%	
Miscellaneous	15,732	39,634	163,290	277,436	475,604	114,145	41.14%	
Interest	4,032	1,275	41,657	8,925	15,300	(32,732)	-366.75%	
Leases & Rentals	6,856	4,925	50,452	34,475	59,100	(15,977)	-46.34%	
<b>Total Expenses</b>	<b>7,483,673</b>	<b>4,207,919</b>	<b>29,727,029</b>	<b>29,455,430</b>	<b>50,495,023</b>	<b>(271,599)</b>	<b>-0.92%</b>	
<b>Gross Surplus (Deficit)</b>	<b>(7,219,893)</b>	<b>(3,910,945)</b>	<b>(27,680,762)</b>	<b>(27,376,614)</b>	<b>(46,931,338)</b>	<b>(304,148)</b>	<b>-1.11%</b>	
<b>Subsidy</b>								
Local Subsidy	117,882	117,883	825,177	825,178	1,414,590	1	0.00%	
State Subsidy	4,472,054	2,154,356	15,904,216	15,080,491	25,852,271	(823,724)	-5.46%	
State Subsidy - PY	1,490,685	852,422	5,301,405	5,966,955	10,229,066	665,550	11.15%	
Federal Subsidy		717,118	-	5,019,823	8,605,411	5,019,823	100.00%	
Federal Subsidy - ADA	92,189	-	649,865	-	(649,865)	(649,865)	#DIV/0!	
Federal Subsidy - Safety & Sec	46,734	-	329,467	-	(329,467)	(329,467)	#DIV/0!	
Federal Subsidy - VOH	2,772	69,167	168,706	484,167	830,000	315,460	65.16%	
Federal Subsidy - PM	985,243	-	4,417,009	-	(4,417,009)	(4,417,009)	#DIV/0!	
Federal Subsidy - Tire Lease	12,335	-	84,917	-	(84,917)	(84,917)	#DIV/0!	
<b>Total Subsidy</b>	<b>7,219,893</b>	<b>3,910,945</b>	<b>27,680,762</b>	<b>27,376,614</b>	<b>46,931,338</b>	<b>(304,148)</b>	<b>-1.11%</b>	
<b>Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	

Revenue and Expense Detail - By Program

LANTaBus

July 1, 2025 thru January 31, 2026

	Operations	Maintenance	Facilities Maintenance	General Administration	Total
Salaries & Wages	\$ 7,998,554.26	\$ 1,431,281.56	\$ 164,910.99	\$ 2,298,930.89	\$ 11,893,677.70
Fringe Benefits	\$ 7,677,429.68	\$ 1,373,818.71	\$ 130,381.79	\$ 1,933,796.78	\$ 11,115,426.96
Services	\$ 678,754.61	\$ 254,928.93	\$ 150,287.70	\$ 475,457.93	\$ 1,559,429.18
Materials & Supplies	\$ 34,344.63	\$ 1,146,539.08	\$ 36,702.09	\$ 38,239.52	\$ 1,255,825.32
Fuel	\$ 756,078.42	\$ 75,774.03	\$ -	\$ -	\$ 831,852.45
Tires and Tubes	\$ 106,270.88	\$ -	\$ -	\$ -	\$ 106,270.88
Utilities	\$ -	\$ -	\$ -	\$ 488,344.75	\$ 488,344.75
Insurance	\$ -	\$ -	\$ -	\$ 677,157.15	\$ 677,157.15
Taxes	\$ 1,562.49	\$ -	\$ -	\$ 12,025.67	\$ 13,588.16
Purchased Transportation	\$ 161,182.32	\$ -	\$ -	\$ 1,368,874.72	\$ 1,530,057.04
Miscellaneous Expense	\$ 8,850.42	\$ 41,720.38	\$ -	\$ 112,719.38	\$ 163,290.18
Interest Expense	\$ -	\$ -	\$ -	\$ 41,657.31	\$ 41,657.31
Leases	\$ -	\$ 2,458.00	\$ -	\$ 47,993.61	\$ 50,451.61
<b>Total Expenditures</b>	<b>\$ 17,423,027.71</b>	<b>\$ 4,326,520.70</b>	<b>\$ 482,282.57</b>	<b>\$ 7,495,197.71</b>	<b>\$ 29,727,028.69</b>
Revenue					
Passenger Fares	\$ 1,611,557.00				\$ 1,611,557.00
Special Route Guarantees	\$ 351,981.80				\$ 351,981.80
Advertising Commissions	\$ 70,000.00				\$ 70,000.00
Rental Income					\$ -
Investment Income	\$ 818.11				\$ 818.11
Non-Transportation Income	\$ 11,909.89				\$ 11,909.89
<b>Total Revenue</b>	<b>\$ 2,046,266.80</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,046,266.80</b>
<b>Gross Surplus/(Deficit)</b>	<b>\$ (15,376,760.91)</b>	<b>\$ (4,808,803.27)</b>	<b>lumped together</b>	<b>\$ (7,495,197.71)</b>	<b>\$ (27,680,761.89)</b>
Federal Subsidy					
Tire Lease		\$ 84,916.71			\$ 84,916.71
ADA	\$ 649,865.05				\$ 649,865.05
Safety & Security	\$ 329,466.68				\$ 329,466.68
Preventative Maint	\$ 883,401.85	\$ 3,533,607.42			\$ 4,417,009.27
VOH - Labor		\$ 45,368.37			\$ 45,368.37
VOH - Parts		\$ 123,337.82			\$ 123,337.82
State Subsidy					
Tire Lease		\$ 17,712.16			\$ 17,712.16
ADA	\$ 135,391.26				\$ 135,391.26
Safety & Security	\$ 329,466.68				\$ 329,466.68
Preventative Maint	\$ 276,068.60	\$ 644,160.07			\$ 920,228.67
VOH - Labor		\$ 45,368.34			\$ 45,368.34
VOH - Parts		\$ 25,695.89			\$ 25,695.89
State Operating Assistance	\$ 12,280,767.64	\$ 123,726.14		\$ 7,327,264.28	\$ 19,731,758.05
Local Subsidy					
Tire Lease		\$ 3,642.01			\$ 3,642.01
ADA	\$ 27,075.01				\$ 27,075.01
Preventative Maint	\$ 29,443.78	\$ 154,579.85			\$ 184,023.63
VOH - Parts		\$ 5,138.57			\$ 5,138.57
Local Operating Assistance	\$ 435,814.36	\$ 1,549.93		\$ 167,933.43	\$ 605,297.72
<b>Total Subsidy by Expense Class</b>	<b>\$ 15,376,760.91</b>	<b>\$ 4,808,803.27</b>	<b>\$ -</b>	<b>\$ 7,495,197.71</b>	<b>\$ 27,680,761.90</b>
<b>Surplus/(Deficit)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ -</b>	<b>\$ 0.00</b>	<b>\$ (0.00)</b>

## LANtaVan January 2026 Financials

### **Total Revenues**

Year to date revenues total \$5,588,819. This represents a 11.1% decrease from the current budget projection of \$6,283,719.

### **Passenger Fare Revenue**

LANtaVan Passenger Revenues are below budget projections by 21.1%, with total Revenue of \$288,960 versus the budget projection of \$366,084.

	FY26 thru January	FY25 thru January
ADA	\$ 87,856.00	\$ 104,927.70
ARC FF	\$ 34,736.10	\$ 31,001.15
CFY FF	\$ -	
Gen Pub	\$ 2,729.10	\$ 4,135.50
GMCO	\$ -	\$ 82.70
GSR FF	\$ 2,670.55	
HH FF	\$ 422.90	\$ 124.05
Lottery	\$ 129,524.70	\$ 136,988.40
LPH FF	\$ -	
NUR	\$ 2,805.95	\$ 3,849.75
PWD	\$ 17,577.30	\$ 22,091.10
RHD FF	\$ 10,637.20	
SBS FF	\$ -	
Total	<u>\$ 288,959.80</u>	<u>\$ 303,200.35</u>

4.70% DOWN

### **Local Special Fare Assistance**

Collectively, Local Special Fare Assistance has surpassed current budget projections by 12.0%, which remained the same % favorable as the previous month.

## State Reimbursements

YTD State Reimbursements total \$1,682,675 which represents a 25.6% decrease from the budget projection of \$2,262,036. The State Reimbursements are comprised of Shared Ride and PWD fare assistance.

SHARED RIDE	FY 26 July '25 thru Jan '26	FY 25 July '24 thru Jan '25	PWD	FY 26 July '25 thru Jan '26	FY 25 July '24 thru Jan '25
July	8892	8,268	July	415	526
August	8528	8,317	August	518	560
September	8533	7,932	September	513	558
October	9053	8,775	October	560	609
November	7506	7,780	November	382	454
December	7271	7,655	December	332	505
January	5713	7,252	January	266	544
	<u>55496</u>	<u>55999</u>		<u>2986</u>	<u>3756</u>
		0.9% Decrease			20.5% Decrease

Shared Ride trips are down only 0.9% over last Fiscal Year.

PWD trips are down 20.5% over last Fiscal Year.

The FY budget assumed a significant fare increase for the Shared Ride and PwD programs. This fare increase has not been pursued since a portion of the stabilization funding provided by PennDOT was designated specifically for offsetting Shared Ride program deficits.

## Total Expenses

Collectively, operating expenditures total \$7,377,183 which represents a 7.4% decrease from the budget projection of \$7,967,224.

## Labor & Fringes

Labor & Fringes are below current budget projections by \$208,203, a 22.5% budget variance.

## Expenses to note:

Fuel expenses total \$505,191 which represents a 14.8% decrease from the budget projection of \$592,608.

Utilities expenses total \$105,884 which represents a 14.8% decrease from the budget projection of \$124,221.

We have submitted invoices to PennDot for Service Stabilization funding in the amount of \$1,788,365. As a result, the year-to-date deficit recorded on LANtaVan is now ZERO.

LANTA Van

Income Statement Summary

For the Period Ending January 31, 2026

	Fiscal Year 2026				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Amount	Percent
<b>Revenue</b>						
Passenger Fares	33,996	52,298	288,960	366,084	(77,124)	-21.1%
Non-Transportation Revenues	-	-	-	-	-	0.0%
Local Special Fare Assistance	193,074	172,446	1,351,843	1,207,119	144,724	12.0%
State Reimbursements	171,768	323,148	1,682,675	2,262,036	(579,361)	-25.6%
State Special Fare Assistance	278,309	349,783	2,265,340	2,448,479	(183,139)	-7.5%
<b>Total Revenue</b>	<b>677,147</b>	<b>897,674</b>	<b>5,588,819</b>	<b>6,283,719</b>	<b>(694,900)</b>	<b>-11.1%</b>
<b>Expenses</b>						
Labor	43,026	78,235	398,506	547,642	149,136	27.2%
Fringe Benefits	34,421	53,982	318,805	377,873	59,068	15.6%
<b>Total Labor and Fringe Benefits</b>	<b>77,447</b>	<b>132,216</b>	<b>717,312</b>	<b>925,515</b>	<b>208,203</b>	<b>22.5%</b>
Services	18,113	18,713	122,854	130,993	8,140	6.2%
Fuel	54,394	84,658	505,191	592,608	87,417	14.8%
Tires & Tubes	-	-	-	-	-	0.0%
Materials & Supplies	5,662	4,063	33,156	28,438	4,718	-16.6%
Utilities	12,792	17,746	105,884	124,221	18,336	14.8%
Casualty & Liability	1,083	1,083	7,583	7,583	(0)	0.0%
Taxes	6,733	9,375	65,545	65,625	80	0.1%
Purchase of Transportation Service	652,638	795,549	5,370,733	5,568,845	198,112	3.6%
Miscellaneous	502	1,396	5,110	9,771	4,661	47.7%
Interest	-	-	-	-	-	0.0%
Leases	72,349	73,375	443,815	513,625	69,810	13.6%
<b>Total Expenses</b>	<b>901,713</b>	<b>1,138,175</b>	<b>7,377,183</b>	<b>7,967,224</b>	<b>590,041</b>	<b>7.4%</b>
<b>Gross Surplus (Deficit)</b>	<b>(224,566)</b>	<b>(240,501)</b>	<b>(1,788,365)</b>	<b>(1,683,505)</b>	<b>(104,859)</b>	<b>6.2%</b>
<b>Subsidy</b>						
State Subsidy	-	33,754	-	236,280	236,280	100.0%
State Service Stabilization Funds	224,566	-	1,788,365	-	-	-100.0%
Federal 5310	-	-	-	-	-	-
<b>Total Subsidy</b>	<b>224,566</b>	<b>33,754</b>	<b>1,788,365</b>	<b>236,280</b>	<b>236,280</b>	<b>100.0%</b>
<b>Surplus (Deficit)</b>	<b>0</b>	<b>(206,747)</b>	<b>0</b>	<b>(1,447,226)</b>	<b>341,139</b>	<b>-23.6%</b>

Revenue and Expense Detail - By Program

LANTA Van

7/1/2025 thru 1/31/2026

	ADA	SRR/PWD	MATP	Total
Salaries & Wages	\$ 68,889.30	\$ 189,082.62	\$ 140,534.55	\$ 398,506.47
Other Paid Absences	\$ 5,511.14	\$ 15,126.61	\$ 11,242.76	\$ 31,880.51
Fringe Benefits	\$ 49,600.29	\$ 136,139.48	\$ 101,184.87	\$ 286,924.64
Services	\$ 22,001.04	\$ 60,386.93	\$ 40,465.72	\$ 122,853.69
Materials & Supplies	\$ 5,731.63	\$ 15,731.79	\$ 11,692.56	\$ 33,155.98
Fuel	\$ 87,331.72	\$ 239,702.11	\$ 178,157.19	\$ 505,191.02
Utilities	\$ 18,304.09	\$ 50,239.81	\$ 37,340.44	\$ 105,884.34
Insurances	\$ 1,310.93	\$ 3,598.15	\$ 2,674.30	\$ 7,583.38
Taxes	\$ 11,330.76	\$ 31,099.89	\$ 23,114.81	\$ 65,545.46
Purchased Transportation	\$ 995,182.38	\$ 2,731,508.19	\$ 1,616,253.83	\$ 5,342,944.40
MA Reimbursements			\$ 27,788.78	\$ 27,788.78
Miscellaneous Expense	\$ 1,364.59	\$ 3,745.45		\$ 5,110.04
Leases	\$ 76,721.64	\$ 210,580.30	\$ 156,512.57	\$ 443,814.51
<b>Total Expenditures</b>	<b>\$ 1,343,279.51</b>	<b>\$ 3,686,941.33</b>	<b>\$ 2,346,962.38</b>	<b>\$ 7,377,183.22</b>
<b>Passenger Fares</b>	<b>\$ 87,768.00</b>	<b>\$ 119,569.70</b>	<b>\$</b>	<b>\$ 207,337.70</b>
<b>Program Reimbursements</b>				
Lottery - Shared Ride		\$ 1,582,935.35		\$ 1,582,935.35
Lottery - PWD		\$ 99,740.00		\$ 99,740.00
Area Agency on Aging		\$ 71,401.29		\$ 71,401.29
MATP - Lehigh County		\$ 53,732.20	\$ 1,379,880.74	\$ 1,433,612.94
MATP - Northampton County		\$ 27,889.90	\$ 885,459.54	\$ 913,349.44
<b>Total Program Reimbursements</b>		<b>\$ 1,754,076.64</b>	<b>\$ 2,346,962.38</b>	<b>\$ 4,101,039.02</b>
<b>Gross Surplus/(Deficit)</b>	<b>\$ (1,255,511.51)</b>	<b>\$ (1,813,294.99)</b>	<b>\$ -</b>	<b>\$ (3,068,806.50)</b>
<b>Subsidy</b>				
State Operating Assistance - CER		\$ 24,930.40		\$ 24,930.40
ADA - Federal/State/Local	\$ 753,306.91			\$ 753,306.91
ADA - PM	\$ 502,204.60			\$ 502,204.60
Federal 5310				\$ -
State Service Stabilization Funds		\$ 1,788,365.00		\$ -
State Operating Assistance - Reserves				\$ -
<b>Total Subsidy by Program</b>	<b>\$ 1,255,511.51</b>	<b>\$ 1,813,295.40</b>	<b>\$</b>	<b>\$ 3,068,806.91</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 0.41</b>	<b>\$</b>	<b>\$ 0.41</b>

## Carbon January 2026 Financials

### **Total Revenues**

Year to date revenues total \$873,997. This represents a 20.1% decrease from the current budget projection of \$1,093,950. The decrease continues as it was 16% lower than budget last month.

For Comparison purposes, looking at Fiscal Year to Date trip data FY25 versus FY26:

Shared Ride 5404 trips FY25 versus 4555 FY26, decrease of 15.7%

PWD 1063 trips FY25 versus 701 FY26, decrease of 34.1%

ADA 1006 trips FY25 versus 887 FY26, decrease of 11.8%

Carbon Area on Aging 3258 trips FY25 versus 2253 trips FY26, decrease of 30.8%

### **Passenger Fare Revenue**

Carbon Passenger Revenues have caught up to budget at \$42,037 which is \$257 over the budget projection of \$41,780.

### **Total Expenses**

Collectively, operating expenditures are below current budget projections by \$128,757, a 8.3% budget variance.

### **Labor & Fringes**

Labor & Fringes are below current budget projections by \$96,162, a 28.4% budget variance.

We have submitted invoices to PennDot for reimbursement of 5311 Funding in the amount of \$250,000 (Covers 50% of the deficit for both fixed route and shared ride and must be used for Rural areas, therefore only Carbon).

Also submitted invoice to PennDot for Service Stabilization funding in the amount of \$29,334 for January '26.

The year-to-date deficit recorded on Carbon Transit now totals \$158,422 as a result of the 5311 Funding and Service Stabilization.

**Carbon Transit**  
**Income Statement Summary**  
For the Period Ending January 31, 2025

	Fiscal Year 2026						YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)		
	Actual	Budget	Actual	Budget		Amount	Percent	
<b>Revenue</b>								
Passenger Fares	1,774	5,969	42,037	41,780	71,623	257	0.6%	
Non-Transportation Revenues	-	175	-	1,225	2,100	(1,225)	0.0%	
Local Special Fare Assistance	9,293	8,397	95,818	58,777	100,761	37,040	63.0%	
State Reimbursements	15,130	30,160	134,677	211,118	361,917	(76,441)	-36.2%	
State Special Fare Assistance	65,668	111,579	601,465	781,050	1,338,942	(179,584)	-23.0%	
<b>Total Revenue</b>	<b>91,866</b>	<b>156,279</b>	<b>873,997</b>	<b>1,093,950</b>	<b>1,875,343</b>	<b>(219,953)</b>	<b>-20.1%</b>	
<b>Expenses</b>								
Labor	13,047	28,639	134,796	200,470	343,663	65,675	32.8%	
Fringe Benefits	10,438	19,761	107,836	138,324	237,127	30,488	22.0%	
<b>Total Labor and Fringe Benefits</b>	<b>23,485</b>	<b>48,399</b>	<b>242,632</b>	<b>338,794</b>	<b>580,790</b>	<b>96,162</b>	<b>28.4%</b>	
Services	3,009	2,129	15,024	14,904	25,550	(120)	-0.8%	
Fuel	6,361	9,238	72,860	64,667	110,858	(8,193)	-12.7%	
Tires & Tubes	-	-	-	-	-	-	0.0%	
Materials & Supplies	844	1,167	5,067	8,167	14,000	3,099	38.0%	
Utilities	1,174	2,333	12,027	16,333	28,000	4,306	26.4%	
Casualty & Liability	-	-	-	-	-	-	0.0%	
Taxes	-	-	-	-	-	-	0.0%	
Purchase of Transportation Service	120,211	153,139	1,042,873	1,071,970	1,837,663	29,097	2.7%	
Miscellaneous	27	29	196	204	350	8	4.0%	
Interest	(86)	-	(1,577)	-	-	1,577	0.0%	
Leases & Rentals	4,180	4,583	29,263	32,083	55,000	2,820	8.8%	
<b>Total Expenses</b>	<b>159,206</b>	<b>221,018</b>	<b>1,418,366</b>	<b>1,547,123</b>	<b>2,852,211</b>	<b>128,757</b>	<b>8.3%</b>	
<b>Gross Surplus (Deficit)</b>	<b>(67,340)</b>	<b>(64,739)</b>	<b>(544,369)</b>	<b>(453,173)</b>	<b>(776,868)</b>	<b>(91,196)</b>	<b>-20.1%</b>	
<b>Subsidy</b>								
Local Subsidy	4,450	4,450	31,150	31,151	53,402	1	0.0%	
State Subsidy 5311 Funds	24,677	-	250,000	-	-	-	-	
State Service Stabilization Funds	29,334	-	29,334	-	-	-	-	
State Subsidy	8,879	29,668	75,464	207,674	356,013	132,210	63.7%	
Federal Subsidy	-	8,546	-	59,824	102,555	59,824	100.0%	
<b>Total Subsidy</b>	<b>67,340</b>	<b>34,118</b>	<b>385,948</b>	<b>298,649</b>	<b>409,415</b>	<b>132,212</b>	<b>44.3%</b>	
<b>Surplus (Deficit)</b>	<b>(0)</b>	<b>(30,621)</b>	<b>(158,422)</b>	<b>(154,524)</b>	<b>(367,453)</b>	<b>(3,898)</b>	<b>2.5%</b>	

Revenue and Expense Detail - By Program

Carbon Transit  
7/1/2025 thru 1/31/2026

	Fixed Route	ADA	SRR/PWD	MATP	Total
Salaries & Wages	\$ 4,758.28	\$ 9,804.75	\$ 58,098.93	\$ 62,133.58	\$ 134,795.54
Fringes	\$ 3,806.63	\$ 7,843.80	\$ 46,479.14	\$ 49,706.86	\$ 107,836.43
Services - General Admin	\$ 129.24	\$ 1,162.54	\$ 6,888.73	\$ 6,843.63	\$ 15,024.14
Services - Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ 382.07	\$ 2,263.97	\$ 2,421.19	\$ 5,067.23
Fuel	\$ 8,541.27	\$ 4,849.63	\$ 28,736.96	\$ 30,732.58	\$ 72,860.44
Utilities	\$ 74.50	\$ 901.22	\$ 5,340.24	\$ 5,711.09	\$ 12,027.05
Purchased Transportation	\$ 166,244.13	\$ 63,950.68	\$ 378,945.64	\$ 427,386.33	\$ 1,036,526.78
Mileage Reimbursement	\$ -	\$ -	\$ -	\$ 6,346.27	\$ 6,346.27
Miscellaneous Expense	\$ -	\$ 14.78	\$ 87.60	\$ 93.68	\$ 196.06
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Leases	\$ 292.60	\$ 2,184.34	\$ 12,943.53	\$ 13,842.39	\$ 29,262.86
Total Expenditures	\$ 183,846.65	\$ 91,093.81	\$ 539,784.74	\$ 605,217.60	\$ 1,419,942.80
Passenger Fares	\$ 194.25	\$ 2,661.00	\$ 35,429.04	\$ -	\$ 38,284.29
Program Reimbursements					
Lottery - Shared Ride	\$ -	\$ -	\$ 116,942.15	\$ -	\$ 116,942.15
Lottery - PWD	\$ -	\$ -	\$ 17,735.25	\$ -	\$ 17,735.25
MATP	\$ -	\$ -	\$ 3,752.40	\$ 601,465.20	\$ 605,217.60
Area Agency on Aging	\$ -	\$ -	\$ 7,384.80	\$ -	\$ 7,384.80
ADA	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 1,576.62	\$ -	\$ -	\$ -	\$ 1,576.62
Total Program Reimbursements	\$ 1,576.62	\$ -	\$ 142,062.20	\$ 605,217.60	\$ 748,856.42
Gross Surplus/(Deficit)	\$ (182,075.78)	\$ (88,432.81)	\$ (362,293.50)	\$ -	\$ (632,802.09)
Subsidy					
Local Operating Assistance	\$ 31,150.00	\$ -	\$ -	\$ -	\$ 31,150.00
State Operating Assistance - CT 1513 Funds	\$ 75,463.78	\$ -	\$ 29,334.00	\$ -	\$ 75,463.78
State Operating Assistance - Service Stabilization	\$ -	\$ -	\$ -	\$ -	\$ -
State Operating Assistance - Reserves	\$ 75,462.00	\$ -	\$ 174,538.00	\$ -	\$ 250,000.00
Federal 5311 Funds	\$ -	\$ 88,432.81	\$ -	\$ -	\$ 88,432.81
Federal Operating Assistance - ADA	\$ -	\$ -	\$ -	\$ -	\$ -
Total Subsidy by Program	\$ 182,075.78	\$ 88,432.81	\$ 203,872.00	\$ -	\$ 474,380.59
Surplus/(Deficit)	\$ -	\$ -	\$ (158,421.50)	\$ -	\$ (158,421.50)



## Administration & Safety Committee Dashboard

Tuesday, March 3, 2026

LANTA employees count as of Tuesday, March 3, 2026 below.

Union Employees	Count	Percentage	*Variance
Male	150	69.4%	-1
Female	66	30.6%	N/A
<b>Total</b>	<b>216</b>	<b>100%</b>	<b>-1</b>
<b>Non-Union Employees</b>			
Male	37	50.0%	N/A
Female	37	50.0%	N/A
<b>Total</b>	<b>74</b>	<b>100%</b>	<b>N/A</b>
<b>All LANTA Employees</b>			
Male	187	64.5%	-1
Female	103	35.5%	N/A
<b>Total</b>	<b>290</b>	<b>100%</b>	<b>-1</b>

\*Variance refers to changes in employee count from the last monthly report.

Open Positions: Currently LANTA has the following open positions:

- Treasury Clerk

Internal Training Update: List of internal trainings that were completed in January 2026:

- New employee training Operations and Maintenance – 0
- Recertifications – 25
- Retraining – 1
- Ride-Alongs – 0
- Endorsement Trainings – 0
- Safety Meetings - 0

**SAFETY REPORT**

October, November,December 2025

Collision/Incident Performance Report	Type			Injuries	
	Major	Non-Major	Total	# Resulting in Minor Personal Injuries	# Resulting in More than Minor Personal Injuries
Chargeable Vehicle Collisions	0	17	17	0	0
Non-Chargeable Vehicle Collisions	3	31	34	1	0
Total	3	48	51	0	0
Chargeable Non-Collision Incidents	0	0	0	1	0
Non-Chargeable Non-Collision Incidents	2	3	0	1	0
Total	2	3	5	2	0
	<b>Current Q</b>	<b>Benchmark</b>	<b>Q Previous Yr</b>		
Vehicle Miles	1,101,339				
Veh Miles between Collisions	21,595	15,500	23,666		
Veh Miles between Chargeable Collisions	64,785	31,000	53,786		

Workplace Injury Reports	Lost Time				Total
	None	Less than 7 days	7-21 Days	More than 21 Days	
Workers' Compensation Reports	5	2	0	6	13
Employee Work Hours for Period	138,521				
Work Hours per Occurrence	27,704	69,261	138,521	23,087	10,655
Same Quarter Previous Year	19,229	57,688	143,064	48,866	12,362

Type of injury	Count	Percentage
Twisting, bending, reaching, pushing, pulling or fall	4	30.8%
Carelessness from the Employee	0	0.0%
Machinery/Tool Handling	1	7.7%
Bus accident with another vehicle/road conditions	5	38.5%
Miscellaneous (Assault, fumes, pre-trip )	3	23.1%
<b>Total</b>	<b>13</b>	<b>100%</b>



## LANTA FIXED ROUTE BUS PURCHASE

March 3, 2026

In order to continue to maintain LANTA's fixed route bus fleet in a state of good repair the Lehigh and Northampton Transportation Authority is intended to acquire up to seven (7) buses through the multi-agency consortium.

This procurement was led by the Susquehanna Regional Transportation Authority (SRTA) of York, PA with assistance of development of the Request for Proposal (RFP) as well as reviewing of submitted proposals from several authorities in the Commonwealth, including LANTA. This five (5) year contract was awarded to Gillig Corporation, LLC of Livermore, CA on February 26, 2026.

### Pricing – Gillig Corporation, LLC

Bus Size	Price Each	Quantity	Total
40' Diesel Bus	\$687,860	7	\$4,815,020
40' CNG Bus	\$758,664	7	\$5,310,648
40' Hybrid Diesel-Electric Bus	\$1,050,660	7	\$7,354,620

### Other Costs:

There will be a requirement to have Online Vehicle Inspection, Pre-Award Buy America Audit Report and a Post-Delivery Buy America Audit Report. The multi-agency consortium led by SRTA has released an RFP for these services to be provided to all participating agencies in the bus purchase program. The selected vendor will be awarded by SRTA's Board of Directors in April 2026, and the selected vendor is not yet known.

The anticipated delivery of these buses would be approximately fifteen (15) months after notice to proceed.

Recommendation: Pending award to a vendor for Buy America reporting and online inspection and the completion of the required pre-award Buy America Audit conducted by the vendor, it is recommended that a purchase order for up to seven (7) 40' buses be awarded to Gillig Corporation, LLC of Livermore, CA.

Brendan Cotter, Sr. Director, Service Support & Planning



**MEMORANDUM**

To: Board of Directors Administration & Safety Committee  
Fr: Owen O'Neil, Executive Director  
Date: March 3, 2026  
Re: Employee Benefits Brokerage Services Extension

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Staff is recommending a one-year extension of the Employee Benefits Brokerage contract with BSI Corporate Benefits at the rates below. Action will extend the contract through March 31, 2027. This represents the final optional extension year in the current contract.

The proposed rates for the extension period are shown below. Staff has confirmed the proposed rates are reasonable.

Service rate will stay the same at \$36 per employee per month for the extension period. This is the same rate that has been paid during the contract period.

ETHICS Review LANTA – March 3, 2026

By: Kent H. Herman, Esquire

1. Pennsylvania State Ethics Act

Who is covered?

Public Officials – defined

Public Employees – functions

Candidates – defined

Nominees – defined

Who administers – PA State Ethics Commission

Offers training

Filing procedure

Administers Ethics Complaints / Lobbying Complaints

Advisory Opinions

Ethics RTK requests

Advisory Opinions

Who can request?

A determination by the Commission is Public

Protections provided by decision

Restricted Acts – Section 1103 – Review / discussion

Penalties – Section 1109 – Review / discussion

Wrongful Use of Chapter – Section 1110 - Review / discussion

2. LANTA's General Procurement Ethic's Guidelines for Employees and Board of Directors – Review / discussion

3. Pennsylvania's Municipal Authorities Association Statement of Value and Code of Conduct – Review / discussion

4. Comments and Questions



COMMONWEALTH OF PENNSYLVANIA  
**STATE ETHICS COMMISSION**

Finance Building  
613 North Street, Room 304  
Harrisburg, PA 17120-0400  
(717) 783-1610 or Toll Free 1-800-932-0936  
www.ethics.pa.gov  
ra-ethicswebmaster@pa.gov  
Fax: (717) 787-0806



## STATEMENT OF FINANCIAL INTERESTS

**IF YOU HOLD MORE THAN ONE OFFICE AND/OR POSITION YOU MUST FILE A COPY OF THEIR FORM AT EACH FILING LOCATION.**

**YOU MAY FILE ONLINE AT: WWW.ETHICS.PA.GOV. A PAPER COPY MAY STILL BE REQUIRED TO BE SUBMITTED TO YOUR FILING LOCATION. FILERS SHOULD CHECK WITH THEIR FILING LOCATION FOR REQUIREMENTS.**

### **THIS FORM MUST BE COMPLETED AND FILED BY:**

- A Candidates** - Individuals seeking elected state, county and local public offices, including first-time candidates, incumbents seeking re-election, and write-in candidates who do not decline nomination/election within 30 days of official certification of nomination/election.
  - B Nominees** - Persons nominated for public office subject to confirmation.
  - C Public Officials** - Persons serving as current state/county/local public officials (elected or appointed). The term includes persons serving as alternates/designees. The term excludes members of purely advisory boards.
  - D Public Employees** - Individuals employed by the Commonwealth or a political subdivision who are responsible for taking or recommending official action of a non-ministerial nature with regard to: contracting or procurement; administering or monitoring grants or subsidies; planning or zoning; inspecting, licensing, regulating or auditing any person; or any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person. The term does not include individuals whose activities are limited to teaching.
- A former public official or former public employee must file the year after termination of service with the Commonwealth or political subdivision.**
- E Solicitors** - Persons elected or appointed to the office of solicitor for political subdivision(s).

**Review the filing chart for proper filing location.**

The Form is required to be filed pursuant to the provisions of the Public Official and Employee Ethics Act "Ethics Act," 65 Pa.C.S. § 1101 et seq.

# **STATEMENT OF FINANCIAL INTERESTS INSTRUCTIONS**

**Please print neatly in capital letters. If you require more space than has been provided, please attach an 8 1/2" x 11" piece of paper to the form. Blocks 01 through 06 are for current information.**

- Block 01** Enter your last name, first name, middle initial and suffix (if applicable) in the spaces provided. Public office candidates should use the exact name used on official nomination petition or papers.
- Block 02** List an office (business or governmental) or home address and daytime telephone number.
- Block 03** Check the box or boxes to indicate your status. See definitions on front page. If you are correcting a prior filing, please check the box designating an amended form.
- Block 04** Check the appropriate box (seeking, hold, held) for each position you list in the blocks below. List all public position(s) which you are seeking, currently hold, or have held in the **prior** calendar year. Please be sure to include job titles and official titles such as "member" or "commissioner" (even if serving as an alternate/designee).
- Block 05** List all Commonwealth agency(ies) or political subdivision(s) as to which you: (1) are presently seeking a public position or public office as a candidate (incumbent or non-incumbent) or nominee; (2) presently hold public office(s) or public employment; and/or (3) previously held a public office(s) or public employment during all or any portion of the calendar year listed in block 07. (The term "political subdivision" includes a county, city, borough, incorporated town, township, school district, vocational school, county institution, district, and any authority, entity or body organized by the aforementioned).
- Block 06** List your current occupation or profession. This information may be the same as stated in block 04.
- Block 07** List the calendar year for which you are filing this form. Like tax returns, the form discloses financial information for a **prior** calendar year. For example, for the form due May 1, 2026, block 07 would read "2025." The information in blocks 08 through 15 should represent financial interests for the calendar year listed in Block 7.
- Block 08** **REAL ESTATE INTERESTS:** List the address of any property which was involved in transactions (leasing, purchasing, or condemnation proceedings of real estate interests) with the Commonwealth or any other governmental body within the Commonwealth. If you have no direct or indirect interests in such a property, then check "NONE."
- Block 09** **CREDITORS:** List the name and address of any creditor and the interest rate of any debt over \$6,500 regardless of whether such debt is held solely by you or jointly by you and any other individual, including your spouse, where each obligor is fully responsible for the obligation. A joint obligation with other persons for which the filer is responsible only for a proportional share that is less than the reporting threshold, is not required to be reported. **Do not report a mortgage or equity loan on your home (or secondary home),** or loans or credit between you and your spouse, child, parent or sibling. Car loans, credit cards, student loans, personal loans and lines of credit must be listed on the form if the balance owed was in excess of \$6,500 at any time during the calendar year. If you do not have any reportable creditor, then check "NONE."
- Block 10** **DIRECT OR INDIRECT SOURCES OF INCOME:** List the name and address of each source of \$1,300 or more of gross income - - including but not limited to gross income from the public position - - regardless of whether such income is received solely by you or jointly by you and another individual, such as a spouse. "Income" includes any money or thing of value received or to be received as a claim on future services or in recognition of services rendered in the past, whether in the form of a payment, fee, salary, expense, allowance, forbearance, forgiveness, interest, dividend, royalty, rent, capital gain, reward, severance payment, proceeds from the sale of a financial interest in a corporation, professional corporation, partnership or other entity resulting from termination/withdrawal therefrom upon assumption of public office or employment or any other form of recompense or combination thereof. The term refers to gross income and includes prize winnings and tax-exempt income but does not include gifts, governmentally-mandated payments or benefits, retirement, pension or annuity payments funded totally by contributions of the public official or employee, or miscellaneous incidental income of minor dependent children. Filers are not required to list income amounts. If you do not have ANY reportable source of income, then check "NONE."
- Block 11** **\*GIFTS:** For each source of gifts(s) valued at \$250 or more in the aggregate, list the following information: the name and address of the source; the circumstances, including a description of each gift; and the value of the gift(s). Do not report political contributions otherwise reportable as required by law, gift(s) from friends or family members (the term "friend" does not include a registered lobbyist or employee of a registered lobbyist), or any commercially-reasonable loan made in the ordinary course of business. The Commission has held that a person cannot be deemed a "friend" if that person and/or a business with which that person is associated is regulated by or has contracts with the public official's governmental body. If you did not receive any reportable gift, then check "NONE."
- Block 12** **\*TRANSPORTATION, LODGING OR HOSPITALITY EXPENSES:** List the name and address of each source and the amount of each payment/reimbursement by the source for transportation, lodging or hospitality that you received in connection with your public position if the aggregate amount of such payments/reimbursements by the source exceeds \$650 for the calendar year for which you are reporting. Do not report reimbursements made by a governmental body or by an organization/association of public officials/employees of political subdivisions that you serve in an official capacity. If you do not have any reportable expense payments/reimbursements, then check "NONE."
- Block 13** **OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS ENTITY:** List the name and address of the business entity for any office that you hold (Example: President, Vice President, Secretary, Treasurer), any directorship that you hold (through service on a governing board such as a board of directors), and any employment that you have in any capacity whatsoever as to any business entity. This block focuses solely on your status as an officer, director or employee, regardless of income. If you do not have any office, directorship or employment in any business entity to report, then check "NONE."
- Block 14** **FINANCIAL INTERESTS:** List the name and address and interest held in any business for profit of which you own more than 5% of the equity or more than 5% of the assets of economic interest in indebtedness. If you do not have any such financial interest to report, then check "NONE."
- Block 15** **TRANSFERRED BUSINESS INTERESTS:** List the name and address of any business in which you transferred a financial interest (as defined in block 14 above) to a member of your immediate family (parent, spouse, child, brother or sister), as well as the interest held, relationship to the individual, and date of transfer. If you did not transfer any such business interest, then check "NONE."
- Signature** Sign the form and enter the current date. **Back dating the form is a violation of law and could result in the initiation of civil, administrative and/or criminal penalties.**

The Commission has long held that the receipt of things of value, such as gifts, transportation, lodging and hospitality from vendors, those regulated, and others, may form the basis for a conflict of interest under Section 1103(a) of the Ethics Act.

PENNSYLVANIA STATE ETHICS COMMISSION  
STATEMENT OF FINANCIAL INTERESTS

01 LAST NAME FIRST NAME MI SUFFIX

02 ADDRESS office (business or governmental) or home City State Zip Code Area Code Phone

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

03 STATUS Check applicable box or boxes, more than one box may be marked. A Candidate (including write-in) B Nominee C Public Official (Current) C Public Official (Former) D Public Employee (Current) D Public Employee (Former) E Check this box if you are filing as a solicitor Check this box if you are amending an original filing

04 PUBLIC OFFICE OR PUBLIC EMPLOYMENT (i.e. administrator, member, Commissioner, job title, etc.) seeking hold held A B

05 GOVERNMENTAL BODY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.) A B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS Information in blocks 8-15 represents disclosure for the calendar year listed here: 2 0

08 REAL ESTATE INTERESTS involved in transactions with the Commonwealth, any of its agencies, or a political subdivision If NONE, check this box

09 CREDITORS TO WHOM IS OWED MORE THAN \$6,500 Name: Address: Interest Rate If NONE, check this box

10 DIRECT OR INDIRECT SOURCES OF INCOME OF \$1,300 OR MORE, including (but not limited to) all employment Name: Address: (OFFICIAL USE ONLY) If NONE, check this box

11 GIFTS VALUED AT \$250 OR MORE IN THE AGGREGATE Source of Gift Value of Gift Address of Source of Gift Circumstances (including description) of Gift If NONE, check this box

12 TRANSPORTATION, LODGING OR HOSPITALITY WHERE ACTUAL EXPENSES EXCEEDED \$650 IN THE AGGREGATE Source of Transportation, Lodging, or Hospitality Value Address If NONE, check this box

13 OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS Business Entity (Name and Address) Position Held (i.e., officer, director, employee, etc.) If NONE, check this box

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT Business (Name and Address) Interest Held (i.e., 5%, 10%, etc.) If NONE, check this box

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER Business (Name and Address) Transferee (Name and Address) Interest Held Relationship Date Transferred If NONE, check this box

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief, said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. § 4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. § 1109(b).

Signature \_\_\_\_\_ Enter Current Date \_\_\_\_\_

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE INCLUDING SIGNATURE OR DATE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS. SIGN THE FORM USING CURRENT DATE. DO NOT BACK DATE SIGNATURE.

WHO MUST FILE	ORIGINAL COPY	ADDITIONAL FILINGS*	WHEN TO FILE
<b>A. STATUS BLOCK A - CANDIDATES</b> Statewide State Senate State House  Supreme Court Superior Court Common Pleas Court Traffic Court Municipal Court Commonwealth Court	<b>State Ethics Commission</b>	Append to nomination petition when filed with the State Bureau of Elections 210 North Office Building Harrisburg, PA 17120-0029	ON OR BEFORE THE LAST DAY FOR FILING A PETITION TO APPEAR ON THE BALLOT FOR ELECTION
<b>Constables / Deputy Constables</b>	<b>State Ethics Commission</b>	Append to nomination petition when filed with County Board of Elections	
Countywide City Borough Township Municipality (home rule charter)	File with the Clerk/ Secretary in the Municipality in which you are a candidate		
<b>Magisterial District Judges</b>	File with the County in which the Magisterial District is located		
School Director	File in the School District where you are a candidate		
Announced Write-in	For state office file with <b>State Ethics Commission</b> . For county or local office file with governing authority of political subdivision.	No additional copy required	Within 30 days of official certification of having been nominated or elected unless such person declines the nomination or office within that time frame.
Unannounced Write-in Winners of Nominations			
Unannounced Write-in Winners of Elections			
<b>B. STATUS BLOCK B - NOMINEE</b> State Level	<b>State Ethics Commission</b>	File with the Official or Body vested with the power of confirmation	10 days before official or body approves or rejects the nomination.
County/Local Level	Governing authority of political subdivision		
<b>C. STATUS BLOCK C - PUBLIC OFFICIAL</b> Commonwealth Public Officials such as: Members of Boards and Commissions (including alternates/designees); Heads of executive, legislative and independent agencies, boards and commissions; and persons appointed to positions designated as offices.  Charter School Trustees.	<b>State Ethics Commission</b>	File with <b>each</b> Agency, Board, Commission, Department, or Government Body in which employed or to which appointed. (make additional copies if needed)	FILE NO LATER THAN MAY 1 OF EACH YEAR A POSITION IS HELD AND OF THE YEAR AFTER LEAVING SUCH A POSITION.
<b>State House Member</b> <b>State Senate Member</b>	<b>State Ethics Commission</b>	File with the House Chief Clerk or Senate Secretary (whichever applies)	
<b>Local Public Officials serving in/as:</b> Counties; Boroughs; Townships; Home Rule Municipalities; Municipal Authorities; School Districts  Incumbent Judges and Magisterial District Judges who are not candidates file a Statement of Financial Interests for Judicial Officers with the Administrative Office of Pennsylvania Courts (AOPC).	File only with the governing authority of the respective local political subdivision	Additional copy is not required to be filed (unless serving in multiple capacities, then file with <b>each</b> entity as required)	
<b>Constables / Deputy Constables</b>	<b>State Ethics Commission</b>	No additional copy required	
<b>D. STATUS BLOCK D - PUBLIC EMPLOYEE</b> Commonwealth PUBLIC EMPLOYEE (Executive, Leg. & Independent Agencies)	File only with your Employer		
County City Borough Township Municipal (home rule) Municipal Authority School District 	File only with your political subdivision	No additional copy required	
<b>E. STATUS BLOCK E - SOLICITOR</b>	File with the governing authority of <b>each</b> political subdivision for which you are Solicitor		Additional copy is not required to be filed (unless serving in multiple capacities, then file with <b>each</b> entity as required)

**\* FILER IS RESPONSIBLE FOR MAKING ANY ADDITIONAL COPIES.**



## LANTA General Procurement Ethics Guidelines for Employees and Board of Directors

1. Treat all sources in an equal and equitable manner. There should be no favoritism applied toward any vendor, neither during procurement nor during the course of doing business with that vendor. Likewise, there should be no negative treatment of vendors, regardless of their past experience with the Authority, except as specifically documented in this manual and in formal purchasing solicitations.
2. Maximize full and open competition. Only when all suppliers perceive that they have an equal opportunity to obtain our business can we get the best product at the best price. Restricting competition can be found in the compilation of proprietary specifications, imposition of unreasonable contract terms or failure to respond to serious supplier inquiries and requests.
3. Establish an "arm's length relationship" with suppliers. This is a variation on the principle of equal treatment that bears repeating. Once a supplier believes that we prefer a particular vendor, it becomes impossible to promote competition. The "preferred" vendor feels no incentive to "sharpen their pencil," and any vendors who perceive preference will decline to participate in our solicitations.
4. Respond promptly and consistently to vendor requests for information. Keep in mind that consistency means the same way with each vendor.
5. Do not seek to take advantage of an "honest mistake" made by a vendor or to bury significant contract provisions where they are unlikely to be found.
6. Always award business in accordance with the terms and procedures outlined in solicitation documents. If an award is to be based on low price, do not change the "rules of the game" after bids have been submitted and seek to evaluate on any other factor.
7. Do not take personal advantage of "trade discounts" offered by vendors. A trade discount is an amount by which the catalog price of an item is reduced when sold to LANTA. Trade discounts are generally offered to limit purchasing competition.
8. The issue of gifts and gratuities is one that bears careful examination. The distribution of promotional materials (i.e.: baseball caps, coffee mugs, etc.) has been standard industry practice for a number of years. Caution must be exercised in this area. It will be the policy of LANTA that:

- a. No promotional material or gift, with a retail value in excess of \$25.00 may be solicited nor accepted at any time by any officer, employee, agent, or board member of the Authority from a current or prospective vendor or parties to subcontracts.
  - b. During the course of an active procurement (from specification development through contract award), no token of any value may be accepted from a vendor in the business being purchased through the active offering.
9. In the event an employee with purchasing responsibility becomes aware of a conflict of interest with a vendor with whom they may do business, such conflict must be disclosed to either the Executive Director or Chairperson of the Board of Directors immediately. In such case, the responsibility for that vendor relationship will be removed from the affected employee. **Conflict of interest exists when any employee, member of his/her immediate family, partner, or any organization that employs or is about to employ any of the above has a financial or other interest in the firm selected for a contract award.**
10. Control trade secrets and other confidential information provided by vendors or contractors when it relates to their technical, financial, and/or operational abilities.