

## TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

May 26, 2022

The regular meeting of the Tri-County Regional Planning Commission was held May 26, 2022 via Zoom conferencing and in-person attendance in the second floor conference room at 112 Market Street, Harrisburg. Mr. Spandler called the meeting to order at 3:35 p.m.

### ROLL CALL

Members participating remotely were Commissioner Brenda Watson, Mr. Frank Campbell, Ms. Dana Cotton, Ms. Deb Everly, Ms. Nina Fitchet, Mr. Tom Graupensperger, Mr. John Kerschner, Mr. Danny Kirk, Mr. Gary Lenker, Mr. Bill Lyons, and Mr. Jim Turner. Mr. Robert Spandler, Mr. Fred Lighty and Ms. Mary Gaiski attended in person. Ms. Ashley Wise from Conrad Siegel and Mr. Stephen Rock from Zelenkofske Axelrod were guests attending remotely. Mr. Steve Deck and Ms. Diane Myers-Krug of staff were also present. Mr. Deck noted the meeting was being recorded and directed attention to the list of attendees shown on the screen.

### PUBLIC COMMENT

No public was in attendance to provide comment.

### PRESENTATIONS

Ms. Ashley Wise provided a report on the 2022 Actuarial Valuation for the defined benefit pension plan and shared a handout summarizing the results. She noted the 14% return on investment for 2021, and explained the long-term nature of the pension plan and its 7.5% assumed return in calculating plan contributions over the life of the plan. She provided a table illustrating the prior three valuations and the impact investment performance has on annual recommended contributions. A calculation using Act 205 rules applicable to local governments was provided for comparison, which is a good check for contribution levels to make sure the investments are on the right path, and demonstrated the 2022 recommended contribution for TCRPC was reasonable. She also showed the sensitivity of various interest rates upon the plan. Expected future benefit payments were shown as a guide for investment as vested members begin to retire and draw on the pension benefits. She recommended sharing the information with the TCRPC investment manager. Ms. Wise also shared a chart which illustrated a 103% funded status as of January 2022. This is attributed to the return in 2021 and the additional contribution made to the pension.

Mr. Stephen Rock provided an overview of the final audit report for the year ending December 31, 2021. He noted the purpose of the audit was to review the material aspects of the Commission's financial statements rather than to correct or change the manner in which TCRPC manages its finances. He noted the opinion is now the first part of the report and readily available, as well as the adoption of the governmental accounting standards. Overall, it was a "clean" opinion on the financial statements.

He highlighted the balance sheet in the report and emphasized there were a suitable amount of assets available to fund the Commission's liabilities. He concurred with Ms. Wise's discussion of the additional contribution into the pension fund aiding in the Commission's overall net position. He then reviewed the single audit required for the level of federal funding received by the Commission for the transportation program, for which there were no audit findings.

Finally, Mr. Rock directed attention to the schedule of findings and questioned costs, which summarizes the results of the audit. Overall, the report issued was "unmodified", there were no material weaknesses, and the Commission qualified as a "low-risk" auditee (three consecutive years without findings).

## MINUTES

On a motion by Mr. Lenker, seconded by Ms. Gaiski, the minutes of the March 24, 2022 meeting were approved for filing.

## FINANCIAL STATEMENTS

Ms. Myers-Krug reviewed the Financial Statements for March and April 2022. She noted when eliminating the consultants' pass through funding from consideration, the expenses are under budget, but much closer to the expected budget than the statement shows.

She highlighted revenues for March and April including payment of quarterly increments from the Counties, PA DEP Countywide Action Plan final planning funds reimbursements, local planning assistance addition of Newport Borough, sponsorships, pension obligation payment from Cumberland County, as well as interest income recorded from redemption of the final CD.

Regional program expenses included stormwater activities (until grant funds are finalized for expenditure), website overhaul, and building activity report. Progress on the Perry County comprehensive plan, many intergovernmental reviews in support of grant funding, and GIS support continue as well. Expenses for various office items have been held in check and include mainly software and computer support items beyond normal office supplies.

Ms. Myers-Krug reviewed a copy of the invoice supplied by the landlord each month for utilities. Each invoice includes a breakdown of the utilities (electric, steam, water, trash) by share of leased space square footage. Once the renovations for the building are complete, each space will be individually metered and utilities based on the metered readings.

On a motion by Mr. Kirk, seconded by Mr. Kerschner, the Financial Statements for March and April 2022 were unanimously accepted for filing and audit. Copies of the Financial Statements are attached to the file copy of these minutes.

## PAYMENT OF EXPENSES

Ms. Myers-Krug reviewed some general ledger items including participant fees for a PMPEI training course offered, sponsorships, quarterly increment payments, utility payment, consultant reimbursement for the DEP Countywide Action Plans, CD redemption, local planning assistance fees, space rental at Strawberry Square for outreach and required insurance rider, and traffic counting equipment supplies. She noted a larger purchase of updated traffic counters occurred at the beginning of May and will appear on the next meeting's financial statement.

On a motion by Ms. Cotton, seconded by Ms. Everly, the payment of the March and April 2022 expenses was unanimously approved. Copies of the expenses are attached to the file copy of these minutes.

There was one (1) health reimbursement during April 2022. On a motion by Mr. Kerschner, seconded by Ms. Gaiski, the payment of the April health reimbursement was unanimously approved.

Ms. Myers-Krug noted the sweep account report and CD investment report were provided for information purposes. The ending balance for the sweep account appears high because of the CD redemption deposited directly into the account. Until any of the CD funds are reinvested in a

different account, the sweep account balance will remain higher than in the past. She also explained the CD report will be discontinued with the redemption of the last CD being finalized.

### INTERGOVERNMENTAL REVIEWS

Mr. Deck gave an overview of seven different requests for grant funding including green stormwater infrastructure along Riverfront Park in Harrisburg, wastewater treatment plant upgrades in Loysville, park development, creek restoration, transit facility upgrades and rural transportation services, and senior housing being established in Howe Township. Ms. Everly suggested language should be added to the letters to specifically state the Commission's support for funding of the projects. Mr. Graupensperger added that electrification for transit facilities can be expensive and needs additional funding support to be realized.

On a motion by Mr. Graupensperger, seconded by Ms. Everly, approval for Mr. Spandler's signature on the consistency letters (including the suggested added language) for agenda items 7a through 7f passed unanimously.

On a motion by Ms. Gaiski, seconded by Mr. Turner, approval for Mr. Spandler's signature on the consistency letter for Bretz Court Senior Housing in Howe Township was approved. Mr. Campbell abstained from the vote.

### COMMUNICATIONS

Mr. Deck highlighted an amendment to the CAP planning grant which included additional funds for project implementation. In order to reimburse the various entities performing the approved activities, a memorandum of understanding must be authorized and executed between TCRPC and those entities. Mr. Deck presented the MOU outlining conditions for reimbursement. On a motion by Ms. Gaiski, seconded by Ms. Everly authorization for Mr. Spandler to sign the MOU was unanimously approved.

Mr. Deck also shared information from the PA State Data Center regarding TCRPC continuing as a Data Center Affiliate. Activities include sharing Census data as it becomes available and responding to specific requests. No action was needed.

### REPORTS

Mr. Deck highlighted several staff efforts including completion of the I-81 Improvement Strategy and its final website, the regional bike share program dubbed 'SusqueCycle', 2023 transportation improvement program (TIP) public comment period and air quality conformity analysis, implementation for CAP program projects, and the Perry County comprehensive plan (Picture Perry).

Mr. Deck asked Commissioners for suggestions for the annual lunch program in terms of topics and speakers. Logistics for that program, hopefully an in-person event, will be pulled together soon and any ideas would be welcome. An invitation will be extended to Ryan Unger with Harrisburg Regional Chamber to be the keynote speaker barring any other suggestions.

### OTHER BUSINESS

No other business.

### PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

On a motion by Mr. Kerschner, seconded by Ms. Cotton, the meeting was adjourned at 4:51 p.m.

The next meeting is scheduled for  
**Thursday, July 28, 2022 at 3:30 p.m.**  
TCRPC Office, 112 Market Street  
2<sup>nd</sup> Floor Conference Room, and remotely

Respectfully submitted,  
*John A. Kerschner*

John A. Kerschner, AICP  
Secretary