

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

July 24, 2025

The regular meeting of the Tri-County Regional Planning Commission was held July 24, 2025, via Zoom conferencing and in-person attendance. Mr. Kirk called the meeting to order at 3:34p.m.

ROLL CALL

Members participating remotely were Mr. Frank Chlebnikow, Ms. Mary Gaiski, Mr. Tom Graupensperger, Mr. John Kerschner, Mr. Joel Seiders, Mr. Robert Spandler and Mr. James Turner. Mr. Danny Kirk attended in person. Mr. Andrew Bomberger, Ms. Diane Myers-Krug and Lindsey Grier of staff were also present. Ms. Myers-Krug noted a quorum was met, with members participating shared in the Zoom gallery, and final attendance documented through the meeting minutes. Mr. Bomberger noted the meeting was being recorded.

PUBLIC COMMENT

No public was in attendance to provide comment.

MINUTES

On a motion by Mr. Turner, seconded by Mr. Spandler, the minutes of the May 22, 2025, meeting were unanimously approved for filing.

FINANCIAL STATEMENTS

Ms. Myers-Krug noted that May 2025 actual revenue and expenses were at the exact same percentage of 41.7% as the expected budget percentage for the first time ever in TCRPC's history. Revenues received included transportation payments, the Dauphin County 2nd quarter increment and LPA for Buffalo Township in Perry County. May expenses that were over budget included copies for outreach, fixed asset for traffic counting cameras that were bought earlier in the year and other regional expense for the annual luncheon. June 2025 revenues and expenses also were right on budget. The expense to note was Professional Services, which included the payment for the annual audit.

On a motion by Mr. Turner, seconded by Ms. Gaiski, the Financial Statements for May and June 2025 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 payments to Minuteman Press for business cards for new staff, Perry County quarterly office expenses incurred, Sheraton Hotel final payment for the annual lunch, Dauphin County Treasurer for parking for traffic counting staff, Zelenkofske Axelrod LLC for annual audit, Honor Engineer Company for a refund of Dauphin County subdivision fees, Dauphin County IT for Adobe Acrobat licensing and United States Treasury for annual PCOR (health care) tax.

On a motion by Mr. Kerschner, seconded by Mr. Graupensperger, the payments of May and June 2025 expenses were unanimously approved. Copies of the expenses are attached to the file copy of these minutes.

Ms. Myers-Krug introduced Ms. Lindsey Grier, a new staff member, to the board members and gave a little synopsis of her background. She was hired as a regional planner.

Ms. Myers-Krug noted the sweep account report was provided for information purposes. She noted the interest rate for the sweep account is at 3.70%, the interest earned far exceeds the fees charged to date. This will continue to be monitored.

There were three (3) health reimbursements during May and June 2025. On a motion by Ms. Gaiski, seconded by Mr. Turner, the payments for the May and June 2025 health reimbursements were unanimously approved.

Ms. Myers-Krug reviewed the Charles Schwab general investment account for informational purposes. She noted that since being opened in 2022, the return on the account was 12.8%.

Ms. Myers-Krug reviewed the statement for the SusqueCycle program account for informational purposes. May and June revenues were around \$2,000. Mr. Kirk questioned whether the revenues were down because of the large amount of rain and the 100-degree weather in May and June this year compared to last year. Mr. Bomberger indicated that while the weather was not optimal for cycling, revenues were not down from last year. SusqueCycle is already close to being able to cover the match for the year, which is better than it was in past years.

Ms. Gaiski stated that while coming to work a couple of weeks ago, she saw a group of 10 to 15 individuals riding together on the SusqueCycle bikes down Front Street in Harrisburg.

INTERGOVERNMENTAL REVIEWS

Ms. Myers-Krug gave an overview of the project request from Swatara Township for the Swatara Exchange Improvements for the Harrisburg Mall redevelopment, which the Commission has seen for prior funding requests from different sources. The grant request is \$3 million with the total project being \$5.3 million.

On a motion by Mr. Spandler, seconded by Mr. Turner, approval of Mr. Kirk's signature on the consistency letter passed unanimously.

COMMUNICATIONS

Mr. Bomberger stated that back in 2023, the HATS program began developing a Regional Active Transportation Plan which is a regional bicycle and pedestrian plan. It was adopted by HATS in April 2025. Mr. Bomberger requested adoption of the PA DCNR Resolution for completion of the Active Transportation Plan and grant close out.

On a motion by Mr. Kerschner, seconded by Ms. Gaiski, the resolution was unanimously approved for filing.

Also, TCRPC will be hosting an active transportation summit in early November 2025.

Ms. Myers-Krug presented the notice to proceed letter from the PA Department of Transportation indicating that Work Order #9 is effective as of July 1, 2025, for the State fiscal year 2025-27 Unified Planning Work Program (UPWP). The letter was presented for informational purposes.

Mr. Bomberger spoke about the FHWA Grant Agreement Closeout for Safe Streets for All (SS4A) Action Plan that was adopted back in September 2024. FHWA had originally paid the wrong Tri-County Regional Planning Commission located in Illinois. It took the entire time of developing the plan plus six months to get the issue resolved and the funds credited back into the plan for the grant closeout to be complete. This agreement was presented for informational purposes.

REPORTS

Mr. Bomberger highlighted several staff efforts including the finalizing of the Regional Transportation Plan draft and presented it to HATS in June 2025. Public comment is a required part of the process, which is being conducted from July 1, 2025 to August 15, 2025. An in-person public meeting was conducted in Strawberry Square on July 23, 2025, and a virtual public meeting was held on July 15, 2025, in the afternoon. The recording is available online. Another virtual public meeting will be held August 5, 2025, in the evening. Adoption is expected to occur in September at the HATS meeting.

Sober Ride Home program was conducted over the July 4 holiday weekend and used about \$10,000 in vouchers, which left about \$20,000 in voucher funds remaining. Labor Day and Halloween are expected to be the next rounds for the program. If there are any remaining funds, the Thanksgiving holiday would be the next time vouchers would be available.

Dauphin County Planning Commission is coordinating on a local flooding issue along Tanners Run. In August, there will be a meeting at Upper Paxton Township building.

The Perry County Planning Commission is continuing work on the Picture Perry and getting started on a multi-municipal Act 537 sewage plan.

Open End RFQ advertising began in May 2025. Responses were due back June 20, 2025. There were nine (9) submissions received. The evaluations were completed by Commission members Mr. Seiders, Mr. Graupensperger and Ms. Everly, as well as staff members Mr. Bomberger, Ms. Myers-Krug and Ms. Grier. Overall, the applicant teams were all capable of doing the work. The focus for the RFQ was on planning support. The consultants recommended for agreements were Kittelson & Associates, GFT Infrastructure, Inc., Michael Baker International and Whitman, Requardt & Associates, LLP (WRA). Mr. Seiders indicated that we were lucky to have received nine submissions, and he agrees with the four selected. Mr. Graupensperger stated that everyone was in consensus as to the selections.

On a motion by Mr. Seiders, seconded by Mr. Graupensperger, the contracting with the four firms was unanimously approved.

The Regional Growth Management Plan was last adopted in 2017. The by-laws indicate that it is to be reviewed and revised (if necessary) at least every 10 years, so it is due again in 2027. Staff drafted a scope for reference which is included in the meeting packet.

2026-2027 Regional Planning Area (RPA) representative nominations will occur this year. This year is the end of the 2-year term. Starting in September 2025, TCRPC will be reaching out to the municipalities indicating that representative nominations are needed for their area on the regional planning commission. If the current representatives wish to continue, please notify Ms. Myers-Krug by the end of August. An indication that the current representative would like to continue will be included in the documentation that will be sent to the municipalities. A copy of the letter will also be sent to the representative. Once those nominations are received, they will be compiled and sent to the County Commissioners for appointments. Those nominations will be due to staff at the end of October 2025. Both the Dauphin and Perry County planning commissions will also indicate who they recommend as representatives for the regional commission. The officers of the board will rotate as is the normal process. Dauphin County will have the chairman and secretary positions. Perry County will have the vice-chairman and treasurer positions.

OTHER BUSINESS

Mr. Bomberger announced that CPR/AED training will be conducted in the TCRPC office on Wednesday, August 27 from 4pm to 6pm. The board members are welcome to attend.

Ms. Myers-Krug announced that Mr. Tim Jones, who has been an employee for about 24 years and has done the traffic counting and GIS, has decided to retire at the end of July 2025. Staff will be putting together a retirement card/poster so that people can write a note to Tim. Commission members are also welcome to take part.

Mr. Bomberger presented an amended lease for 10 years. There have been negotiations to acquire the rest of the third floor with a minimal increase in rent. The square footage would double. A full-size conference room would also be constructed.

Ms. Gaiski asked whether that will facilitate larger meetings being held in our expanded office space. Mr. Bomberger indicated that all meetings would be conducted in the new TCRPC full-size conference room once it is constructed.

On a motion by Mr. Spandler, seconded by Mr. Kerschner, the motion for Mr. Bomberger to sign the amended lease was unanimously approved.

Higher Information Group proposed a contract for converting the aperture cards to digital pdf/a files. The conversion of the 60,000 cards will cost \$16,200, which would be less than the process to purchase a digital scanner and have a long-term project for staff to convert and then upload each file for archiving. Higher Information Group will automatically convert and upload the data to the OnBase document management system in coordination with Dauphin County IT. This will be done in batches since there is 90-day timeframe to review and verify the quality of the data.

Ms. Gaiski questioned whether there is a requirement to keep the data as far back as 1972. Ms. Myers-Krug stated that subdivision plans are required to be kept permanently either on microfiche or paper. Starting in 2017, archiving requirements changed so that the data also can be digitally converted to a pdf/a file format. Since 2019, the commission's plans have been converted to the required format and uploaded to the OnBase system, and we are now converting the archived files saved on microfiche dating back to 1972.

On a motion by Ms. Gaiski, seconded by Mr. Kerschner, the motion for Mr. Bomberger to sign the contract with the Higher Information Group was unanimously approved.

ADJOURNMENT

On a motion by Ms. Gaiski, seconded by Mr. Kerschner, the meeting was adjourned at 4:19 p.m.

The next meeting is scheduled for
Thursday, September 25, 2025 at 3:30 p.m.
TCRPC Office, 320 Market Street, Suite 301E
and via Zoom

Respectfully submitted,
Thomas A. Graupensperger
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Secretary