

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

January 27, 2022

The regular meeting of the Tri-County Regional Planning Commission was held January 27, 2022 via Zoom conferencing. Mr. Deck called the meeting to order at 3:30 p.m.

ROLL CALL

Members participating remotely were Mr. Frank Campbell, Mr. Frank Chlebnikow, Ms. Dana Cotton, Ms. Deb Everly, Ms. Nina Fitchet, Mr. Tom Graupensperger, Mr. Rob Hess, Mr. John Kerschner, Mr. Fred Lighty, Mr. Bill Lyons, and Mr. Jim Turner. Commissioner Brenda Watson, Mr. Robert Spandler, and Ms. Mary Gaiski attended in person. Mr. Steve Deck and Ms. Diane Myers-Krug of staff were also present. Mr. Deck recited the names of people participating online and present in the room, then noted the meeting was being recorded.

ELECTION OF OFFICERS FOR 2022

Mr. Deck explained the officers are elected to serve a two-year term on a rotating basis, with the Chairman being (re)elected annually. For the upcoming term (2022-2023) Dauphin County will hold the positions of Chairman and Secretary, with Perry County holding the positions of Vice Chairman and Treasurer. On a motion by Mr. Hess, seconded by Mr. Campbell, the slate of officers of Mr. Spandler, Chairman; Mr. Kirk, Vice Chairman; Mr. Kerschner, Secretary; and Mr. Graupensperger, Treasurer was unanimously approved.

Mr. Spandler thanked Mr. Graupensperger and the previous officers for their leadership and members for their vote of confidence in electing him Chairman.

PUBLIC COMMENT

No public was in attendance to provide comment.

MINUTES

On a motion by Mr. Hess, seconded by Mr. Turner, the minutes of the November 18, 2021 meeting were approved for filing.

FINANCIAL STATEMENTS

Ms. Myers-Krug reviewed the Financial Statements for November and December 2021. She highlighted revenues for November including the quarterly increment received from Cumberland County, reimbursement from PA DCED for the toolkit project, as well as the second refund from the health benefits provider. PennDOT invoice payments are also included and reimbursements continue to be received about six weeks after invoice submission. Revenues for November also included payment for local planning assistance from Oliver Township in Perry County.

She noted overall expenses to date were below budgeted expectations, but varied within each of the TCRPC programs. Of particular note is state transportation funding exceeding budgeted levels, however additional state funding was received in February and March without the budget being amended to reflect that increase. Only available state funding was expended, although not budgeted as such on the statement. Perry County local planning assistance (LPA) shows on the statement as exceeding the budget, however, additional work for Spring Township was conducted and when the reimbursement from the Township is considered, the Perry County LPA program is within the expected budget.

Ms. Myers-Krug also discussed funding for the Perry County support program, which is budgeted for staff support for three days/week. By the end of the year the program is over-budget unless there

is additional funding from other sources for projects, such as hazard mitigation planning or land use work related to transportation, which can be billed to help offset the staff time expended on the remaining days. She noted as long as resources were available through other programs for staff to conduct related land use work, there would not be a budget issue. Should those resources diminish, then the budget for the Perry County support program would need to be re-evaluated.

Overall expenses were less than the expected budget at year's end, at 99% when adjusted for consultant pass-through funds. The toolkit project was complete with the final reimbursement payment pending and the County Action Plan (CAP) project was continuing into the implementation phase with additional funding expected from PA DEP in 2022.

Ms. Myers-Krug reviewed some expense items that varied from the budget including copies (due to a low budgeted number), postage, professional services, as well as items originally budgeted for the potential office move such as office supplies, business expenses, and computer software and support. Other regional expenses include premier project awards, education efforts, and the annual lunch, all of which are funded through sponsorships.

On a motion by Mr. Kerschner, seconded by Ms. Everly, the Financial Statements for November and December 2021 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 usual general ledger items including professional office cleaning, copier lease and copies, phone, and pension payments. Some of the unusual entries included website maintenance and upgrade, postage meter lease, annual copier maintenance agreement, insurance for TCRPC and public officials, payments to consultants, as well as revenues for health benefits refund, luncheon fees, and sponsorships. She also noted the CD redemption received from Centric Bank in January and subsequent deposit into the new TD Ameritrade investment account.

On a motion by Mr. Graupensperger, seconded by Ms. Gaiski, the payment of the November and December 2021 expenses was unanimously approved. Copies of the expenses are attached to the file copy of these minutes.

There was one (1) health reimbursement during November and December 2021, which ended the year at 14% of the budgeted level. On a motion by Ms. Cotton, seconded by Mr. Hess, the payment of the November 2021 health reimbursement was unanimously approved.

Ms. Myers-Krug noted the sweep account report and CD investment report were provided for information purposes, and stated the sweep account interest rate remained at 0.35% since July. Ms. Myers-Krug also indicated the CD which matured on January 7, 2022 was cashed and invested into a new account with TD Ameritrade, as approved by the Commission in November. Additional information (handout) was provided regarding establishment of the new account. She explained the second CD will mature in April and the Commission can take action at its March meeting on the disposition of that CD.

2022 BUDGET

Ms. Myers-Krug reviewed the 2022 budget and noted the main adjustments made since the Commission reviewed the draft in September included TCRPC payment of the increase in the transportation local match, additional funding from PA DEP, as well as updated health benefits

and insurance expenses. These changes did not impact the quarterly increments requested and approved by the Dauphin and Perry County Commissioners through their budget processes.

Ms. Myers-Krug noted the work program attached to the budget also remained unchanged from the September draft, with the adjustments to the budget numbers as previously discussed. Ms. Everly inquired about the status of any potential drone projects. Mr. Deck noted resources are available through Shippensburg University and Harrisburg University since licensed staff left TCRPC should there be any project need for drones. On a motion by Mr. Hess, seconded by Commissioner Watson, the 2022 budget was unanimously approved.

RESOLUTIONS

Ms. Myers-Krug explained normal contracting procedures with PennDOT requires the Commission sign a resolution which provides signatory authority for the Executive Director or Associate Director to execute and file agreements with PennDOT to support the Unified Planning Work Program (UPWP) on behalf of TCRPC. This resolution is renewed with each UPWP, which is updated every two-years, and a UPWP for FY 2022-2024 will be forwarded to PennDOT at month's end for processing. An executed resolution must be included. On a motion by Mr. Kerschner, seconded by Ms. Gaiski, the resolution was unanimously approved.

INTERGOVERNMENTAL REVIEWS

Mr. Deck gave an overview of two project applications to the Susquehanna River Basin Commission (SRBC) for Consumptive Use Mitigation grants: Conewago Creek Floodplain Restoration in Londonderry Township and Champagne Farms Conservation Easement in West Hanover Township. A consistency letter was requested for each project, which includes work involving riparian buffers and stream restoration to improve water quality. Mr. Deck also noted some of the resulting pollutant load reductions would generate credits to be applied in other areas of the region. On a motion by Ms. Gaiski, seconded by Mr. Graupensperger, approval for the Chairman's signature on the consistency letters was unanimously approved.

COMMUNICATIONS

Ms. Myers-Krug shared an updated contact list for the TCRPC Commissioners' reference, with a correction to Ms. Gaiski's email address noted.

REPORTS

Mr. Deck highlighted several staff efforts including submission of the 2045 Regional Transportation Plan (RTP) for approval, several I-81 Improvement Strategy meetings, I-83 South Bridge improvements and tolling discussions, new bike share program, and the 2023 transportation improvement program (TIP) development. He also noted successful discussions with Dauphin and Perry County regarding broadband service expansion, continued work on the Perry County comprehensive plan, and finalization of the toolkit model zoning and subdivision ordinances. Commissioner Watson commended staff (Jason Finnerty) on the progress being made with the comprehensive planning efforts.

Mr. Graupensperger suggested York County as an example to use for pollution reduction program (PRP) credit applications from Conewago Creek. Mr. Deck stated that a "water resource enhancement program" is being set up through the CAP implementation efforts, with the Conewago Creek project as a "proof of concept" to show benefits and broaden participation to all MS4s. Mr. Graupensperger suggested there may also be opportunity with PennDOT in sharing PRP credits. In addition, discussion included managing truck traffic/mix along the I-81 corridor

and the possibility of a P3 endeavor for the Carlisle area in particular. Ms. Gaiski inquired about truck parking along the I-81 corridor and Mr. Deck stated the study addressed the parking issue. However, PennDOT does not want to own parking areas and property owners (warehouses) do not want trucks parked on the property that are not actively delivering product. From the public sector side, truck parking is a difficult issue to resolve and will mostly likely require private sector leadership.

OTHER BUSINESS

Mr. Deck announced the addition of a new administrative assistant, Ana Avila-Tinoco.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

On a motion by Mr. Lighty, seconded by Mr. Hess, the meeting was adjourned at 4:46 p.m.

The next meeting is scheduled for
Thursday, March 24, 2022 at 3:30 p.m.
TCRPC Office, 112 Market Street
2nd Floor Conference Room, and remotely

Respectfully submitted,
John A. Kerschner

John A. Kerschner, AICP
Secretary