

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

May 22, 2025

The regular meeting of the Tri-County Regional Planning Commission was held May 22, 2025, via Zoom conferencing and in-person attendance. Mr. Danny Kirk called the meeting to order at 3:36 p.m.

ROLL CALL

Members participating remotely were Mr. Frank Chlebnikow, Commissioner Justin Douglas, Ms. Deb Everly, Ms. Nina Fitchet, Ms. Mary Gaiski, Mr. Thomas Graupensperger, Mr. Robert Hess, Mr. John Kerschner, Mr. Gary Lenker, Mr. Joel Seiders, and Mr. Jim Turner. Mr. Danny Kirk, Mr. Dan Robinson, Ms. Libby Kreamer (Dauphin County intern) and Ms. Cassandra Paoletti (Dauphin County intern) attended in person. Mr. Steve Rock from Zelenkofske Axelrod LLC was a guest attending remotely. Ms. Diane Myers-Krug, Mr. Andrew Bomberger and Ms. Denise Dillman of staff were also present. Ms. Myers-Krug noted a quorum was met, with members taking part shared in the Zoom gallery, and final attendance documented through the meeting minutes. Ms. Myers-Krug noted the meeting was being recorded.

PUBLIC COMMENT

No public was in attendance to provide comment.

PRESENTATION

Mr. Kirk introduced Mr. Steve Rock of Zelenkofske Axelrod LLC to provide an overview of the final 2024 audit report. Mr. Rock noted that the audit generated a clean opinion, which is the best opinion to have on the financial statements, with no findings. The audit report also describes changes included in the financial statements from the prior year and compares the numbers to explain what is occurring within the financial statements. He reviewed the statement of net position which includes capital assets and long-term liabilities such as pension and leases, and stated there was not much change in the net position for the year. Any change that did occur was associated with the pension and market trends. He further explained the fiduciary funds (pension) as separate from the Commission's custodial funds (planning commission). The notes section of the report provides a more detailed description of what the financial numbers entail. The single audit reporting for federal awards and expenditures for the highway planning and construction program required additional testing controls and compliance standards to be applied due to the level of federal transportation funds TCRPC receives. This also generated an unmodified opinion with no findings. The federal highway transportation testing also demonstrated there were no findings to be reported with the planning program. The commission remains a low-risk auditee.

On a motion by Mr. Turner, seconded by Mr. Graupensperger, the 2024 audit report was unanimously approved as completed and presented by Mr. Rock and accepted for filing.

MINUTES

On a motion by Mr. Hess, seconded by Ms. Gaiski, the minutes of the March 27, 2025 meeting were approved for filing.

FINANCIAL STATEMENTS

Ms. Myers-Krug reviewed the Financial Statements for March and April 2025. She indicated that revenues received included various PennDOT receipts, the first quarter Cumberland County increment, and annual luncheon registration fees. Expenses were under budget apart from copies for transportation outreach and fixed assets for purchasing traffic counting cameras, but funds are accounted for as part of the yearly budget. In April, more reimbursements were received from PennDOT. Additional revenues included Marysville Borough LPA, second quarter increments

from Cumberland and Perry Counties. All of the programs are within the overall budget with nothing remarkable to note. We received a late consultant invoice so the outstanding revenues column should be about \$6,000 higher.

On a motion by Mr. Kerschner, seconded by Mr. Robinson, the Financial Statements for March and April 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 quarterly increment payments, Cumberland County 2025 Pension payment received, Leetron Vision LLC for purchasing of traffic counting cameras, and annual lunch expenses including Scott Brown Media Group for the audio/visual that was paid in two payments.

Mr. Hess inquired about the two payments made to Larson Design Group. Staff indicated the payments were for project management work that they had done for several different projects. All was reimbursed through PennDOT special funding.

On a motion by Ms. Gaiski, seconded by Mr. Hess, the payment of the March and April 2025 expenses was unanimously approved. Copies of the expenses are attached to the file copy of these minutes.

Ms. Myers-Krug noted the sweep account report was provided for informational purposes and compared the total interest earned to date against the fees charged. With the interest rate at 3.77%, the interest earned far exceeds the fees charged to date. This will continue to be monitored.

There were no health reimbursements during March and April 2025, so no action needs to be taken.

The Charles Schwab Investment Account statement was provided for informational purposes. The balance varies with the market every month. The current balance remains steady.

The SusqueCycle account information was also provided for informational purposes. The April total deposits for the month increased from the previous month's deposits.

INTERGOVERNMENTAL REVIEWS

Mr. Bomberger reported that thirteen intergovernmental reviews were received. Seven were for small-scale sewer and water infrastructure improvements. One was for a redevelopment project right across the street from the TCRPC office on Market Street. The other five were for bike, trail or park improvements.

All projects were determined to be consistent with the Regional Growth Management Plan and recommended for funding support as requested by the applicants. On a motion by Mr. Kerschner, seconded by Mr. Turner, approval of Mr. Kirk's signature on the consistency letters was unanimous.

COMMUNICATIONS

Ms. Myers-Krug shared the letter from Zelenkofske Axelrod LLC to TCRPC about the audit procedures and the TCRPC response letter back to Zelenkofske Axelrod LLC stating what we provided for the audit. These are audit required letters.

Ms. Myers-Krug also spoke about a correspondence that was received about Federal funding from the State Budgeting office indicating to make sure to submit invoices on time. We are receiving letters from time to time regarding the status of programs and funding impacted by decisions in Washington DC. We have not had any issues to date and will continue to do timely invoices.

REPORTS

Mr. Bomberger highlighted several staff efforts including the Regional Transportation Plan, SusqueCycle, Dauphin County WREP program, and the Federal Certification Review in April. Sober Ride Home will be reopened for Memorial Day holiday weekend in the hopes of reducing impaired driving.

OTHER BUSINESS

The annual luncheon occurred on May 1 and a record number of people attended. TCRPC covered the luncheon expenses of about \$12,000 with savings from previous sponsorships. The open end RFQ was issued as of May 19 and posted on ACEC, PA APA, and TCRPC website and social media. RFQs are due back by June 20th. Staff requested 2 or 3 board members to participate in the evaluation process and to let Andrew know if interested. An updated members contact listing was also provided on the last page of the packet.

Mr. Bomberger indicated TCRPC has about 60,000 aperture cards in our office for required permanent retention of subdivision and land development plans. We are considering having the aperture cards scanned and converted into PDF/A files since the only card reader is fragile and extremely difficult to find replacement parts should something break on the machine. The cost of converting the cards is about \$16,000 to \$20,000. Another option would be to purchase a scanning machine at a cost of \$10,000, but would require many hours of TCRPC staff labor to do the scanning. Once the scanning is complete, however, the machine would become useless and is not transferrable or leasable due to its software licensing. The vendors that quotes were received from include Higher Information Group, IMR Digital and ScanTek. Staff will make a recommendation how best to move forward in the July meeting.

Mr. Bomberger is also working with the current landlord to settle on a price for leasing additional office space on the other side of the third floor to provide TCRPC with a much-needed conference room.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

The chairman adjourned the meeting at 4:23 p.m.

The next meeting is scheduled for
Thursday, July 24, 2025 at 3:30 p.m.
TCRPC Office, 320 Market Street, Suite 301E
and remotely

Respectfully submitted,

Thomas A. Graupensperger

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Secretary