

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

September 25, 2025

The regular meeting of the Tri-County Regional Planning Commission was held September 25, 2025, via Zoom conferencing and in-person attendance. Mr. Kerschner called the meeting to order at 3:39 p.m.

ROLL CALL

Members participating remotely were Commissioner Brenda Watson, Ms. Deb Everly, Ms. Nina Fitchet, Mr. Tom Graupensperger, Mr. Mike Hartley, Mr. Robert Hess, Mr. John Kerschner, Mr. Dan Robinson, Mr. Joel Seiders, Mr. Robert Spandler and Mr. Jim Turner. Mr. Danny Kirk attended in person. Mr. Andrew Bomberger, Ms. Diane Myers-Krug and Ms. 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 offer comments.

MINUTES

On a motion by Mr. Spandler, seconded by Mr. Graupensperger, the minutes of the July 24, 2025, meeting were approved for filing.

FINANCIAL STATEMENTS

Ms. Myers-Krug noted that July and August revenues and expenses are within the expected budget. In July, the Perry County third quarter increment and CAP reimbursement payments were received. The July expenses that were more than 10% over the expected budget were copies, telephone, advertising and fixed assets. Travel expenses were higher than normal, but this is due to it being traffic counting season. Utilities were a different figure than normal because of the annual reconciliation, and a credit was received and used towards the payment of the utilities for the month.

In the August statement, the payment of the third-quarter increments from Dauphin and Cumberland Counties, a CAP reimbursement and the Active Transportation final payment were received. The August expenses for copies, telephone and postage were 10% over the expected budget due to more outreach occurring for the month. An annual rate increase for telephone expense occurred in August.

On a motion by Mr. Hess, seconded by Ms. Everly, the Financial Statements for July and August 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 final payment to Gibson Thomas for the Active Transportation Plan, APA payments for staff professional annual dues and PPA conference fees, Harrisburg University of Science payment for GIS work on the land use classification update, Uber Technologies Inc. payments for the Sober Ride Home program and DCNR final funds received for the Active Transportation program for the full amount of the grant.

September expenses were presented for informational purposes only. The Peyton Walker Foundation payment was for CPR/AED training for staff that occurred on August 27. A second payment was made to The Peyton Walker Foundation for a very reduced rate AED machine for the office. A payment was made to Sheraton Harrisburg Hershey Hotel to reserve the venue for the 2026 Annual Luncheon which will be held on May 7, 2026.

Mr. Robinson asked how often the Charles Schwab (Pension) and Matrix Trust (457) payments occur. Ms. Myers-Krug explained that the payment occurs during the twice a month payroll to pay the employee's and the employer's contributions to the pension and the 457 retirement plan.

On a motion by Mr. Kerschner, seconded by Mr. Graupensperger, the payment of July and August 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 and investment account report were provided for informational purposes. She noted the interest rate for FNB remains at 3.7%. The interest continues to exceed the amount of fees. The level of fees and interest amount will be monitored to ensure that this change remains positive. Ms. Myers-Krug pointed out that it is important for this account to maintain a balance that would cover three to six months' worth of expenses, which is generally recommended. So the target balance is between \$400,000 and \$800,000 to have enough funds to cover the paying of the bills during times when normal revenue streams may be interrupted.

There were two (2) health reimbursements during July and August 2025. On a motion by Commissioner Watson, seconded by Ms. Fitchet, the payments for the July and August 2025 health reimbursements were unanimously approved.

Ms. Myers-Krug also noted the Charles Schwab investment account balance had about an 8.4% increase in August 2025.

Ms. Myers-Krug reviewed the statement for the SusqueCycle program account for informational purposes. Deposits in July and August were on the larger size, reflecting an active bicycling season. Mr. Bomberger noted that the annual payment to Tandem Mobility will occur shortly.

INTERGOVERNMENTAL REVIEWS

Mr. Bomberger gave an overview of three (3) projects requesting consistency letters for gaming grants or Transportation Alternatives Set-Aside (TASA) funding that were provided in the meeting packet. Two (2) additional requests were received after the packet was distributed. There are seven consistency letters in total for consideration and signing.

The Capital Area Greenbelt Association is seeking funding from two different sources, a Dauphin County gaming grant and PennDOT TASA funding, for the relocation of the Capital Area Greenbelt in South Harrisburg. Lower Paxton and Susquehanna Townships are also applying for TASA funding for safety and pedestrian connections improvements. Swatara Township is seeking funding through the PA Redevelopment Assistance Capital Program and the Dauphin County gaming grant program for Bishop Park Phase 2 which will expand and add improvements to the park. The City of Harrisburg is seeking PA DCED multi-modal funds for Herr Street improvements to change the scope of the project to include a protected bike lane.

On a motion by Mr. Spandler, seconded by Ms. Fitchet, approval for signature on the consistency letters passed unanimously, with Mr. Seiders abstaining from voting regarding the Herr Street project.

COMMUNICATIONS

Ms. Myers-Krug shared one (1) communication for informational purposes. PA PUC letter concerning Halifax Township safety improvements and establishing a private crossing as a public crossing at Fort Halifax Park.

DRAFT 2026 BUDGET & WORK PROGRAM

Ms. Myers-Krug stated that we are required in the by-laws and articles of agreement to submit the annual budget request to the County Commissions no later than November 1 each year. The draft 2026 budget includes an overall increase of 6.7%. Federal transportation funding is the largest portion of the revenues and these revenues for the transportation planning program is up 3%. She reviewed the structure of the draft budget document prior to reviewing the numbers. Funding is added for the West Shore Gateway Trail Feasibility Study which is currently under way continuing into 2026. Safe Streets for All supplemental funds are also included, pending grant decision from the federal government. Other special projects are the Dauphin County Comprehensive Plan, Dauphin County WREP BMP Inventory and Impervious Area projects. CAP and WREP management funds will continue through next year, funded with DEP and local project participant funds. There is no increase budgeted for the Regional or County Support programs, which generates a total of \$6.2 million of budgeted revenue for 2026.

Ms. Myers-Krug noted that the expenses budgeted for salaries reflect a 2.9% cost of living increase. The health benefit increase was assumed to be capped at 20%, but the final cost will be shared by the benefits provider in October. TCRPC had some extraordinary health expenses during 2025, so the maximum 20% was assumed. Outside services has increased because of the aperture card conversion to digital that started in 2025 and will continue through 2026. Insurance was increased for possible addition of cyber insurance. Rent is increasing because of the additional space being leased. Workers Compensation and commercial insurance figures have not been received, but will be adjusted into the final budget for adoption in January. Machine leases will increase for the leasing of new laptops next year through Dauphin County IT.

Mr. Robinson asked what the rent at 112 Market Street had been vs. what is being paid now. Ms. Myers-Krug responded, stating that there was a \$200 per month increase in the initial change in rent. The amended lease agrees to a 3% increase each year. Mr. Bomberger stated that the additional space and larger conference room came with a minimal increase, extending to a 10-year lease and a good amount of office furniture. The cost is under \$10 per square foot, which is about half of the cost that Harrisburg downtown space is being leased. Ms. Myers-Krug indicated that exact numbers can be supplied.

Ms. Everly asked where the matching gaming funds came from for the comprehensive plan special project. Mr. Bomberger indicated that those funds are in the process of being applied for currently through the PA DCED municipal assistance program. The Dauphin County Commissioners passed a resolution to support that match and encouraged us to apply for the gaming grant for the project. Ms. Everly questioned whether that means that TCRPC is going to be competing for the same funds that TCRPC is offering letters of support to others. Mr. Bomberger confirmed that it is a correct statement. The Dauphin County Commissioners have not guaranteed the funding but support our efforts.

Ms. Myers-Krug explained that the quarterly increments show an increase in the local match for transportation funds only. She also presented the information showing the staff service schedule. The transportation planning coordinator position is vacant and currently being advertised, and funds have also been budgeted to fill an additional transportation planner position when needed.

The draft 2026 budget will now go to the respective Boards of County Commissioners by November 1 for consideration in their budgets. In December 2025, staff will be notified if there are any adjustments to be made to the requests. Final adjustments will be made, and the TCRPC Board will be asked to approve the final 2026 budget at the January 2026 meeting. Ms. Myers-Krug also provided a brief overview of the work program that accompanies the budget.

On a motion by Mr. Robinson, seconded by Mr. Kerschner, the draft budget was unanimously approved to forward to the Dauphin and Perry County Commissioners for consideration in their budgets.

REPORTS

Mr. Bomberger highlighted several staff efforts including transportation RTP public comment, Sober Ride Home Program, Coordinated Public Transit Human Services Transportation Plan, Greenways and Trails Summit for the state, PA State Planning Conference being held in Harrisburg and the Active Transportation Summit on November 6 at Fort Hunter Park.

A comprehensive review of our insurance coverages is being conducted by The Zigmund Company LTD. The review is to verify that we have the proper coverages at the correct levels. Once the review is completed, a report will be given. If there are any major changes to be made, it will be discussed with the Board.

The aperture cards dating back to 1972 will be eventually scanned, digitized and archived. The process has started and will be conducted in batches. There are about 60,000 cards to be converted. The time involved is yet to be determined.

A job ad has been posted for an experienced transportation planner. The ad indicates that the position will be open until it is filled.

The new lease has about doubled our office space plus includes a proper conference room that can accommodate people comfortably around a table. Mindburn and Dauphin IT still need to move the projector and technology into the new conference room. The HATS, DCPC and TCRPC meetings will be held in the new conference room from here forward. The additional office space will provide the new conference room, additional offices, extra storage and a library.

Sponsorships will start again this year. There is a new flyer explaining the new categories. There will be a luncheon sponsorship and three (3) levels of newsletter sponsorships. Mr. Bomberger indicated that he could see adding an outreach event sponsorship in the next year.

Ms. Grier spoke about the Regional Growth Management Plan. The goal is to finalize the plan by the end of next year. Next month, an online public survey will be launched. The bulk of the survey contains 40 images that are a variety of land use patterns. Participants will be responding to their visual preference. The images include industrial areas, conservation areas, farmlands, boroughs and urban environment. The public will respond to the images with a 7-point rating option. After November, the findings of the survey will be analyzed. The second part of the survey contains four

(4) open-ended questions for the participant to indicate what they would want for the future of the area followed by a few basic demographic questions. Next year, there will be an in-person discussion series.

Ms. Myers-Krug stated that at the beginning of September, letters were sent out to the regional planning areas about who they would like to have represent them. The nominations are due by October 31. Letters to remind the municipalities to send their choices will be sent out at the beginning of October. Those nominations will then be sent to Dauphin County Commissioners and Perry County Commissioners to appoint the next representatives.

The November meeting is where the Executive Director salary is discussed. Information will be sent to the officers prior to that meeting.

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

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

The next meeting is scheduled for
Thursday, November 20, 2025 at 3:30 p.m.
TCRPC Office, 320 Market Street, Suite 301E
and via Zoom

Respectfully submitted,

Thomas A. Graupensperger

Thomas A. Graupensperger
Secretary