

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

May 25, 2023

The regular meeting of the Tri-County Regional Planning Commission was held May 25, 2023 via Zoom conferencing and in-person attendance. Mr. Spandler called the meeting to order at 3:33 p.m.

ROLL CALL

Members participating remotely were Commissioner Brenda Watson, Mr. Frank Campbell, Ms. Deb Everly, Ms. Mary Gaiski, Mr. Tom Graupensperger, Mr. John Kerschner, Mr. Danny Kirk, Mr. Gary Lenker, Mr. Fred Lighty, and Mr. Bill Lyons. Mr. Robert Spandler attended in person. Mr. Christopher Tomlinson from CBIZ Investors was a guest attending remotely. Mr. Steve Deck and Ms. Diane Myers-Krug 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. Deck noted the meeting was being recorded.

PUBLIC COMMENT

No public was in attendance to provide comment but new staff members, Karen Dixon and Tanner Stroup, joined the meeting briefly to introduce themselves.

PRESENTATION

Ms. Myers-Krug referred to the 2022 Performance Review report that was distributed with the previous meeting (March) materials. Mr. Tomlinson provided a summary of the 2022 performance report for the defined benefit pension investments, along with a year-to-date report for the defined benefit pension and corporate investment account. He stated the 2022 overall return was -16.37%, with both stocks and bonds having a down year so there was no where to go to improve returns during 2022. He noted the last quarter of the year started an upturn, but not enough to recover the damage that had already been done.

He reviewed the performance of the portfolio for each fund in each in sector, highlighted the variations, and indicated the longer term outlook still achieving the actuarial goal of 7.5%. More positive returns were achieved during the beginning of 2023 at 4.58% overall, with growth funds returning about 21%. In June the funds will be rebalanced to generate the 70/30 stocks/bonds allocation. Mr. Tomlinson recommended to remain at the 70/30 mix to achieve the targeted 7.5% long-term return rate. Funds will be monitored to ensure the desired interest rate is achievable, without assuming more risk. Finally, Mr. Tomlinson highlighted some changes to defined contribution (457) plans by the Secure 2.0 Act which apply to government plans which would be reviewed and incorporated as necessary.

On a motion by Ms. Everly, seconded by Ms. Gaiski, continuation of the 70/30 allocation policy for the plan was unanimously approved.

MINUTES

On a motion by Mr. Kerschner, seconded by Mr. Graupensperger, the minutes of the March 23, 2023 meeting were approved for filing.

FINANCIAL STATEMENTS

Ms. Myers-Krug reviewed the Financial Statements for March and April 2023. She highlighted the most unusual aspect of the March statement was that there were no transportation revenues. A new invoicing system is in place at PennDOT, which is proving difficult to get anything processed in a

timely manner. Fortunately, because of the operating reserve in place, the TCRPC bills were able to continue to be paid on time. In April, some of those funds held up by the State were finally deposited. Additional revenues included quarterly increment and Cumberland County pension obligation payments, LPA fee from Spring Township, Perry County, as well as sponsorships.

She noted that Dauphin County subdivision expenses continue to exceed revenues for plan reviews, which is unusual and is being monitored. There has been extra staff time spent on County approval plan review which accounts for some of the extra expense. The April meeting was cancelled, so no transfer of funds was authorized to be made. This also contributes to the item appearing over-budget but will come into balance once the pending transfers are made. Dauphin and Perry County Support Programs are also over-budget with activities involving stormwater management, zoning, comprehensive plan, and building activity report.

Ms. Myers-Krug also reported notable expense items including the Planning Association national conference in Philadelphia, software licensing, and security certificates for the Office 365 upgrade. The overall budget remains under the expected level at the end of April.

On a motion by Ms. Gaiski, seconded by Mr. Spandler, the Financial Statements for March and April 2023 were unanimously accepted for filing and audit. Copies of the Financial Statements are attached to the file copy of these minutes.

Ms. Myers-Krug explained that PennDOT provided additional funding which required a budget adjustment. These funds were approved effective June 1, and the Commission will see the adjusted budget at the July meeting.

PAYMENT OF EXPENSES

Ms. Myers-Krug reviewed some general ledger items including utilities, county and regional stormwater projects, sponsorships, quarterly increment payments, software and security certification, and annual lunch expenses.

On a motion by Mr. Kerschner, seconded by Mr. Lyons, the payment of the March and April 2023 expenses was unanimously approved. Copies of the expenses are attached to the file copy of these minutes.

There were two (2) health reimbursements during April 2023. On a motion by Ms. Gaiski, seconded by Mr. Campbell, the payment of the April health reimbursements was unanimously approved.

Ms. Myers-Krug noted the sweep account report and investment account report were provided for information purposes. She noted the interest rate increased to 1.5% starting in April. Details of the investment account were provided in a report supplied by Mr. Tomlinson.

INTERGOVERNMENTAL REVIEWS

Mr. Deck gave an overview of the projects requesting consistency letters and noted most were for park improvements with two others being projects regarding brownfields community assessments. 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. Lenker, seconded by Mr. Graupensperger, approval for Mr. Spandler's signature on the consistency letters passed unanimously.

COMMUNICATIONS

Mr. Deck shared a letter regarding Finding of No Significant Impact and Request for Release of Funds from US HUD for Dauphin Countywide Housing Rehabilitation, as well as audit engagement and governance letters. No action was needed.

REPORTS

Mr. Deck highlighted several staff efforts including charging and fueling infrastructure (CFI) grant programs, safe streets for all kickoff webinars and update to the safety/crash application, broadband accessibility, GIS zoning updates, solar farms, Rt 39 study completion, active transportation plan, and the Perry County Comprehensive Plan adoption by 20 municipalities. He also noted the Governor's Award for Local Government Excellence recognition received and the Annual Lunch attended by 145 registrants with next year's topic being safety. More luncheon details will be provided at the next meeting.

Ms. Myers-Krug noted the 2022 Audit report was received with no findings issued. The auditor will present the final report at the July 27 meeting.

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

On a motion by Ms. Gaiski, seconded by Ms. Everly, the meeting was adjourned at 4:30 p.m.

The next meeting is scheduled for
Thursday, July 27, 2023 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