

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

January 25, 2024

The regular meeting of the Tri-County Regional Planning Commission was held January 25, 2024 via Zoom conferencing and in-person attendance. Mr. Spandler called the meeting to order at 3:34 p.m.

ROLL CALL

Members participating remotely were Mr. Jay Bratton, Mr. Frank Chlebnikow, Mr. Tom Graupensperger, Mr. Mike Hartley, Mr. Rob Hess, Mr. Gary Lenker, and Mr. Fred Lighty. Ms. Mary Gaiski, Mr. Danny Kirk, and Mr. Robert Spandler attended in person. Mr. Steve Deck of staff participated via Zoom, and Ms. Diane Myers-Krug of staff was present in person.

Mr. Spandler welcomed the new appointees from Perry County and noted the Dauphin County Commissioners instruction for the existing Dauphin County appointees to remain in place until the 2024 appointments are officially made.

ELECTION OF OFFICERS FOR 2024

Mr. Spandler asked Ms. Gaiski to present the slate of officers to be considered for the next two-year term on behalf of the Nominating Committee. Ms. Gaiski made a motion to nominate Danny Kirk, Chairman; John Kerschner, Vice Chairman; Tom Graupensperger, Secretary; and Robert Spandler, Treasurer for the 2024-2025 term. Mr. Chlebnikow seconded the motion, which passed unanimously. Mr. Spandler turned the meeting over to Mr. Kirk.

Mr. Kirk thanked Mr. Spandler 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 Ms. Gaiski, seconded by Mr. Hess, the minutes of the November 16, 2023 meeting were approved for filing.

FINANCIAL STATEMENTS

Ms. Myers-Krug reviewed the Financial Statements for November and December 2023. She highlighted revenues for November and December including regular and special project reimbursements from PennDOT, County subdivision review fees, sponsorships, accrued interest, as well as a second refund from the health benefits provider. She noted the backlog in PennDOT reimbursements were caught up and were being received on a fairly regular basis, in about eight (8) weeks from the time invoices are submitted.

She noted overall expenses ending the year were about 10% below budgeted expectations when adjusted for consultant pass-through funds, and varied within each of the TCRPC programs. While Dauphin and Perry County Support Programs were over budget at the end of year, it was improved from the previous year and could be attributed to the requested budget increase for 2023. Program costs will continue to be monitored in 2024. Dauphin County subdivision review overage can be attributed to the large plan approval which required substantial unbudgeted review fees from a consultant. This is not expected to continue in 2024.

Ms. Myers-Krug reviewed some expense items that varied from the budget including travel and parking, professional services, and miscellaneous expenses. Miscellaneous expenses included bank fees and SusqueCycle program expenses, which were unbudgeted in 2023. Other regional expenses included premier project awards, education efforts, and the annual lunch, all of which are funded through sponsorships.

On a motion by Mr. Spandler, seconded by Mr. Graupensperger, the Financial Statements for November and December 2023 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 noted there were two general ledger reports since both F&M Trust (F&M) and First National Bank (FNB) accounts remained open. Final transfers of funds from F&M to FNB occurred at the end of December, as shown on the ledgers, and all F&M accounts were closed in January. The final F&M balance at the end of December plus small interest was deposited into the FNB account on January 17, 2024. There will be one last statement from F&M and ledgers from that point on will only reflect FNB accounts.

Ms. Myers-Krug reviewed some unusual general ledger items including computer support, utilities, copier annual networking maintenance and overages, insurance premiums for both public officials and business, and payments to consultants for the Active Transportation Plan. She noted that a payment was made based on the new credit card statement received, which was also automatically deducted from the checking account. The inadvertent double-payment resulted in a credit to the credit card account, which will be drawn upon as additional items are purchased.

Revenues included payments for local planning assistance from Perry County municipalities, sponsorships, refunds from Dauphin County Premier Project Award venues, as well as the health benefits provider refund.

On a motion by Mr. Spandler, seconded by Ms. Gaiski, the payment of the November and December 2023 expenses was unanimously approved. Copies of the expenses are attached to the file copy of these minutes.

Ms. Myers-Krug noted the sweep account reports were provided for information purposes, and compared the interest rates and total interest earned for the two accounts.

There were two (2) health reimbursements during November and December 2023, which ended the 2023 plan year at 17% of the budgeted level. On a motion by Mr. Graupensperger, seconded by Mr. Bratton, the payment of the November and December 2023 health reimbursements was unanimously approved.

Additional information was provided regarding Charles Schwab Investment Account, which ended the year with a 13% increase. SusqueCycle account information was also provided for informational purposes.

2024 BUDGET

Ms. Myers-Krug reviewed the 2024 budget sections and highlighted the primary funded program being transportation, source being federal and state, and function being pass-through funding to consultants and municipalities. The 2024 budget reflects an 8.8% decrease from 2023 due to a

decrease in transportation and special projects funding. The resulting program split from the funding sources is 84.8% transportation planning, 7.3% regional planning, 5.1% Dauphin County planning, and 2.8% Perry County planning. This distribution is applied to shared expenses with the corresponding amounts charged to the appropriate program.

She noted the main adjustments made since the Commission reviewed the draft in September included updated salary, health benefits and insurance expenses. Transportation revenues were lower than estimated, but offset by lower health benefits costs than estimated. These changes did not impact the quarterly increments requested of 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. On a motion by Mr. Lenker, seconded by Mr. Graupensperger, the 2024 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 2024-2025 will be forwarded to PennDOT at month's end for processing. An executed resolution must be included. On a motion by Ms. Gaiski, seconded by Mr. Lenker, the resolution was unanimously approved.

INTERGOVERNMENTAL REVIEWS

Mr. Deck gave an overview of two project applications to the Commonwealth Financing Authority: Good Shepherd Pump Station Replacement project by the Liverpool Borough Municipal Authority and the Thomas B. George Park Improvements project in Lower Paxton Township. A consistency letter was requested for each project, which supports the *Regional Growth Management Plan* goals to protect natural resources and provide adequate levels of community services and facilities. On a motion by Ms. Gaiski, seconded by Mr. Graupensperger, approval for the Chairman's signature on the consistency letters and funding support was unanimously approved.

COMMUNICATIONS

Mr. Deck reviewed a notification sent to the Dauphin County Conservation District regarding the finalization of guidelines for the 2024 and 2025 Water Resource Enhancement Program (WREP). Similar letters were sent to the Dauphin County Planning Commission and participating Dauphin County municipalities along with a recommendation to the Dauphin County Board of Commissioners for approval. No action was requested from TCRPC.

REPORTS

Mr. Deck highlighted several staff efforts including progress on annual reports, Safe Streets for All plan and potential demonstration grant, SusqueCycle program 2,300 rides for the 2023 season, Active Transportation Plan, and County Action Plan (CAP) program implementation. In addition, the Market Street Corridor Two-Way study will be finalized following the assessment of improvements along Walnut Street, and the Duncannon Traffic Access Evaluation study including SR 11/15 in the Watts area was completed. Improvements from those studies will be prioritized

and included as appropriate in the regional transportation project pipeline for funding. Finally, updated demographic projections (population, households, employment) are being generated based on 2020 Census data and vetted through the municipalities. These projections and implications for regional development will be brought before the Commission for examination and direction in updating the Regional Growth Management Plan (if necessary) in accordance with the Commission's Articles of Agreement and Bylaws.

Ms. Myers-Krug also shared an updated contact list for the TCRPC Commissioners' reference.

OTHER BUSINESS

Mr. Deck announced the addition of three (3) "summer" interns, one of which will be starting in the fall.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

On a motion by Mr. Spandler, seconded by Mr. Lighty, the meeting was adjourned at 4:23 p.m.

The next meeting is scheduled for
Thursday, March 28, 2024 at 3:30 p.m.
TCRPC Office, 112 Market Street
2nd Floor Conference Room, and remotely

Respectfully submitted,

Thomas A. Graupensperger

Thomas A. Graupensperger
Secretary