

TRI-COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE

Minutes of the Meeting

June 25, 2009

The regular meeting of the Tri-County Regional Planning Commission Executive Committee was held June 25, 2009 in the Second Floor Conference Room of the Dauphin County Administration Building; Harrisburg, Dauphin County, PA. Chairman Eakin called the meeting to order at 1:00 p.m. by welcoming all members.

ROLL CALL

Members present were: Mr. Paul Clark, Ms. Jackie Eakin, Commissioner Gary Eichelberger, Mr. Bill Forrey, Mr. Skip Memmi, and Mr. James Turner. Messrs. Szymborski and Reardon of the staff were present. Mr. Glenn Hafer, Conrad-Siegel Actuaries was present as a guest.

MINUTES

On a motion by Mr. Clark, seconded by Mr. Turner, the minutes of the May 28, 2009 meeting were approved as distributed.

FINANCIAL STATEMENT

Mr. Szymborski reviewed the Financial Statement for the period January 1, 2009 through May 31, 2009. The Financial Statement was accepted for filing and audit on a motion by Mr. Clark, seconded by Mr. Turner. A copy of the Financial Statement is attached to the file copy of these minutes.

COMMUNICATIONS AND BILLS

Mr. Szymborski noted a draft management letter was received from Zelenkofske Axelrod, the Commission's auditor, providing the cover letter for the 2008 audit which is being drafted.

Mr. Szymborski reviewed the payment of expenses for the month of May 2009. On a motion by Mr. Memmi, seconded by Mr. Clark, the expenses for May were approved for payment. A copy is attached to the file copy of these minutes. The June month-to-date expenses were reviewed for information purposes.

STAFF MEDICAL PLAN

Mr. Szymborski reported that our existing provider, Health America, has proposed a 48.5 percent premium increase for staff's medical plan. Our existing contract expires August 1, 2009. The Commission's insurance broker has presented a plan for similar coverage with Aetna, which would increase current premiums by 5.6%. There would be additional co-pay requirements for the staff. On a motion by Mr. Clark, seconded by Mr. Turner, the Commission voted to accept the proposal by Aetna.

PENSION PLAN

Mr. Hafer presented summary information regarding the performance of the Commission's pension plan from an actuarial standpoint. Due to the poor economic conditions, the pension program lost about 20% of its value over the last year. Coupled with the assumed annual increase in the investment, the percent of actuarial valuation produced by the plan was reduced by approximately 27%. Discussion ensued as to the assumptions made in the plan. It was agreed to reduce the assumed annual salary increase to 4% from 5%, but maintain the long-term investment percent at 7.5%. This will reduce the actuarial value needed in the out years of the plan. In addition, Mr. Hafer indicated the Commission's contribution to the plan would need to be 18% to bring the plan back into regulatory compliance. On a motion by Mr. Memmi, seconded by Mr. Turner, the Commission took action to reduce the future salary assumption to 4%, increase the Commission contribution to 18% and examine the impact of increasing the staff contribution to 5% over various time periods.

Mr. Szymborski stated while there is nothing mandatory, traditionally the Commission has considered a COLA every three years for the current retired staff. 2009 is the third year. On a motion by Mr. Memmi, seconded by Mr. Forrey, the Commission will not give consideration this year to a cost of living increase due to the economic conditions. Mr. Szymborski will draft a letter to the four current retirees.

Discussion occurred on the issue of impacts on the pension with the creation of a part-time position for CDBG management. Mr. Hafer indicated their may be federal regulations regarding time separation prior to part-time employment. An amendment to the pension plan indicating a policy may be needed.

REGIONAL ECONOMIC BASE STUDY

Mr. Szymborski indicated the chance of receiving matching PA DCED monies for the proposed economic base study was virtually zero. The current budget proposal by Governor Rendell eliminates many of the programs county and local municipalities rely upon for funding. Commissioner Eichelberger believes funding may get restored since the Governor is also pushing to strengthen the land use/transportation/economic development link. He believes TCRPC is in a strong position to request funding due to the multi-disciplined work we perform. Mr. Szymborski indicated staff can perform much of the data collection although reliance on a consultant for the detailed economic analysis would be necessary. There was some discussion on whether a relationship with a university would be a practical answer to providing the analysis. Commissioner Eichelberger indicated he would speak with the Cumberland County lobbyist and see if coordination with Dauphin and Perry Counties would be possible. Mr. Memmi would discuss the matter with Commissioner DiFrancesco also. Mr. Szymborski would distribute an email to the respective County Boards of Commissioners describing the project effort and requesting their support to acquire supplemental project funding.

INTERGOVERNMENTAL REVIEW

Mr. Reardon reported a request has been received from Steelton Borough for support of an application for H2O PA (Act 63) funding for its sewer separation project. (Same project as previous month for PennVEST funding). On a motion by Mr. Memmi, seconded by Mr. Clark, the Commission supported the Borough approach for funding the project.

OTHER BUSINESS

A question regarding open records was brought out which indicated the commission would need to appoint an open records officer to administer any requests from the public. The staff will look into what needs to be done for this appointment.

ADJOURNMENT

There being no further business, on a motion by Mr. Clark, seconded by Mr. Memmi, the meeting was adjourned the meeting at 2:42 p.m.

The next meeting of the Executive Committee is scheduled for **Thursday, August 27, 2009 at 1:00 p.m.**

The next meeting of the Full Commission is scheduled for **Thursday, July 23, 2009 at 3:30 p.m.**

Respectfully submitted,

William Forrey

William Forrey
Secretary

**TRI-COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE**

MEETING OF JUNE 25, 2009

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9. ADJOURNMENT: Full Commission – July 23, 2009 at 3:30 p.m. Executive Committee – August 27, 2009 at 1:00 p.m.	

Tri-County Planning Commission Financial Statement
May 31, 2009

PROGRAMS	RECEIPTS		EXPENSES			Percentage of Budget	Outstanding Receivables	Budget 2009
	Current Month	Year to Date	Current Month	Year to Date				
TRANSPORTATION								
Federal & State	\$ 67,431.22	\$ 620,691.18	\$ 45,185.62	\$ 562,588.14	66.25%	\$ 134,231.33	\$ 849,094.00	
County Money	\$ 60,879.97	\$ 594,485.18					\$ 792,684.00	
Cumberland	\$ -	\$ 10,482.00					\$ 56,410.00	
Dauphin	\$ 6,551.25	\$ 13,102.50	\$ -				\$ 20,964.00	
Perry	\$ -	\$ 2,621.50	\$ -				\$ 26,205.00	
Other	\$ -	\$ -					\$ 5,241.00	
							\$ 4,000.00	
CDBG PROGRAM - TOTAL	\$ 7,055.56	\$ 25,649.17	\$ 6,039.33	\$ 25,640.96	36.11%	\$ 6,391.85	\$ 71,000.00	
Dauphin	\$ 364.64	\$ 1,941.38	\$ 2,811.04	\$ 4,003.76		\$ 3,140.06	\$ 35,000.00	
Perry	\$ 6,690.92	\$ 23,707.79	\$ 3,228.29	\$ 21,637.20		\$ 3,251.79	\$ 36,000.00	
MUNIC. PLANG. PROJECTS	\$ -	\$ 6,250.00	\$ 93.95	\$ 1,892.17	2.40%	\$ 368.80	\$ 78,750.00	
SPECIAL PROJECTS	\$ 471.44	\$ 99,943.23	\$ 2,396.04	\$ 79,543.01	163.17%	\$ -	\$ 48,750.00	
REGIONAL								
Cumberland	\$ 31,618.55	\$ 144,324.28	\$ 21,486.13	\$ 150,196.25	52.26%		\$ 287,396.00	
Dauphin	\$ 1.87	\$ 56,286.06	\$ 8,379.59	\$ 58,576.54			\$ 112,084.00	
Perry	\$ 31,615.86	\$ 63,502.82	\$ 9,453.90	\$ 66,086.35			\$ 126,455.00	
COUNTY SUPPORT - TOTAL	\$ 0.82	\$ 24,535.40	\$ 3,652.64	\$ 25,533.36			\$ 48,857.00	
COUNTY SUPPORT - TOTAL	\$ 25,561.00	\$ 125,871.04	\$ 22,216.52	\$ 111,247.78	44.82%		\$ 248,185.00	
Cumberland	\$ -	\$ 46,028.79	\$ 8,544.33	\$ 38,000.96			\$ 90,000.00	
Dauphin	\$ 25,511.00	\$ 51,272.00	\$ 8,742.22	\$ 46,730.61		\$ 0.00	\$ 101,644.00	
Perry	\$ 50.00	\$ 28,570.25	\$ 4,929.97	\$ 26,516.21			\$ 56,541.00	
SUBDIV. ADMIN. - TOTAL	\$ 3,351.72	\$ 27,667.52	\$ 3,323.36	\$ 23,048.33	30.94%		\$ 74,500.00	
Cumberland	\$ 302.72	\$ 5,571.02	\$ 398.21	\$ 5,198.70			\$ 26,700.00	
Dauphin	\$ 1,969.00	\$ 16,851.50	\$ 1,868.18	\$ 14,699.75			\$ 32,000.00	
Perry	\$ 1,080.00	\$ 5,235.00	\$ 1,056.97	\$ 3,149.88			\$ 15,800.00	
MUN PLANG ADV - TOTAL	\$ -	\$ 42,375.00	\$ 2,577.22	\$ 13,642.94	32.97%		\$ 41,375.00	
Cumberland	\$ -	\$ 11,500.00	\$ 1,436.69	\$ 4,810.45			\$ 11,500.00	
Dauphin	\$ -	\$ 26,875.00	\$ 802.92	\$ 7,075.45			\$ 26,875.00	
Municipalities	\$ -	\$ 4,000.00	\$ 337.61	\$ 1,757.04			\$ 3,000.00	
TCRPC Interest	\$ 55.25	\$ 235.68	\$ -	\$ -			\$ -	
Miscellaneous	\$ -	\$ -	\$ -	\$ -			\$ -	
Medical Deductibles	\$ -	\$ -	\$ 206.87	\$ 5,900.77			\$ 31,000.00	
TOTAL	\$ 135,544.74	\$ 1,093,007.10	\$ 103,525.04	\$ 973,670.35	56.28%	\$ 140,991.98	\$ 1,730,050.00	

Tri-County Regional Planning Commission
Financial Statement
May 31, 2009

EXPENSES BY ITEM	Current		Year to		Amount		Percent Budget Spent
	Month		Date		Budgeted		
Salaries	\$ 64,411.98	\$	313,759.91	\$	842,436.00	\$	37.24%
Payroll Taxes	\$ 4,955.86	\$	25,831.85	\$	64,446.00	\$	40.08%
Employee Benefits	\$ 18,308.35	\$	96,426.11	\$	296,755.00	\$	32.49%
Office Supplies & Expense	\$ 36.69	\$	2,984.27	\$	12,500.00	\$	23.87%
Outside Services	\$ 2,146.16	\$	10,684.59	\$	32,875.00	\$	32.50%
Telephone	\$ 464.95	\$	3,034.82	\$	6,500.00	\$	46.69%
Postage	\$ -	\$	1,202.35	\$	7,000.00	\$	17.18%
Microfilming	\$ -	\$	846.70	\$	2,000.00	\$	42.34%
Travel & Parking	\$ 3,611.42	\$	7,975.71	\$	17,400.00	\$	45.84%
Insurance	\$ 81.00	\$	8,621.00	\$	11,000.00	\$	78.37%
Dues & Subscriptions	\$ 218.00	\$	4,170.47	\$	7,000.00	\$	59.58%
Business Expenses	\$ -	\$	1,376.24	\$	4,500.00	\$	30.58%
Training	\$ 60.00	\$	3,091.11	\$	12,000.00	\$	25.76%
Advertising	\$ 2,561.38	\$	5,520.91	\$	12,000.00	\$	46.01%
Rent	\$ 3,134.22	\$	10,795.74	\$	26,000.00	\$	41.52%
Machine Leases	\$ 2,389.61	\$	9,647.31	\$	16,000.00	\$	60.30%
Professional Services	\$ 175.00	\$	6,175.00	\$	15,500.00	\$	39.84%
Consultants	\$ -	\$	437,944.34	\$	304,683.00	\$	143.74%
Computer Software & Support	\$ 970.46	\$	22,418.52	\$	19,797.00	\$	113.24%
Fixed Asset Purchases	\$ -	\$	1,163.38	\$	19,407.00	\$	5.99%
Bank Fees	\$ -	\$	-	\$	-	\$	0.00%
Miscellaneous Expense	\$ -	\$	-	\$	250.00	\$	0.00%
Total Expenses	\$ 103,525.08	\$	973,670.33	\$	1,730,049.00	\$	56.28%

Tri-County Regional Planning Commission
 General Ledger
 For the Period From May 1, 2009 to Jun 25, 2009

Date	Reference	Trans Description	Debit Amt	Credit Amt	Balance
5/1/09		Beginning Balance			\$ 392,018.76
5/1/09	4874	AFLEC		\$ 98.40	
5/1/09	4875	LINCOLN NATIONAL LIFE INS.		\$ 263.12	
5/1/09	4876	HEALTH ASSURANCE PA, INC		\$ 10,825.90	
5/1/09	4877	HIGHMARK BLUE SHIELD		\$ 175.91	
5/1/09	4878	Dauphin County IDA		\$ 2,089.50	
5/1/09	4879	Dauphin County IDA		\$ 1,044.72	
5/1/09	4880	CALDWELL&KEARNS		\$ 175.00	
5/1/09	4881	JOHN AMES		\$ 27.49	
5/1/09	4882	JASON FINNERTY		\$ 46.20	
5/1/09	4883	KAREN GREEN		\$ 20.90	
5/1/09	4884	JEFF KELLY		\$ 84.70	
5/1/09	4885	MICHAEL KMIECINSKI		\$ 76.99	
5/1/09	4886	DIANE MYERS-KRUG		\$ 1,052.10	
5/1/09	4887	ALFRED SUNDARA		\$ 20.90	
5/1/09	4888	OMAR SYED		\$ 315.75	
5/1/09	4889	JAMES W. SZYMBORSKI		\$ 257.38	
5/1/09	4890	PRK-MOR INC.		\$ 153.75	
5/1/09	4891	TIMOTHY REARDON		\$ 1,516.00	
5/4/09	4892	TIMOTHY R. JONES		\$ 306.90	
5/4/09	4893	JANINE PARK		\$ 55.00	
5/4/09	4894	ADVANCE PUBLICATIONS		\$ 176.57	
5/4/09	4895	PSATS		\$ 60.00	
5/5/09		DAUPHIN COUNTY PLANNING COMM	\$ 2,069.00		
5/8/09		DAUPHIN COUNTY ECONOMIC DEV.	\$ 364.64		
5/8/09		DAUPHIN COUNTY	\$ 63,576.00		
5/15/09		PAYTIME		\$ 58.45	
5/15/09	4896	NACO/NORTHEAST		\$ 2,550.00	
5/15/09	4897	NATIONWIDE LIFE INSURANCE CO.		\$ 3,858.40	
5/15/09	4898	ALLIED ADMINISTRATORS		\$ 918.52	
5/15/09	4899	VERIZON		\$ 323.04	
5/15/09	4900	PA-ONLINE		\$ 50.00	
5/15/09	4901	ADVANCE PUBLICATIONS		\$ 15.63	
5/15/09	4902	THE PATRIOT NEWS CO.		\$ 1,692.90	
5/15/09	4903	SMITH COMMUNICATIONS		\$ 600.00	
5/15/09	4904	DAVID A SMITH PRINTING		\$ 1,224.60	
5/15/09	4905	CRYSTAL SPRINGS		\$ 36.69	
5/15/09		PERRY COUNTY	\$ 6,690.92		
5/15/09		PAYTIME		\$ 22,113.22	
5/15/09		PAYTIME		\$ 8,912.34	
5/20/09		REDEVELOPMENT AUTH. OF DAUPHIN	\$ 471.44		
5/20/09		EMPLOYEE REIMBURSEMENT	\$ 4.80		
5/22/09		COVENTRY CONSUMER CHOICE		\$ 206.88	
5/28/09		PAYTIME		\$ 55.45	
5/28/09		PAYTIME		\$ 21,622.75	
5/28/09		PAYTIME		\$ 8,970.83	
5/28/09	4906	NACO/NORTHEAST		\$ 2,768.00	
5/28/09	4907	NATIONWIDE LIFE INSURANCE CO.		\$ 3,858.40	
5/28/09	4908	COUNTY OF DAUPHIN		\$ 207.66	
5/28/09	4909	AT&T		\$ 91.91	
5/28/09	4910	MILLERS CAPITAL INSURANCE CO.		\$ 81.00	
5/28/09	4911	AMERICAN PLANNING ASSOC.		\$ 218.00	
5/28/09	4912	THE PATRIOT NEWS CO.		\$ 306.48	
5/28/09	4914	PRESS & JOURNAL PUBLICATIONS		\$ 369.80	
5/28/09	4915	COURT SQUARE LEASING CORP		\$ 482.15	
5/28/09	4916	COUNTY OF DAUPHIN		\$ 959.94	
5/28/09	4917	COUNTY OF DAUPHIN		\$ 947.52	
5/28/09	4918	COUNTY OF DAUPHIN		\$ 647.82	
5/28/09		PENNDOT	\$ 60,879.97		
5/29/09		PERRY COUNTY	\$ 1,130.00		
5/29/09		CUMBERLAND COUNTY	\$ 302.72		
5/31/09		Interest Income	\$ 55.25		
5/31/09		PAYTIME		\$ 533.52	
		Current Period Change	\$ 135,544.74	\$ 103,525.08	\$ 32,019.66
6/1/09		Beginning Balance			\$ 424,038.42

Tri-County Regional Planning Commission
 General Ledger
 For the Period From May 1, 2009 to Jun 25, 2009

Date	Reference	Trans Description	Debit Amt	Credit Amt	Balance
6/1/09	4919	AFLAC		\$ 98.40	
6/1/09	4920	LINCOLN NATIONAL LIFE INS.		\$ 263.12	
6/1/09	4921	HEALTHASSURANCE PA, INC		\$ 10,825.90	
6/1/09	4922	HIGHMARK BLUE SHIELD		\$ 175.91	
6/1/09	4923	Dauphin County IDA		\$ 2,089.50	
6/1/09	4924	CALDWELL&KEARNS		\$ 175.00	
6/1/09	4925	ALFRED SUNDARA		\$ 30.58	
6/1/09	4926	AMERICAN PLANNING ASSOC.		\$ 247.00	
6/1/09	4927	SRTP		\$ 60,879.97	
6/1/09	4928	SAM'S CLUB		\$ 70.00	
6/1/09	4929	ROWE'S PRINT SHOP		\$ 381.39	
6/1/09	4930	JOHN AMES		\$ 34.09	
6/1/09	4931	JASON FINNERTY		\$ 125.95	
6/1/09	4932	GEORGE HUBLEY		\$ 13.20	
6/1/09	4933	TIMOTHY R. JONES		\$ 386.65	
6/1/09	4934	MICHAEL KMIECINSKI		\$ 45.10	
6/1/09	4935	DIANE MYERS-KRUG		\$ 18.70	
6/1/09	4936	JANINE PARK		\$ 40.15	
6/1/09	4937	TIMOTHY REARDON		\$ 13.20	
6/1/09	4938	ALFRED SUNDARA		\$ 18.70	
6/1/09	4939	JAMES W. SZYMBORSKI		\$ 90.75	
6/1/09	4940	GREG DEWYER		\$ 14.30	
6/1/09	4941	PRK-MOR INC.		\$ 161.25	
6/2/09		PENNDOT	\$ 32,154.24		
6/2/09		DAUPHIN COUNTY PLANNING COMM	\$ 1,705.66		
6/3/09	4942	STAPLES BUSINESS ADVANTAGE		\$ 263.91	
6/3/09	4943	CRYSTAL SPRINGS		\$ 43.64	
6/3/09	4944	QUILL CORP.		\$ 62.12	
6/3/09	4945	JEFF KELLY		\$ 125.95	
6/3/09	4946	OMAR SYED		\$ 78.10	
6/5/09		DAUPHIN COUNTY PLANNING COMM	\$ 0.34		
6/8/09		Dusty Holcombe		\$ 202.66	
6/9/09		JANINE PARK	\$ 32.76		
6/9/09		MILLERSBURG BOROUGH	\$ 1,500.00		
6/12/09		PAYTIME		\$ 61.15	
6/12/09	4948	NACO/NORTHEAST		\$ 2,768.00	
6/12/09	4950	NATIONWIDE LIFE INSURANCE CO.		\$ 3,858.40	
6/12/09	4949	ALLIED ADMINISTRATORS		\$ 918.52	
6/12/09	4951	QUILL CORP.		\$ 18.37	
6/12/09	4952	GRAPHTECH		\$ 87.13	
6/12/09	4953	PA-ONLINE		\$ 50.00	
6/12/09	4954	PURCHASE POWER		\$ 500.00	
6/15/09		PAYTIME		\$ 21,948.46	
6/15/09		PAYTIME		\$ 9,103.77	
6/15/09		INTERNS		\$ 571.56	
6/15/09	4955	TRI-COUNTY REGIONAL PLAN.COMM.		\$ 150,000.00	
6/15/09		PENNDOT	\$ 119,171.94		
6/16/09	4956	JOHN AMES		\$ 154.22	
6/16/09	4957	PENNLANTIC SYSTEMS FOR BUSINES		\$ 78.37	
6/16/09	4958	QUILL CORP.		\$ 46.52	
6/16/09	4959	ROWE'S PRINT SHOP		\$ 1,438.00	
6/16/09	4960	VERIZON		\$ 346.52	
6/16/09	4961	POSTMASTER		\$ 185.00	
6/16/09	4962	GLOBAL FINANCIAL		\$ 306.00	
6/16/09	4963	SRTP		\$ 80,909.44	
6/16/09	4964	NEWEGG.COM		\$ 99.99	
6/16/09	4965	TRI-COUNTY REGIONAL PLAN.COMM.		\$ 150,000.00	
6/17/09	4966	JASON FINNERTY		\$ 30.94	
		Current Period Change	\$ 154,564.94	\$ 500,455.55	\$ (345,890.61)
6/25/09		Ending Balance			\$ 78,147.81