

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

January 23, 2025

The regular meeting of the Tri-County Regional Planning Commission was held January 23, 2025, via Zoom conferencing and in-person attendance. Mr. Kirk called the meeting to order at 3:34 p.m.

ROLL CALL

Members participating remotely were Ms. Deb Everly, Ms. Nina Fitchet, Ms. Mary Gaiski, Mr. Tom Graupensperger, Mr. Mike Hartley, Mr. Rob Hess, Mr. John Kerschner, Mr. Gary Lenker, Mr. Nathan Lesh, Mr. Joel Seiders, Mr. Robert Spandler and Mr. James Turner. Mr. Danny Kirk attended in person. Mr. Andrew Bomberger, Ms. Diane Myers-Krug and Ms. Denise Dillman (remotely) 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.

ANNUAL ELECTION OF CHAIRMAN - 2025

This year is the second year of the board members' term of 2024-2025. Next year will be the year to present the full slate of officers to be elected for the next two-year term. However, state law requires that the Chairman be elected annually. Mr. Kerschner made a motion to nominate Danny Kirk to continue as Chairman for 2025, Mr. Turner seconded the motion, which passed unanimously.

PUBLIC COMMENT

No public was in attendance to provide comment.

MINUTES

On a motion by Mr. Spandler, seconded by Mr. Lesh, the minutes of the November 21, 2024 meeting were approved for filing.

FINANCIAL STATEMENTS

Ms. Myers-Krug reviewed the Financial Statements for November and December 2024. The Dauphin County fourth quarter increment was received. Newport Borough and Oliver Township signed up for local planning assistance for Perry County in 2025. Advertising has a negative balance caused by a refund for an overcharge by Penn Live.

She indicated that the overall expenses ending the year were about 88% of the budgeted expectations when adjusted for consultants. The Regional and Perry County Support programs were over budget at the end of year, which contributed to the requested budget increase for 2025.

Ms. Myers-Krug reviewed some expense items that varied from the budget including outside services, telephone, insurance, rent and utilities, fixed assets, and miscellaneous expense. Outside services was over budget due to additional office cleaning after the move. The additional telephone expenses were for the change in the phone contract when it ended in June. Insurance includes additional coverage for the protection of the new camera equipment used for traffic counting out in the field. Rent and utilities increased from when the budget was finalized last year, which was before the June move was known. The refrigerator and filing cabinet purchases due to the move were not budgeted originally and put the fixed assets over budget. Bank fees were slightly underestimated in the budget for miscellaneous expenses.

On a motion by Ms. Everly, seconded by Mr. Lenker, the Financial Statements for November and December 2024 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 unusual general ledger items including Countywide Action Plan (CAP) project payments from PA DEP to the various conservation districts, extra cleaning service, receipt of LPA payments from Oliver Township and Newport Borough, Michael Baker sponsorship for 2025 (which was unsolicited and will be refunded), payment for an office locator sign in the Strawberry Square lobby, insurance including USLI (public official insurance) and Nationwide Insurance (business & workers compensation), Pitney Bowes updated postage meter, and consultant payments for the Safe Streets for All and Sober Ride Home projects. A credit card is used mainly for computer software purchases since those purchases are required to be made online. Smaller office supply purchases are paid with the credit card as well.

Mr. Hess inquired about the payments to the various conservation districts, and it was explained that they are for the CAP project, which uses a grant from PA DEP of over a million dollars. There is a small amount of staff labor expense paid from that grant as well. Mr. Graupensperger requested a list of projects being completed for each county be provided.

On a motion by Mr. Kerschner, seconded by Mr. Turner, the payment for the November and December 2024 expenses was unanimously approved. Copies of the expenses are attached to the file copy of these minutes.

There was one (1) health reimbursement during November and December 2024, which ended the 2024 plan year at 6.5% of the budgeted level. On a motion by Mr. Spandler, seconded by Ms. Gaiski, the payment for the November and December 2024 health reimbursement was unanimously approved.

Ms. Myers-Krug noted the sweep account report was provided for information purposes. She noted that while the interest rates continue to decrease, the total interest earned continues to exceed the fees paid. This will continue to be monitored.

Additional information was provided regarding Charles Schwab Investment Account, which ended the year with an 8.7% increase. SusqueCycle account information was also provided for informational purposes.

Mr. Bomberger spoke about the fact that a small number of bikes will remain available during the winter this year. TCRPC leases the bikes, and the vendor (Tandem Mobility) repairs and rebalances the network of racks. In previous years, many bikes have been lost and stolen but the new bikes have GPS tracking built in and only one bike has gone missing, so GPS is doing its job. Payment for the next season will be in September 2025.

2025 BUDGET and WORK PROGRAM

Ms. Myers-Krug reviewed the 2025 budget and highlighted the primary funded program being transportation, sources being federal and state, and function being pass-through funding to consultants and municipalities. The 2025 budget reflects a 2.9% increase from 2024 mostly attributed to changes in transportation and special projects funding. The resulting program split from the funding sources is 90% transportation planning, 5% regional planning, 3% Dauphin

County planning, and 2% 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. These changes did not impact the increased 2025 quarterly increments requested of and approved by the Dauphin and Perry County Commissioners through their budget processes.

She indicated that Mr. Bomberger and herself had discussed whether sponsorship funds were needed this year since RFP proposals are going to be requested in the Spring. That way there is no appearance of favoritism. The two sponsorship checks that were received will be refunded.

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 Ms. Gaiski, seconded by Mr. Spandler, the 2025 budget was unanimously approved.

RESOLUTIONS

Ms. Myers-Krug explained normal contracting procedures with PennDOT require the Commission to 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 2025-2027 will be forwarded to PennDOT at the month's end for processing. An executed resolution must be included. On a motion by Mr. Graupensperger, seconded by Mr. Hess, the resolution was unanimously approved.

INTERGOVERNMENTAL REVIEWS

Ms. Myers-Krug spoke about the PA DEP applying for a grant from US EPA to fund the assistance for the small and disadvantaged drinking water program. We provided no comments. No action is required. It was provided for information purposes only.

Mr. Bomberger gave an overview of one project application to the Commonwealth Financing Authority: Union Deposit Road Corridor Improvements project by Lower Paxton Township. The project is intended to provide safe passage for pedestrians. On a motion by Mr. Hess, seconded by Ms. Gaiski, approval of the Chairman's signature on the consistency letter and funding support was unanimously approved.

COMMUNICATIONS

Ms. Myers-Krug reviewed the letter from the PA DEP regarding the Chesapeake Bay Community Clean Water Action Plan Coordinator and Countywide Action Plan (CAP) Implementation Grant has been approved. The total approved amount is \$2,374,710.00.

Mr. Bomberger reviewed the second letter that TCRPC was asked to write in support of the Susquehanna Regional Transportation Authority (SRTA) grant request of \$80 million through the US DOT PROTECT grant program to assist in the construction of a new transit facility and transfer center. On a motion by Ms. Everly, seconded by Mr. Kerschner, unanimously approved.

REPORTS

Mr. Bomberger highlighted several staff efforts including progress on annual reports, 2025 PA Planning Conference, 2025 Greenway and Trails Summit, SusqueCycle program, meeting with

Cumberland County Commissioners, Amish Outreach, County Action Plan (CAP) program implementation, public outreach, meetings with municipalities, RTP and RGMP update. The Sober Ride Home program has been halted after large volume over the holidays.

Currently, we are looking for a speaker to talk about affordable housing at this year's annual luncheon. It was suggested that the Picture Perry workgroup on housing would be a good source for references.

OTHER BUSINESS

Mr. Bomberger announced that four resumes have been received. Zoom interviews will be conducted shortly. Two of the four applicants are not local. We should have more information at the next board meeting.

He mentioned the upcoming 2025 Federal Certification Review that occurs every four years. All materials must be sent to FHWA and FTA by Monday so links to about 50 documents will be provided for the desk review. On-site meetings on April 9 and 10 will be held in the Dauphin County Administration Building conference room on the second floor. Both days of meetings are open to the public. The second day will start with official public meetings for elected officials and interested public. A preliminary draft of comments for the final report will be reviewed at the end.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

On a motion by Ms. Gaiski, seconded by Mr. Lenker, the meeting was adjourned at 4:41 p.m.

The next meeting is scheduled for
Thursday, March 27, 2025 at 3:30 p.m.
TCRPC Office, 320 Market Street, Suite 301E and remotely

Respectfully submitted,

Thomas A. Graupensperger

Thomas A. Graupensperger
Secretary