

## TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

September 28, 2023

The regular meeting of the Tri-County Regional Planning Commission was held September 28, 2023 via Zoom conferencing and in-person attendance. Mr. Graupensperger called the meeting to order at 3:35 p.m.

### ROLL CALL

Members participating remotely were Mr. Frank Campbell, Ms. Nina Fitchet, Mr. Tom Graupensperger, Mr. Rob Hess, Mr. Gary Lenker, Mr. Fred Lighty, Mr. Bill Lyons and Mr. Jim Turner. Ms. Mary Gaiski and Mr. Dan Kirk attended in person. Mr. Steve Deck (remotely) 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 offer comments.

### MINUTES

On a motion by Mr. Hess, seconded by Mr. Lenker, the minutes of the July 27, 2023 meeting were approved for filing.

### FINANCIAL STATEMENTS

Ms. Myers-Krug noted the continued difficulty in getting the transportation invoices processed with more than \$1 million still outstanding. This is reflected in the August financial statement, and about \$700,000 of the outstanding total is due to be paid to consultants. She stated some of the reimbursements started to arrive in September, so it appears the backlog of invoices is beginning to get processed. Ms. Myers-Krug also highlighted the payment of the third-quarter increments from the Counties and the TCRPC operating reserve helped maintain timely bill payments throughout this period. She explained the delay in consultant transportation payments also makes the actual budget appear at about half of the expected budget at this point. When taking the outstanding payments into consideration the actual and expected budget are within 4% of each other. Those calculations will appear more on balance on the financial statement once the payments from PennDOT are received.

Additional revenues to note include reimbursements from Dauphin County, DCNR, and DEP for ongoing special projects. Subdivision administration for both counties is back in balance with the remainder of review fees for the large plan approval in Dauphin County received and processed.

Ms. Myers-Krug also reported notable expense items including professional planning dues, down payments for the premier project awards venue in February, and outreach materials and equipment for the SusqueCycle program.

On a motion by Mr. Campbell, seconded by Mr. Lyons, the Financial Statements for July and August 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 reviewed some general ledger items including computer support, utilities, professional dues, premier project awards venue and catering, and payments to consultants for the

Active Transportation Plan, Countywide Action Plan (CAP) implementation and SusqueCycle special projects. She noted the required transition from TD Ameritrade to Charles Schwab for the pension and investment account was completed in early September, and a change in general banking from F&M Trust to First National Bank (FNB) was ongoing. Several factors were considered regarding the banking change, not least among them the data breach at F&M Trust and the higher interest offered for the sweep account at FNB. The transition to the new account will continue until an appropriate time occurs to switch the account number in the state's payment system. With reimbursements finally being received, the account number will be updated once all the outstanding invoices are cleared from the system to avoid any interruption in that process and prevent any further delays.

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

There was one (1) health reimbursement during July 2023. On a motion by Mr. Hess, seconded by Ms. Gaiski, the payment of the July health reimbursement 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 for the F&M sweep account remained at 1.5%, while the FNB rate will be 4.75%. The main difference is that FNB will charge fees that F&M Trust currently does not. Staff compared the potential fees to be incurred with FNB against the greater interest to be earned and determined that the change should be made. The level of fees and interest amount will be monitored to ensure that this change remains positive.

Ms. Myers-Krug reviewed the statement for the SusqueCycle program account for information purposes. She emphasized that this was a separate, self-sustaining program and its finances were kept separate from all other TCRPC accounts due to its payment app that is accessible to the membership/riders of the program and some account administration features external to TCRPC. Also shown for July and August are the reimbursements to staff for outreach expenses, and payment for the program's vendor using PennDOT District 8 reimbursement and membership/sponsorship support. Discussion included the potential availability of e-bikes for the system and speeds at which the various types of e-bikes operate. To date, the system does not accommodate e-bikes mainly due to their incompatibility with the existing bikeshare infrastructure.

#### INTERGOVERNMENTAL REVIEWS

Mr. Deck gave an overview of six (6) projects requesting consistency letters for recreational, water/sewer, and road improvements. All projects were determined to be consistent with the Regional Growth Management Plan and recommended for funding support as requested by the applicants. Discussion included clarification of the project and entrance for Detweiler Park.

On a motion by Ms. Gaiski, seconded by Mr. Kirk, approval for signature on the consistency letters passed unanimously.

#### COMMUNICATIONS

Mr. Deck shared four (4) communications for information purposes:

- 1) contract letter provided by Zelenkofske Axelrod for the extension of audit services through 2025;

- 2) TCRPC match commitment of \$150,000 for the WREP Flood Resilience Stormwater Model funding from the Dauphin County Local Share Municipal Grant;
- 3) PA DEP letter regarding MBE/WBE requirements due to federal funding support of the CAP project; and
- 4) blasting notice from Sherman Valley Quarry.

Ms. Gaiski asked if action should be taken for the TCRPC match commitment of \$150,000 for the stormwater model grant. Mr. Deck explained matching funds would come from the 2024 WREP proceeds held by Dauphin County DCED then transferred to the Dauphin County Commissioners.

#### DRAFT 2024 BUDGET

Ms. Myers-Krug presented the draft 2024 budget which included an overall decrease of 10.2% largely attributed to less special project funding. She reviewed the structure of the draft budget document prior to review of the numbers. Ms. Myers-Krug also noted the transportation budget numbers that are normally provided in July had not been received yet, so a slight increase in transportation funding had been assumed for the draft. Since transportation is the largest program for revenues, this could make a difference in the request to the County Commissioners since it directly impacts the level of local match required. She also indicated the June 2023 local match increase that had been paid by TCRPC on behalf of the counties was included in the draft 2024 request to the counties. The regional and county support programs are budgeted at 2023 levels.

The health benefit increase was assumed to be 11%, but the final cost will be shared by the provider in October. Overall salary budget was increased by 3.2% to reflect YTD inflation rates. There was little variation in non-labor expenses from 2023 apart from machine leases and computer software and support. This is due to the expectation that computer leases will begin again during 2024.

Ms. Myers-Krug also reviewed the draft 2024 work program indicating the programs are stable, with the transportation program changing mostly based on its cycle of long range plan development or TIP update being generated.

On a motion by Ms. Gaiski, seconded by Mr. Hess the draft budget was unanimously approved to forward to the Dauphin and Perry County Commissioners for consideration in their budgets following adjustments based on forthcoming information from PennDOT and insurance providers.

#### REPORTS

Mr. Deck highlighted several staff efforts including the Downtown Circulation/Market Street Corridor 2-way Study, Active Transportation Plan, safety app and Safe Streets for All project, regional congestion management plan, TIP update, Picture Perry, and continued CAP/WREP activities.

Ms. Myers-Krug reported the nomination information for Regional Planning Area representatives for TCRPC was distributed to municipalities at the beginning of September and a reminder notice to follow next week. Nominations will be received until October 27 and then compiled for the respective County Commissioners' consideration of appointment. The County Planning Commissions will discuss their recommendations for appointments at their November meetings. It was also noted that Dana Cotton had moved out of state and resigned from the Commission. The Commission expressed appreciation for Ms. Cotton's time and participation while serving on the Commission.

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

On a motion by Ms. Gaiski, seconded by Mr. Graupensperger, the meeting was adjourned at 4:38 p.m.

The next meeting is scheduled for  
**Thursday, November 16, 2023 at 3:30 p.m.**  
TCRPC Office, 112 Market Street  
2<sup>nd</sup> Floor Conference Room, and remotely

Respectfully submitted,

*Diane Myers-Krug*

Diane Myers-Krug, AICP  
Recording Secretary