

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

May 23, 2024

The regular meeting of the Tri-County Regional Planning Commission was held May 23, 2024 via Zoom conferencing and in-person attendance. Mr. Danny Kirk called the meeting to order at 3:37 p.m.

ROLL CALL

Members participating remotely were Ms. Deb Everly, Ms. Nina Fitchet, Ms. Mary Gaiski, Mr. Thomas Graupensperger, Mr. Fredrick Lighty, Mr. John Schulze, Mr. Robert Spandler and Mr. Jim Turner. Mr. Danny Kirk and Mr. Gary Lenker attended in person. Ms. Diane Myers-Krug, Mr. Andrew Bomberger and Ms. Denise Dillman of staff were also present. Ms. Myers-Krug noted a quorum was met, with members taking part shared in the Zoom gallery, and final attendance documented through the meeting minutes. Ms. Myers-Krug noted the meeting was being recorded.

PUBLIC COMMENT

No public was in attendance to provide comment.

PRESENTATION

Ms. Myers-Krug stated that the Audit Report has not been received at present time so there is no report to distribute or review.

MINUTES

On a motion by Mr. Turner, seconded by Mr. Spandler, the minutes of the March 28, 2024 meeting were approved for filing.

FINANCIAL STATEMENTS

Ms. Myers-Krug reviewed the Financial Statements for March and April 2024. She indicated that March was a slow and inactive month largely due to not many PennDOT revenues received. Special federal revenues from Safe Street for All were received and passed through to Kittelson, however. Also received were the first quarter Cumberland increment and sponsorship for SusqueCycle from First National Bank. Several outstanding invoices were billed with payment not received. Expenses were within budget. We are continuing to keep an eye on Perry County Support Program since it tends to run over budget through the year. The additional expenses for the month were for the annual luncheon and the bank fees. In April, more funds were received from PennDOT. Additional revenues included second quarter increments from Cumberland and Perry Counties. Dauphin County paid both first & second quarter increments. April receipts made up for the revenues not received in March. All of the programs are within the overall budget with nothing remarkable to note. The fixed asset purchase of cameras and poles for traffic counting was over the expected budget for April, but funds are accounted for as part of the yearly budget. There was an additional insurance payment made due to an increase after the annual workers' compensation audit was completed. Ms. Dillman worked with the insurance company to get that payment amount reduced.

On a motion by Mr. Lenker, seconded by Ms. Everly, the Financial Statements for March and April 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 general ledger items including sponsorships, quarterly increment payments and annual lunch expenses. Ms. Myers-Krug also reported that the final payment was made to Boyer & Ritter LLC since Ms. Dillman is now on staff.

There was a refund issued for a reduction in the 2024 PA Unemployment rate on staff payroll, while rent will be going up starting in July to \$4,201.00 for the new office space.

On a motion by Mr. Graupensperger, seconded by Ms. Fitchet, the payment of the March and April 2024 expenses was unanimously approved. Copies of the expenses are attached to the file copy of these minutes.

Unusual May items to date consist of a payment to JP Lilley Inc for the audio/visual for the annual luncheon. The Dauphin County Planning Commission (DCPC) account had an error occur with a bank deposit and a bank transfer done both on the same day. The bank considered the account to be overdrawn and assessed a bank fee and then a daily fee. The bank has since refunded the bank fees but in the meantime, funds were transferred from TCRPC to stop the daily fees that the bank was charging. Once the bank credited the DCPC checking account for the fees, an action was taken to transfer the funds from DCPC back into the TCRPC checking account. Staff will continue to be mindful not to make a deposit and a transfer on the same day.

Ms. Myers-Krug noted the sweep account report was provided for information purposes and compared the total interest earned to date against the fees charged. With the interest rate at 4.75%, the interest earned far exceeds the fees charged to date. This will continue to be monitored.

There were three (3) health reimbursements during March and April 2024. These payments should be the final payments for the 2023 Plan Year. On a motion by Mr. Lenker, seconded by Ms. Everly, the payment of the March and April health reimbursements was unanimously approved.

The Charles Schwab Investment Account statement was provided for informational purposes. The balance varies with the market every month. April was a down month, but as of the meeting it was back up again. The current balance remains basically where it began two years ago.

The SusqueCycle account information was also provided for informational purposes. Sponsorships were received from Kittelson, First National Bank and UPMC. Deposits for the month were the accumulation of user fees, and a payment was made to Tandem Mobility for the new bikes.

INTERGOVERNMENTAL REVIEWS

Ms. Myers-Krug reported that six intergovernmental reviews were received. Five of the six were included in the meeting packet. The sixth one was received the day before the meeting.

Bloomfield Borough and Lower Paxton Township requests were for improvements for ADA accessibility and internet connection. South Hanover Township, Lower Paxton Township, and Swatara Township requests were for recreational improvements to various facilities. The Swatara Township park improvements also included stream relocation and flood restoration.

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. Spandler,

seconded by Ms. Everly, approval for Mr. Kirk's signature on the consistency letters was unanimous.

COMMUNICATIONS

Ms. Myers-Krug shared the TCRPC response letter to the South Mountain Trolley Greenway (SMTG) project reviewed at the last meeting, which indicated that while an admirable project a support letter could not be provided since it is not part of the TCRPC planning area and recommended SMTG approach HATS.

The Safe Streets for All Plan provided an opportunity for funding eligibility for demonstration projects. There are two projects which are being pursued based on the plan's priorities. The first opportunity is the Sober Ride Home program. Funding has been approved, but details for the local match are still being defined with the program expected to begin this summer. The second opportunity is a Multi-Municipal Corridor Safety Planning and Demonstration Project with nine municipalities participating in the effort. The project is a combination of road safety audits, regional quick build guidance, and temporary quick build materials for those municipalities. The local match will be provided by the participating municipalities. The New Cumberland letter included in the packet is provided as a sample letter of what the municipalities participating in the Multi-Municipal Corridor Safety Project will submit indicating their local share contribution, but not all municipal letters have been received as of yet.

REPORTS

Ms. Myers-Krug highlighted several staff efforts including a kick-off meeting for the Regional Transportation Plan that will be developed over the next 18 months with adoption in September 2025; Safe Streets for All outreach will be happening through the summer; Regional Active Transportation Plan is wrapping up in the fall; and SusqueCycle Bike Share just launched new bikes with GPS and the old bikes were recycled. The transportation improvement program (TIP) public comment period will go through June 1. The annual building activity report was just finished and is on the TCRPC website. Mr. Finnerty is continuing his implementation work with Picture Perry. The Premier Project Awards ceremony occurred at The Dauphin County Commissioners' workshop meeting on Wednesday, May 22, 2024. Staff attended the PennDOT legislative briefings and are participating in the Hazard Mitigation Plans for Dauphin and Perry Counties. The RGMP update is currently contacting municipalities for concurrence with the demographic projections. The information was sent to the municipalities at the beginning of the month, with a June 30 due date for feedback.

Ms. Myers-Krug spoke about the status of the Regional Growth Management Plan. TCRPC staff is currently working on existing land use and will conduct some GIS land suitability analysis. Once the demographic projections are finalized, the projections and the GIS data will be evaluated to see how well the local municipalities can accommodate expected growth with their current plans and ordinances. This assessment will be discussed with the Commission members to indicate if there are any recommendations for change in policy direction or additional outreach to the municipalities. Staff is currently in the beginning stages but will keep the Commission members updated as more material is available.

OFFICE RELOCATION

The office is being relocated on June 17 to Strawberry Square. The new address is 320 Market Street, Suite 301E, Harrisburg, PA 17101. We will be on the third floor of the Lerner Tower. Boxes were received from the movers and the landlord is paying for the movers and the IT relocation.

There is no specific parking for our new office, but the Walnut Street parking garage is attached to Strawberry Square. The offices are accessible by elevators and stairs that will be marked as to the new office location. Larger meetings will be held in the Dauphin County Administration Building in the 2nd floor conference room. Smaller meetings will be held within the new office work room. Meeting locations will be made clear prior to the meetings.

OTHER BUSINESS

The annual luncheon occurred on May 9 and 130 people attended. Sponsorships covered the luncheon expenses. An updated members contact listing also is provided on the last page of the packet.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

On a motion by Mr. Turner, seconded by Mr. Lenker, the meeting was adjourned at 4:30 p.m.

The next meeting is scheduled for

Thursday, July 25, 2024 at 3:30 p.m.
TCRPC Office, 320 Market Street, Suite 301E
and remotely

Respectfully submitted,

Thomas A. Graupensperger

Thomas A. Graupensperger
Secretary