

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

July 25, 2024

The regular meeting of the Tri-County Regional Planning Commission was held July 25, 2024 via Zoom conferencing and in-person attendance. Mr. Kirk called the meeting to order at 3:35p.m.

ROLL CALL

Members participating remotely were Mr. Frank Chlebnikow, Ms. Deb Everly, Ms. Nina (Taylor) Fitchet, Ms. Mary Gaiski, Mr. Tom Graupensperger, Mr. Mike Hartley, Mr. John Kerschner, Mr. Gary Lenker, Mr. Dan Robinson, Mr. John Schulze and Mr. Jim Turner. Mr. Danny Kirk and Mr. Robert Spandler attended in person. Mr. Steve Rock from Zelekofske Axelrod LLC was a guest attending remotely. Mr. Steve Deck, Ms. Diane Myers-Krug and Ms. Denise Dillman 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 provide comment.

PRESENTATION

Mr. Kirk introduced Mr. Steve Rock of Zelenkofske Axelrod LLC to provide an overview of the final 2023 audit report. Mr. Rock noted that the audit generated a clean opinion, which is the best opinion to have on the financial statements, with no findings. The audit report also describes changes included in the financial statements from the prior year and compares the numbers to explain what is occurring within the financial statements. He reviewed the statement of net position which includes capital assets and long term liabilities such as pension and leases, and stated there was not much change in the net position for the year. Any change that did occur was associated with the pension and market trends. He further explained the fiduciary funds (pension) as separate from the Commission's custodial funds (planning commission). The notes section of the report provides a more detailed description of what the financial numbers entail. The single audit reporting for federal awards and expenditures for the highway planning and construction program required additional testing controls and compliance standards to be applied due to the level of federal transportation funds TCRPC receives. This also generated an unmodified opinion with no findings. The federal highway transportation testing also demonstrated there were no findings to be reported with the planning program. The commission remains a low risk auditee.

Mary Gaiski commented that Note 7 to the audit should not include Cumberland as having subdivision fees collected when there are none. Mr. Rock stated that was an oversight which will be corrected in future reports.

On a motion by Ms. Gaiski, seconded by Mr. Spandler, the 2023 audit report was unanimously accepted as completed and presented by Mr. Rock.

MINUTES

On a motion by Ms. Gaiski, seconded by Mr. Spandler, the minutes of the May 23, 2024 meeting were unanimously approved for filing.

FINANCIAL STATEMENTS

Ms. Myers-Krug noted the change in the financial statement format. This report is now a customized report created by Ms. Dillman generated directly from the software. The report takes

less time to produce and is more accurate. The main noticeable change is the totals show at the bottom of each category instead of the top.

There is a small amount of PennDOT May revenues received, which is entirely consultant pass-through funding. Notably, TCRPC did not receive any reimbursement in May for its base UPWP funds for staff transportation planning work. This is an unusual circumstance, as those funds are typically the first to be reimbursed. There are more outstanding invoices of over \$700,000 waiting on payment to be received shown in outstanding receivables.

Staff tried not to make any unnecessary purchases prior to the office move to avoid having to move extra items. However, a refrigerator was purchased, which was delivered directly to the new office.

More transportation reimbursements were received June, but outstanding invoices of over \$900,000 remain to receive payments. Invoices are billed monthly, but there is a lag in payment from PennDOT.

In the June expense, Nationwide insurance refunded \$167 after charging an additional \$300 premium for the Workers' Compensation audit. The regional program is slightly over budget, with June work activities including RGMP outreach and additional GIS updates, as well as distribution of the Summer newsletter. There were final costs for the annual luncheon that are paid through sponsorships and the net cost was approximately \$700 for the event. Special Project Expense contains the IT expenses for the office move that will be reimbursed by the landlord. The overall budget remains under the expected level at the end of June.

On a motion by Mr. Kerschner, seconded by Mr. Lenker, the Financial Statements for May and June 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 annual lunch expenses, bank fees for the Dauphin County account which were repaid by the bank, PMHIC refund, credit card payment for the traffic counting equipment, refund for microfiche reader to replace the old machine but it had no lens, advance to SRTP for rent that will be reimbursed after PennDOT payment is received, last bill from Comcast, Annual luncheon hotel bill, utility bills continue for the old office, rent for new location of \$4,201 which is about \$200 more than previous rent plus \$492 utilities monthly payment to be reconciled at year end, as well as payments to consultants for special projects. She noted that instead of moving the old plotter a new plotter is being leased. The old plotter was sold for a dollar to the Cumberland Perry Area Career Center that was very happy to receive it.

On a motion by Ms. Everly, seconded by Ms. Fitchet, the payment of the May and June 2024 expenses was unanimously approved. Copies of the expenses are attached to the file copy of these minutes.

Ms. Myers-Krug noted the sweep account report and investment account report were provided for information purposes. She noted the interest rate for the sweep account remained at 4.75%, the interest earned far exceeds the fees charged to date. This will continue to be monitored.

There were no health reimbursements in the months of May and June 2024, so no action was needed.

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. The notation of ‘monthly deposits in total’ on the statement reflects all of the rides/activity the general public has paid for through the app. Also shown are the sponsorships for the program and reimbursements to staff for outreach expenses.

INTERGOVERNMENTAL REVIEWS

Mr. Deck gave an overview of six (6) projects requesting consistency letters for recreational and road improvements that were provided in the meeting package. One additional letter was received right before the meeting. 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. Kerschner, seconded by Mr. Graupensperger, approval for Mr. Kirk’s signature on the consistency letters passed unanimously.

COMMUNICATIONS

Recording was stopped to discuss personnel matters.

On a motion by Mr. Spandler, seconded by Ms. Gaiski, the Executive Director retirement letter was unanimously approved.

It was noted that an open house and retirement party for Mr. Deck is scheduled on August 28, 2024 from 4p.m. to 6p.m. Additional advertisement will follow.

The search for the new executive director has been concluded and the search committee recommended the position be offered to Mr. Andrew Bomberger. Mr. Bomberger received good recommendations from both Mr. Deck and Ms. Myers-Krug, as well as three other external references.

On a motion by Mr. Chlebnikow, seconded by Mr. Turner the search committee’s recommendation of Mr. Andrew Bomberger to be offered the executive director position passed unanimously.

Recording was restarted.

On a motion by Ms. Gaiski, seconded by Mr. Spandler, authority for Mr. Kirk to sign the resolution to change signers on financial accounts, pending Mr. Bomberger accepting the position was unanimously approved.

REPORTS

Mr. Deck highlighted several staff efforts including the development of the HATS 2050 RTP outreach, successfully assisted in submitting the multi-municipal Safe Streets for All grant application, successfully received the SS4A grant application for Sober Ride Home Program involving Uber to reduce the number of drunk drivers on the roads, Bike Share Program new bikes increased the amount of rentals, awarding of the Dauphin County Premier Project Awards, Picture

Perry and PennLive coverage of our move saying Harrisburg-based organization moves for first time in four decades.

Ms. Myers-Krug explained the demographic projections for the RGMP are being finalized by staff based on the comments received by the municipalities. More information will be provided regarding the plan update in September.

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

On a motion by Mr. Spandler, seconded by Ms. Gaiski, the meeting was adjourned at 4:44 p.m.

The next meeting is scheduled for
Thursday, September 26, 2024 at 3:30 p.m.
TCRPC Office, 320 Market Street, Suite 301E
and remotely

Respectfully submitted,

Thomas A. Graupensperger

Thomas A. Graupensperger
Secretary