

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

January 26, 2023

The regular meeting of the Tri-County Regional Planning Commission was held January 26, 2023 via Zoom conferencing and in-person attendance in the second floor conference room at 112 Market Street, Harrisburg. Mr. Spandler called the meeting to order at 3:32 p.m.

ROLL CALL

Members participating remotely were Commissioner Brenda Watson, Mr. Frank Campbell, Mr. Frank Chlebnikow, Ms. Dana Cotton, Ms. Deb Everly, Mr. Tom Graupensperger, Mr. Rob Hess, Mr. John Kerschner, Mr. Fred Lighty, and Mr. Bill Lyons. Mr. Robert Spandler attended in person. Mr. Steve Deck and Ms. Diane Myers-Krug of staff were also present. Mr. Deck noted the meeting was being recorded.

ANNUAL ELECTION OF CHAIRMAN - 2023

It was noted although the terms of the officers were on a two-year cycle, the office of Chairman was elected on an annual basis (for the Articles of Agreement to remain in compliance with State law). On a motion by Mr. Kerschner, seconded by Mr. Campbell, Mr. Spandler was nominated to remain as Chairman, which was unanimously approved.

PUBLIC COMMENT

No public was in attendance to provide comment.

MINUTES

On a motion by Ms. Everly, seconded by Mr. Graupensperger, the minutes of the November 17, 2022 meeting were approved for filing.

FINANCIAL STATEMENTS

Ms. Myers-Krug reviewed the Financial Statements for November and December 2022. She highlighted November revenues included the typical transportation program reimbursements and subdivision review fees, with an additional reimbursement from PADEP for the CAP (stormwater) Implementation project. Similar revenues were received in December, with the addition of a refund from the health care benefits provider (Benecon).

She noted overall expenses were below budgeted expectations (87%) at the end of the year when adjusted for consultant pass-through funding, but varied within each of the TCRPC programs. Both Dauphin and Perry County programs were over-budget at year's end, and this was addressed during budget discussions with the respective counties. In addition, the Dauphin County subdivision administration appeared over-budget due to payment of consultant fees prior to the applicant's invoice for the consultant review being received by the Commission. Absent this payment, the subdivision fees were within the expected budget for the year.

Ms. Myers-Krug reviewed some expense items that varied from the budget including office supplies, travel and parking, and insurance. The increase in insurance was attributed to the additional coverage for the bike share program and traffic counting/video equipment.

On a motion by Ms. Cotton, seconded by Mrs. Hess, the Financial Statements for November and December 2022 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 of the unusual entries including color printing services through the Dauphin County Library System, new website for the SusqueCycle program, software license payments to Dauphin County IT, utilities, business/commercial and public officials insurance, and placement of a job advertisement through Planetizen. She also noted the refund received from Benecon, as well as payments from Perry County municipalities for the local assistance program.

On a motion by Ms. Everly, seconded by Mr. Lyons, the payment of the November and December 2022 expenses was unanimously approved. Copies of the expenses are attached to the file copy of these minutes.

There were three (3) health reimbursements during November and December 2022, which ended the year at about 15% of the budgeted level. On a motion by Mr. Kerschner, seconded by Mr. Graupensperger, the payment of the November and December 2022 health reimbursements was unanimously approved.

Ms. Myers-Krug noted the sweep account report was provided for information purposes, and indicated a large amount of funding remained in the account while the outstanding checks were being processed. This left an unusually large balance in the account, accruing interest. The checks have cleared as of the beginning of January and the balance has returned to a more expected level.

Additional information was provided regarding the investment account set up with the return from the CD cashed in at the beginning of the year. As most investments experienced throughout 2022, the account had about a 14% loss.

Finally, the account set up for the SusqueCycle program showed a balance from user deposits for the program at the end of the year. This account was set up specifically to manage the SusqueCycle program's deposits from sponsorships and external/user sources (credit cards), maintain the program's equipment, and keep this program separate from the regular TCRPC accounts. Any reimbursements TCRPC receives from PennDOT for this program will be transferred into the SusqueCycle account.

2023 BUDGET and WORK PROGRAM

Ms. Myers-Krug reviewed the 2023 budget Executive Summary, which showed a 20% increase from the 2022 budget. The largest programs are the transportation program and special projects (stormwater) funded with federal and state funds, with the greatest amount of overall funding passing through to consultants. There was a 1% increase in regular transportation planning program funds (\$11,000) with an additional \$1 million in special transportation projects funding. A minor increase in Dauphin and Perry County planning support (\$14,000) and \$2.5 million in stormwater program funding accounted for the remaining increase in revenues for 2023.

She noted the main adjustments to expenses made since the Commission reviewed the draft in September included the increases in health benefit costs, estimated pension contribution, and insurance. Office supplies, travel and parking, training and computer and software support were adjusted based on actual end of year numbers from 2022.

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 Mr. Kerschner, seconded by Mr. Graupensperger, the 2023 budget and work program was unanimously approved.

INTERGOVERNMENTAL REVIEWS

Mr. Deck summarized thirteen (13) project applications received for consistency review and funding support. All but two (2) were applications for state funding for water, sanitary sewer or storm sewer system improvements from the Commonwealth Financing Authority (CFA) and Department of Community and Economic Development (DCED).

The remaining projects were for the Paxton Creek Greenway restoration project by Capital Region Water and Master Land Use Management Plan support for a 144-acre Amethyst Retreat Center through the Chesapeake Bay Trust. Mr. Deck noted no consultant had been selected yet for the Paxton Creek Greenway project.

On a motion by Mr. Hess, seconded by Ms. Cotton, approval for the Chairman's signature on the letters was unanimously approved.

COMMUNICATIONS

Ms. Myers-Krug shared the letter received from Benecon regarding the 2021 refund; Notice of Intent to Request Release of Funds (NOI) by Dauphin County Economic and Community Development for Camp Small Valley Girl Scout Camp facility improvement; and an email from PA EMA regarding the erroneous report of federal funds received by TCRPC for the 2019 Perry County Hazard Mitigation Plan. No action was required.

REPORTS

Mr. Deck highlighted several staff efforts including the successful launch of the SusqueCycle bike share program; study to address access management along Routes 11/15 around the Duncannon area; kick-off of the Dauphin County water resource enhancement program (WREP); distribution for review of the draft Perry County Comprehensive Plan (Picture Perry); and finalization of a scope for an active transportation plan. Mr. Deck indicated he would send a link to interested Commissioners regarding the Conodoguinet Creek Greenway Trail Feasibility Study.

OTHER BUSINESS

Mr. Deck announced the hiring of a new staff planner, Karen Dixon, who will begin following graduation from Shippensburg University in May. Ms. Myers-Krug indicated the 2022 TCRPC Annual Report was being drafted and was expected to be distributed by March 1.

Mr. Spandler encouraged attendance at the Annual Luncheon to be held May 11 at the Sheraton Harrisburg Hershey Hotel on Lindle Road. The topic is Active Transportation and a panel discussion will be the format for the keynote.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

On a motion by Ms. Cotton, seconded by Mr. Lighty, the meeting was adjourned at 4:22 p.m.

The next meeting is scheduled for
Thursday, March 23, 2023 at 3:30 p.m.

TCRPC Office, 112 Market Street
2nd Floor Conference Room, and remotely

Respectfully submitted,
John A. Kerschner

John A. Kerschner, AICP
Secretary