

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

November 21, 2024

The regular meeting of the Tri-County Regional Planning Commission was held November 21, 2024, via Zoom conferencing and in-person attendance. Mr. Kirk called the meeting to order at 3:37 p.m.

ROLL CALL

Members participating remotely were Mr. Frank Chlebnikow, Mr. Tom Graupensperger, Mr. Mike Hartley, Mr. John Kerschner, Mr. Gary Lenker, Mr. Dan Robinson, Mr. John Schulze, Mr. Joel Seiders and Mr. Bob Spandler. Mr. Danny Kirk and Ms. Mary Gaiski attended in person. Mr. Dominic Bornman from the International Services Center in Harrisburg was in attendance remotely. 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.

PUBLIC COMMENT

No public comments were offered.

MINUTES

On a motion by Ms. Gaiski, seconded by Mr. Lenker, the minutes of the September 26, 2024 meeting were approved for filing.

FINANCIAL STATEMENTS

Ms. Myers-Krug reported that September revenues were mainly made up of transportation payments, SusqueCycle UPMC sponsorship and user fees, sewer modules and subdivision administrative fees. She noted the reason for the larger figure for Stormwater WREP revenues is that they paid four (4) invoices in September. Regional support is running a little over budget. Perry County subdivision administration expenses are a little more than the revenues, but are getting better each month. Staff are becoming more aware of their time spent reviewing plans and new staff is getting more efficient with their plan reviews. Perry County Local Planning Assistance (LPA) is slightly over budget. LPA expenses were made up of 2/3-night meetings and travel vs 1/3 daytime work. Fixed assets are above the expected budget amount because of refrigerator and filing cabinet purchases due to the office move. October revenues were mainly made up of transportation reimbursements, Perry County and Cumberland County 4th quarter increments payments. Dauphin County increment was deposited early in November. The special project revenue indicates the receipt of the County Action Plans (CAP) reimbursement requests. October expenses are similar to September expenses. Overall, the TCRPC programs are within budget.

On a motion by Mr. Chlebnikow, seconded by Mr. Spandler, the Financial Statements for September and October 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 out of the ordinary expenses including the final utility and phone bills for the old office; Mindburn support for two phone installations and additional support for 2025; first utility bill for the new office for last part of June; transit checks from Edenred Commuter Benefit; rent of \$4,200 and \$492 estimated utilities; business checks with updated address and updated business cards for Andrew Bomberger; AFLAC payment by employee while on medical

leave; Conrad M. Siegel Inc. actuary fee; and reimbursement to TCRPC from SusqueCycle for its website and domain name renewals. Payroll transition from Paytime to Isolved occurred at the end of October. Ms. Dillman worked to get the payroll checks on Isolved to be correct since some items did not convert with the transition.

On a motion by Mr. Kerschner, seconded by Ms. Gaiski, the payment of the September and October 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 September 2024. On a motion by Mr. Graupensperger, seconded by Ms. Mary Gaiski, the payment of the September health reimbursement was unanimously approved.

Ms. Myers-Krug noted the sweep account and investment account reports were provided for information purposes. She indicated that the sweep balance was high because of the CAP reimbursement being received at the end of October and the payments were not made until beginning of November. She said the FNB sweep interest rate changed from 4.75% down to 4.5% starting in September, and with that new rate the interest earned in the account continues to far exceed the fees charged. This will continue to be monitored. The investment account balance is down for October, but since the account was set up, overall, it is up by 14.8%.

Ms. Myers-Krug reviewed the statement for the SusqueCycle program account for information purposes. In September, the sponsorships from UPMC and PennDOT reimbursement were received and then paid to Tandem Mobility for the third year of the program. In October, reimbursements to TCRPC for SusqueCycle expenses occurred for the website and domain renewal. Mr. Bomberger gave an update on the status of the SusqueCycle program. He indicated that last year membership was in the low 2,000 and this year it is above 3,000, so there is close to a 50% increase. The extended nice weather this year may have helped. A partial fleet will be left out this winter to see the amount of usage that occurs.

INTERGOVERNMENTAL REVIEWS

Mr. Bomberger gave an overview of five (5) projects requesting road safety improvements, development for a park, redevelopment of property, transportation improvements for a park and expanding broadband service. 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. Chlebnikow, approval for signature on the consistency letters passed unanimously.

COMMUNICATIONS

Ms. Myers-Krug shared one (1) communication for information purposes for the Steelton retaining wall for Habitat for Humanity.

REPORTS

Mr. Bomberger highlighted several staff efforts including HATS meetings, Safe Streets for All, various RTP Outreach events including email outreach, SusqueCycle, RGMP, 2025 Greenway and Trails Summit, CAT bridge, Exit 37 study, attendance at the PA State Rail Plan stakeholder meeting, Amish Outreach and WREP Stormwater.

Uber is now willing to allow reimbursement by TCRPC check for the Sober Ride Home program vouchers. The program is to subsidize rides starting anywhere within our region. There will be a \$40 voucher for rides from Thursday and Friday 6pm to 3am, Saturday noon to 3am and Sunday noon to 6pm. Staff are going testing the voucher process over the holiday. There also will be billboard advertising for the program, which Lamar is providing at a discounted rate.

Ms. Myers-Krug reported the 2025 budget requests were presented to the respective Boards of County Commissioners for consideration. No adverse comments have been received. Mr. Bomberger had a meeting with the Cumberland County Commissioners about increasing collaboration. It was suggested that Mr. Bomberger follow up on this matter.

Mr. Bomberger started a discussion about staffing the day before and after a holiday and whether the office can be closed when staffing is not available. It does not mean that the day will be given as a holiday. It is meant so that staff can take earned time off around the holidays even if the office cannot be staffed. Closing of the office would be posted in various locations a month in advance. The TCRPC office hours mirror the Recorder of Deeds office hours in the past so that if a plan needs to be signed, both offices are available. Posting at the Dauphin County Recorder's office as well as online was suggested. Mr. Chlebnikow suggested looking into whether digital signing of the plans is a possibility. Mr. Bomberger and Ms. Myers-Krug indicated that they would investigate whether that is available. This will be rediscussed that a future board meeting since it will not come into play again until the next holiday season.

Ms. Myers-Krug talked about the advertisement for the transportation planner position vacated by Mr. Bomberger. The ad will run until the end of the year. Two good candidates have already been applied. Mr. Bomberger indicated that he had attended the Shippensburg career day to recruit possible interns and staff. We are working towards getting back to being fully staffed early next year.

EXECUTIVE DIRECTOR SALARY

Staff was excused and recording stopped while the Commissioners discussed the Executive Director salary. On a motion by Mr. Kerschner, seconded by Mr. Spandler, the Executive Director's salary for 2025 was approved.

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

On a motion by Ms. Gaiski, seconded by Mr. Lenker, the meeting was adjourned at 4:48 p.m.

The next meeting is scheduled for
Thursday, January 23, 2025 at 3:30 p.m.
TCRPC Office, 320 Market Street, Suite 301E and remotely

Respectfully submitted,
Thomas A. Graupensperger
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Secretary