

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

March 28, 2024

The regular meeting of the Tri-County Regional Planning Commission was held March 28, 2024 via Zoom conferencing and in-person attendance. Mr. Kerschner called the meeting to order at 3:30 p.m.

ROLL CALL

Members participating remotely were Mr. Jay Bratton, Ms. Deb Everly, Ms. Nina Fitchet, Mr. Tom Graupensperger, Mr. Mike Hartley, Mr. Rob Hess, Mr. Nathan Lesh, Mr. John Schulze, and Mr. Jim Turner. Ms. Mary Gaiski, Mr. John Kerschner, and Mr. Robert Spandler attended in person. Ms. Ashley Wise from Conrad Siegel attended in person, while Mr. Chris Tomlinson from CBIZ participated 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 in attendance announced for the record, 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. Tomlinson provided a summary of the 2023 performance report for the defined benefit pension investments along with a 2024 year-to-date report. He said the approved investment mix was 70/30 stocks/bonds to meet the actuarial demand, and 2023 was a good year for both stocks and bonds. The pension portfolio performed closer to the overall stock trend, as would be expected with the 70/30 investment mix. The 2023 return was 16.28% and the first quarter of 2024 yielded nearly 4%. He reviewed the performance of the portfolio for each fund in each in sector, highlighted the variations, and showed the longer term outlook still close to the actuarial goal of 7.5%. At the end of March 2024 the funds will be rebalanced to generate the 70/30 stocks/bonds allocation. Mr. Tomlinson recommended continuing with the 70/30 mix to achieve the targeted 7.5% long-term return rate. Funds will be monitored to ensure the desired interest rate is achievable, without assuming more risk.

Mr. Tomlinson also highlighted the 2023 performance of the TCRPC investment account. It is invested more conservatively with a 50/50 stock/bond mix due to its shorter timeframe goal to have funds accessible if needed. The 2023 return was about 13% and while the account started in 2022 which was a bad year for investments, the 2024 first quarter shows a 2.5% increase, returning the investments to its original starting balance.

On a motion by Ms. Gaiski, seconded by Mr. Spandler, the 70/30 investment mix for the pension and 50/50 mix for the investment account were approved unanimously to continue.

Ms. Wise provided a summary of the 2023 actuarial valuation for the defined benefit pension plan and shared a handout summarizing the results. Participants in the plan are unchanged and the recommended employer contribution (REC) calculated under the aggregate cost method for 2024 decreased due to the good investment return experienced in 2023. The REC calculated under the minimum funding rules of Act 205 also generated a similar contribution recommendation.

Ms. Wise highlighted the funded ratio trend of the plan, as well as the rates of investment return over the past five years. She noted the funded status increased from 84% to 95% since last year and

explained that the funded status is dependent on investment performance. Ms. Wise said the 95% is a good funding level, with the goal being somewhere in the range of 90-100%.

Ms. Wise also reviewed the sensitivity of the assumed interest rate and the effect of investment performance on recommended contribution levels. Given the plan assumptions, Ms. Wise showed the expected future benefit payments over the next 10 years and impacts of additional retirements and mortality factors over that time period. She also reviewed the funded status comparing market value of assets, present value of accrued benefits, and actuarial liability.

On a motion by Mr. Spandler, seconded by Mr. Graupensperger, the 2023 Actuarial Valuation and GASB Reports were accepted unanimously for filing and audit.

MINUTES

On a motion by Mr. Bratton, seconded by Mr. Hess, the minutes of the January 25, 2024 meeting were approved for filing.

FINANCIAL STATEMENTS

Ms. Myers-Krug reviewed the Financial Statements for January and February 2024. She highlighted the information at the bottom of the statement that provides the numbers without the consultants' pass-through activity, which can vary considerably throughout the month/year. The new information on the statement shows TCRPC internal expenses only and can be more readily compared to the expected budget each month.

She highlighted revenues for January and February included usual reimbursements from PennDOT for the transportation program, Dauphin County sewer module review fees, LPA fees from Perry County municipalities, PA DEP reimbursement for the CAP implementation program, and sponsorships. She also noted the beginning of year staff work efforts including annual report, building activity report, and outreaches which tend to show a higher than expected budget spent for the programs. This averages out over the course of the year and will align with the budget at year's end.

She also reported expense items more or less than 10% of the expected budget are highlighted on the report. For the first two months of 2024, the expenses are within the expected range. The budget for the "miscellaneous expense" item includes only bank fees. The expenses for special projects will be included on a separate line in future statements, as this skews the bank fee reporting. The overall budget remains under the expected level at the end of February.

On a motion by Mr. Turner, seconded by Mr. Hess, the Financial Statements for January and February 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 noted the closure of the F&M Trust checking account in January. She also reviewed some general ledger items including reimbursement directly from FHWA for the Safe Streets for All project, payroll deductions for the pension, 457 plan, and AFLAC, health benefits, and payments to consultants for special projects.

On a motion by Mr. Bratton, seconded by Ms. Gaiski, the payment of the January and February 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 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 exceeded the fees charged to date. This will continue to be monitored.

There was one (1) health reimbursement during February 2024, as well as a transfer to the HRA account from the TCRPC account to replenish the HRA account to the budgeted level. On a motion by Mr. Spandler, seconded by Mr. Hess, the payment of the health reimbursement and account replenishment was unanimously approved.

Other information was provided regarding the Charles Schwab Investment Account, with reference to the performance report provided by Mr. Tomlinson at the beginning of the meeting. The SusqueCycle account information was also provided for informational purposes and Mr. Deck announced UPMC is planning to provide more funds to sponsor the program.

INTERGOVERNMENTAL REVIEWS

Mr. Deck noted there were several intergovernmental reviews received, half of which were received for review a day or two prior to the meeting and were distributed separately through email. He gave an overview of the projects, which were primarily requesting trail/recreation funds from DCNR.

Mr. Turner asked if there was a policy about the authority of TCRPC to act on projects outside its jurisdiction. Specifically, while an admirable project, the South Mountain Trolley Greenway (SMTG) project limits are entirely within Cumberland and York counties. There was no information available regarding the position of either of those counties about the project. It was suggested a letter be sent thanking SMTG sponsors for the opportunity to review the project, but the TCRPC planning and review authority remains within its participating counties of Dauphin and Perry County. Therefore, TCRPC is unable to provide the requested support letter.

On a motion by Mr. Turner, seconded by Mr. Spandler, approval for signature on all of the consistency letters except the South Mountain Trolley Greenway project passed unanimously. The noted letter to the SMTG project sponsors was also approved to be sent.

COMMUNICATIONS

Mr. Deck shared a letter about the award of \$33,600 in gaming local municipal grant funds by the Dauphin County Commissioners for the flood resilience stormwater model project.

REPORTS

Mr. Deck highlighted several staff efforts including preparation for the long range transportation plan (RTP), continuation of the active transportation plan (ATP), Safe Streets for All plan, demonstration and implementation projects, SusqueCycle program, Lemoyne bottleneck project, neighborhood outreach, building activity report, and workgroup sessions for Picture Perry plan. He noted the TCRPC website where the annual report can be accessed. He also mentioned information was provided in the agenda packet about the Regional Growth Management Plan (RGMP).

Ms. Myers-Krug stated the annual audit and single audit for 2023 were performed earlier in March, standard engagement and governance letters have been prepared and a draft report should be available by the next meeting. There was no indication either way of any findings. Also, updated contacts were provided at the end of the agenda packet.

OTHER BUSINESS

Mr. Deck announced the Annual Lunch will feature a keynote panel to discuss the Safe Streets for All plan and would be held on May 9. Details and registration would be available soon on the website. He said the office would be moving sometime in the June timeframe to a space in Strawberry Square, but all details are not known yet. He also shared that Ms. Dillman is now full-time TCRPC staff and that he hoped to retire sometime in September. There was discussion to advertise the Executive Director position and have the Chairman organize a search committee to review resumes for potential candidates.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

On a motion by Mr. Spandler, seconded by Mr. Turner, the meeting was adjourned at 5:00 p.m.

The next meeting is scheduled for
Thursday, May 23, 2024 at 3:30 p.m.
TCRPC Office, 112 Market Street
2nd Floor Conference Room, and remotely

Respectfully submitted,

Thomas A. Graupensperger

Thomas A. Graupensperger
Secretary