

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

November 16, 2023

The regular meeting of the Tri-County Regional Planning Commission was held November 16, 2023 via Zoom conferencing and in-person attendance. Mr. Spandler called the meeting to order at 3:33 p.m.

ROLL CALL

Members participating remotely were Mr. Frank Campbell, Mr. Frank Chlebnikow, Ms. Deb Everly, Ms. Nina Fitchet, Ms. Mary Gaiski, Mr. Tom Graupensperger, Mr. Rob Hess, Mr. John Kerschner, Mr. Dan Kirk, and Mr. Gary Lenker. Mr. Bob Spandler attended in person. Mr. Steve Deck and Ms. Diane Myers-Krug 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 offer comments.

MINUTES

On a motion by Ms. Gaiski, seconded by Mr. Hess, the minutes of the September 28, 2023 meeting were approved for filing.

FINANCIAL STATEMENTS

Ms. Myers-Krug noted the transportation invoices were beginning to get processed. With the existing backlog and normal monthly submittals outpacing payments, the financial statements for September and October still reflect a sizeable amount of outstanding revenues. At the end of October only 20% of the outstanding revenues were for TCRPC reimbursements, while the balance was for consultant pass-through funding. This still makes the actual budget expenditure appear far less than the expected budget at this point. When taking the outstanding payments into consideration the actual and expected budget are within 9% of each other, which is normal based on comparison with past years.

Ms. Myers-Krug also highlighted the payment of the fourth-quarter increments from the Counties, as well as payments from PA DCNR and PA DEP for ongoing special projects. She also noted the amount of interest for the new sweep account, which far exceeded the fees now being charged.

Ms. Myers-Krug reported notable expense items including the rent increase effective each November 1, travel for transportation data collection (HPMS), as well as training for the transition to Office 365/Teams.

On a motion by Mr. Lenker, seconded by Mr. Campbell, the Financial Statements for September and October 2023 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 there were two general ledger reports since both the F&M Trust and First National Bank accounts are open, then reviewed some general ledger items including computer support, utilities, and payments to consultants for the Active Transportation Plan and Countywide Action Plan (CAP) implementation special projects. She also highlighted the payee/account change in the pension/457 payments as well as the transactions moving funds from the old bank

account to the new account to gain a higher interest rate. The transition to the new bank account will continue until state reimbursements are being received in the new account.

On a motion by Mr. Kerschner, seconded by Mr. Chlebnikow, the payment of the September and October 2023 expenses was unanimously approved. Copies of the expenses are attached to the file copy of these minutes.

Ms. Myers-Krug noted the sweep account reports and investment account report were provided for information purposes. She said the interest rate for the F&M sweep account remained at 1.5%, while the FNB rate was 4.75%, and with that rate the interest earned in the new account far exceeded the fees charged. This will continue to be monitored.

There was one (1) health reimbursement during October 2023. On a motion by Ms. Gaiski, seconded by Mr. Graupensperger, the payment of the October health reimbursement was unanimously approved.

Ms. Myers-Krug reviewed the statement for the SusqueCycle program account for information purposes. She emphasized this was a separate, self-sustaining program and its finances were kept separate from all other TCRPC accounts due to its payment app (Movatic) that is accessible to the membership/riders of the program and some account administration features external to TCRPC, as shown by the “Movatic Transfer” of funds at the end of September.

INTERGOVERNMENTAL REVIEWS

Mr. Deck gave an overview of four (4) projects requesting consistency letters for road, water line, signage and bridge replacement improvements. All projects were determined to be consistent with the Regional Growth Management Plan and recommended for funding support as requested by the applicants.

Mr. Graupensperger noted some benefits Pittsburgh was having with hydro power projects specifically related to carbon reduction, and suggested this could also be an opportunity with the activity associated with replacement of the South Bridge. Mr. Deck stated the new bridge will be located further away from Dock Street, making a hydro power project less feasible.

On a motion by Mr. Graupensperger, seconded by Ms. Everly, approval for signature on the consistency letters passed unanimously.

COMMUNICATIONS

Mr. Deck shared two (2) communications for information purposes:

- 1) PennDOT HPMS Quality Review letter; and,
- 2) SRBC Notice of Intent for consumptive use at the new Hershey plant.

REPORTS

Mr. Deck highlighted several staff efforts including the transportation alternatives funding (TASA) application meetings, ongoing Active Transportation Plan GIS analysis, Safe Streets for All (SS4A) project, beginning development of the 2025-2028 TIP, continued CAP/WREP activities, Premier Project Award planning, municipal and Norfolk Southern meetings regarding the CAT Bridge, and staff attendance at the annual PA PPA conference in Scranton.

Ms. Myers-Krug reported the 2024 budget requests were presented to the respective Boards of County Commissioners for consideration and the TCRPC representative nominations were also distributed to the Boards for appointments for the 2024-2025 term.

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. Lenker, the Executive Director's salary for 2024 was approved.

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

On a motion by Mr. Hess, seconded by Ms. Gaiski, the meeting was adjourned at 4:23 p.m.

The next meeting is scheduled for
Thursday, January 25, 2024 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