

TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

July 27, 2023

The regular meeting of the Tri-County Regional Planning Commission was held July 27, 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. Dana Cotton, Ms. Deb Everly, Mr. Tom Graupensperger, Mr. Rob Hess, Mr. John Kerschner, Mr. Gary Lenker, and Mr. Fred Lighty. Ms. Mary Gaiski and Mr. Robert Spandler attended in person. Mr. Steve Rock from Zelekofske Axelrod LLC was a guest attending remotely. 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

Mr. Jeff Bergsten, PE of Michael Baker International was in attendance and offered no comments.

PRESENTATION

Mr. Spandler introduced Mr. Steve Rock of Zelenkofske Axelrod LLC to provide an overview of the final 2022 audit report. Mr. Rock noted that his audit generated an unmodified 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. Finally, 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. This also generated an unmodified opinion with no findings.

On a motion by Ms. Cotton, seconded by Mr. Hess, the 2022 audit report was unanimously accepted as completed and presented by Mr. Rock.

MINUTES

On a motion by Ms. Gaiski, seconded by Mr. Graupensperger, the minutes of the May 25, 2023 meeting were approved for filing, with Mr. Chlebnikow abstaining.

2023 BUDGET AMENDMENT

Ms. Myers-Krug explained that PennDOT provided additional funding which required a budget adjustment. These funds were approved effective June 1 and the adjusted budget numbers appear on the June financial statements. She recalled the discussion at the March meeting, where the Commission decided to provide/advance the required match on behalf of the Counties but include it in the next year's budget request to the Counties. This would allow for the funds to be added to the budget without reopening the entire budget process to request the matching funds from the respective Counties. In addition to the transportation funds, an adjustment was made to the amount of pass-through funds budgeted for the DEP-CAP project. At the time of budget adoption,

those funds were estimated based on existing program information. Since that time, those numbers were finalized and substantially less than budgeted (by \$850,000). Given the large amount, the budget was adjusted to reflect the more realistic level of funding for that project. All of the additional funds were assigned to the expenses for computer and software support due to the Office 365 and various licenses (Adobe, Creative Suite), and reduced funds from the DEP-CAP program removed from the consultant line item.

On a motion by Mr. Kerschner, seconded by Mr. Campbell, the 2023 budget amendment was unanimously approved.

FINANCIAL STATEMENTS

Ms. Myers-Krug noted the amended budget numbers began in June, so the May financial statements still show the adopted budget numbers from the beginning of the year. She again noted the difficulty in getting the transportation invoices processed with March, April, May and now June invoices still outstanding. This is reflected in the June financial statement showing over \$700,000 in outstanding receivables. A new invoicing system is in place at PennDOT, which has some technical difficulties. In combination with the budget impasse and some new interpretations of reimbursement eligibility, it is proving difficult to get anything processed in a timely manner. Some consultant invoices from March and April have been processed, however. Mr. Spandler asked if there was enough money to continue to pay staff and bills. Ms. Myers-Krug emphasized the importance of having the operating reserve in place for times like these. If the budget impasse or technical difficulties continue to delay invoice payments for an extended period, then some other course of action may need to be taken.

Additional revenues to note include a refund from our health benefits provider, sponsorships and Dauphin County review fees. The review fees for the large plan approval have all been received and processed, which brought the revenues and expenses for subdivision reviews back in balance.

Ms. Myers-Krug also reported notable expense items including professional service fees from the actuary and auditor, annual lunch, and traffic/bike/ped counting equipment. The overall budget remains under the expected level at the end of June.

On a motion by Mr. Chlebnikow, seconded by Ms. Cotton, the Financial Statements for May and June 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 reviewed some general ledger items including annual lunch expenses, dues, computer support, software, and licensing, as well as payments to consultants for special projects. She noted the utility bill for June was received only after staff contacted the landlord, so there is a double payment in July, which will include the June utility payment. The monthly utility cost is about \$500 and covers electricity, water, sewer and trash removal.

On a motion by Ms. Gaiski, seconded by Ms. Everly, the payment of the May and June 2023 expenses was unanimously approved. Copies of the expenses are attached to the file copy of these minutes.

There was one (1) health reimbursement during June 2023. On a motion by Mr. Kerschner, seconded by Mr. Lenker, the payment of the June health reimbursement was unanimously approved.

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 1.5%. She also explained the TD Ameritrade accounts, both investment and pension, will be transitioning to Charles Schwab. The notice stated everything about the accounts would remain the same, including our investment advisor. Staff is in communication with Mr. Tomlinson to ensure the transition goes smoothly.

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 five (5) projects requesting consistency letters for recreational and road improvements. 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. Campbell, seconded by Ms. Cotton, approval for Mr. Spandler's signature on the consistency letters passed unanimously.

COMMUNICATIONS

Mr. Deck shared the notification from the Federal Audit Clearinghouse which stated the single audit submission (previously described by the auditor) was accepted and officially in the system.

Mr. Deck also reviewed three (3) additional requests for letters of support: 1) South Bridge; 2) PA Wildlife Crossings Strategic Plan; and 3) Dauphin County Commissioners sponsorship of the local share municipal grant application for the Flood Resilience Stormwater Model.

On a motion by Mr. Kerschner, seconded by Ms. Gaiski, approval for Mr. Spandler's signature on the letters of support passed unanimously.

REPORTS

Mr. Deck highlighted several staff efforts including the Downtown Circulation/Market Street Corridor 2-way Study, Duncannon area traffic study, continued coordination of the SusqueCycle program, video bike/ped counts for several municipalities, outreach to Amish/Plain Sect communities, and continued WREP activities.

Ms. Myers-Krug reported the nomination information for Regional Planning Area representatives for TCRPC will be distributed to municipalities by the end of summer. Current representatives are assumed to wish to continue unless staff is notified otherwise. They will receive a copy of the letter provided to the municipalities. In addition, each County Planning Commission will need to provide its recommendations for its four (4) representatives to the appropriate Board of County Commissioners for appointment. The officers for the next two year term will rotate as provided in

the Articles of Agreement and Bylaws with Perry County serving as Chairman and Secretary, and Dauphin County serving as Vice Chairman and Treasurer.

The annual luncheon event was reported as successful with expenses paid by sponsorships. Next year's topic is anticipated to address the Safe Streets for All Plan currently under development.

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comment was provided.

ADJOURNMENT

On a motion by Mr. Lighty, seconded by Mr. Graupensperger, the meeting was adjourned at 4:48 p.m.

The next meeting is scheduled for
Thursday, September 28, 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