TRI-COUNTY REGIONAL PLANNING COMMISSION

Minutes of the Meeting

The regular meeting of the Tri-County Regional Planning Commission was held January 25, 2018 in the second floor conference room of the TCRPC offices located at 112 Market Street, Harrisburg, PA. Mr. Turner called the meeting to order at 3:30 p.m.

ROLL CALL
Members present were Commissioner Steve Naylor, Mr. Frank Campbell, Mr. Frank Chlebnikow, Ms. Deb Everly, Mr. Tom Graupensperger, Mr. Robert Hess, Mr. Danny Kirk, Mr. Gary Lenker, Mr. Fred Lighty, Mr. Rich Stees, Ms. Nina Taylor, Mr. Dan Tunnell, and Mr. Jim Turner. Mr. Steve Deck and Ms. Diane Myers-Krug of staff were also present.

ELECTION OF OFFICERS
Mr. Turner explained officers needed to be elected to serve the current 2018-2019 term. In accordance with the bylaws (Article VII, Section 4) Mr. Turner contacted members from each participating county to serve as the nominating committee and confirmed interest in potential officers. He also noted the biennial rotation of officers as specified in the bylaws (Article V, Section 2) and explained that Dauphin County was in the rotation to fill the Chairman and Secretary positions, while Perry County would fill the Vice Chairman and Treasurer positions, each for a two-year term. The resulting slate of nominees included Mr. Dan Tunnell as Chairman, Mr. Tom Graupensperger as Vice Chairman, Mr. John Kerschner as Secretary, and Mr. Danny Kirk as Treasurer. Mr. Chlebnikow asked if there was a special meeting where the nominations were discussed. Mr. Turner explained the nomination process was conducted through email and telephone, based on input of members from each County Planning Commission. Mr. Chlebnikow made a motion to nominate the slate of officers as suggested, Mr. Campbell seconded the motion, which passed unanimously.

PUBLIC COMMENT
An opportunity was provided for public comment. No public comment was given.

MINUTES
On a motion by Mr. Lighty, seconded by Commissioner Naylor, the minutes of the November 16, 2017 meeting were approved for filing. Mr. Hess abstained.

FINANCIAL STATEMENT
Mr. Deck reviewed the Financial Statements for November and December 2017. He noted the year-end statement showed TCRPC finishing the year at 88.3% of the overall budget. The transportation, regional and county services programs all were slightly under budget. The regional program showed consistency with historical trends, beginning the year higher than the expected budget but then coming back into line with the anticipated budget after incurring typical front-end costs, and ended the year almost exactly on budget (99.5%). The County Services program also ended slightly under budget (96.1%). Mr. Deck noted, however, the Perry County planning support program was over-budget by nearly 11%, and years without additional outside funding for projects such as 2017, the program will continue to be over budget if everything else remains the same. Mr. Deck noted that Mr. Reardon, prior to his retirement, had met with the Perry County Commissioners to discuss this issue, which had also been discussed during previous TCRPC meetings during 2017.
Mr. Deck explained the overall expenses were within budget at year's end. He noted items with a 10% difference from the expected budget (higher or lower) were highlighted and comments were provided explaining the difference. Some items that exceeded budgeted amounts included ‘Office Supplies & Expense’ due to internal printing miscues; ‘Microfilming’ due to increase costs; ‘Insurance’ for additional payment for 2018 in December (2018 insurance rates actually decreased); ‘Training’ for staff attendance at the statewide planning conference; and ‘Computer Software & Support’ for travel demand software updates and maintenance.

On a motion by Commissioner Naylor, seconded by Mr. Stees, the Financial Statements for November 2017 and December 2017 were accepted for filing and audit. Copies of the Financial Statements are attached to the file copy of these minutes.

**PAYMENT OF EXPENSES**

Mr. Deck identified some general ledger expenses which will appear in each month’s statement such as rent, health insurance, pension, payroll, copier lease, phone, and solicitor. He highlighted transfers to and from the money market account and explained funds are moved to a higher interest-bearing money market account, then moved into the checking account when bills need to be paid. He also noted sponsorships received to date for the Premier Project Awards, annual lunch, education and training, and newsletters. Ms. Everly inquired about the expense to Penn State Extension, which was for webinars to support the lunch and learn program.

On a motion by Mr. Turner, seconded by Mr. Graupensperger, the payment of the November and December 2017 expenses was approved. Copies of the expenses are attached to the file copy of these minutes.

The health reimbursement account for November and December 2017 included four reimbursements and ended the year just under 40% of the budgeted level. Mr. Tunnell noted one reimbursement for January 2018 was also included in the statement. On a motion by Commissioner Naylor, seconded by Mr. Lenker, the health reimbursement account statement was approved for filing and audit.

Mr. Tunnell noted the money market account report and CD investment report were provided for information purposes. Commissioner Naylor inquired about investing in PLGIT and while staff could not recall details, the PLGIT information was factored into the decision where to purchase CDs. Staff will gather the PLGIT information from the files and provide an update.

**2018 BUDGET & WORK PROGRAM**

Ms. Myers-Krug presented the 2018 budget and work program for approval. She explained some final adjustments were made since the proposed 2018 budget was forwarded to the County Commissioners for their consideration following the September TCRPC meeting. On the revenue side, funds anticipated for 2018 were actually received in November 2017 so the 2018 total revenues have been adjusted accordingly, but still reflect a 10.2% increase from 2017. On the expense side, final health insurance rates were incorporated and reflect a 12% increase from 2017. Other minor adjustments were made to the expenses based on the 2017 end of year actual numbers.
Dauphin and Perry County Boards of Commissioners approved the expenditure of county funds for TCRPC programs in their respective County budgets. Cumberland County continues to participate in the transportation program and approved their local share to support that program. The overall budget reflects an increase in funding from 2017 levels, primarily from additional municipal projects and a slight increase in regular transportation funding. Ms. Myers-Krug noted the difference in the County quarterly increments shows the local match adjustment based on the transportation funding change.

The work program provides some focus in the transportation program on connected and autonomous vehicles (CAV), as this technology is quickly evolving and needs to be incorporated into our long-range planning efforts. The luncheon speaker will address the local government role and impacts of this technology. Mr. Hess noted the funding necessary to upgrade current infrastructure to accommodate CAV needs to be addressed as it will be very expensive and beyond current budget capabilities of most local governments.

Mr. Deck mentioned the possibility conducting more studies with the use of a drone, similar to the current parking study for Susquehanna Township. Ms. Everly inquired about FAA licensing, Mr. Chlebnikow suggested retaining an outside firm (or continuing to work with Shippensburg University), and Mr. Campbell expressed concern about privacy issues.

On a motion by Mr. Stees, seconded by Commissioner Naylor, the Commission approved the 2018 budget and program.

RESOLUTIONS
Ms. Myers-Krug explained normal contracting procedures with PennDOT requires the Commission sign a resolution which allows the executive director to execute and file agreements with PennDOT to support the Unified Planning Work Program (UPWP) on behalf of TCRPC. This resolution is updated with each UPWP, which is updated every two years, and a UPWP for FY 2018-2020 will be forwarded to PennDOT in February for processing. An executed resolution must be included. On a motion by Mr. Chlebnikow, seconded by Commissioner Naylor, the resolution was approved unanimously.

Mr. Deck described the inventory of historical resources and structures currently being proposed by PHMC. TCRPC staff role will be to administer the grant on behalf of the City of Harrisburg, with no financial match required. Similar to the PennDOT resolution, a resolution for the PHMC project is required. Mr. Lighty asked whether coordination with DCEMA is intended to occur and if a historic designation would affect private property rights. Mr. Deck indicated coordination would occur as part of the project and designation would only affect use of the property if public funds were being used. Mr. Campbell noted the entirety of Newport Borough is designated a historic district, and Mr. Deck stated that the consultant hired by PHMC would contact the Borough during the project. Mr. Graupensperger asked what the budget for the project was, for which staff was not certain. Mr. Turner asked if the final product will be provided in GIS format and Mr. Deck indicated it was necessary to be in GIS format so that we can relate the information to our planning programs. Finally, Ms. Everly asked what the difference between ‘comprehensive’ and ‘targeted’ inventory as they seemed to indicate different levels of work among the counties. On a motion by Mr. Lenker, seconded by Mr. Turner, the resolution was unanimously approved conditioned upon changing the word ‘comprehensive’ to ‘targeted’ for all counties, as that is the intent of the project’s scope.
Finally, Mr. Lighty suggested as a matter of procedure to number the resolutions and maintain a listing.

PROGRAM PROGRESS REPORT
Mr. Deck encouraged the Commission members to review the report and contact staff with any questions. He noted research conducted on parking ordinance requirements with input from aerial data flown with a drone, social media activity and reach, transportation long-range plan outreach and Camp Hill-Capital Corridor safety study, and staff participation in the statewide task force lead by PennDOT to develop a strategic plan addressing connected and autonomous vehicle technology.

Mr. Tunnell began discussion of developing a strategic plan for the Commission. The current strategic plan was adopted in 2006, so this may be a good time to go through the process. Mr. Chlebnikow also suggested it is a good time to gather new ideas and seek more opportunities to get municipalities aware of TCRPC and its resources. Ms. Everly asked that the strategic plan be accessible online, and Mr. Tunnell echoed the importance of making it a living document to modify and be fine-tuned over time as needed. Mr. Stees noted that making it a standard agenda item would also help to achieve that goal. Mr. Lenker added that outreach for the strategic plan could also occur when the plan is completed. Mr. Tunnell directed Mr. Deck to gather input from the rest of staff, outline steps to proceed and provide copies of the current strategic plan to Commission members.

OTHER BUSINESS
Ms. Myers-Krug provided a copy of the obituary for Tom Shaffer, who had been a long-time member of the Dauphin County Planning Commission from Upper Paxton Township. Commissioner Naylor indicated the park and ride being proposed for Shermansdale is not a priority the area and asked if there could be some follow-up to see what demand is expected for this location.

PUBLIC COMMENT
An opportunity was provided for public comment. No public comment was given.

ADJOURNMENT
Mr. Tunnell adjourned the meeting at 4:52 p.m.

The next meeting is scheduled for
Thursday, March 22, 2018 at 3:30 p.m.
TCRPC Office, 112 Market Street
2nd Floor Conference Room

Respectfully submitted,
Diane Myers-Krug
Diane Myers-Krug, AICP
Recording Secretary