The regular meeting of the Tri-County Regional Planning Commission was held September 27, 2018 in the second floor conference room of the TCRPC offices located at 112 Market Street, Harrisburg, PA. Mr. Tunnell called the meeting to order at 3:30 p.m.

ROLL CALL
Mr. Tunnell began introductions and welcomed Mr. Wayne Martin (City of Harrisburg), who was recently appointed to replace the representative position vacated by Ms. Jackie Parker. Members present were Mr. Frank Campbell, Ms. Deb Everly, Mr. Robert Hess, Mr. John Kerschner, Mr. Fred Lighty, Mr. Wayne Martin, Mr. Robert Spandler, Ms. Nina Taylor, Mr. Dan Tunnell and Mr. Jim Turner. Guests included Ms. Lynn Colosi from Delta Development Group. Mr. Larry Portzline, Mr. Andrew Bomberger, Mr. Steve Deck and Ms. Diane Myers-Krug of staff were also present.

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

PRESENTATION
Ms. Lynn Colosi from Delta Development Group provided an overview of the Harrisburg Bus Stop Optimization Project, a study supported with Regional Connections program funding. She explained this project is a part of a larger plan to promote alternative transportation including transit, bicycle and walking to reduce single occupancy vehicles and support a balanced, multi-modal network. Ms. Colosi noted the outreach (public meetings and surveys) and data development used to help define/refine priorities for bus stop locations along six corridors covering over 10 miles and 160 bus stops. The final product will be a report (to be completed within the next month) that includes recommendations for bus stop elimination and addition, and standardized shelter design details to provide a common and consistent look across the system. Once implemented, the designs and bus stop efficiencies will improve transit performance and usability, allow for implementation of bus prioritization at signalized intersections, and ensure proper access for people with disabilities to public transportation.

Following questions and discussion regarding costs of implementation, potential impact beyond Harrisburg and pre-emption details, the Commission recommended stakeholders be re-engaged with the outcomes from the project and possible implementation support.

STAFF INTRODUCTION
Mr. Tunnell indicated that the Commission agendas will continue with staff introductions, so members can become more familiar with the various staff work efforts and the personnel. He introduced Mr. Larry Portzline, who is the staff Communications Coordinator and provides support for the website, social media, newsletters, and all documents. Mr. Portzline recently earned accreditation from the Public Relations Society of America.

MINUTES
On a motion by Mr. Spandler, seconded by Mr. Kerschner, the minutes of the July 26, 2018 meeting were approved for filing.
FINANCIAL STATEMENTS
Ms. Myers-Krug reviewed the Financial Statements for July and August 2018. She noted the programs overall remain under the anticipated budget for both months, however the local planning assistance (LPA) programs have been very active with projects ongoing in Susquehanna Township, South Hanover Township, Upper Paxton Township, Swatara Township, Spring Township and Marysville Borough and are higher than the expected budget at this point in the year. Those projects are anticipated to be completed by year’s end and within budget. Funding for the Perry County Hazard Mitigation Plan finally was released by FEMA and work for the plan has begun. Mr. Tunnell inquired about the status of the Rt. 39 study, which has been underway for several months but showing only 21% budget level of activity. Ms. Myers-Krug indicated the project was moving forward and actual project work was more than 21% complete, the timing of invoicing from consultants is beyond control of staff.

Ms. Myers-Krug also reviewed the expenses and noted the microfilming is a one-time invoice and is complete for the year (under budget), professional dues were paid for the certified planners, advertising for HATS required a second public notice due to an untimely court decision impacting air quality conformity analysis, and purchase of a document binding machine to replace the existing inoperable one.

On a motion by Mr. Kerschner, seconded by Mr. Turner, the Financial Statements for July and August 2018 were 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 atypical expenses for plotter maintenance, business card printing, Kipona outreach, audit report, microfilming, online drone image process training, professional dues, grant writing workshop, and reprinting of HATS outreach flyers.

On a motion by Ms. Everly, seconded by Ms. Taylor, the payment of the July and August 2018 expenses was approved. Copies of the expenses are attached to the file copy of these minutes.

The health reimbursement account for July and August 2018 included one employee reimbursement. Ms. Myers-Krug noted that reimbursements continue to be well-below the expected budget level, at 19% compared to 67%. On a motion by Mr. Spandler, seconded by Mr. Turner, 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.

INTERGOVERNMENTAL REVIEWS
Mr. Deck reviewed two intergovernmental reviews for projects addressing support for the Lykens Valley Rail Trail and PA DEP funding requests to US EPA to support several of its programs:

1. On a motion by Mr. Campbell, seconded by Mr. Martin, the support letter to improve the connectivity of the Lykens Valley Rail Trail was approved for signature. Mr. Deck explained the middle section of the trail is unimproved and Mr. Dickson
was encouraged the property owners would allow improvement for the final piece to connect the trail with a show of support and encouragement from the County and Regional Planning Commissions.

2. On a motion by Mr. Spandler, seconded by Mr. Turner, the waiver of comments for PA DEP funding applications to the US EPA for various programs including Chesapeake Bay and energy was supported.

COMMUNICATIONS
Mr. Deck shared a letter from SEDA-COG, which invited participation in a focus group related to the development of its strategic plan. Mr. Deck will attend. Mr. Deck shared an announcement for a public officials meeting to be held at the Harrisburg Mall regarding the upcoming I-83 improvement projects on October 18 from 9:30-11 am. A public open house will follow until 7pm.

DRAFT 2019 WORK PROGRAM & BUDGET
Ms. Myers-Krug provided an overview of the draft 2019 budget and work program. The budget includes a 7.6% increase from 2018. With the exception of a small increase in transportation revenue, the increase is attributed to special projects with accompanying outside funding. The regional and county support programs are held at the same funding level as 2018, and it was noted those programs have not had an increase since 2006 and 2011, respectively.

Ms. Myers-Krug reviewed the work to be accomplished particularly as it related to the implementation of the Strategic Plan. This work will continue to administer the Regional Connections program, provide education and training, communications, and GIS activities in support of RGMP-defined priorities, as well as developing an environmentally-focused program including storm water management (MS4 strategies, resiliency, green infrastructure), and addressing aging demographics. On a motion by Mr. Lighty, seconded by Mr. Turner, it was unanimously approved to forward the budget request (with any minor adjustments based on expected insurance quotes) to the respective County Commissioners by November 1 for consideration in their 2019 budgets.

2017 TCRPC AUDIT
Ms. Myers-Krug explained the audit for 2017 was completed and received the previous day. She noted there was one finding regarding incorrectly reported hourly rates on invoices to PennDOT. Management’s response included additional review of invoices by staff prior to authorization to send. Ms. Myers-Krug will provide commission members with an electronic version of the audit for review prior to the November meeting where action to accept the audit for filing will take place. Ms. Allison Burke from Zelenkofske Axelrod LLC will be in attendance at that meeting to review the audit and answer any questions.

REPORTS
Mr. Deck encouraged the Commission members to review the monthly progress report and contact staff with any questions. He noted the August report was in a new format which reflected the strategic plan. Ms. Everly asked about the success of the Kipona outreach. Mr. Deck stated it was a good outreach, but in retrospect may have taken more of an effort than was expected for staff to cover all of the necessary booth time.
OTHER BUSINESS
Mr. Deck announced Ms. Patty Buggy had informally given notice that she would retire at the end of the year. Once a formal resignation is received, her position will be advertised.

ADJOURNMENT
On a motion by Ms. Everly, seconded by Ms. Taylor, Mr. Tunnell adjourned the meeting at 5:40 p.m. The Commissioners were reminded the November meeting is scheduled one week earlier than normal due to the holiday.

The next meeting is scheduled for
Thursday, November 15, 2018 at 3:30 p.m.
TCRPC Office, 112 Market Street
2nd Floor Conference Room

Respectfully submitted,
John A. Kerschner
John A. Kerschner, AICP
Secretary