The regular meeting of the Tri-County Regional Planning Commission was held March 28, 2019 in the second floor conference room of the TCRPC offices located at 112 Market Street, Harrisburg, PA. Mr. Graupensperger called the meeting to order at 3:30 p.m. and welcomed those present.

ROLL CALL
Members present were Commissioner Steve Naylor, Mr. Frank Campbell, Mr. Frank Chlebnikow, Ms. Deb Everly, Mr. Brian Funkhouser, Mr. Tom Graupensperger, Mr. John Kerschner, Mr. Dan Kirk, Mr. Fred Lighty, Mr. Bob Spandler, Mr. Rich Stees, and Mr. Jim Turner. Mr. Steve Deck, Ms. Diane Myers-Krug and Mr. Andrew Bomberger of staff were also present. Guests included Mr. Robert Ihlein, Swatara Township; Mr. Scott Bechard, AICP and Mr. Steve Cordaro, Dawood Engineering; Mr. Chris Tomlinson, InR Advisers.

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

MINUTES
On a motion by Mr. Spandler, seconded by Commissioner Naylor, the minutes of the January 24, 2019 meeting were approved for filing.

PRESENTATIONS
Ms. Myers-Krug introduced the presenters from Swatara Township and InR Advisors. Mr. Ihlein gave an overview of the Swatara Township Sidewalk Study, which was funded through the current Regional Connections program. Mr. Bechard provided more details about the study which included an inventory, two public participation meetings in addition to stakeholder feedback, examination of expected pedestrian improvements unrelated to the Township study (including I-83 improvements and Paxton Street roadway safety audit), as well as the project ranking process and resulting recommended priority sidewalk improvements. In addition to the identified focus areas for investment, the study generated an up-to-date GIS database that can be maintained and updated as the Township’s needs and priorities change. Mr. Kerschner asked if the Township had a dedicated fund for sidewalk projects. Mr. Ihlein indicated the Township had a fund that developers contribute to when not installing sidewalks themselves, but that source was very underfunded. Mr. Ihlein inquired about any regional priorities that existed east of I-83 toward Hummelstown either along Derry Street, or along Paxton Street in general. Mr. Bomberger referred to the regional backbone defined in the recently-adopted Regional Transportation Plan to help compare Township and regional priorities, and noted multi-modal and transportation alternatives program (TAP) programs were a potential source of funding for sidewalk projects. Mr. Graupensperger suggested MS4 permit work would also be a good way to accomplish sidewalk improvements in ongoing Township projects.

Mr. Tomlinson from InR Investors reviewed the defined benefit pension investment performance for 2018 and the 2019 first quarter. He noted this was the first time in ten years where, in a down year, all of the loss occurred in the last quarter. While the investments were down by more than 6% in 2018, the first quarter of 2019 showed a nearly 9% increase, giving a better outlook. Mr. Tomlinson indicated short term market fluctuations should not be the focus, and noted the overall long term gain since starting with the indexed funds in
2011. Mr. Campbell inquired about the amount of investment in foreign funds given the instability of foreign economies. Mr. Tomlinson noted the amount of money in the world outside of the US and suggested it was necessary to have some foreign funds as part of a diverse investment strategy. Given the long term success of the funding strategy experienced by TCRPC, he recommended staying with the 70/30 stock/bond policy set by the Board. On a motion by Mr. Turner, seconded by Mr. Campbell, the current investment policy in place as discussed was unanimously reaffirmed.

FINANCIAL STATEMENTS
Ms. Myers-Krug reviewed the Financial Statements for January and February 2019. She noted the statements showed expenses slightly under the expected budget at 12.7% overall at the end of February. She also highlights some differences due to the transitioning from full-time to part-time bookkeeping staff. These differences were mainly due to the timing of payments, such as rent and insurance, but as of March there is a return to a normal cycle of monthly bill payments.

Work efforts that incur early year expenses include Premier Planning Awards, annual reports and building activity report, which elevate the expenses for the County support programs. Two years’ worth of microfilming also was prepared for during January and February, which contributed to higher County expenses, but this will conclude our microfilming as the Commission transitions to digital archiving of subdivision plans. Other early year expenses include insurance, computer maintenance and software updates.

On a motion by Ms. Everly, seconded by Commissioner Naylor, the Financial Statements for January and February 2019 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 identified some general ledger entries such as insurance, PPA awards event costs, HATS videotaping, pension contributions, and transfers from the money market account to the checking account to pays bills necessary due to delays in receiving payments from PennDOT. In addition, a transfer was made to the HRA account to meet the budgeted amount for reimbursements. She also noted revenues from sponsorships, County increments, the Computershare dividend payment and the progress made towards moving those shares into the pension investment portfolio managed by InR Investors.

On a motion by Mr. Kerschner, seconded by Mr. Stees, the payment of the January and February 2019 expenses was approved. Copies of the expenses are attached to the file copy of these minutes.

The health reimbursement account for January and February 2019 included two reimbursements. Ms. Myers-Krug explained these were for costs incurred during 2018, with end of the year EOBs and medical bills finally being processed. She noted staff needs to pay their initial deductible amount before beginning to receive reimbursements for 2019. On a motion by Ms. Everly, seconded by Commissioner Naylor, the health reimbursement account statement was approved for filing and audit.

Mr. Graupensperger noted the money market account report and CD investment report were provided for information purposes.
INTERGOVERNMENTAL REVIEWS
Mr. Deck reviewed one letter of support request for which he wrote a staff letter due to the timing of the funding award. The staff letter was sent in support of a $10 million grant application to US DOT by PennDOT for an Automated Driving System Demonstration Grant.

COMMUNICATIONS
Ms. Myers-Krug gave an overview of items received from Conrad Siegel, the Commission’s Actuary. She noted the actuarial valuation for funding report included the recommended employer contribution for 2019 and would be used to calculate ongoing obligations to the defined benefit pension plan. She also indicated Ashley Wise from Conrad Siegel will be in attendance at the May meeting to respond to any questions.

Ms. Myers-Krug also introduced two letters received from Zelenkofske Axelrod, the Commission’s Auditor. She explained the letters gave an indication of the scope of the audit in general, and then a more detailed explanation of the items addressed in the audit. Ms. Myers-Krug conveyed that the audit was conducted during the second week of April. Preliminary findings are similar to past audits with no material weaknesses found.

Ms. Myers-Krug also shared communications received from the health benefits provider, which indicated TCRPC would not qualify to receive a refund check this year. Staff will meet with the account representative soon after first quarter reports are available to evaluate and plan for any changes in the program which may help reduce costs further. BB&T Bank provided a letter giving notice of its merger with Sun Trust toward the end of 2019. Staff will evaluate the necessary services the Commission needs and make changes as necessary. Finally, an extension of time was given for the Route 39 Study to allow for additional outreach to municipal officials.

REPORTS
Mr. Deck announced the completion of the 2018 Annual Report and noted the inclusion of all of TCRPC’s programs under one cover. On a motion by Mr. Kerschner, second by Mr. Spandler, the report was unanimously approved for distribution.

Mr. Deck highlighted several efforts staff has taken noting outreach activities, “rescoring” of projects with the new RTP pipeline process, stormwater management research and survey, and GIS applications. He encouraged the Commission members to review the progress reports and contact staff with any questions.

Mr. Deck reminded the Commission of the Annual Lunch program which is scheduled for May 2 at noon at the Sheraton Harrisburg Hershey Hotel (same place as last year’s lunch) and encouraged everyone to register. Registration is active on the website and donations for the Central PA Food Bank will be collected again this year.

OTHER BUSINESS
An updated contact list was provided to Commissioners for their reference.

PUBLIC COMMENT
An opportunity was provided for public comment. No public comment was given.
ADJOURNMENT
On a motion by Ms. Everly, seconded by Commissioner Naylor, the meeting was adjourned at 5:15 p.m.

The next meeting is scheduled for
**Thursday, May 23, 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