

Dauphin County General Authority

Minutes for the August 21, 2024 Board Meeting

Present: Barb Zemlock, Dave Shannon and Doug Gelder, in person and Eric Epstein by video conference.

Administrator: Jay Wenger.

Financial Advisor: Jay Wenger.

Solicitor: Guy Beneventano, in person.

PMI: Breanna McCoy, via video conference.

Andrew Kehl, via video conference.

Chris Strand, Troon Golf Management, in person.

The meeting was called to order at 8:00 am, by the Chairperson, Barb Zemlock, and a quorum was present. The meeting was properly advertised.

Executive Session held Between Board Meetings: None

Approval of July 17, 2024 Board Meeting minutes:

Motion: Dave Shannon

Second: Doug Gelder

Approved 4-0

Public Comment:

None

RIVERFRONT OFFICE CENTER

- A. The Board approved the payment to PMI in the amount of \$154,460.38 for the July, 2024 operating expenses.

Motion: Dave Shannon

Second: Doug Gelder

Approved 4-0

- B. The Board approved the Hershock's proposal in the amount of \$855.00 to repair and replace a broken window (shooting incident #2).

This expense will be paid from Operations.

Motion: Dave Shannon

Second: Doug Gelder

Approved 4-0

- C. The Board approved the Overhead Door proposal in the amount of \$867.00 to replace vertical tracking on two loading dock doors.
This expense will be paid from Operations.

Motion: Dave Shannon

Second: Doug Gelder

Approved 4-0

- D. The Board approved the Morefield Communications invoice in the amount of \$16,619.50 for the elevator card readers, as part of the elevator modernization project.
This expense will be paid from the Renewal and Replacement Fund.

Motion: Dave Shannon

Second: Doug Gelder

Approved 4-0

- E. Ms. McCoy reported that the south parking lot fence project is ready to proceed and should be completed within a few weeks.
The Board discussed the need to fence the entire property, including the parking garage, to provide enhanced security, as a result of two recent incidents involving trespassers. Ms. McCoy agreed to obtain a copy of the Security Service Agreement to better understand what security measures are currently in place.

- F. Mr. Beneventano reported that he recently received Gannett Fleming's response to the proposed Master Service Agreement and recommended the Board accept the Master Service Agreement, subject to his further revised Addendum to the Master Service Agreement. Mr. Beneventano recommended the Board Chair should execute the Master Service Agreement and the further revised Addendum thereto prior to the September board meeting and the Agreement will be ratified at the September meeting.

- G. The Board approved the PADOT Leasehold Consent in the amount of \$2,088.00 to remove one piece of print shop equipment and replace with new equipment.
This is a tenant expense.

Motion: Dave Shannon

Second: Doug Gelder

Approved 4-0

- H. The Board approved the Lease Premises Acceptance Form in connection with the employee lobby project.

Motion: Dave Shannon

Second: Doug Gelder

Approved 4-0

- I. The Board approved the Closed-Circuit Television Retention Policy, as amended and presented by PMI. The approved policy requires that video be retained for 90 days. The Board directed PMI to obtain pricing for a longer retention period.

Motion: Dave Shannon

Second: Doug Gelder

Approved 4-0

- R. Ms. McCoy reported that we have not received the G.R. Sponaugle report, as of the meeting time.

July 31 Financial Report

Mr. Kehl provided an overview of the financial statements, as of July 30, 2024.

Both the Riverfront Office Center and the Dauphin Highlands golf course are performing close to the 2024 budgets. There are not any notable variances to budget.

SOLICITOR'S REPORT – None

FINANCIAL ADVISOR'S REPORT – None

GOLF COMMITTEE REPORT

Mr. Strand reported on behalf of the Golf Committee. July revenue and rounds were below budget, as a result of extreme heat, followed by rain, particularly on weekend days.

Year to date is very close to budget.

The cash transfer for June was \$47,005.

Mr. Gelder asked about the status of obtaining water from the quarry. Mr. Strand reported that they are making progress and are optimistic that an agreement can be reached to take water from the quarry. Mr. Strand indicated that the project could be on line in 2025.

ADMINISTRATOR'S REPORT

Dauphin County General Authority Matters

- A. Approved the payment to RBC Capital Markets in the amount of \$6,500 for the July Administrative Services Agreement.

Motion: Dave Shannon

Second: Doug Gelder

Approved 4-0

- B. Approved payment to Guy Beneventano for legal services in the amount of \$6,683.91, including expenses in the amount of \$17.25.

Motion: Dave Shannon

Second: Doug Gelder

Approved 4-0

- C. Approved the payment to Beyond The Numbers in the amount of \$3,240.00 for the July financial statement report.

Motion: Dave Shannon

Second: Doug Gelder

Approved 4-0

- D. The Board approved the payment of the Round4 LLC invoice in the amount of \$1,465.00. This is the final invoice for the website development.

Motion: Dave Shannon

Second: Doug Gelder

Approved 4-0

Mr. Wenger reported that he met with Doug Hill, at Doug's request, to discuss the Greenbelt Association's progress with the path. Mr. Hill represented that the Greenbelt is proposing two alternate routes that would run along the east side of the property and then turn west, at the north parking lot. Mr. Wenger indicated the Board and the tenants are strongly opposed to Greenbelt traffic on the property and encouraged the Greenbelt to pursue the path that has been in use in recent years.

Executive Session:

None

Other Business:

Meeting adjourned at 10:16 am.


