

## Dauphin County General Authority

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Minutes for the October 16, 2024 Board Meeting

Present: Barb Zemlock, Dave Shannon and Eric Epstein in person and Doug Gelder and Bill Kohl, by telephone.

Administrator: Jay Wenger.

Solicitor: Theresa Mongiovi, in person.

Guy Beneventano, in person

PMI: Breanna McCoy, via video conference.

Andrew Kehl, via video conference.

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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 September 18, 2024 Board Meeting minutes:**

Motion: Eric Epstein

Second: Dave Shannon

Approved 5-0

### **Public Comment:**

None

### **Solicitor Position:**

The Board accepted the resignation of Guy Beneventano, as Solicitor.

The Board thanked Mr. Beneventano for his service to the Authority and approved payment of routine attorney fees through December 31, 2024 to answer any questions necessary for the solicitor transition.

Motion: Eric Epstein

Second: Dave Shannon

Approved 5-0

The Board appointed Theresa Mongiovi, of Post & Schell, as interim Solicitor, pursuant to the terms of the Engagement letter at an hourly rate of \$300.00.

Motion: Eric Epstein

Second: Dave Shannon

Approved 5-0

## RIVERFRONT OFFICE CENTER

- A. The Board approved the payment to PMI in the amount of \$151,033.64 for the September, 2024 operating expenses

Motion: Dave Shannon

Second: Bill Kohl

Approved 5-0

- B. The Board approved the payment of the New Holland Chain Link LLC invoice in the amount of \$57,300.00 for the installation of a chain link fence surrounding the south parking lot.

This expense will be paid from the Replacement and Renewal Fund.

Motion: Bill Kohl

Second: Dave Shannon

Approved 5-0

The Board approved the release of the payment and performance bond for New Holland Chain Link LLC.

Motion: Eric Epstein

Second: Dave Shannon

Approved 5-0

- C. The Board approved the Gannet Fleming Master Agreement in the amount of \$34,600.00.

This expense will be paid from the Renewal and Replacement Fund.

Motion: Eric Epstein

Second: Dave Shannon

Approved 5-0

- D. The Board approved Change Order #1 with TK Elevator in the amount of \$109,615.00 for general construction, electrical, fire alarm and mechanical work not contemplated in the original project agreement.

Motion: Dave Shannon

Second: Eric Epstein

Approved 5-0

- E. The Board approved Change Order #2 with TK Elevator in the amount of \$5,000.00 for the installation of redundant cellular service in connection with the elevator modernization project. Mr. Kohl questioned the reliability of cellular service. Ms. McCoy indicated that cellular service is more reliable than traditional telephone service.

Motion: Dave Shannon

Second: Eric Epstein

Approved 5-0

- F. The Board approved the Bailey Landscape & Maintenance proposal in the amount of \$20,000.00 to clean the sidewalk pavers, install paver dust and epoxy coating to clean up the pavers and to improve safety. The area to be repaired is approximately 20% of the total sidewalk.

This expense will be paid from the Renewal and Replacement Fund.

Motion: Dave Shannon

Second: Eric Epstein

Approved 5-0

- G. The Board approved a one-year extension of the Facilities Concierge Service contract for cleaning services.

Motion: Dave Shannon

Second: Eric Epstein

Approved 5-0

- H. The Board approved the SnoServices LLC proposed rates for snow removal. The contract term will be three years and the approval is subject to solicitor review and approval of a contract by the Authority.

Motion: Dave Shannon

Second: Eric Epstein

Approved 5-0

- I. The Board ratified the PADOT Leasehold Consent Form in the amount of \$4,900.38 to install two air compressors.

This is a tenant expense.

Motion: Dave Shannon

Second: Eric Epstein

Approved 5-0

- J. The Board tabled the Property Use Agreement request to perform school bus driver training in July, 2025.

Motion: Dave Shannon

Second: Eric Epstein

Approved 5-0

- K. The Board discussed the Motorcycle training and equipment storage request. The Use Agreement documents are currently under review by PADOT and DGS. Mr. Epstein asked if the Commonwealth will provide liability indemnity. The Solicitor reported that the Commonwealth of PA does not provide indemnity.

### **September 30 Financial Report**

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

Mr. Kehl presented his review of the cash handling at the Dauphin Highlands Golf Course for 2024. Mr. Kehl reported that except for the May, 2024 missing cash in the amount of \$2,500.00, his due diligence did not identify any additional lost cash events.

### **SOLICITOR'S REPORT – None**

### **FINANCIAL ADVISOR'S REPORT – None**

### **GOLF COMMITTEE REPORT**

Mr. Wenger reported on behalf of the Golf Committee. September revenue and rounds were below budget, as a result of weather.

Year to date, revenue is below budget.

The cash transfer for September is \$40,705.75

### **ADMINISTRATOR'S REPORT**

#### **Dauphin County General Authority Matters**

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

Motion: Eric Epstein

Second: Dave Shannon

Approved 5-0

