Dauphin County General Authority

Minutes for the November 20, 2024 Board Meeting

Present: Barb Zemlock and Eric Epstein in person and Dave Shannon (at 8:10) and Bill Kohl, by

telephone.

Administrator: Jay Wenger.

Solicitor: Theresa Mongiovi, in person.

PMI: Breanna McCoy, via video conference.

Andrew Kehl, via video conference.

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:

The Authority held an Executive Session, October 28, 2024, to discuss a potential real estate transaction. The Administrator was present to provide information.

Approval of October 16, 2024 Board Meeting minutes:

Motion: Eric Epstein

Second: Bill Kohl

Approved 3-0

Public Comment:

None

RIVERFRONT OFFICE CENTER

A. The Board approved the payment to PMI in the amount of \$138,798.74 for the October, 2024 operating expenses

Motion: Eric Epstein

Second: Bill Kohl

Approved 3-0

B. The Board approved the payment of the Entegra Solutions, PLLC invoice in the amount of \$4,675.00 for engineering work in connection with the cooling tower repair.

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

Motion: Bill Kohl

Second: Eric Epstein

Approved 3-0

C. The Board approved the payment of the TKS invoice in the amount of \$2,287.50 for work related to the customer lobby renovation project.

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

Motion: Bill Kohl-

Second: Eric Epstein

Approved 3-0

D. The Board approved the payment of the TK Elevator invoice (invoice #2) for the elevator modernization project.

This expense will be paid from the Contingency Fund.

Motion: Eric Epstein

Second: Bill Kohl

Approved 4-0

- E. Ms. McCoy reported that TK Elevator will start the modernization project in early January.
- F. Ms. McCoy reported that the PADOT lobby project is under review at DGS.
- G. The Board approved the Facilities Concierge one-year contract. There is no change to the fee.

Ms. McCoy reported that Facilities Concierge has been sold to ???

Motion: Eric Epstein

Second: Dave Shannon

Approved 4-0

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

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

 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 4-0

J. The Board ratified the PADOT Leasehold Consent Form in the amount of \$467.00 to remove two power poles and to install a new 20 AMP service and two quad outlets.

This is a tenant expense.

Motion: Bill Kohl

Second: Dave Shannon

Approved 4-0

K. Based upon the recommendation by PMI, the Board directed PMI and Ainsworth to proceed with obtaining a cost estimate to repair a cooling tower pump. The Board members questioned the useful life and cost for a new pump, compared to repairing the existing pump. Ms. McCoy indicated that the useful life of a refurbished pump should be sufficient to justify not purchasing a new pump.

October 31 Financial Report and 2025 Budget

Mr. Kehl provided an overview of the financial statements, as of October 31, 2024. Year to date, the Dauphin Highland Golf Course and the Riverfront Office Center are close to budget.

Mr. Kehl presented the 2025 budget. The final budget will be presented for approval at the December 18 board meeting.

SOLICITOR'S REPORT - None

FINANCIAL ADVISOR'S REPORT - None

GOLF COMMITTEE REPORT

October rounds and revenue exceeded budget.

Based on the above average temperatures and dry weather in the first two weeks of November, TROON Mgt. believes that November will exceed budget.

Troon is proceeding with a software upgrade to the accounting system in an effort to provide more timely and accurate information.

Year to date, revenue is below budget.

The cash transfer for October is \$72,003.00

ADMINISTRATOR'S REPORT

Dauphin County General Authority Matters

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

Motion: Eric Epstein

Second: Bill Kohl

Approved 4-0

B. Approved payment to Guy Beneventano for legal services in the amount of \$6,782.66, for October invoice.

Motion: Bill Kohl

Second: Dave Shannon

Approved 4-0

C. Approved the payment to Beyond The Numbers in the amount of \$3,400.00 for the October financial statement report and the cash account review.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

D. The Board approved the payment of the Post & Schell invoice in the amount of \$11,597.00 for special counsel work.

Motion: Eric Epstein

Second: Bill Kohl

Approved 4-0

E. The Board approved Resolution 2024-05, appointing Jay Wenger as the Open Records Officer.

Motion: Bill Kohl

Second: Dave Shannon

Approved 4-0

F. The Board approved the 2025 insurance policy renewal and premiums at an aggregate cost of \$166,806.00

Motion: Eric Epstein

Second: Bill Kohl

Approved 4-0

DAUPHIN HIGHLANDS GOLF COURSE

A. The Board ratified the December 1, 2024 S&T Bank Loan debt service payment in the amount of \$28,242.23.

Motion: Eric Epstein

Second: Dave Shannon

Approved 4-0

B. The Board ratified the December 1 debt service payment in the amount of \$25,876.61 for the Irrigation System Loan.

Motion: Eric Epstein

Second: Bill Kohl

Approved 4-0

C. The Board approved the payment of the Xtreme Golf Management invoice in the amount of \$23,000.00 for bunker renovations on hole #9.

Motion: Bill Kohl

Second: Dave Shannon

Approved 4-0

D. Mr. Wenger reported that the original 8038 form in connection with the 2005 bond issue was sent to the IRS. Verbally, the IRS representative indicated that the IRS is satisfied with the documentation and there is no further action required.

Old Business: None

Executive Session:

The Board held an executive session to discuss a potential real estate transaction and the Administrator was present to provide information.

Other Business: None

Meeting adjourned at 10/11 am.