Dauphin County General Authority

Minutes for the March 20, 2024 Board Meeting

Present: Barb Zemlock (until 8:50), Dave Shannon and Eric Epstein, in person; Doug Gelder 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.

Troon Management: Chris Strand, in person

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

Dave Shannon made a motion to amend the agenda to provide for the election of a new secretary. Eric Epstein seconded the motion. The motion was approved 4-0.

Dave Shannon nominated Eric Epstein to serve as secretary. There were no other nominations. Eric Epstein seconded the motion. The motion was approved 4-0.

Executive Session held Between Board Meetings:

None

Approval of February 21, 2024 Board Meeting minutes:

Motion: Eric Epstein

Second: Dave Shannon

Approved 4-0

Public Comment:

None

RIVERFRONT OFFICE CENTER

A. The Board approved the payment to PMI in the amount of \$257,343.00 for the February, 2024 operating expenses.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

B. The Board approved the PMI project management agreement for the employee lobby renovation.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

C. Mr. Board approved the PMI construction management invoice in the amount of \$11,878.65 for the lobby renovation project.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

D. The Board approved the payment of the Overhead Door invoice in the amount of \$7,623.00 to repair the parking lot gate controller. The Board directed the Administrator to pursue an insurance claim.

Moton: Dave Shannon

Second: Eric Epstein

Approved 4-0

E. The Board approved the Overhead Door proposal in the amount of \$1,249.00 to replace the south parking lot gate control board.

Motion: Eric Epstein

Second: Dave Shannon

Approved 4-0

F. The Board approved the Hershocks proposal in the amount of \$2,582.28 to replace the employee lobby interior glass. This is not part of the employee lobby renovation project. This expense will be paid from the Renewal and Replacement Fund.

Motion: Eric Epstein

Second: Dave Shannon

Approved 4-0

G. The Board approved the Water Treatment By Design three-year proposal to service the HVAC water loop. This approval is conditional, subject to supplemental language to be provided by the Solicitor.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

H. The Board approved the YMCA Half marathon Use Agreement.

Motion: Eric Epstein

Second: Dave Shannon

Approved 4-0

- The Board did not take any action on the Capital View Construction proposal in the amount of \$5,308.45 for additional electrical work that was not part of the lobby renovation project. This matter is under review by the Solicitor.
- J. The Board approved the TK Elevator proposal to modernize the three building elevators. This approval is conditional and subject to a contract addendum to be drafted by the Solicitor.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

K. The Board tabled the Leasehold Acceptance for the lobby renovation project and is awaiting a revised form from DGS.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

L. The Board approved Resolution 2024-01 to payoff the Series of 2019 Fulton Bank loan. Payoff is expected to occur on or prior to April 1, 2024.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

M. The Board approved Amendment #2 for the PADOT lease. This lease amendment adds the description of the building security system to the lease.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

N. The Board approved lease amendment #2 for the Department of Treasury lease. This lease amendment adds the description of the building security system to the lease.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

- O. Ms. McCoy reported that the air quality test results for the first-floor print shop indicate no detectable levels of contaminants. The report was provided to DGS.
- P. The Board approved the Snyder & Sons LLC lawncare proposal at an annual cost in the amount of \$16,750.00. The approval is conditional and subject to the Solicitor providing a service agreement.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

Mr. Epstein inquired as to the status of the construction of a fence along the southern property line. Ms. McCoy reported that a six-foot high, chain link fence can be installed and will meet the City of Harrisburg zoning requirements. However, a permit will be required.

Mr. Epstein inquired as to the length of time that CCTV records are retained. Ms. McCoy indicated she did not know, but would inquire with Morefield Communications.

February 29 Financial Report

Mr. Kehl provided an overview of the financial statements, as of February 31, 2024.

The administrator recommended the Board apply the \$175,000 annual repayment from the ROC fund to the Administrative Fund to paydown the Dauphin Highlands debt, annually. The Board approved the recommendation.

Motion: Eric Epstein

Second: Dave Shannon

Approved 4-0

SOLICITOR'S REPORT -

None

FINANCIAL ADVISOR'S REPORT

None

GOLF COMMITTEE REPORT

Mr. Strand reported that will be no revenue transfer for the month to conserve operating cash. February rounds and revenue were slightly ahead of budget.

Mr. Strand reviewed the "Dynamic Pricing" model.

ADMINISTRATOR'S REPORT

Note: Barb Zemlock left the meeting at 8:50.

Dauphin County General Authority Matters

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

Motion: Eric Epstein

Second: Doug Gelder

Approved 3-0

B. Approved payment to Guy Beneventano for legal services in the amount of \$6,938.63, including expenses in the amount of \$271.97.

Motion: Eric Epstein

Second: Doug Gelder

Approved 3-0

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

Motion: Eric Epstein

Second: Doug Gelder

Approved 3-0

Dauphin Highlands Golf Course: Matters Requiring Action

A. Ratified the April 1, 2024 S&T Bank Loan debt service payment in the amount of \$31,035.50.

Motion: Eric Epstein

Second: Bill Kohl

Approved 3-0

B. The Board approved the payment of the Cowbell Cyber policy in the amount of \$1,679.00. This is a DCGA expense.

Motion: Eric Epstein

Second: Eric Epstein

Approved 3-0

Old Business

None

Executive Session:

Following the Board meeting, the Board held an Executive Session to obtain the advice of counsel regarding contract matters relating to the recently completed Commonwealth employee lobby project. The Administrator and Ms. McCoy were present to provide factual information.

Other Business:

None

Meeting adjourned at 9:15 am.