**Dauphin County General Authority**

Minutes for December 20, 2023 Board Meeting

Present: Barb Zemlock, in person; Dave Shannon, Doug Gelder, Bill Kohl and Todd Pagliarulo, 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.

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.

**Executive Session held Between Board Meetings:**

None

**Approval of November 15, 2023 Board Meeting minutes:**

 Motion: Bill Kohl Second: Todd Pagliarulo Approved 5-0

**Public Comment:**

None

**RIVERFRONT OFFICE CENTER**

1. The Board approved the payment to PMI in the amount of $116,475.77 for the November operating expenses.

Motion: Bill Kohl Second: Todd Pagliarulo Approved 5-0

1. The Board approved the Capitol View Construction invoice in the amount of $18,868.00 to repair the damaged parking lot light standard. This expense will be submitted for insurance coverage.

Motion: Todd Pagliarulo Second: Dave Shannon Approved 5-0

1. The Board approved the Gannett Fleming invoice in the amount of $250.94 for work related to the parking lot project.

Motion: Dave Shannon Second: Bill Kohl Approved 5-0

1. The Board approved the payment of the Morefield, Inc. invoice in the amount of $9,944.40 for work related to CCTV upgrade. This is invoice #2.

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

Motion: Bill Kohl Second: Todd Pagliarulo Approved 5-0

1. Mr. Beneventano and Ms. McCoy are working with Thysennkrupp to develop a contract to repair and renovate the three building elevators. Mr. Beneventano stated that the agreement is expected to be on the February Board meeting agenda.
2. Employee Lobby Project

Ms. McCoy reported that the lobby project is proceeding on schedule and should be nearly completed by December 31.

1. The Board approved conditionally approved the Entegra proposal in the amount of $5,500.00 to provide engineering services in connection with the replacement of the heart trace and insulation in the rooftop cooling tower. The approval is subject to the Solicitor’s review and approval of the contract language. This expense will be paid from the Renewal and Replacement Fund.

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

Motion: Dave Shannon Second: Bill Kohl Approved 5-0

1. The Board approved the Gannett Fleming proposal in the amount of $32,600.00 for engineering work related to the reconstruction of the loading dock.

Motion: Bill Kohl Second: Todd Pagliarulo Approved 5-0

1. The Board approved the Ainsworth, Inc. Agreement in the amount of $27,027.00 for the 2024 annual HVAC maintenance.

Motion: Bill Kohl Second: Dave Shannon Approved 5-0

1. The Board approved the Overhead Door proposal in the amount of $7,623.00 to replace the north parking lot gate, which was damaged by an unidentified motorist.

Ms. Zemlock asked if there is any evidence of the responsible person. Ms. McCoy indicated the video did not provide a clear picture to determine what vehicle/motorist is responsible. The Board directed PMI to pursue the matter to seek reimbursement from DGS if the responsible person cannot be identified.

Motion: Todd Pagliarulo Second: Dave Shannon Approved 5-0

1. Ms. McCoy reported that there have no complaints or issues related to the adjacent property construction.
2. Ms. MCoy reported that PMI has installed construction fencing along the south property line to protect the south parking lot.
3. The Board approved a Use Agreement with PADOT to allow use of the north parking lot for motorcycle licensing testing.

Motion: Dave Shannon Second: Todd Pagliarulo Approved 5-0

1. The Board approved a PADOT Lessor Consent in the amount of $1,884.00 to create four (4) handicap parking spaces in the garage. This is a tenant expense.

Motion: Bill Kohl Second: Doug Gelder Approved 5-0

1. The Board approved the payment of the Chudley Engineering invoice in the amount of $1,600.00 for work related to the lobby project structural assessment, following the unforeseen structural integrity issue.

Motion: Dave Shannon Second: Doug Gelder Approved 5-0

1. Ms. McCoy reported that DGS requested that the Authority provide an air quality test for the print area, due to employee concerns regarding air quality. Mr. Beneventano recommended that the Authority obtain a proposal from a qualified firm.

**November 30 Financial Report**

Mr. Kehl provided an overview of the November financial statements. Both the ROC and the Dauphin Highlands golf course are performing better than the respective budgets.

 The Board approved the 2024 budgets, as presented by Andrew Kehl.

Motion: Dave Shannon Second: Todd Pagliarulo Approved 5-0

**SOLICITOR’S REPORT –**

None

**FINANCIAL ADVISOR’S REPORT**

None

**GOLF COMMITTEE REPORT - Chris Strand**

As of December 12, rounds for the year reached 55,000.

November was slightly ahead of budgeted revenue.

As of November 30, actual net income is $123,000 greater than budget.

The sewer pump work was never completed and a final invoice was not received.

Indigo is developing golf course photos for the conference room.

The televisions were replaced in the Five Iron Grille.

Indigo has converted to streaming, at a lower cost than cable television.

Indigo will provide a Dynamic Pricing presentation in 2024.

Water usage in 2023 was $60,000.

Indigo will replace the range mats for the 2024 season.

Mr. Strand presented the 2024 capital budget, including bunkers on hole #9, tee work on holes #6 and #17, a new clubhouse security system, and a new spreader. The total capital budget for 2024, as presented is $73,800.00.

The Board approved the 2024 Capital Budget, as presented.

Motion: Todd Pagliarulo Second: Dave Shannon Approved 5-0

Mr. Kohl questioned the cost to expand the practice tee area. Mr. Strand indicated it would cost $150,000 to expand the hitting area and replace the turf.

**ADMINISTRATOR’S REPORT**

**Dauphin County General Authority Matters**

1. Approved the payment to RBC Capital Markets in the amount of $6,500 for the November Administrative Services Agreement.

Motion: Dave Shannon Second: Todd Pagliarulo Approved 5-0

1. Approved payment to Guy Beneventano for legal services in the amount of $6,842.91, including November expenses in the amount of $176.25.

Motion: Dave Shannon Second: Todd Pagliarulo Approved 5-0

1. Approved the payment to Beyond The Numbers in the amount of $2,950.00 for the November financial statement report.

Motion: Dave Shannon Second: Bill Kohl Approved 5-0

1. The Board approved the Beyond the Numbers Agreement for 2024, subject to termination language to be provided by the Solicitor.

Motion: Dave Shannon Second: Bill Kohl Approved 5-0

1. The Board approved the RBC Capital Markets LLC Administrative Services Agreement for 2024.

Motion: Dave Shannon Second: Bill Kohl Approved 5-0

1. The Board approved the 2024 Board meeting calendar. The monthly board meetings will be held on the third Wednesday of each month, starting at 8:00 am. The meetings will be held in the first floor conference room at 650 S. Harrisburg Street, Harrisburg, PA.

Motion: Dave Shannon Second: Bill Kohl Approved 5-0

**Dauphin Highlands Golf Course: Matters Requiring Action**

1. Ratified the January 1, 2024 S&T Bank Loan debt service payment in the amount of $31,035.52.

Motion: Bill Kohl Second: Dave Shannon Approved 5-0

**Old Business**

1. Website Development

Ms. Zemlock and Mr. Shannon will discuss the proposed content.

**Executive Session:**

The Board held an executive session to obtain the advice of legal counsel in connection with potential legal matters. The Administrator was present to provide material information.

**Other Business:** None

Meeting adjourned at 10:04 am.

Todd Pagliarulo, Secretary