

Dauphin County General Authority

Minutes for the January 15, 2025 Board Meeting

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

Administrator: Jay Wenger.

Solicitor: Theresa Mongiovi, in person.

PMI: Breanna McCoy, via video conference.

Andrew Kehl, via video conference.

Troon: Chris Strand, in person

The meeting was called to order at 8:03 am, by the Chairperson, Barb Zemlock, and a quorum was present. The meeting was properly advertised.

Agenda Amendment

Motion to amend the January 15 meeting agenda to include the Board reorganization for 2025.

Motion: Dave Shannon

Second: Doug Gelder

Approved 5-0

2025 Board Reorganization

Doug Gelder moved to continue with the same officers as 2024: Barb Zemlock, Chairperson, Dave Shannon, Vice Chairperson, Bill Kohl, Treasurer, Eric Epstein, Secretary and Doug Gelder, Assistant Secretary/Assistant Treasurer. There were no other nominations.

The motion was seconded by Dave Shannon and approved by a 5-0 vote.

Executive Session held Between Board Meetings:

The Board held an Executive Session on December 27 to discuss real estate matters. The Solicitor and Administrator were present to provide information.

Approval of December 18, 2024 Board Meeting minutes:

The approval of the December 18, 2024 meeting minutes was tabled because the meeting minutes were included in the meeting information provided to Board members.

Motion: Eric Epstein

Second: Dave Shannon

Approved 5-0

Public Comment:

None

RIVERFRONT OFFICE CENTER

- A. The Board approved the payment to PMI in the amount of \$198,404.05 for the December, 2024 operating expenses

Motion: Eric Epstein

Second: Dave Shannon

Approved 5-0

- B. The Board approved the payment of the Ainsworth invoice in the amount of \$4,793.00 to repair HVAC unit 1-39.

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

Motion: Dave Shannon

Second: Eric Epstein

Approved 5-0

- C. The Board approved the G.R. Sponaugle invoice in the amount of \$11,442.00 to repair the cooling tower motor. A new motor cost would be \$21,000.00

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

Motion: Dave Shannon

Second: Eric Epstein

Approved 5-0

- D. Ms. McCoy reviewed the G.R. Sponaugle proposal to clean the electrical panel and to repair items identified in the inspection report. Because the proposal exceeds the bid threshold amount, the Board did not take action on the proposal. Due to the urgent nature of some of the recommended repairs, the Board directed Ms. McCoy to obtain a proposal for the "severe" items. Severe items, as recommended by G.R. Sponaugle, should be repaired within 90 days of identifying the problems.

PMI recommended retaining an electrical engineering firm to provide bid specifications for the non-severe items, in preparation for a public bid process.

The Board directed Ms. McCoy to obtain a cost for the repair of the items identified as "severe" and to obtain a proposal from an electrical engineering firm to develop the project bid specifications.

Ms. McCoy reported that TK Elevator is on site and the project is in progress. Ms. McCoy presented a change order for the project, as required by the crane operator. For safety reasons, the crane will have to be on site on a non-working day for the building employees.

The Board directed Ms. McCoy to discuss the need for the change order with the contractor.

- E. Ms. McCoy reported that DGS approved the PADOT lobby renovation project, as presented. The Board directed PMI to proceed with the project bid specifications.

Motion: Bill Kohl

Second: Eric Epstein

Approved 5-0

F. Ms. McCoy reviewed the Building Assessment Report and recommended the Board delay some of the 2025 capital improvements to later years and to begin the ceiling replacement project in 2025. Mr. Wenger indicated the Board should expect to spend approximately \$500,000 for the next several years, based upon the report. Mr. Wenger indicated the 2025 capital items will be paid, largely, from the Contingency Fund. The projects scheduled for 2025 include HVAC repairs and replacements, as needed, the PADOT customer lobby project and the replacement of the ceiling tile and gridwork on the first floor.

G. The Board approved the payment of the Morefield Communications invoice in the amount of \$13,295.60 for card readers, as part of the elevator modernization project. This is invoice #2 for the Morefield contract.

Motion: Eric Epstein

Second: Bill Kohl

Approved 5-0

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

H. Mr. Shannon asked Ms. McCoy for a status report in connection with the motorcycle testing initiative. Ms. McCoy indicated that she has not received a response from DGS. Ms. Mongiovi indicated that she contacted DGS, but has not received a response.

December 31 Financial Report and 2025 Budget

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

SOLICITOR'S REPORT – None

FINANCIAL ADVISOR'S REPORT – None

GOLF COMMITTEE REPORT

December rounds were 951, slightly below budget

2024 rounds = \$52,015

2024 Revenue = \$2,316,370

2024 Net Income (unaudited) = \$566,000, slightly greater than budget.

Mr. Strand presented the 2025 Capital Budget as follows:

Bunker Renovation, hole #9 \$23,000.00

Two new utility carts 22,000.00

Mr. Gelder made a motion to approve the 2025 Capital Budget and it was seconded by Eric Epstein.

The Board approved the 2025 Capital Budget by a 5-0 vote.

Mr. Strand reported that TROON Golf is working on the bid specifications for the quarry water project.

Mr. Strand recommended the Board approve the replacement of the ceiling tile and ceiling fans in the grill room and the golf shop. The cost to replace the ceiling tile and to install new ceiling fans will be approximately \$3,600.00

Motion: Bill Kohl

Second: Eric Epstein

Approved 5-0

Mr. Shannon asked Mr. Strand to provide a status report of the improved surveillance video retention and improved accounting system for food and beverage sales.

Mr. Strand reported that the accounting system has been updated, but December is a slow transaction month and not enough activity to prove the new system is working as designed.

Mr. Strand reported that ADT will not provide video retention. The Board directed Mr. Strand to identify a solution, with any vendor, before the start of the 2025 summer season.

ADMINISTRATOR'S REPORT

Dauphin County General Authority Matters

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

Motion: Eric Epstein

Second: Dave Shannon

Approved 5-0

- B. Approved the payment to Beyond The Numbers in the amount of \$4,998.00 for the December financial report and the QuickBooks upgrade.

Motion: Eric Epstein

Second: Bill Kohl

Approved 5-0

- C. The Board approved the payment of the Post & Schell invoice in the amount of \$8,850.00 for December solicitor work.

Motion: Bill Kohl

Second: Eric Epstein

Approved 5-0

- D. The Board approved the RBC Capital Markets Agreement for Administrative Services for 2025, as revised.

Motion: Dave Shannon

Second: Eric Epstein

Approved 5-0

- E. The Board approved the payment of the SOTORIS invoice in the amount of \$375.00 for repair of the video conference system.

Motion: Eric Epstein

Second: Dave Shannon

Approved 5-0

- F. The Board approved the payment of the PA Media Group invoice in the amount of \$133.18 for the advertisement of the 2025 meeting schedule.

Motion: Bill Kohl

Second: Dave Shannon

Approved 5-0

DAUPHIN HIGHLANDS GOLF COURSE

- A. The Board ratified the February 1, 2025 S&T Bank Loan debt service payment in the amount of \$28,246.00.

Motion: Bill Kohl

Second: Dave Shannon

Approved 5-0

Old Business:

None

Executive Session:

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

Other Business: None

Meeting adjourned at 11:13 am.


