Dauphin County General Authority

Minutes for the September 18, 2024 Board Meeting

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

Administrator: Jay Wenger.

Financial Advisor: Jay Wenger.

Solicitor: Guy Beneventano, in person.

PMI: Breanna McCoy, via video conference.

Andrew Kehl, via video conference.

Chris Strand, Troon Golf Management, in person.

The meeting was called to order at 8:05 am, by the Chairperson, Barb Zemlock, and a quorum was present. The meeting was properly advertised.

Executive Session held Between Board Meetings:

The Board held an executive session on August 30 to obtain the advice of counsel and an executive session on September 3 to discuss legal matters.

Approval of August 21, 2024 Board Meeting minutes:

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

Public Comment:

None

RIVERFRONT OFFICE CENTER

A. The Board approved the payment to PMI in the amount of \$146,567.65 for the August, 2024 operating expenses

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

B. The Board approved the OEASYS proposal in the amount of \$4,495.00 to repair HVAC unit 4-49. The approval is conditioned upon changes to the agreement, as negotiated by the Solicitor. This expense will be paid from the Replacement and Renewal Fund.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

- C. Ms. McCoy reported that the south lot fence project is finished and the tenants are pleased.
- D. Ms. McCoy reported that the Master Service Agreement with Gannett Fleming is completed and work on the loading dock will be done in the first quarter of 2025.
- E. The Board approved the PADOT request to reduce the number of parking spaces in the south lot by one, to allow for an EV charging station.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

F. The Board approved the Line Pro Inc. proposal in the amount of \$2,381.50 to re-stripe parking lot lines.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

G. The Board approved the settlement agreement with By Design Consultants in connection with the employee lobby construction project.

Motion: Eric Epstein

Second: Dave Shannon

Approved 4-0

H. The Board approved the PADOT Consent in the amount of \$1,685.00 to install two air compressors.

This is a tenant expense.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

- I. Ms. McCoy reported that PMI has received the Infrared Scan Report in connection with the electrical system and will provide a report at the October meeting.
- J. Ms. McCoy reported that the TK proposal does not include the electrical work for the elevator modernization project. Parts for the project are in manufacturing. There will be a change order to include cellular communications.

August 31 Financial Report

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

SOLICITOR'S REPORT - None

FINANCIAL ADVISOR'S REPORT - None

GOLF COMMITTEE REPORT

Mr. Strand reported on behalf of the Golf Committee. August revenue and rounds were below budget, as a result of extreme heat, followed by rain, particularly on weekend days.

Year to date, revenue is below budget.

The cash transfer for August was \$20,255.73.

Discussions with the quarry to extract water are ongoing. Water purchased year to date is approximately \$60,000.

Mr. Strand reported that work on the bunkers will begin in September and they expect to begin work on tees for hole #6 and hole #17, later in 2024. The tee work on hole #17 requires the removal of trees.

Mr. Epstein asked if Dynamic Pricing has had an affect on revenue. Mr. Strand reported that the number of bad weather days in May, July and August had a significant affect on the number of rounds and, therefore, Dynamic Pricing has not been a significant factor in 2024.

Mr. Strand reported that a "missing cash" event occurred in late May and that Troon identified the event in August. The Board directed Mr. Wenger to contact the Swatara Township police department to request an investigation and directed Mr. Kehl to develop a procedure to audit monthly cash deposits.

ADMINISTRATOR'S REPORT

Dauphin County General Authority Matters

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

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

B. Approved payment to Guy Beneventano for legal services in the amount of \$6,726.16, including expenses in the amount of \$59.50.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

C. Approved the payment to Beyond The Numbers in the amount of \$4,268.20 for the August financial statement report and the Quick Books subscription renewal.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

- D. Mr. Wenger reported that the IRS acknowledged receipt of the 8038 form in connection with the Series of 2005 Bonds. The IRS also provided written notice that the review of the VCAP filing is in process.
- E. Mr. Wenger reported that PA National Insurance notified the Authority that it is entitled to a refund/dividend in the amount of \$903.24.

F. The Board approved the payment of the Round4 LLC invoice in the amount of \$75.00 for document postingon the DCGA website.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

DAUPHIN HIGHLANDS GOLF COURSE

A. The Board ratified the October 1, 2024 S&T Bank Loan debt service payment in the amount of \$27,331.58.

Motion: Dave Shannon

Second: Eric Epstein

Approved 4-0

Old Business:

Mr. Wenger reported that Doug Hill contacted the Authority to report on the status of the Greenbelt. To date, the Greenbelt Association has not resolved the route with the adjacent property owner.

Ms. Zemlock raised the question if the County would consider refinancing the MDJ loans that are currently on the Authority's balance sheet. The Board directed Mr. Wenger to contact the County to discuss this matter.

Executive Session:

The Board held an executive session to obtain the advice of counsel on a matter requiring an internal investigation. Mr. Wenger and Mr. Kehl were present to provide information upon which counsel relied when providing his advice.

Other Business:

Meeting adjourned at 10:15 am.