

Dauphin County General Authority

Minutes for September 20, 2023 Board Meeting

Present: Dave Shannon, in person and Todd Pagliarulo and Doug Gelder, by Zoom.

Administrator: Jay Wenger.

Financial Advisor: Jay Wenger.

Solicitor: Guy Beneventano, in person.

PMI: Breanna McCoy, via Zoom.

Andrew Kehl, via Zoom.

Chris Strand, in person.

The meeting was called to order at 8:00 am, by the Vice Chair, Dave Shannon, and a quorum was present. The meeting was properly advertised and recorded.

Executive Session held Between Board Meetings:

None

Approval of August 16, 2023 Board Meeting minutes:

Motion: Todd Pagliarulo

Second: Doug Gelder

Approved 3-0

Public Comment:

None

August 31 Financial Report

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

RIVERFRONT OFFICE CENTER

- A. The Board approved the payment of the McNees Wallace & Nurick invoice in the amount of \$205.00 for work related to the Fulton Bank loan amendments.
The expense will be paid from operations.

Motion: Todd Pagliarulo

Second: Doug Gelder

Approved 3-0

- B. The Board approved the payment of the Wix, Wenger & Weidner invoice in the amount of \$504.00 for work related to the Fulton Bank loan interest rate formula definition.
This expense will be paid from operations.

Motion: Todd Pagliarulo Second: Doug Gelder Approved 3-0

- C. The Board approved the payment to PMI in the amount of \$144,339.97 for the August operating expenses.

Motion: Second: Todd Pagliarulo Second: Doug Gelder Approved 3-0

- D. Ms. McCoy and Mr. Beneventano have communicated with Thyssennkrup to discuss an acceptable contract to renovate the elevator.

- E. Mr. Beneventano reported that the Lease Amendment was approved by DGS, the waiver of liens has been filed and PMI will coordinate with the tenants and Capitol View Construction for the employee lobby project. Construction is expected to be completed by December 31, 2023.

- F. The Board accepted the lowest responsible bid for janitorial services from Facilities Concierge. The cost will be \$457,980.00 per year. This is a 2% increase over the 2023 contract amount. The new contract is a one-year contract, with three, one year extensions, with the consent of both parties.

Motion: Todd Pagliarulo Second: Doug Gelder Approved 3-0

- G. The Board approved the Diamond Floor Innovations LLC proposal in the amount of \$5,550.00 to grind and polish concrete floors in the print room.
This expense will be paid from Renewal and Replacement Fund.

Motion: Todd Pagliarulo Second: Doug Gelder Approved 3-0

- H. The Board approved the Capitol View Construction proposal in the amount of \$1,850.00 to repair concrete, as outlined in the building assessment report.

This expense will be paid from operations.

Motion: Todd Pagliarulo Second: Todd Pagliarulo Approved 3-0

- I. Breanna McCoy indicated the VOPA project is progressing without any issues or property damage at the ROC. The ROC asphalt surface area will not be affected by the installation of water and sewer lines.

- J. Greenbelt Status Report – the Greenbelt is seeking to alter the path around the ROC, due to new construction on the adjacent land.
- K. The URA electricity procurement project is pending and will be on the October agenda.
- L. The Board approved the PADOT Lessor Consent request in the amount of \$3,125.00 to install new printer equipment in the print shop.

This is a tenant expense.

Motion: Todd Pagliarulo

Second: Doug Gelder

Approved 3-0

SOLICITOR'S REPORT –

None

FINANCIAL ADVISOR'S REPORT

None

GOLF COMMITTEE REPORT

August was a record month for rounds and revenue

The monthly transfer is 151,000. This transfer includes the June and July reserves in connection with the change in bank accounts.

As of September 20, water purchased is approximately \$55,000.00.

Year to date, the Dauphin Highlands net income is \$175,000 ahead of budget.

The new fleet of golf carts will be delivered in October or November.

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: Todd Pagliarulo

Second: Doug Gelder

Approved 3-0

- B. Approved payment to Guy Beneventano for legal services in the amount of \$6,876.99, including August expenses in the amount of \$210.32.

Motion: Todd Pagliarulo

Second: Doug Gelder

Approved 3-0

- C. Approved the payment to Beyond The Numbers in the amount of \$3,978.20 for the August financial statement report and the QuickBooks annual subscription renewal.

Motion: Todd Pagliarulo

Second: Doug Gelder

Approved 3-0

Dauphin Highlands Golf Course: Matters Requiring Action

- A. Ratified the October 1, 2023 S&T Bank Loan debt service payment in the amount of \$31,031.51.

Motion: Todd Pagliarulo Second: Doug Gelder Approved 3-0

- B. The Board ratified the Purchase Order for one Toro Lawn Mower and one Toro Aerator at an aggregate cost in the amount of \$124,742.82.

Motion: Todd Pagliarulo Second: Doug Gelder Approved 3-0

- C. The Board approved the Fulton Bank loan proposal in the amount not to exceed \$125,000 for the acquisition of the Toro lawnmower and the Toro Aerator, with a five-year fixed rate and a ten-year amortization.

Motion: Todd Pagliarulo Second: Doug Gelder Approved 3-0

- D. The Board approved the HRC Outdoor proposal in the amount of \$8,279.00 to purchase two robot lawn mowers for the practice facility.

Motion: Todd Pagliarulo Second: Doug Gelder Approved 3-0

Old Business

- A. Website Development
Mr. Beneventano reported he has provided draft website contact to Barb Zemlock, Dave Shannon and Jay Wenger.

Executive Session:

The Board held an executive session to obtain the advice of legal counsel in connection with pending real estate matters. The Administrator and Breanna McCoy, representing PMI, were present to provide material information.

Other Business: None

Meeting adjourned at 9:50 am.



Todd Pagliarulo, Secretary