

LUZERNE COUNTY CONVENTION CENTER AUTHORITY MEETING

MARCH 10, 2021

The Regular Meeting of the Board of Directors of the Luzerne County Convention Center Authority was called to order by Chairman Gary Zingaretti on March 10, 2021.

The Pledge of Allegiance, led by Chairman Zingaretti, was said by all in attendance.

ROLL CALL – PRESENT: Carmen Ambrosino, Peter Biscontin, Donna Cupinski, Neal DeAngelo (via telephone) John Pickering, Eugene Rafalli, Michelle Reilly, John Ruckno, Tony Ryba (via telephone), Tom Woods, and Gary Zingaretti. Also present were members of ASM Global Administration - General Manager Will Beekman, Assistant General Manager/Director of Finance Carrie Grantuskas, Director of Marketing Stephen Poremba, Director of Operations Michael Wilczynski, and Director of Food & Beverage Chuck Kovach. Mary Jo Kishel of Rosenn, Jenkins & Greenwald, and Jerry Lynott from the Times Leader and Eric Mark from the Citizens' Voice were also in attendance.

Chairman Zingaretti welcomed everyone to the meeting.

CORRESPONDENCE:

There was no correspondence for this meeting.

PUBLIC COMMENTS:

There were no public comments for this meeting.

APPROVAL OF THE MINUTES:

Chairman Zingaretti asked for a motion to approve the minutes of the February 10, 2021 Regular Meeting as drafted.

A motion was made by Gene Rafalli and seconded by John Ruckno to approve the minutes of the February 10, 2021 Regular Meeting as drafted.

ON THE QUESTION: All those in favor of approving the meeting minutes signified by saying "AYE". **OPPOSED:** No one opposed the motion. **ABSTAIN:** No one abstained.

The motion carries.

PAYMENT OF BILLS:

Chairman Zingaretti asked for a motion to approve the invoices totaling \$ 119,526.60. The vast majority of the invoices were previously approved in project form, but we need to approve the payment. Chairman Zingaretti asked for a motion to approve the payment of bills.

A motion was made by Tom Woods and seconded by John Pickering to approve the payment of the bills totaling \$119,526.60.

ON THE QUESTION: All those in favor of the motion to accept the payment of bills signified by saying “AYE”. **OPPOSED:** No one opposed the motion. **ABSTAIN:** No one abstained. The motion carries.

Chairman Zingaretti announced that there would be a brief Executive Session, on litigation matters, at this time.

GENERAL MANAGER’S REPORT:

Will Beekman reported the following:

Thanks, Gary. Good morning, everyone.

Obviously, the big news around here surrounds the Governor’s announcement last Monday that we can increase to a 15% capacity inside of the building. This allows us to accommodate 1,500 people inside of the venue. The announcement came just in time for PIAA High School Basketball, as we will now be able to accommodate three times the number of patrons than we had originally anticipated.

Those basketball games will begin tomorrow at 3:00 PM. We will host three games on Thursday, three more on Friday and five games on Saturday. Tickets for each individual game are on sale now via the participating schools and also through our box office.

The Governor’s announcement also means that we will now be allowing fans at the 10 remaining Penguins games, beginning next Friday, March 19.

This is obviously good news, and hopefully it’s a sign of better days to come. But it also has us scrambling to make some finishing touches in preparation for the return of fans. Needless to say, we are taking great measures to ensure everyone’s safety.

In fact, I believe Steve has provided a few handouts outlining those measures. Like anything else nowadays, it’s something we will work on and tweak as we go, but we feel we are just about ready.

Tom Woods asked about ticket availability. Will responded that the Penguins are handling that. Full Season ticket holders will have first priority, followed by Partial Season ticket holders. Any remaining tickets will be available for general purchase on Tuesday, March 16, 2021. This will be handled the same way for the first three hockey games. That will all go through the Penguins.

And finally, you may have also noticed on your way in today that the new seats for the Club Section and for the Suites have arrived. All signs point towards those seats being installed in time for the Penguins game with fans on March 19.

Chairman Zingaretti thanked Will for his report.

COMMITTEE REPORTS:

CAPITAL IMPROVEMENTS & STRATEGIC PLANNING COMMITTEE:

Donna Cupinski stated that she had one thing to report that the Committee has been working on and this dates back one year when we were working on a new lounge/bar and the relocation of the Team Store. It did not make sense to keep going with the pandemic but the Committee is ready to go again. This is part of the Penguins' contract that we get this done and we are way ahead of schedule. We have had some grant money to make this possible. The Team Store jets out into the concourse and makes it very congested. The idea of moving it is probably a good idea. The Penguins are very interested in having a new lounge area. We have everything picked in an area where the old Kid's Zone used to be. It has been shown to the Penguins' Staff and they are in agreement and they like the area what we are going to do with it. Our next step is to send it out for RFP (Request for Proposals) to see what it will cost to administer that project. Donna reached out to Quad 3, Sam Scarantino, who we have already met with on this project. He has done drawings for us and we are ready to move into the RFP stage with their help. For them to do the schematic design, the bidding, and any negotiations that are to occur, they are asking for \$28,500.00 plus reimbursable expenses. What we would like to do is have the Board approve that at an amount not to exceed \$28,500.00 and also give the Committee the opportunity to negotiate a little bit. The price may be a wee bit high so we would like to have the opportunity.

Donna Cupinski made the motion that we approve this proposal in an amount not to exceed \$28,500.00, also giving the Construction Committee the opportunity to negotiate that fee.

Michelle Reilly was the first to approve this motion followed by Gene Rafalli who seconded the motion.

ON THE QUESTION: All those in favor of the motion signified by saying "AYE".

OPPOSED: No one opposed the motion. **ABSTAIN:** No one abstained.

The motion carries.

Donna Cupinski thanked everyone and Chairman Zingaretti thanked Donna.

FINANCE COMMITTEE:

Carrie Grantuskas sent everyone a copy of the full budget. She added that she will be constantly re-forecasting based on information that she receives. The fiscal year 2021 budget projects a net loss from operations of \$845,858 as compared to a \$297,292 loss in 2020. The operating loss is up as a result of staffing needed to prepare for reopening for events with limited capacity. The

net loss after non-operating income and expenses is projected at \$284,922. We are anticipating that the hotel tax will be lower than the prior year budget, but hopefully up from 2020.

Chairman Zingaretti asked for a motion to approve the budget as drafted.

A motion was made by Tony Ryba was seconded by Carmen Ambrosino to accept the budget as drafted.

ON THE QUESTION: All those in favor of the motion to accept the budget as drafted signified by saying “AYE”. **OPPOSED:** No one opposed the motion. **ABSTAIN:** No one abstained. The motion carries.

Carrie Grantuskas also stated that they have been putting off replacing some computers over the past year – a laptop and 3 desktops. She has not had the chance to get multiple quotes for these yet. She would like to get an allowance of \$6,000.00 to replace them, obviously after the quotes are received.

Peter Biscontini made a motion to get quotes for new computers at a cost not to exceed \$6,000.00. Michelle Reilly seconded the motion.

ON THE QUESTION: All those in favor of the motion to get quotes for new computers at a cost not to exceed \$6,000.00 signified by saying “AYE”. **OPPOSED:** No one opposed the motion. **ABSTAIN:** No one abstained. The motion carries.

LAND DEVELOPMENT COMMITTEE:

Michelle Reilly stated that she has not hear anything. Chairman Zingaretti stated that the Board has news. Mary Jo Kishel just told Chairman Zingaretti that after a fairly long wait got a revised red line draft of the maintenance agreement back for the shared easement. It just came in so we have no information about what is in it, but it will be going out to Land Development with the red line comments.

POLICIES AND PROCEDURES COMMITTEE:

Carmen Ambrosino had nothing new to report.

SUITES COMMITTEE:

Tom Woods had nothing new to report.

RIGHT TO KNOW REQUESTS:

There were no new Right to Know requests.

OLD BUSINESS:

Chairman Zingaretti stated that this is really old business. Wolfie (Mike Wilczynski) had been talking to the County about locating some 911 radio tower equipment on the building and electronics in our electrical area. They worked out all of the logistics, Rosenn, Jenkins & Greenwald reviewed the contracts, and they were all put together but we never voted on it. Everyone received a copy yesterday. There is no compensation for the location space, but we can charge them for electricity if we see an increase in our electric bills. They will be using 60 square feet inside the building and some radio antennas and receivers up on the building to accommodate 911 service dispatches. Chairman Zingaretti asked if there were any questions. Tom Woods asked if there would be any interference with the antennas and electronics in the building and there would not be. Michelle Reilly asked if there would be a significant increase in the utility bill. If there is, we get to bill 911 for it. Mary Jo Kishel stated that they reviewed the contract and made some changes, such as if they caused any damage to the premises. Carrie Grantuskas stated that it would be a benefit to us in an emergency situation and Wolfie discussed those benefits.

Donna Cupinski made a motion to approve and the motion was seconded by John Ruckno.

ON THE QUESTION: All those in favor of the motion to signify by saying "AYE".

OPPOSED: No one opposed the motion. **ABSTAIN:** No one abstained.

The motion carries.

Chairman Zingaretti stated that they will get the executed document back to the County.

NEW BUSINESS:

Chairman Zingaretti stated that we have discussed in the past that we have been awarded the RACP Grant for a lot of the Penguins' contracts and some other things that we have been working on in the building. We are looking to hire a consultant to manage that process and all of the paperwork that is required by the state to make sure that everything goes smoothly. Chairman Zingaretti would like to make a motion to authorize the appropriate individuals to negotiate and select a consultant for the RACP Grant administration filings with the Commonwealth of PA at a cost not to exceed \$75,000.00.

Donna Cupinski made the motion to authorize the appropriate individuals to negotiate and select a consultant for the RACP Grant administration filings with the Commonwealth of PA at a cost not to exceed \$75,000.00 and it was seconded by Peter Biscontinini

ON THE QUESTION: All those in favor of the motion to authorize the appropriate individuals

to negotiate and select a consultant for the RACP Grant administration filings with the Commonwealth of PA at a cost not to exceed \$75,000.00 signified by saying "AYE".

OPPOSED: No one opposed the motion. **ABSTAIN:** No one abstained.

The motion carries.

Carmen Ambrosino asked about the likelihood of Penguins' season tickets that were not being used to be given to First Responders, Military Members, and/or underprivileged children as opposed to an empty seat. Will Beekman responded that the Penguins handle all ticketing for their games. He stated that he has been in discussion with the Penguins to do something just like that for First Responders, Health Care Workers, etc.

GOOD OF THE ORDER:

Michelle Reilly stated that Donna Cupinski is running for Dallas School Board Member and Chairman Zingaretti stated that Tony Ryba is running for the Hazleton School Board. Chairman Zingaretti wished the best of luck to the School Board candidates.

Donna Cupinski stated that past Board Member Jack George has passed away and that he was an asset to the Board during the years that he served.

ADJOURNMENT:

Chairman Zingaretti called for a motion to adjourn the meeting. The motion was made by Tom Woods and seconded by Michelle Reilly.

ON THE QUESTION: All those in favor of the motion signified by saying "AYE".

OPPOSED: No one opposed. **ABSTAIN:** No one abstained. The motion carries.

Chairman Zingaretti thanked everyone for attending.

APPROVED



Mr. Tom Woods, Secretary