

LUZERNE COUNTY CONVENTION CENTER AUTHORITY MEETING
OCTOBER 14, 2020

The Regular Meeting of the Board of Directors of the Luzerne County Convention Center Authority was called to order at 12 PM by Vice Chairwoman Donna Cupinski on October 14, 2020.

The Pledge of Allegiance, led by Vice Chairwoman Cupinski, was said by all in attendance.

ROLL CALL – PRESENT: Carmen Ambrosino, Peter Biscontini, Donna Cupinski, John Pickering, Eugene Rafalli, Michelle Reilly, John Ruckno, Anthony Ryba (via telephone), Tom Woods, and Gary Zingaretti (via telephone). Also present were members of ASM Global Administration - General Manager Will Beekman, Assistant General Manager/Director of Finance Carrie Grantuskas, and Director of Marketing Stephen Poremba. Mary Jo Kishel of Rosenn, Jenkins & Greenwald, along with Jerry Lynott from the Times Leader were also in attendance.

CORRESPONDENCE:

There was no correspondence for this meeting.

PUBLIC COMMENTS:

There were no public comments for this meeting.

APPROVAL OF THE MINUTES:

Vice Chairwoman Cupinski asked for a motion to approve the minutes of the September 9, 2020 regular meeting.

A motion was made by Michelle Reilly and seconded by Gene Rafalli to approve the minutes of the September 9, 2020 regular meeting.

ON THE QUESTION: All those in favor of approving the meeting minutes signify by saying “AYE”. **OPPOSED:** No one opposed the motion. **ABSTAIN:** No one abstained. The motion carries.

PAYMENT OF BILLS:

Vice Chairwoman Cupinski asked for a motion to approve the invoices totaling \$23,914.02.

Motion was made by John Pickering and seconded by Peter Biscontini to approve the payment of bills.

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.

GENERAL MANAGER’S REPORT:

Will Beekman reported the following:

Good afternoon, everyone. I want to start today by pointing out just how proud I am of the way our small staff has navigated through a very difficult time. Simply put: we are trying to run a business that hinges on the hosting of mass gatherings during a pandemic that has now lasted 7 months. It has been incredibly difficult, but we have managed to remain creative and positive, as best we can.

A few weeks ago, we held our three-night parking lot run with Billy Strings, and it couldn’t have gone better. It was a wonderfully successful weekend for all involved, and, in the process, we continued to foster a relationship that we think will be beneficial for years to come. If you haven’t seen any photos, I’d be happy to email some around. It was a great weekend!

Needless to say, the outdoor opportunities will all but disappear as the weather turns, so we’re looking for new ways to remain creative and positive.

As you probably heard, Governor Wolf recently announced that venues of our size can now host events at a 15% capacity. This would allow us to welcome up to 1,500 people indoors for any one single event. This is certainly a step in the right direction, but, quite honestly, it is not easy to program a building of this size with a capacity of just 1,500. Now, if we can somehow get that 15% up to 25%, that gives us more room to be creative with our indoor programming. So, we will keep an eye on that and hopefully we can find a way to bridge the gap between now and the third and fourth quarters of 2021.

Right now, we are seeing the entertainment industry push forward as if we will be back to normal by fall and winter of next year. And to that end, we have witnessed a noticeable uptick in activity on our calendar during that timeframe. Whether or not that comes to fruition remains to be seen, but we remain cautiously optimistic.

In the meantime, we continue to focus on taking steps towards getting our building ready so we can safely reopen the doors when the time comes.

And finally, I’d be remiss if I didn’t acknowledge the fact that it is mid-October, and this is when we are normally kicking off the Penguins regular season. I talk to Jeff Barrett regularly, and he is hopeful that the season will begin sometime in February, and he is assuming a more solid decision on that matter will be made by mid-December.

So, once again, we will wait and see.

Tom Woods thanked Will Beekman and his staff for their continued efforts during these difficult times.

John Pickering asked if the University of Scranton's graduation was cancelled and it has been.

Michelle Reilly commented that the Billy Strings event was very well organized and complimented the staff. She stated that it was set up properly and also policies and procedures were reinforced.

COMMITTEE REPORTS:

FINANCE COMMITTEE:

There is nothing new to report at this time.

LAND DEVELOPMENT COMMITTEE:

Michelle Reilly reported that the Committee conducted a telephone meeting in the week prior to this meeting during which proposals, with changes, were reviewed with Attorney Terrana. Michelle thanked Carrie Grantuskas, Will Beekman, and Gary Zingaretti for providing the numbers for the Committee to work with.

POLICIES AND PROCEDURES COMMITTEE:

Carmen Ambrosino reported that the Committee has been quite busy, holding 2 meetings – one on September 21, 2020 at 1:30PM and another on October 12, 2020 at 11:45AM.

The following items were discussed:

- **Covid-19 Relief Block Grant Program for Ticket Venues**
 - During the meeting on 9/21/2020, ASM Global notified us that Luzerne County announced that a CARES Act grant was available to support ticketed venues in Luzerne County.
 - The Committee authorized ASM to apply for the grant to help cover some of the extraordinary costs related to COVID-19.
 - A resolution is required to certify that LCCCA will follow the appropriate purchasing and bidding requirements and will only request reimbursement for eligible expenses.

Mary Jo Kishel presented the resolution (attached) to the Board. Vice Chairwoman Cupinski asked if there were any questions on the proposed resolution. There were none. Tom Woods made a motion to adopt the resolution and it was seconded by Peter Biscontinini.

ON THE QUESTION: All those in favor of adopting the resolution signify by saying “AYE”.
OPPOSED: No one opposed the motion. **ABSTAIN:** No one abstained. The motion carries.

Gene Rafalli asked if he could receive a copy of the resolution and Tom Woods agreed. Mary Jo Kishel will provide an extra copy of the resolution.

- **Re-Opening Plan:**

- ASM Global worked with the Committee to identify projects that will help to provide a safe environment for our guests when we reopen. The following projects were the highest priority:
 - Restroom Renovations to Mitigate Transmission Risk of COVID-19
 - Replace tile flooring with a water proof epoxy floor with appropriate drainage for cleaning and disinfecting
 - Replace all faucets, toilet flushers, urinal flushers, soap dispensers, and paper towel dispensers with touchless fixtures
 - HVAC & Air Purification Improvements:
 - In addition to replacing air filters, we would like to consider the possibility of adding a Bi-Polar Ionization (BPI) system to the building air handlers. BPI technology has been proven to inactivate viruses, mold spores, bacteria, and other microorganisms.
- The Policy & Procedures Committee would like to request that the Capital Improvements Committee prepare the RFPs as required to receive pricing for the projects identified.

Chairwoman Cupinski made a motion to move the proposed improvement plans to the Capital Improvements and Strategic Planning Committee. (This Committee will meet after the regular meeting.) The motion was seconded by Gene Rafalli. Chairwoman Cupinski asked if there were any questions. Michelle Reilly asked why the flooring in the restrooms needed to be replaced. Will Beekman explained that it would be for more efficient cleaning. Carmen Ambrosino added that the new floor would be highly rated with an epoxy finish.

ON THE QUESTION: All those in favor of moving the proposed improvement plans to the Capital Improvements and Strategic Planning Committee signify by saying “AYE”. **OPPOSED:** No one opposed the motion. **ABSTAIN:** No one abstained. The motion carries.

Chairwoman Cupinski thanked Carmen Ambrosino and the Policies and Procedures Committee.

CAPITAL IMPROVEMENTS & STRATEGIC PLANNING COMMITTEE:

The Committee held a meeting on 10/12/2020 at 2PM. The following items were discussed:

- **Turn-Key Technologies – Contract Reconciliation for the WiFi Project:**
 - Currently LCCCA is retaining \$25,000.00 of the total contract amount. Of this amount, \$6,000.00 is for onsite event testing for 3 events. Turn-Key Technologies has completed the project but is unable to do the onset testing due to the pandemic.
 - We have contacted Turn-Key and have agreed on the following resolution:
 - LCCCA agrees to pay \$19,000.00 immediately and will pay the additional \$6,000.00 as the event testing takes place.
 - Turn-Key Technologies agrees to extend their Pavilion Technical Assistance which offers 24x7x365 support until June 1, 2022. This will give LCCCA an additional 13 months of support.
 - Turn-Key Technologies also offers an Access Point Guarantee which provides access points free of charge if coverage issues exist based on the recommended design. Turn-Key agrees to extend the guarantee to be valid for 6 months following the first event testing not to exceed December 31, 2021. This will give LCCCA the time needed to test the system during an event.

Chairwoman Cupinski asked for a motion to accept Change Order # 3 to outline the agreed upon terms at no additional cost. A motion was made by Michelle Reilly and seconded by John Ruckno.

ON THE QUESTION: All those in favor of accepting Change Order # 3 signify by saying “AYE”. **OPPOSED:** No one opposed the motion. **ABSTAIN:** No one abstained. The motion carries.

- **Replace VFD drive in the air handling unit at a cost not to exceed \$9,000.00**
 - The VFD drive in one of the two air handlers in the arena bowl has failed.
 - ASM Global has received quotes for a new VFD and would like to purchase it from the lowest bidder (Cooper Electric). ASM Staff will install the new drive and replace contacts and a Cooper Electric Technician will program the VFD parameters.
 - Cooper Electric - \$8,066.20 plus shipping
 - NRG Controls North, Inc - \$10,779.00 plus shipping

A motion was made by Tony Ryba and seconded by Carmen Ambrosino to purchase the equipment from Cooper Electric.

ON THE QUESTION: All those in favor of purchasing the equipment from Cooper Electric signify by saying “AYE”. **OPPOSED:** No one opposed the motion. **ABSTAIN:** No one abstained. The motion carries.

- **Replace Heat Pump in amp room at a cost not to exceed \$8,500.00**
 - The heat pump in the amp room on Suite Level is failing and cannot keep up with the demand. The amp room houses the amps for our sound system as well as Verizon equipment for the DAS system in the building.
 - ASM Global received quotes to replace the heat pump and would like to hire the lowest bidder (Monk Heating & Air Conditioning) to complete the job. ASM Global Staff will run the wiring to provide the electrical needs and Monk will supply and install a redundant system using 2 heat pumps.
 - Monk Heating & Air Conditioning - \$7,900.00
 - NRG Controls North, Inc - \$13,280.00
 - Mechanical Services - \$16,825.00

Tom Woods asked if Monk Heating & Air Conditioning was a local company and it is.

A motion was made by John Pickering and seconded by Tom Woods to purchase this equipment from Monk.

ON THE QUESTION: All those in favor of purchasing this equipment from Monk Heating & Air Conditioning signify by saying “AYE”. **OPPOSED:** No one opposed the motion. **ABSTAIN:** No one abstained. The motion carries.

SUITES COMMITTEE:

Tom Woods reported that he and Steve Poremba will meet once a decision is made about the hockey season.

RIGHT TO KNOW REQUESTS:

Peter Biscontini reported that there are no new requests, but he did acknowledge that a prior request from the Times Leader's Jerry Lynott had been answered.

OLD BUSINESS:

Vice Chairwoman Cupinski asked if there was any old business. There was no old business.

NEW BUSINESS:

Vice Chairwoman Cupinski asked if there was any new business. There was no new business.

GOOD OF THE ORDER:

There is nothing to report.

EXECUTIVE SESSION:

Vice Chairwoman Cupinski stated that there is no need for an Executive Session this month.

ADJOURNMENT:

Vice Chairwoman Cupinski 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 signify by saying "AYE". **OPPOSED:** No one opposed. **ABSTAIN:** No one abstained. The motion carries. The meeting was adjourned at 12:32 PM.

Vice Chairwoman Cupinski thanked everyone and stated that the next meeting would be held on November 11, 2020.

APPROVED:

A handwritten signature in cursive script that reads "Thomas Woods". The signature is written in black ink and is positioned above the printed name of the signatory.

Mr. Tom Woods, Secretary

Luzerne County Convention Center Authority
("Authority")

Minutes of Board of Directors Meeting

October 14, 2020

The following resolution was read to the Board:

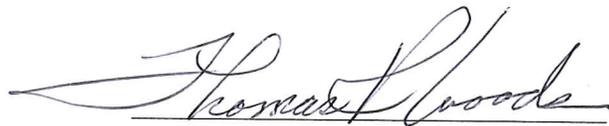
WHEREAS, ASM Global Staff has notified the Authority's Policy & Procedures Committee ("Committee") that pursuant to the Economic Development COVID-19 County Relief Block Grant (the "Block Grant") between the Commonwealth of Pennsylvania and Luzerne County (the "County"), the County has announced that CARES Act grant funding has been made available to support unanticipated COVID-19 expenses of ticketed venues; and

WHEREAS, ASM has worked with the Committee to identify items needed to implement further disinfection procedures and other measures to provide a safe environment for the guests of the Authority; and

WHEREAS, although no payment is being requested currently, the County requires that the Authority provide it with a Certification COVID-19 County Relief Block Grant Request for Payment in connection with the grant application process.

NOW, THEREFORE, BE IT RESOLVED, that any and all officers of the Authority are hereby authorized and directed to execute and deliver to the County the Certification COVID-19 County Relief Block Grant Request for Payment on behalf of the Authority for approved costs and expenditures; such Certification will further certify that: (i) the funds requested will have been used for eligible costs, in accordance with the Block Grant and evidence and receipts of use of such funds for eligible costs will be attached thereto; (ii) the Authority will have followed all appropriate purchasing and/or bidding requirements in connection with its expenditures subject to such reimbursement requests; (iii) the Authority will not have received any reimbursement for the expenditures at issue from any other agency, and if the Authority does receive such reimbursement, it will return the appropriate funds to the County; and (iv) the Authority will agree to hold harmless and indemnify the County for any payments made by the County to the Authority that are subsequently determined to be ineligible for reimbursement under the provisions of the Block Grant, and, in such event, the Authority agrees that it will repay the County for any funds paid by the County that the County cannot recoup under the Block Grant.

A motion was made by Tom Woods to vote on the adoption of the foregoing resolution. Such motion was seconded by Peter Biscontini. A vote was taken, and the resolution was adopted. 10 voted for and 0 voted against the resolution.



Tom Woods, Secretary