

LUZERNE COUNTY CONVENTION CENTER AUTHORITY MEETING

NOVEMBER 11, 2020

The Regular Meeting of the Board of Directors of the Luzerne County Convention Center Authority was called to order by Vice Chairwoman Donna Cupinski on November 11, 2020 at 12:00 PM.

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

ROLL CALL – PRESENT: Carmen Ambrosino, Donna Cupinski, Neal DeAngelo (via telephone) John Pickering, Eugene Rafalli, Michelle Reilly, John Ruckno, and Tom Woods. Gary Zingaretti joined the call briefly but disconnected due to a weather emergency. 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.

Vice Chairwoman Cupinski welcomed everyone to the November meeting. She also recognized that today was Veteran's Day and thanked all of the Veterans in the room for their service and extended her thanks to their families as well.

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 October 14, 2020 regular meeting.

A motion was made by Tom Woods and seconded by Michelle Reilly to approve the minutes of the October 14, 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 carried.

PAYMENT OF BILLS:

Vice Chairwoman Cupinski asked for a motion to approve the invoice totaling \$1,851.64.

Motion was made by John Ruckno and seconded by Gene Rafali to approve the payment of the bill.

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 carried.

GENERAL MANAGER’S REPORT:

Will Beekman reported the following:

Good morning, everyone! I don’t have much to report this month. The majority of our time has been spent identifying some items and projects that would need to be purchased and completed to best prepare us for a safe reopening, whenever that time comes.

I can tell you that we continue to host Jury Selections and a few criminal court cases for Luzerne County. I believe they have another criminal trial scheduled to begin next week.

The American Hockey League has officially announced at a Board of Governors meeting that they are now targeting a February 5th start to the new season. Whether or not that happens remains to be seen. We should have more info on the likelihood of that happening by mid-December, so perhaps we’ll have a clearer picture of that in time for our December meeting.

Beyond that, we continue to field some phone calls from agents and promoters who are looking for dates on our calendar for potential events in the third and fourth quarters of 2021, so the industry continues to move forward as if we can be back to some kind of normal capacity by fall/winter of 2021. Of course, that also remains to be seen.

Tom Woods mentioned that he saw that Sarah Brightman was scheduled to play at a venue in Bethlehem. Will responded that some shows were postponed and rescheduled for later in 2021.

John Ruckno asked what the capacity for a hockey game in February would be. Will responded that as of right now it would be 15% or 1,500 guests.

A discussion regarding hockey took place.

Michelle Reilly asked about the Trunk or Treat event that was held by Autism Awareness NEPA in our parking lot. Will and Steve Poremba both commented that it was a very safe event with around 500 families attending and there were between 60 and 70 vendors. It was nice to have a “feel good” event on the property, which included a local, live band.

Will noted that we are trying to stay relevant and keep our name out there. The Arena recently received the Pride of Place Pivot Award from the Chamber of Commerce for finding ways to navigate through these difficult times.

John Pickering asked if the hockey team would still continue to develop players in a “bubble” atmosphere where the team would play here and then go straight to their hotel. Tom Woods asked if they would play at Coal Street since they have a rink and bleachers.

COMMITTEE REPORTS:

CAPITAL IMPROVEMENTS & STRATEGIC PLANNING COMMITTEE:

1. Vice Chairwoman Donna Cupinski reported that the Committee met this morning before the regular meeting and they would like to begin to purchase equipment to get us ready for the reopening.

The COVID-19 Block Grant money will be used to purchase the following supplies at a cost not to exceed \$190,500.00:

- Touchless Plumbing Fixtures (Faucets, flushers, and additional supplies)
- Touchless Soap/Towel Dispensers
- Filters for Air Handlers & Heat Pumps
- Bike Rack and Stanchions (to be used for crowd control)
- PPE for Employees (masks, gloves, etc.)

ASM plans to use a Costars contract to purchase some of these items. Costars is a PA Cooperative Purchasing Program with multiple vendors getting together, almost like power buying. We plan to use that wherever possible.

Vice Chairwoman Cupinski asked for a motion to approve the purchase of those supplies at a cost not to exceed \$190,500.00

A motion was made by Gene Rafalli and seconded by John Ruckno to approve the purchase of the supplies listed above.

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

The motion carries.

2. The Committee and ASM Global have researched vendors that specialize in flooring and have spoken to Costars for clarifications on the procedures. The Committee has asked Quad 3 to develop a scope of work and construction document for the Restroom Flooring Project. Upon completion of the documents, we will work directly with a Costars vendor to receive pricing for the project. The proposal from Quad 3: The scope of work will include developing construction documents for the replacement of flooring for the concourse, suites, and the event level and assistance with the construction administration phase with a Costars approved contractor, at a cost of \$10,000.00, plus reimbursable expenses.

Vice Chairwoman Cupinski asked for a motion to hire Quad 3 for this project.

A motion was made by John Ruckno and seconded by Carmen Ambrosino to hire Quad 3 for this project.

ON THE QUESTION: All those in favor of the motion to accept the motion signified by saying

“**AYE**”. **OPPOSED**: No one opposed the motion. **ABSTAIN**: No one abstained.
The motion carried.

Vice Chairwoman Cupinski stated that Sam (from Quad 3) is working to get things ready immediately. We were thinking of having a special meeting to approve this, but it would have had to be around the Thanksgiving holiday. So instead of having a special meeting, we thought that it might be best for the Committee to be authorized to negotiate the contract with the Costars vendor. Because of the holiday, this would be the easiest thing to do. The Committee is more briefed on the details than the whole Board is. Without objection, Vice Chairwoman Cupinski asked the Board for permission to have the Committee authorize to negotiate the contract.

A motion was made by John Pickering and seconded by Carmen Ambrosino to authorize the Committee to negotiate the contract.

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

3. The Committee would like to request Capital money to replace the flooring in the SAVOR Administrative Offices. This area has seen heavy traffic and a few leaks over the years. We would like to replace the flooring with rugs and laminate at a cost not to exceed \$6,000.00.

Vice Chairwoman Cupinski asked for a motion to approve the replacement of the flooring in the SAVOR Administrative Offices at a cost not to exceed \$6,000.00.

The motion was made by Tom Woods and seconded by Michelle Reilly.

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

FINANCE COMMITTEE:

Carrie Grantuskas reported that the audit field work has started following a delay due to the COVID-19 pandemic. We hope to have a draft before Thanksgiving and a final report shortly thereafter. She also reported that ASM has changed their budget process for this year. They are trying to get the most relevant information based on when things may come back in order to prepare more accurate projections. This year there may be a need to update the budget throughout the year as COVID-19 restrictions change. She will keep everyone posted as soon as information becomes available.

LAND DEVELOPMENT COMMITTEE:

Michelle Reilly reported that there are no recent updates from last month. We sent back the revisions but have not heard anything back from their attorney.

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:

There was no old business.

NEW BUSINESS:

Vice Chairwoman Cupinski reminded Board Members to review the proposals in their packets that the Board will be looking at in December.

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 carried.

Vice Chairwoman Cupinski thanked all of those who attended and reminded them that the next

meeting will be held at 12:00 PM on December 9, 2020.

The meeting was adjourned at 12:30PM.

APPROVED:

A handwritten signature in cursive script, reading "Thomas Woods", written over a horizontal line.

Mr. Tom Woods, Secretary