

## LUZERNE COUNTY CONVENTION CENTER AUTHORITY MEETING

DECEMBER 9, 2020

The Regular Meeting of the Board of Directors of the Luzerne County Convention Center Authority was called to order at 12:08 PM by Chairman Gary Zingaretti on December 09, 2020.

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

**ROLL CALL – PRESENT:** Carmen Ambrosino (via telephone), Donna Cupinski, Neal DeAngelo (via telephone) John Pickering, Eugene Rafalli (via telephone), Michelle Reilly (via telephone), John Ruckno, Tony Ryba, Tom Woods (via telephone) 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, and Director of Operations Michael Wilczynski. Mary Jo Kishel of Rosenn, Jenkins & Greenwald, and Jerry Lynott from the Times Leader were also in attendance.

Chairman Zingaretti welcomed everyone to the December 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 November 11, 2020 regular meeting.

A motion was made by Gene Rafalli and seconded by John Ruckno to approve the minutes of the November 11, 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:** Chairman Gary Zingaretti abstained as he was not present at that meeting. The motion carries.

## **PAYMENT OF BILLS:**

Chairman Zingaretti asked for a motion to approve the payment of invoices totaling \$40,909.82.

Motion was made by John Pickering and seconded by John Ruckno 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. In addition to our focus on building upkeep and preparing as best we can for when we're allowed to reopen our doors, we continue to remain relevant in our advertising and social media. And I give Steve a lot of credit, as always, for his efforts in that department.

We're also finding ways to continue building relationships with our agents and promoters. For example, we and many other venues that host annual Trans-Siberian Orchestra concerts are working with the touring company to help them promote their 2020 Virtual concert, which will take place online on December 18. And we simultaneously work with them on trying to find a date for their return to the building hopefully around this time next year.

We are also working with our friends at United Talent Agency in L.A. to help them promote a virtual, holiday family show with magician Justin Willman. This one is a little different because the agency has given us our own unique ticket link, so we are helping them sell tickets for the event, and for every ticket that is purchased via our unique link, they kick \$4.50 back to the venue. So, it certainly won't be a big moneymaker for us, but it is also something that is of no cost to us and helps us as we continue to build relationships with our agents.

Beyond that, we are still waiting for more info on the possibility of a Penguins hockey season beginning in February, but I still don't have any concrete info to report. I will point out, however, that we continue to hear from agents and promoters about potential events inside the building in the latter part of 2021, and we are also hearing from some who are interested in perhaps going back outside into the parking lot in late spring and summer.

So, we'll continue to take it one day at a time.

Chairman Zingaretti asked if there were any questions for Will and there were none.

## **COMMITTEE REPORTS:**

### **CAPITAL IMPROVEMENTS & STRATEGIC PLANNING COMMITTEE:**

Donna Cupinski had nothing new to report.

### **FINANCE COMMITTEE:**

Tony Ryba reported that the Finance Committee held a meeting prior to the regular meeting at 11AM. We met with the auditor to review the draft audit report. The final audit will be completed by late December and distributed to the board at the January meeting. The budget is usually adopted in December but we had asked for a grace period until January or February because we are not sure what is happening with the Penguins' season. Chairman Zingaretti stated that trying to prepare the budget is an exercise in futility as there is just not enough information, but Carrie is working on it. There is one follow-up on the audit, the final report will be an unqualified opinion. The auditors spoke very highly of the work that Carrie does and Chairman Zingaretti thanked her for this. The Finance Committee did discuss continuing to take advantage of the down time by trying to complete some of the smaller Penguins' obligations that are required in the contract in the next six years or so. We have to replace the Club Seats by the start of the 6<sup>th</sup> hockey season. We are looking at doing that now as it falls into the same category as some of the repairs and other capital improvements that we have done. It is not only good for the building long term, but it also has a Covid benefit. We are talking about replacing cloth seats which can certainly harbor germs and not be cleaned as thoroughly as a leather-like seat. Carrie and Will have been obtaining quotes to replace all of the Club Seats and replace similar seats that are on Suite Level. Will and Carrie have come up with a proposal not to exceed \$265,000 to move forward in replacing the Club Seats, Suite Seats, and cleaning and or treating the concrete in both of those areas. If we want to take advantage of the down time and do this project now, there is adequate funding in place to cover the cost and it will not impact us negatively in the future.

Chairman Zingaretti asked for a motion to approve the project in the Club and Suite seating areas at a cost not to exceed \$265,000 and then there will be a discussion. A motion was made by Tony Ryba and seconded by Donna Cupinski. Chairman Zingaretti asked the Board Members if any questions, comments, or concerns and there were none.

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

Carrie Grantuskas stated that they wanted to meet with the Capital Committee or Finance but ran short on time. On the list of Covid related expenses a lot of the items are not available, such as hand sanitizing stations and disinfectants. We had approved a lot of those at the last meeting and we would like to add to that list, another \$50,000.00, as items become available. These will

be things such as the air purification system that we are going to install in the locker rooms and kitchen as well as adjustments to the overall air flow in the bowl. We will be purchasing higher merv rated filters, hand sanitizing stations, disinfecting wipes, backpack sprayers - those are the types of things that we are watching the prices and the availability on to make sure that we have them on hand by the time that we reopen. We would like to get an approval to spend up to \$50,000.00 for Covid related items that will help prepare us for a safe reopening. The Capital Committee would approve once we got the final numbers. Chairman Zingaretti asked if \$50,000.00 was enough and a discussion took place. Chairman Zingaretti asked for a motion to authorize the Capital Committee to approve up to \$100,000.00 in disbursements for additional COVID related expenditures addition to the \$190,500.00 which had been approved by the Board at the last meeting. It would be a continuation of that same process and we will plan on doing additional motions each month as items become available. A motion was made by Tony Ryba and seconded by Donna Cupinski.

**ON THE QUESTION:** All those in favor of approving the purchase of Covid related items authorized by the Capital Committee at a cost not to exceed \$100,000.00 signify by saying “AYE”. **OPPOSED:** No one opposed the motion. **ABSTAIN:** No one abstained. The motion carries.

#### **LAND DEVELOPMENT COMMITTEE:**

Michelle Reilly stated that there is nothing to report this month. Mary Jo Kishel reported that Mark Van Loon sent an email to Angelo a few days ago to find out when we can expect a response. In Mark’s email he (Mark) referenced the possibility that maybe Singh trying to get another traffic study done during this time. Angelo responded but did not say anything about a traffic study. He would have to check with his client and let us know.

#### **POLICIES AND PROCEDURES COMMITTEE:**

Carmen Ambrosino had nothing new to report this month.

#### **SUITES COMMITTEE:**

Tom Woods had nothing new to report this month.

#### **RIGHT TO KNOW REQUESTS:**

There were no new Right to Know requests.

#### **OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

Chairman Zingaretti stated that everyone was provided with the proposals from Rosenn, Jenkins & Greenwald for Solicitorship and from Snyder & Clemente for a continuation of auditing services. Both are 4-year proposals and that is what the last contracts were for and we decided to be consistent with that. There is a lot of value in having the same solicitor and auditors as they build up historical knowledge that is difficult to replicate. Chairman Zingaretti asked if there were any questions on either proposal and there were none.

Chairman Zingaretti asked for a motion to approve the proposal from Snyder & Clemente for auditing services for the years ending December 31, 2020 through December 31, 2023. The motion was made by Tony Ryba and seconded by John Pickering.

**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.

Chairman Zingaretti asked for a motion to accept the proposal from Rosenn, Jenkins & Greenwald for solicitorship for continuing services and representation for a period of 4 years ending on December 31, 2024. The motion was made by Carmen Ambrosino and seconded by John Ruckno.

**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.

Chairman Zingaretti stated that the dates of the Board Meetings for 2021 have been advertised. The meetings will be held on the second Wednesday of each month with the exception of January 2021, which will be the third Wednesday of the month. The reason for the change for January 2021 is that new Board appointments will take place at the Luzerne County Council Meeting during the second week of January. This will give any new members an opportunity to participate in our January meeting. Gene Rafalli and Tom Woods' terms are up for renewal. The meeting dates will be emailed to Board members.

Chairman Zingaretti also reported that we received a Thank You note from the Laflin Library. We made a donation to the library in memory of Christine Connors, wife of former Board Chairman Patrick Connors, who passed away recently.

**GOOD OF THE ORDER:**

There is nothing to report.

**EXECUTIVE SESSION:**

A brief Executive Session was held after the conclusion of the Public Meeting. There will be no follow-up.

**ADJOURNMENT:**

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

**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.

APPROVED

A handwritten signature in cursive script, appearing to read "Tom Woods", written in black ink. The signature is fluid and stylized, with a long horizontal stroke at the end.

Mr. Tom Woods, Secretary