



**Lancaster County Convention Center Authority
Meeting of August 21, 2025, 5:30 pm,
Independence Room, Lancaster County Convention Center
Lancaster, Pennsylvania**

Agenda

1) Purpose of meeting:

- Additional Services agreement Hammel Associates
- Engagement Letter with Maher Duessel to provide Audit Services
- Ratify/Approve expenses for July & August 2025
- Ratification of Commons on Vine Change Orders

2) Pledge of Allegiance

3) Roll Call

4) Announcements

5) Chair Report

- a. Reminder - Nominating Committee 10.2.2025 5:00 pm (Patrick/Tom/Ted)
- b. Marketing Consortium Meeting

6) Public Comment - This Authority provides a reasonable opportunity at each of our meetings for residents and taxpayers of Lancaster County to comment on matters of concern, official action, or deliberation that are or may be before this Authority. People who wish to comment should state their name and address for the public.

7) LCCCA Board Comment Period

8) LCCCA Staff Comment Period

9) Executive Director's Report: Kevin R. Molloy

- a. Investment Budget for LCCCA Bond Reserve / LCCCA Reserves
- b. Penn Square Condominium Association Utilities update
- c. Unrestricted funds cash flow:
 - Swan Hotel Seller Proceeds \$44,960.00 (one time)
 - Swan Hotel LLC Monthly Payments \$ 3,558.57 (30 Years)
 - Average Monthly Parking \$ 1,300.00 (2025)
- d. Updates
 - i. Lydia Hamilton Smith Property (LCCCA Offices)
 - ii. Commons on Vine

10) New Business

- a. Motion to approve PTO Sharing Policy as previously distributed to the board and recommended by the Personnel Committee:
- Policy permits staff to share up to 50% of their vacation days with another LCCCA staff member that has none remaining.
- b. Motion to engage Hammel Associates Architects additional Services Contract
- Task 1: Extended design scope to area adjacent to escalators \$ 4,900.00
 - Task 2: WiFi System Expansion Design \$ 7,975.00
- Total additional fee (Task 1 + Task 2) \$12,875.00
- c. Motion to Ratify of Main Entrance Paver Project General Contractors Change Orders, as previously circulated to the board.
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|---|-------------------|
| Trench Drain Section for Area of Ponding (after warranty) | \$1,400.00 |
| New Ground Rod Cover | <u>\$2,928.00</u> |
| <u>Change Order Total</u> | <u>\$4,328.00</u> |
| LCCCA Allocation 50% | \$2,164.00* |
- d. Motion to Ratify Commons on Vine Electrical, Mechanical & General Contractors Change Orders, as previously circulated to the board.
- Electrical Prime Contractor – Clark, Inc. \$ 12,281.31
 - Work associated with ASI # 004
 - Floor box power replacing network communications.
 - Work associated with reconfiguring back bar & area under the escalator, including additional lighting for the expanded areas.
 - Additional outlets for Catering Hot Boxes.
 - (2) Leviton Greenmax Voltage room controllers to control (2) lighting Circuits.
 - Mechanical Prime Contractor – Garden Spot Mechanical \$ 7,649.00
 - Mini Split for Elevator (replacing existing 2009 unit no longer operable)
 - General Contractor – Uhrig Construction \$ 18,989.92
 - Reconfiguration of area behind bar area to add movable partition storage
 - Demo of the rear storage area wall (To be bar area).
 - Additional steel & folding partitions.
 - Revisions of metal studs, insulation, drywall, and ceiling for back bar area.
- Total Commons on Vine Change Orders Amount: \$38,920.23
- e. Motion to engage Maher Duessel to provide Audit Services for the years 2025, 2026, 2027 for both required LCCCA audited financial statements DCED & GAAP as previously distributed to the board and recommended by the Finance & Audit Committee.
- f. Motion to approve engagement with Arbitrage Rebate Counselors for annual 2025 report.

11) Consent Agenda – Motion to approve/ratify expenditures, engagement letter, Board & Committee Meeting Summary Minutes as previously circulated to the board:

- a. Approval of LCCCA Board Meeting minutes of June 26, 2025.
- b. Approval of LCCCA Operations Committee Meeting Minutes of July 9, 2025
- c. Approval of LCCCA Finance & Audit Committee Meeting Minutes of July 24, 2025
- d. Approval of LCCCA Personnel Committee Meeting Minutes of July 24, 2025
- e. Ratification of LCCCA July 2025 Operational Expenditures totaling \$14,237.82 *
- f. Ratification of LCCCA July 2025 Capital Expenditures totaling \$1,646.70 *
- g. Ratification of LCCCA July 2025, CRIZ 2025 Project Expenses paid with JVB loan proceeds totaling \$492,242.55 *
- h. Approval of LCCCA Aug. 2025 Operational Expenditures totaling \$14,798.01
- i. Approval of LCCCA Aug. 2025, CRIZ 2025 Project Expenses paid with JVB loan proceeds totaling \$610,795.77
- j. Ratification: Martin Flooring LHS Landings & Stairs executed proposal \$ 8,500.00
- k. Ratification: LCCCA - Structural Steel Inspections ECS Mid-Atlantic agreement

* as recommended by the Finance & Audit Committee.

12) Adjournment.

Upcoming Board and Committee Meetings:

- Operations Committee Meeting: October 2, 2025 – 5:30 p.m.
- Nominating Committee Meeting: October 2, 2025 – 5:00 p.m.
- Finance Committee Meeting: October 16, 2025 - 5:30 p.m.
- LCCCA Board Meeting: October 23, 2025 - 5:30 p.m