

| <u>NAMES OF WITNESSES</u> |                          | <u>DATE/S OF TESTIMONY</u> |   |   |   |
|---------------------------|--------------------------|----------------------------|---|---|---|
| (H)                       | Adler, Charles II        | P+S                        | 10/31/73 10:00 A.M.<br>1/18/74 10:00 A.M. | Executive Session<br>Hearing                        |   |
| (H) (W)                   | Binswanger, John         | appraiser                  | 10/30/73                                  | 10:00 A.M.  | Executive Session   |
|                           | Carr, William            | DER                        | 10/30/73                                  | 10:00 A.M.  | Executive Session   |
| (H) (W)                   | Goddard, Maurice K.      | DER                        | 10/30/73<br>1/18/74                       | 10:00 A.M.<br>10:00 A.M.                            | Executive Session<br>Hearing  |
| (W)                       | Hartsock, Thomas B. Cpl. | State Police               | 1/30/74                                   | 4:30 P. M.  | Hearing   |
|                           | Helsel, Thomas           |                            | 1/07/74<br>2/14/74                        | 11:30 A.M.<br>10:00 A.M.                            | Hearing<br>Hearing  |
| (H) (W)                   | Hilton, Frank C.         | P+S                        | 10/30/73                                  | 10:00 A.M.  | Executive Session   |
| (W)                       | Kramer, Eli              |                            | 11/29/73<br>1/18/74<br>1/18/74<br>1/18/64 | 10:30 A.M.<br>10:00 A.M.<br>10:00 A.M.<br>4:15 P.M. | Executive Session<br>Hearing<br>Hearing (Recalled)<br>Executive Session |
| (H)                       | Lawley, Frank P. Jr.     | Aud Gen                    | 1/17/74                                   | 10:30 A.M.  | Hearing   |
| (H)                       | Richey, Robert           |                            | 10/29/73<br>1/17/74                       | 1:00 P.M.<br>10:30 A.M.                             | Executive Session<br>Hearing  |
| (H) (W)                   | Seladones, Edward M.     | DER                        | 10/30/73                                  | 10:00 A.M.  | Executive Session   |
| (H) (W)                   | Sloan, Grace M.          | Treas                      | 2/14/74                                   | 10:00 A.M.  | Hearing   |
| (H)                       | Titus, Wayne B.          |                            | 1/17/74                                   | 10:30 A.M.  | Hearing   |
| (W)                       | Webb, Donald             |                            | 2/14/74                                   | 10:00 A.M.  | Hearing   |
| (W)                       | Zurick, William          |                            | 10/29/73                                  | 1:00 P.M.   | Executive Session   |

I. Property & Supplies

1. Copies of P & S lease file

- (a) Harrisburger Hotel
- (b) Warrington Press Ltd.
- (c) All other lease valued at \$100,000 plus
- (d) Gem Building
- (e) York County Public Welfare Lease

2. P & S information

- (a) Procedure manual for leases
- (b) Procedure manual for purchases
- (c) Walker Burkardt Report "Capitol Complex"
- (d) Binswanger Herman Appraisal on Gem Building
- (e) Computer breakdown of State leases
- (f) P & S and DER file on Gypsy Moth
- (g) Testimony:
  - (1) (Exec. Session) Hilton
  - (2) (Exec. Session) Adler
  - (3) (Public Session) Adler
- (h) Day & Zimmerman Report on 3 building leases (1973)

II. DER

1. Lease file

- (a) Harrisburger
- (b) Warrington Press
- (c) Gypsy Moth Lab

2. Testimony (Executive Session ) Secretary Goddard  
 " " " Deputy Secretary Seladonis  
 " " " Mr. William Carr

III. Individuals Involved (Files on hand)

- 1. Harrisburger Hotel - Stanley Adler  
 Charles Adler  
 Robert L. Richey  
 Wayne B. Titus  
 Heath Allen/Attorney for Richey and Titus
- 2. Warrington Press - William Zurick  
 Eli Kramer  
 Tom Helsel, Realtor  
 Donald Webb, Former owner  
 Heath Allen, Attorney/ Warrington Press
- 3. Others - Testimony by Grace Sloan, Robert Casey and Attorney General Packel

IV. PennDOT - List of all leased equipment  
 1972-1973  
 Codes used to identify equipment

IV. Property and Supplies

- a. Insurance on State agencies
- b. General State Authority
- c. other

V. Individuals Involved

G. Anderson  
Frederick J. Jarosq  
C. E. Rice  
Kenneth F. Reimer  
William Rush  
Robert J. Reilly  
Herman Matheis  
L. P. Connolly  
John Weinstock  
Stanley J. Brody  
Ralph J. Roberts  
Leonard Brown  
Burton Rosenfield  
Sy Rosenfield  
Isadore Bellis  
Al Gerber  
S. Harry Gelfand  
Malcom Waldron  
Thomas Finley  
Bernard L. Grossman  
Henry K. Justi  
Gerald R. Cobaugh  
Louis Kassen  
Edward Cade  
George P. Boucer  
Edward Winner

Gordon F. Hillman  
Arthur De Moss  
Nancy De Moss  
Theodore S. Arnheiter  
Stewart S. Baker  
Edgar H. Cramer  
Rudolph Podolak  
Blaine W. Scott III  
Herbert C. Robinson  
Milton Smith  
Daniel Gordon  
Daniel Quinlan  
Frederick Lieberman  
William Hart  
Herman J. Israel  
David N. Oppenheim  
Simon K. Uhl  
W. A. Thomas  
S. W. Nicholson  
John J. Keeney  
Rugani  
Albert E. Richwine  
Catherine Walsh  
Leopold Weiner  
Malcom Weiner  
Vincent Yakowicz

VI. Miscellaneous Corporations

Lafayette Management Corporation  
King of Prussia Motor Inn  
City Bankoof Philadelphia  
Keystone Management Services Inc.  
Worleo  
Keystone Offset Printing Co., Inc.  
New England Management Underwriters Inc.  
Delmarva Health Insurance Agency  
C. M. Clark Agency  
Commonwealth Financial Corporation  
Robinson and Robinson

Freedman Wholesale Lumber Company  
K & K Mobile Homes  
Franklin Financial Corporation  
Somerset Investments Company  
R.I.C. & Co.  
R. I. C. Retirement Fund  
West Indies Bank  
Virgin Islands National Bank  
Fidelity Bank  
Commonwealth National Bank



STATE PROCEDURES FOR ACQUISITION OF OFFICE SPACE

(1) WHAT PROCEDURE DOES THE STATE UTILIZE FOR THE ACQUISITION OF OFFICE SPACE?

Adler's main point was that without the consent of the requesting agency there can be no lease of space.

(1) Need for space established.

(2) When need is realized request goes to the executive board consisting of Shapp's 6 department heads - Shapp, Tucker, Hilton, Kane, Lench, and Smith (Labor and Industry).

(3) If Board approves the request, it goes to the office of Administration (OA) for approval of number of employees the agency should hire.

If a new or expanded office, OA must approve. If executive board rejects, no lease.

(4) If OA approves it goes to the requesting agency (ie. Bureau "X" in Dept. of Revenue) From the Bureau it goes to the parent Dept. which prepares an OA Form 564 requesting space allocation. If OA disapproves (no money; not set up right) no lease.

(5) The OA 564 Form goes to the Bureau of Space and Facilities in Property and Supplies (P&S), Now directed by Scott Warrick as the basic document to evaluate action space needs of the agency for their approval.

(6) A space allocation is prepared by the Space and Facilities Bureau in conjunction with the Bureau of Personnel. Initialed by Warrick and sent to the Deputy Secretary of P&S, Adler, for initialling. It then goes to Hilton's office for signature.

(7) A space allocation is returned to the requesting agency, ie. Revenue. Revenue sends a memo to the Bureau of Real Estate in P&S to locate the leased space. The memo indicates the number of authorized square feet and the function.

\* (8) The Bureau of Real Estate sends out qualified fieldmen. At the same time the Bureau keeps a file containing information from real estate brokers, newspaper ads and knowledge of the local scene. The field agent gets several properties lists information on a P&S Real Estate form which is returned to the Bureau. They are reviewed.

State Procedures for Aquisition of Office Space (continued)

(8) continued:

(they are then forwarded to the requesting agency (Revenue).

(9) If Revenue rejects the options presented, the bureau sends the field man out for more proposals. if they approve they prepare an OA Form 291, a budget and lease request for approval. The 291 Form must be approved by the controller of the requesting agency. The requesting head must or his agent must sign.

(10) If Revenue approves, it is returned to real estate who initials to the Dep. Secretary (Adler) who initials.

(11) When Adler signs it goes to McIntosh, the Sec. of the Budget who must say whether funds are available and must certifies that the Governor approves the request. If he rejects , it is returned to the requesting agency and they either scrap the program or select another site.

(12) When signed by P&S for Harrisburg leases, the landlord , Attorney General and Secretary of P&S must approve. For leases outside Harrisburg the above officials plus the Board of Commissioners of Public Grounds and Buildings (Governor and Treasurer must approve.)