

MINUTES

BERKS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

December 9, 2019

The December 9, 2019 meeting of the Berks County Industrial Development Authority, held at the Berks County Services Center, 633 Court Street, 14th Floor, Neversink Conference Room, Reading, PA 19601, was called to order at 8:40 AM by Chairman, Joseph M. Eways, II.

Members Present: Joseph M. Eways, II
 James A. Adams
 Robert F. Firely
 Eric W. Jenkins
 Rebecca M. Wingenroth

Others Present: Commissioner Christian Y. Leinbach
 Mary L. Buerer, Executive Assistant to Commissioner Leinbach
 Commissioner Kevin S. Barnhardt (arrived 9:30)
 Jessica D. Blauser, Executive Assistant to Commissioner Barnhardt
 Michael A. Setley, Esquire, Solicitor
 Thomas C. McKeon, BCIDA Executive Director
 Jeremy R. Zaborowski, BCIDA Deputy Director
 Vicki L. Bentz, BCIDA Administrative Assistant/Bookkeeper

Mr. Eways called for any Board member nominations for the reorganization. No new nominations were heard. Mr. Jenkins made a motion to reappoint the same Board members in the same capacity as well as reappointing Ms. Wingenroth. Mr. Adams seconded the motion and it was unanimously approved. The Board members' positions are as follows:

Joseph M. Eways, II	-	Chairman
James A. Adams	-	Secretary, Vice Chairman and Assistant Treasurer
Eric W. Jenkins	-	Treasurer, Vice Chairman and Assistant Secretary
Rebecca M. Wingenroth	-	Vice Chairman, Assistant Treasurer and Assistant Secretary
Robert F. Firely	-	Vice Chairman, Assistant Treasurer and Assistant Secretary

The minutes of the November 18, 2019 Board meeting was unanimously approved on motion by Ms. Wingenroth, seconded by Mr. Firely.

Mr. Firely made a motion to approve the November income and expense reports, financial statements and the budget reports. Ms. Wingenroth seconded the motion and it was unanimously approved.

A motion to approve and advertise the 2020 Meeting Schedule was made by Ms. Wingenroth, seconded by Mr. Adams and unanimously approved. A copy of the Meeting Schedule is attached hereto.

Mr. Setley was reappointed as the Solicitor for 2020. His annual retainer of \$12,500 covers the BCIDA general issues and the routine BCIDF issues. Mr. Firely made the motion, seconded by Ms. Wingenroth and it was unanimously approved.

Ms. Wingenroth made a motion to execute the Listing Contract and related documents with Horning Farm Agency, Inc. for the 2.31-acre lot in Bethel Township and to authorize Mr. Setley to forward a letter to the Berks Park 78 Owners Association's Solicitor informing them of the revocation of the License Agreement pertaining to the directional sign placed on the property. Mr. Setley provided wording to indicate the existence of this agreement in the Additional Terms section of the Contract. Mr. Firely seconded the motion and it was unanimously approved.

Ms. Wingenroth made a motion to approve a \$2,500 payment to the Manufacturing Resource Center for a gold sponsor for the What's So Cool About Manufacturing contest. Mr. Adams seconded the motion and it was unanimously approved.

Discussion on the Employee Handbook revisions was tabled to the January 2020 Board meeting.

At 8:45 AM, the regular meeting was recessed and the Board entered into executive session. In the executive session, matters related to personnel issues were discussed. The Board reconvened the regular meeting at 9:30 AM. The Board disclosed the 2019 SEP contributions and the 2020 salary structure for the employees. The Board also formed a committee comprised of Ms. Wingenroth and Messrs. Firely and Jenkins to review the ongoing salary policy with a recommendation to be brought to the Board in the next six months. Upon motion by Mr. Jenkins and seconded by Mr. Eways the above was unanimously approved.

At 9:45 AM, the regular meeting was recessed and the Board entered into executive session. In the executive session, matters related to real estate matters were discussed. No official action was taken pertaining to these matters.

The Board reconvened the regular meeting at 10:30 AM. There being no further business to come before the Board, at 10:30 on motion by Ms. Wingenroth and seconded by Mr. Jenkins the meeting was adjourned.

Respectfully submitted,

Executive Director

BERKS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

BERKS COUNTY INDUSTRIAL DEVELOPMENT FOUNDATION

NOTICE OF MEETINGS

Notice is hereby given that the 2020 regular monthly meetings of the Berks County Industrial Development Authority will commence at 8:30 a.m. prevailing time at the Berks County Services Center, 633 Court Street, 14th Floor Conference Room, Reading, PA, on the following dates:

January 13, 2020
February 10, 2020
March 9, 2020
April 13, 2020
May 11, 2020
June 8, 2020
July 13, 2020
August 10, 2020
September 14, 2020
October 19, 2020
November 9, 2020
December 14, 2020

Notice is hereby given that the 2020 regular meetings of the Berks County Industrial Development Foundation will be held on an as-needed basis and if held, will commence preceding the Berks County Industrial Development Authority's Board Meetings, to be held on the above referenced dates in the Neversink Conference Room on the 14th Floor of the Berks County Services Center located at 663 Court Street, Reading, PA.

Thomas C. McKeon, AICP, CEcD
Executive Director
610-478-6330