

MINUTES

BERKS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

March 9, 2020

The March 9, 2020 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 8:30 AM by Chairman, Joseph M. Eways, II.

Members Present: Joseph M. Eways, II
James A. Adams (via phone)
Robert F. Firely
Eric W. Jenkins
Terri C. Lampe Melcher

Others Present: Rebecca M. Wingenroth
William G. Koch, Jr., CPA/Auditor, Wm. G. Koch & Associates
Michael A. Setley, Esquire, Solicitor
Thomas C. McKeon, BerksIDA Executive Director
Jeremy R. Zaborowski, BerksIDA Deputy Director
Vicki L. Bentz, BerksIDA Administrative Assistant/Bookkeeper

Mr. Eways welcomed Mrs. Lampe Melcher to the Board and made a motion to nominate her as Vice Chairman, Assistant Treasurer and Assistant Secretary of the BerksIDA along with check signing authority and the execution of updated bank account agreements. Mr. Jenkins seconded the motion and it was unanimously carried excluding Mrs. Lampe Melcher who abstained from the vote.

Management presented the 2019 audit with Mr. William G. Koch, Jr., of William G. Koch and Associates, in attendance. The draft 2019 audit was previously forwarded to the Board members with a hard copy distributed at the meeting. Mr. Koch stated it is a clean, unmodified opinion. A motion to accept the audit will be made at the next meeting to allow time for the Board members' review. Mr. Koch advised of two 2020 GASB changes pertaining to the office lease and loan interest payments which will affect the Authority's financial statement reporting. Mr. Koch will review the updated reporting and QuickBooks revisions with Mrs. Bentz.

A motion to approve the minutes of the February 10, 2020 Board meeting was made by Mr. Jenkins and seconded by Mr. Firely. It was unanimously approved with Mrs. Lampe Melcher abstaining.

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

Mr. Jenkins ratified the execution of the Bern Township Municipal Improvements Agreement and the Stormwater Controls and Best Management Practices Operations and Maintenance Agreement by Messrs. Eways and Firely on February 24, 2020. Mr. Firely seconded the motion and it was unanimously approved with Mrs. Lampe Melcher abstaining.

A discussion followed concerning the SEI investment and the BP 183 construction projects. Mr. Jenkins asked for an analysis/graph depicting the past 12-month SEI balances and for Mr.

McKeon to contact our SEI rep to inquire about recommendations and a possible stop on a floor amount for the SEI account balance. At the April meeting, discussion will be held concerning the BP 183 bids and the possible awarding of same.

The Board agreed to allow Ms. Wingenroth to continue to serve on the goals and objectives personnel subcommittee at least until the end of April which was the date stated in her Board resignation letter.

The motion to approve the updates to the Employee Handbook was tabled until April's meeting.

Mr. McKeon commented on the following:

- The bids for the two BP 183 construction projects were advertised on March 2 in the *Reading Eagle* and on PennBID and again today in the *Eagle*. Forty-eight companies have viewed the bid for the intersection work and 86 companies viewed the infrastructure construction. Thirty-three companies have downloaded the docs and last year's bidders are back and have reviewed this year's package.
- The What's So Cool About Manufacturing awards presentation was a great event this year again. Mrs. Lampe Melcher thanked the Board for being a Gold Sponsor for the event.
- Former Congressman Jim Gerlach has been named the GRCA's President and CEO.

Mr. Eways asked Mr. McKeon to contact Jeff Williams, BerksIDA's realtor for BP 183, to assess what is happening in the real estate market and report back.

Mr. Zaborowski commented on the following:

- Continuing discussions have been held with Community First Fund to provide BerksIDA with a credit line to aid in short-term financing assistance for Mr. Shuman and the school building in the 800 block of N. 9th Street. This credit line would remain open after this transaction for future borrowings if needed, avoiding the necessity to apply every time.

Ms. Wingenroth commented that it was a privilege to volunteer on BerksIDA's Board for 15 years and it gave her value. The Board thanked Ms. Wingenroth for her service all of those years.

At 10:09 AM, the regular meeting was recessed and the Board entered executive session. In the executive session, a matter related to real estate was discussed and the following action was taken in the reconvened regular meeting at 10:20 AM. Mr. Jenkins made a motion to accept an Agreement of Sale from Nevin Jay and Julie Brubaker to purchase the Bethel Township lot across from BP 78. Mrs. Lampe Melcher seconded the motion and it was unanimously approved.

There being no further business to come before the Board, at 10:25 on motion by Mr. Firely and seconded by Mr. Jenkins the meeting was adjourned.

Respectfully submitted,

Executive Director