

MINUTES

BERKS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

May 11, 2020

The May 11, 2020 meeting of the Berks County Industrial Development Authority, held remotely due to the ongoing pandemic and related stay-at-home order as advertised in the *Reading Eagle* on May 8, 2020, was called to order at 8:30 AM by Chairman, Joseph M. Eways, II.

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

Others Present: Jessica D. Blauser, Executive Assistant to Commissioner Barnhardt
Michael A. Setley, Esquire, Solicitor
Thomas C. McKeon, BerksIDA Executive Director
Jeremy R. Zaborowski, BerksIDA Deputy Director
Vicki L. Bentz, BerksIDA Administrative Assistant/Bookkeeper

The meeting began with the Directors commenting about what each is seeing and the impacts in their businesses/industries/sectors related to COVID-19.

A motion to approve the minutes of the March 9, 2020 Board meeting was made by Mr. Jenkins, seconded by Mrs. Lampe Melcher and unanimously approved.

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

The 2019 audit was provided to the Board members at the March meeting and reviewed by Mr. Koch. Upon further review by the Board, there were no questions. Mrs. Lampe Melcher made a motion to accept the audit which was seconded by Mr. Jenkins and it was unanimously approved.

Mr. Zaborowski displayed a power-point presentation of the proposed lending structure through First National Bank for two bridge credit lines and a long-term loan for use in financing Berks Park 183 improvements. A motion by Mr. Adams was made to approve the financing as presented, seconded by Mr. Firely and unanimously approved.

A lengthy discussion followed the request to pay five Met-Ed invoices for a total of \$406,143.73 concerning required work at Berks Park 183. Mr. McKeon was requested to contact Met-Ed and ask for a payment plan. A motion was made by Mr. Eways, seconded by Mr. Jenkins and unanimously approved authorizing the staff to move forward and only pay the full amount of the invoices if no other choice is allowed by Met-Ed upon Mr. McKeon's request. Included in the motion was approval of the execution of two Relocation Agreements and payment of Verizon's \$3,936 invoice.

Mr. Jenkins made a motion to approve the ratification of Mr. McKeon terminating Cushman and Wakefield's brokerage agreement for Berks Park 183 together with the authorization to enter a

new agreement with Jones, Lang, LaSalle (JLL) in order to retain Jeffrey Williams' services who transferred to JLL. Mr. Firely seconded the motion and it was unanimously approved.

Motion was made by Mr. Adams, seconded by Mr. Firely to ratify Mr. McKeon's execution of the Letter of Intent regarding Unit H at Berks Park 183 and to authorize the negotiation and execution of an Agreement of Sale for Unit H. The motion was unanimously approved.

Mr. Jenkins made a motion to adopt the Resolution granting authority to the Executive and Deputy Directors to close on the sale of 8661 Lancaster Avenue, Bethel Township. Mrs. Lampe Melcher seconded the motion and it was unanimously approved. Mr. Setley recognized Mrs. Bentz's research and email to him that this transaction is exempt from the Realty Transfer Tax, resulting in \$550 savings to BCIDA.

A motion was made by Mr. Adams, seconded by Mr. Jenkins and unanimously approved to contribute \$25,000 to the Berks County Redevelopment Authority to support the Small Business Restart Loan Program.

The motion to approve the updates to the Employee Handbook was tabled until a future meeting.

Mr. McKeon informed the Board that the BerksIDA was asked by a County team headed by Commissioner Leinbach to answer a series of questions on the short, mid and long-term future of the Authority. The staff, along with Mr. Eways, collaborated on providing the answers responding to follow-up questions which are due on Friday.

Mr. Zaborowski provided an update to the Board on the potential bridge loan for Alan Shuman on 801 N. 9th Street and the offer to the Redevelopment Authority to possibly provide lending to support the Small Business Restart Loan Program should its current funding get oversubscribed.

At 10:14 AM, the regular meeting was recessed and the Board entered executive session. In the executive session, a matter related to real estate was discussed. No official action was taken pertaining to this matter.

The Board reconvened the regular meeting at 10:22 AM. There being no further business to come before the Board, at 10:22 on motion by Mrs. Lampe Melcher and seconded by Mr. Firely, the meeting was adjourned.

Respectfully submitted,

Executive Director