

MINUTES

BERKS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

June 1, 2020

The June 1, 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 28, 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: Eric Mountz, P.E., Regional Leader – Transportation Planning,
Traffic Planning & Design, Inc.
Thomas J. Meagher, Sr., Vice President, Blue Rock Constructions, Inc.
Thomas Gutherman, Senior Project Manager, Blue Rock Construction, Inc.
Christian Y. Leinbach, Commissioner
Mary L. Buerer, Executive Assistant to Commissioner Leinbach
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 Board immediately entered Executive Session to discuss real estate matters and the following actions were taken in the reconvened regular meeting at 8:59.

Mrs. Lampe Melcher made a motion to award the Berks Park 183 Phase I Aviation Road and Site Utilities Infrastructure work to D. H. Funk & Sons, LLC as the lowest responsible bidder from the advice of Blue Rock Construction, Inc. upon analyzing the bids received. In addition, Mrs. Lampe Melcher made a motion to award the BP 183 Intersection Improvement Project to The H & K Group as the lowest responsible bidder from the advice of Traffic Planning & Design, Inc. upon their analysis of the received bids. Mr. Jenkins seconded the motion and it was unanimously approved.

A motion to approve the minutes of the May 11, 2020 Board meeting was made by Mr. Jenkins, seconded by Mr. Firely and unanimously approved.

Mr. Firely made a motion to approve the April income and expense reports, financial statements and the budget reports which were updated to include interest income. Mr. Jenkins seconded the motion and it was unanimously approved.

Mrs. Lampe Melcher made a motion to approve an amendment to the JLL Brokerage Agreement to exclude the potential Transwestern sale from payment of sales commission to JLL. The motion was seconded by Mr. Jenkins and it was unanimously approved.

Mr. McKeon commented that the EDA has funds under the Economic Adjustment Assistance Program which he is researching. Mr. Adams made a motion to authorize Mr. McKeon

to move forward with a grant application which was seconded by Mr. Jenkins and unanimously approved.

Mr. Zaborowski commented:

- The Bethel lot settlement will be held on Tuesday, June 2.
- No further update on the Alan Shuman bridge loan in connection with Community First.
- The grocery store at Fourth & Elm Streets might require a three to six-month bridge loan pending New Market Tax Credits.
- The commitment letter for the First National Bank financing arrangements which were approved at last month's Board meeting will be forwarded to Mr. Eways for signing.

Messrs. Eways and Jenkins spoke about an investment policy and investment committee for the Foundation. Mr. Adams is of the opinion to go case-by-case when approached for investment aid with no definite policy due to various scenarios/no-size-fits-all. Mr. Jenkins directed the staff to contact other economic development organizations like ours for their policies such as how they manage funds. Mr. Adams suggested Mr. Pick but Mrs. Lampe Melcher and Mr. Jenkins suggested to contact Lehigh and Lancaster economic development agencies prior to contacting local companies.

Regarding the Human Resource Committee, Mr. Jenkins directed the staff to go by their goals presented in March with individual meetings to be held later in June. Mrs. Lampe Melcher will take the place of Ms. Wingenroth on the Committee.

A motion was made by Mr. Jenkins, seconded by Mr. Firely and unanimously approved to accept the Employee Handbook as revised by Mr. Zaborowski and previously forwarded to the Board for their review.

There being no further business to come before the Board, at 9:40 on motion by Mr. Jenkins and seconded by Mr. Firely, the meeting was adjourned.

Respectfully submitted,

Executive Director