

MINUTES

BERKS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

December 7, 2020

The December 7, 2020 meeting of the Berks County Industrial Development Authority, held off-site due to the ongoing pandemic as advertised in the *Reading Eagle* on November 27, 2020, due to the date change was called to order at 8:30 AM by Chairman, Joseph M. Eways, II.

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

Others Present: Michael A. Setley, Esquire, Solicitor
Jeremy R. Zaborowski, BerksIDA Deputy Director
Vicki L. Bentz, BerksIDA Administrative Assistant/Bookkeeper
Rebecca M. Wingenroth

Attending via Zoom: James A. Adams
Thomas C. McKeon, BerksIDA Executive Director
Tom Gutherman, Senior Project Manager, Blue Rock Construction Co.
Christian Y. Leinbach, Commissioner
Mary L. Buerer, Executive Assistant to Commissioner Leinbach
Jessica D. Blauser, Executive Assistant to Commissioner Barnhardt
Pamela Shupp, Deputy Chief Admin Officer & Econ Dev Director

Mr. Setley called for any Board member nominations for the reorganization. No new nominations were heard. Mr. Firely made a motion to reappoint the same Board members in the same capacity as well as reappointing Mr. Eways. Mr. Jenkins 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
Robert F. Firely	-	Vice Chairman, Assistant Treasurer and Assistant Secretary
Terri C. Lampe Melcher	-	Vice Chairman, Assistant Treasurer and Assistant Secretary

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

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

A motion to approve and advertise the 2021 Meeting Schedule was made by Mr. Adams, seconded by Mr. Jenkins and unanimously approved. A copy of the Meeting Schedule is attached hereto. Mr. Zaborowski made arrangements with the GRCA Center for Business Excellence to hold the meetings at the 49 Commerce Drive, Wyomissing location.

Mrs. Melcher made a motion to commit \$974,385 of BerksIDA funds (\$840,500 of which has already been expended, \$133,885 as cash on hand) held in the Fulton Bank general checking account ending in 1649 to the partially funded RACP project ME #300-1259 Berks County Brownfield Site as exhibited in RDA-300 as amended November 24, 2020, to include a Resolution if requested by the Office of the Budget. Mr. Jenkins seconded the motion and it was unanimously approved.

A motion was made by Mr. Jenkins, seconded by Mr. Firely and unanimously approved for the following BP 183 Change Order:

H & K GROUP

- \$30,012.90 – Material overages above the contract quantity (#5)

A motion was made by Mr. Jenkins, seconded by Mr. Firely and unanimously approved for the following BP 183 Change Orders:

D. H. FUNK & SONS, LLC (Total \$121,411.69)

- \$5,953.71 – Cap RAWA water line behind IMP (#13) IMP has agreed to reimburse BerksIDA one-third and RAWA/SSM will discuss with Mr. McKeon about also reimbursing one-third.
- \$9,070.80 – Sink hole repair at BMP 6P (#14)
- \$1,365.00 – Trench rock water line to IMP (additional) (#15)
- \$2,060.00 – Vac truck for existing utilities at MetEd lines near FAA tower (#16) Should be a credit from Met-Ed.
- \$46,897.05 – Unsuitable soils as directed by GTA at north section of Aviation Road (#17)
- \$15,180.00 – Above contract rock removal to bypass sanitary line with storm sewer (#18)
- \$40,885.13 – Grade and paving adjustments to Common Drive and end of Aviation Road (#19)

Mr. McKeon reported on:

- The 2020 year-end report submitted to the Board. As noted in the beginning of the report, he wanted to thank the Board, Commissioners, staff, professional consulting teams and contractors for their due diligence during this pandemic time.
- Lots B, C and D, which represent greater than 50% of BP 183 is under agreement with SunCap.

Mr. Zaborowski reported on:

- The 4th and Elm Streets project has received financing via another food lender.

- A senior living development in Amity Township is interested in and looking at a TIF deal. It is an approximate \$4.5- \$5M infrastructure buildout. Mr. Zaborowski will do a presentation in the near future.
- The Enterprise Zone is expiring for the County. Meeting with Deb Millman of GBDF and municipal leaders.
- D. H. Funk and H & K Group projects may not close fully until Spring due to the seeding at this time of year.
- Due to COVID-19, there will be no holiday party this year. In lieu of same, gift baskets from local artisans are being given to the Board, Commissioners and assistants, Solicitor and staff.

Ms. Wingenroth was acknowledged and awarded with Proclamations from the Commissioners and BerksIDA for the nearly 15 years of serving as a BerksIDA Board member. Her contributions to the County over these years are very much appreciated.

At 9:09 AM, the regular meeting was recessed and the Board entered executive session. In the executive session, matters related to real estate were discussed; however, no official action was taken pertaining to these matters.

Also discussed in the executive session were matters related to personnel issues. The Board reconvened the regular meeting at 10:18 AM. Mr. Jenkins made a motion to accept the retirement notice of Mr. McKeon as of December 31, 2020 and approve the severance package. Mrs. Melcher seconded the motion and it was unanimously approved. Mr. Jenkins made a motion to appoint Mr. Zaborowski as Executive Director effective January 1, 2021. This was seconded by Mrs. Melcher and unanimously approved. Mrs. Melcher made a motion to appoint Mrs. Bentz as Fiscal Officer effective January 1, 2021. Mr. Jenkins seconded the motion and it was unanimously approved. The Board disclosed the 2020 SEP contributions and the 2021 salary structure for the employees. The motion was made by Mr. Jenkins, seconded by Mrs. Melcher and unanimously approved.

There being no further business to come before the Board, at 10:27 on motion by Mrs. Melcher and seconded by Mr. Jenkins, the meeting was adjourned.

Respectfully submitted,
