

MINUTES

BERKS COUNTY INDUSTRIAL DEVELOPMENT FOUNDATION

December 7, 2020

The December 7, 2020 meeting of the Berks County Industrial Development Foundation members and Board of Directors was held remotely due to the ongoing pandemic as advertised in the *Reading Eagle* on November 27, 2020, due to the date change, and was called to order at 10:28 AM by President, Joseph M. Eways, II. A Notice of Meeting was emailed on November 25, 2020.

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

Others Present: Michael A. Setley, Esquire, Solicitor
Jeremy R. Zaborowski, Deputy Director
Vicki L. Bentz, Recording Secretary

Member Absent: Robert F. Firely

Attending via Zoom: James A. Adams
Thomas C. McKeon, Executive Director
Jessica D. Blausen, Executive Assistant to Commissioner Barnhardt

Mr. Setley called for any Board and Officer nominations for the reorganization. No new nominations were heard. Mr. Jenkins made a motion to reappoint the same Board members and Officers in the same capacity as well as reappointing Mr. Eways. Mrs. Melcher seconded the motion and it was unanimously approved. The Officers and positions are as follows:

Joseph M. Eways, II, President
Robert F. Firely, First Vice President, Assistant Secretary and Assistant Treasurer
Terri C. Lampe Melcher, Second Vice President, Assistant Secretary and Assistant Treasurer
James A. Adams, Secretary, Assistant Treasurer
Eric W. Jenkins, Treasurer, Assistant Secretary

A motion to approve the minutes for the October 19, 2020 meeting was made by Mr. Jenkins, seconded by Mrs. Melcher and unanimously approved.

As outlined in Section 4.1 of the Bylaws pertaining to the annual report, Mr. Zaborowski referred to the financial statements forwarded to the Board with the agenda and the Profit and Loss and Balance Sheet covering January through month-end November 2020. In addition, the statement disclosing the names of the current officers and directors were reviewed.

A copy of the Conflict of Interest Policy was previously provided to the members, Executive and Deputy Directors. Annually, the Policy must be reviewed and the acknowledgment must be executed confirming their review.

A motion was made to transfer \$600,000 from the SEI account to the Authority's general checking account to cover expenses. Mr. Jenkins made the motion, seconded by Mrs. Melcher and it was unanimously approved.

A motion to approve and advertise the 2021 Meeting Schedule was made by Mrs. Melcher, 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.

Mr. Setley was reappointed as the BCIDF Solicitor for 2021. His annual retainer of \$12,500 covers the BCIDA general issues and the routine BCIDF issues. Mr. Jenkins made the motion, seconded by Mrs. Melcher and it was unanimously approved.

There being no further business to come before the Board, on motion by Mr. Jenkins and seconded by Mr. Adams, the meeting was adjourned at 10:43 AM.

Respectfully submitted,
