

MINUTES

BERKS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

March 8, 2021

The March 8, 2021 meeting of the Berks County Industrial Development Authority was held via Zoom and called to order at 8:30 AM by the Chairman, Mr. Adams.

Members Present: James A. Adams
Kirsten S. Deysher
Robert F. Firely
Eric W. Jenkins
Terri C. Lampe Melcher

Others Present: Michael A. Setley, Esquire, Solicitor
Jeremy R. Zaborowski, Executive Director
Vicki L. Bentz, Recording Secretary
Jim Gerlach, President & CEO, GRCA
Deb Millman, VP of Development, GRCA
Megan N. Thompson, CPA, Manager, Herbein & Company, Inc.
Christopher M. Turtell, CPA, Partner, Herbein & Company, Inc.
Christian Y. Leinbach, Commissioner
Kevin S. Barnhardt, Commissioner
Michael S. Rivera, Commissioner
Barbara J. Lopez, Executive Assistant to Commissioner Rivera
Jessica D. Blausen, Executive Assistant to Commissioner Barnhardt

Mr. Adams welcomed Mrs. Deysher to the Board. Mrs. Melcher made a motion to nominate Mrs. Deysher as Vice Chairman, Assistant Treasurer and Assistant Secretary of the BerksIDA along with check signing authority. Mr. Jenkins seconded the motion and it was unanimously carried excluding Mrs. Deysher who abstained from the vote.

Mr. Gerlach and Ms. Millman of GRCA provided an overview of the GRCA's involvement in projects within the County for economic development, business attraction, growth and retention, financing and real estate development.

Mrs. Thompson of Herbein & Company, Inc. reviewed the draft 2020 audit which was previously forwarded to the Board members. Mrs. Thompson stated it is a clean, unmodified opinion. A motion to accept the audit was made by Mr. Firely, seconded by Mr. Jenkins and unanimously approved.

Mr. Zaborowski requested approval for him to have single check signing authority of \$2,500 for incidences when prompt payment is required, such as permits. Herbein's auditors will draft a policy detailing the guidelines to be presented at April's Board meeting with a vote taken at that time.

A motion to approve the minutes of the February 8, 2021 Board meeting was made by Mrs. Melcher, seconded by Mr. Adams and unanimously approved.

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.

A motion to approve and execute the Novation and Repudiation assigning the Endurance Agreement of Sale for BP 183 Lot H to a new LLC purchaser was made by Mrs. Melcher, seconded by Mr. Firely and unanimously approved.

In response to Met-Ed's invoice concerning the vault relocation on Aviation Road, Mr. Adams asked Mr. Zaborowski to write a letter questioning the invoice amount. The letter is to be directed to Commissioner Leinbach and he agreed to reach out to David Turner for a response. Met-Ed did grant a one-year extension to April 2022 for the Detailed Load Study provision of having 3 MW in use by April 2021.

Mr. Zaborowski reported on:

- Inquired to the Board if they would like any changes to the monthly activity report format. The consensus was it is good as is.
- Received the escrow refund check from RAWA. The BP 78 water system being transferred to the Owners Association is still outstanding.
- Due to COVID, the 2021 performance goals were paused. In the near future, the goals will be forwarded to the HR Committee for review.
- Anticipating an August Board retreat can be held in person. Mr. Adams asked Mr. Zaborowski to provide 2 – 3 potential dates to the Board members and Commissioners.

At 9:54 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.

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

Respectfully submitted,

Executive Director