

MINUTES

BERKS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

December 13, 2021

The December 13, 2021 meeting of the Berks County Industrial Development Authority was held off-site and with Zoom availability and called to order at 8:30 AM by the Chairman, Mr. Adams.

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

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

Attending via Zoom: James A. Adams
Christian Y. Leinbach, Commissioner
Michael S. Rivera, Commissioner
Pamela Shupp, Deputy Chief Admin Officer & Econ Dev Director
Mary L. Buerer, Executive Assistant to Commissioner Leinbach
Jessica D. Blausler, Executive Assistant to Commissioner Barnhardt
Barbara J. Lopez, Executive Assistant to Commissioner Rivera
Anne-Marie Yocom-Grill, Executive Assistant to Commissioner Leinbach

Mr. Setley called for any Board nominations for the reorganization. Mr. Adams would like to step down as Chairman and nominated Mr. Jenkins. There being no other nominations for Chairman, Mr. Adams made a motion to appoint Mr. Jenkins as Chairman, which was seconded by Mrs. Melcher and unanimously approved. This opened the position of Secretary/Assistant Treasurer/Vice Chairman. Mr. Firely made a motion to approve the nomination of Mrs. Deysher as Secretary, seconded by Mrs. Melcher and unanimously approved. Mr. Firely was reappointed as Treasurer/Vice Chairman/Assistant Secretary by a motion made by Mrs. Deysher, seconded by Mr. Jenkins and unanimously approved. Mrs. Melcher and Mr. Adams were appointed as Vice Chairman/ Assistant Treasurer/Assistant Secretary by Mr. Firely, seconded by Mrs. Melcher and unanimously approved.

The Board members' positions are as follows:

Eric W. Jenkins	-	Chairman
Kirsten S. Deysher	-	Secretary, Vice Chairman and Assistant Treasurer
Robert F. Firely	-	Treasurer, Vice Chairman and Assistant Secretary
Terri C. Lampe Melcher	-	Vice Chairman, Assistant Treasurer and Assistant Secretary
James A. Adams	-	Vice Chairman, Assistant Treasurer and Assistant Secretary

A motion to approve the minutes of the November 8, 2021 Board meeting was made by Mrs. Deysher, 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. Mrs. Deysher seconded the motion and it was unanimously approved.

A motion to approve and advertise the 2022 Meeting Schedule was made by Mrs. Deysher, seconded by Mrs. Melcher 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 Solicitor for 2022. His annual retainer of \$12,500 covers the BCIDA general issues and the routine BCIDF issues. His hourly rate remains the same at \$205. Mr. Adams made the motion, seconded by Mrs. Melcher and it was unanimously approved.

Mr. Zaborowski's updates:

- He met with Mrs. Shupp and Mr. Harris concerning Sensient. There has been private developer interest.
- Mr. Shuman has been awarded a RACP grant for his Medical Arts Building. He may also receive a grant for the Trexler Building. BerksIDA will process the RACP(s).
- Mr. Shuman will receive New Market Tax Credits for his Trust Building and he may need bridge financing through BerksIDA.
- Draft recommendations by the County's strategic planning consultants should be ready for review in February/March with a roll-out of the final plan in March/April.

At 8:50 AM, the regular meeting was recessed and the Board entered executive session. In the executive session matters related to personnel issues were discussed. The Board reconvened the regular meeting at 9:10 AM. The 2022 salary structure for the employees was disclosed with a motion made by Mr. Jenkins, seconded by Mrs. Deysher and unanimously approved. The Board disclosed the 2021 SEP contributions. The motion for approval was made by Mr. Firely, seconded by Mrs. Melcher and unanimously approved.

There being no further business to come before the Board, at 9:13 AM the meeting was adjourned.

Respectfully submitted,

Executive Director