

MINUTES

BERKS COUNTY INDUSTRIAL DEVELOPMENT FOUNDATION

December 13, 2021

The December 13, 2021 meeting of the Berks County Industrial Development Foundation members and Board of Directors was held off-site and with Zoom availability and called to order at 9:15 AM by Mr. Adams. A Notice of Meeting was emailed on December 6, 2021.

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 and Officer nominations for the reorganization. Mr. Firely made a motion to reappoint the Board members and appoint the Officers equivalent as appointed on the Authority. Mrs. Deysher seconded the motion and it was unanimously approved. The Board and Officers positions are as follows:

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

Mrs. Deysher made a motion to reappoint Mr. Zaborowski as Executive Director. Mrs. Melcher seconded the motion and it was unanimously carried.

A motion to approve the minutes for the July 12, 2021 and August 24, 2021 meetings was made by Mr. Jenkins, seconded by Mr. Firely 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 2021. In addition, the statement disclosing the names of the current officers and directors were reviewed. Mrs. Melcher made a motion to accept as presented. Mrs. Deysher seconded the motion and it was unanimously approved.

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

A motion to approve and advertise the 2022 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 BerksIDF Solicitor for 2022. His annual retainer of \$12,500 covers the BerksIDA general issues and the routine BerksIDF issues. Mrs. Melcher made the motion, seconded by Mrs. Deysher and it was unanimously approved.

There being no further business to come before the Board, the meeting was adjourned at 9:22 AM.

Respectfully submitted,

Executive Director