

MINUTES

BERKS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

December 12, 2022

The December 12, 2022 meeting of the Berks County Industrial Development Authority was held off-site and with Zoom availability and called to order at 8:42 AM by the Chairman, Mr. Jenkins.

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

Member Absent: James A. Adams

Others Present: Michael A. Setley, Esquire, Solicitor
 Jeremy R. Zaborowski, Executive Director
 Vicki L. Bentz, Recording Secretary
 Christian Y. Leinbach, Commissioner
 Michael S. Rivera, Commissioner
 Pamela Shupp, Deputy Chief Admin Officer & Econ Dev Director
 Andrew J. Roland, newly appointed member beginning 2023

Mr. Setley called for any Board nominations for the reorganization. Mrs. Melcher made a motion to reappoint the Board members in their current positions with the exception of Mr. Adams who will be replaced by Mr. Roland. Hearing no other nominations, Mr. Firely seconded the motion and it was 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
Andrew J. Roland	-	Vice Chairman, Assistant Treasurer and Assistant Secretary

A motion to approve the minutes of the October 17, 2022 Board meeting was made by Mrs. Deysher, seconded by Mrs. Melcher and unanimously approved.

Mrs. Melcher made a motion to approve the October and November 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 advertise the 2023 Meeting Schedule was made by Mrs. Melcher, seconded by Mr. Firely and unanimously approved. A copy of the Meeting Schedule is attached hereto. It was decided to continue to hold the meetings at the GRCA Center for Business Excellence, 49 Commerce Drive, Wyomissing location.

Mr. Setley was reappointed as the Solicitor for 2023. His annual retainer of \$12,500 covers the BCIDA general issues and the routine BCIDF issues. His hourly rate for municipal billing will increase from \$205 to \$225. This is the first increase since January 2020 and pertains to our projects other than general issues. Mrs. Melcher made the motion, seconded by Mr. Firely and it was unanimously approved.

Mr. Firely made the motion to ratify the previous unanimous consent of the Board via email concerning the execution of the acknowledgement and consent to close the Kutztown University Foundation's bond debt. Mrs. Melcher seconded the motion and it was unanimously approved.

A motion was made by Mrs. Deysher to approve and execute the Penn Optical Agreement with Greater Berks Development Fund (GBDF) and Reading Redevelopment Authority (RRA) to apply for ISRP funds on RRA's behalf for environmental studies of the Penn Optical site, with GBDF and BerksIDA contributing up to \$35,000 each in matching funds. The motion was seconded by Mrs. Melcher and unanimously approved.

Mr. Zaborowski presented a Sewer Use Agreement with the Reading Regional Airport Authority for BP 183, Lot H. This Agreement will be assigned to Endurance upon settlement and no escrow is required by BerksIDA. Mr. Firely made a motion to approve and execute the Agreement which was seconded by Mrs. Melcher and unanimously approved.

Mr. Zaborowski explained the Berks County Planning Commission Spring 2023 Regional Municipality Meetings project in conjunction with GRCA, RBAR, RDA and BerksIDA. This is an outgrowth from Imagine Berks. The meetings are anticipated to begin in February 2023 and end by the third quarter 2023. Mr. Firely made a motion to contribute up to \$5,000 toward this project and for BerksIDA to manage the funds and accounting for the income/expenses related thereto. Mrs. Melcher seconded the motion and it was unanimously approved.

Mr. Zaborowski's updates:

- BerksIDA will manage \$5M for the infrastructure fund project to invest in infrastructure and business creation. Mr. Zaborowski will take the lead to prepare a MOU in 2023 with funding anticipated in 2024.
- The SunCap building should be occupied by the end of the first quarter 2023. This will be a FedEx last-mile distribution center. A tour of the facility will be scheduled next year.
- As previously reported, Verizon came upon damaged lines at BP 183. Blue Rock investigated the situation and it was determined that UGI caused the damage.
- Any suggestions for guest speakers at next year's Board meetings?
- BCCD has completed their review for Lot H, Endurance, and is forwarding it to DEP for their review/approval. We should receive DEP's approval by late January and the lot should be fully entitled then.

A motion by acclamation to approve the Proclamation and recognize Mr. Adams 20 years of service to the BerksIDA was made by Mrs. Melcher, seconded by Mr. Firely and unanimously approved. Mr. Zaborowski voiced some outstanding points on the Proclamation. Commissioner Leinbach also had such kind words about Mr. Adams in that no other person had a greater impact on Commissioner Leinbach with management skills, team building and total quality skills. Mr. Adams

really enjoyed being on the BerksIDA's Board and asked to be reappointed every term. Mr. Setley commented that he worked with Mr. Adams for his entire term on the Board and was a good friend.

At 9:20 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 9:28 AM. The 2023 salary structure and 2022 SEP contributions for the employees were disclosed with a motion made by Mr. Firely, seconded by Mrs. Melcher and unanimously approved.

There being no further business to come before the Board, at 9:29 AM the meeting was adjourned.

Respectfully submitted,

Executive Director