

## MINUTES

### BERKS COUNTY INDUSTRIAL DEVELOPMENT FOUNDATION

**December 12, 2022**

The December 12, 2022 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 8:30 AM by Mr. Jenkins. A Notice of Meeting was emailed on December 5, 2022.

Members Present: Eric W. Jenkins  
Robert F. Firely  
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  
Pamela Shupp, Deputy Chief Admin Officer & Econ Dev Director  
Andrew J. Roland, newly appointed member beginning 2023

Mr. Setley called for any Board and Officer nominations for the reorganization. Mr. Firely made a motion to reappoint the Board members and the Officers in their current positions with the exception of Mr. Adams who will be replaced by Mr. Roland. Hearing no other nominations, Mrs. Melcher 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  
Andrew J. Roland, Second Vice President, Assistant Secretary and Assistant Treasurer  
Robert F. Firely, Treasurer, Assistant Secretary  
Kirsten S. Deysher, Secretary, Assistant Treasurer

A motion to approve the minutes for the October 17, 2022 meeting was made by Mrs. Melcher, seconded by Mr. Firely and unanimously approved.

As outlined in Section 4.1 of the Bylaws pertaining to the annual report, the Profit and Loss and Balance Sheet covering January through month-end November 2022 were reviewed. Mrs. Melcher made a motion to accept as presented. Mr. Firely 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 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 BerksIDF Solicitor for 2023. His annual retainer of \$12,500 covers the BerksIDA general issues and the routine BerksIDF issues. Mrs. Melcher made the motion, seconded by Mr. Firely and it was unanimously approved.

There being no further business to come before the Board, the meeting was adjourned at 8:40 AM.

Respectfully submitted,

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Executive Director