

## MINUTES

### BERKS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

June 12, 2023

The June 12, 2023 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 Vice-Chairperson, Mrs. Deysher.

Members Present: Eric W. Jenkins  
Kirsten S. Deysher  
Terri C. Lampe Melcher  
Andrew J. Roland

Member Absent: Robert F. Firely

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

Mr. Zaborowski introduced Susan Buono, the applicant for the part-time Administrative Assistant position. Mrs. Buono will be shared with the Redevelopment Authority and will spend approximately a quarter of her time with BerksIDA. The Board members received Mrs. Buono's resume with the Board packet.

A motion to approve the minutes of the May 8, 2023 Board meeting was made by Mrs. Melcher, seconded by Mr. Jenkins and unanimously approved.

Mr. Roland made a motion to approve the May income and expense reports, financial statements and the budget reports. Mrs. Melcher seconded the motion and it was unanimously approved.

Mr. Zaborowski shared his update with First National Bank regarding the credit line proposal for the Glidden project. This will be a second credit line with security at 70% of SEI's marketable securities. It was recommended to do the fixed-rate product for two years, which at time of quote was at 3.72% but would adjust slightly depending on date of execution. Mr. Jenkins made a motion to approve which was seconded by Mr. Roland and it was unanimously approved.

At 9:02 AM, the regular meeting was recessed and the Board entered executive session to discuss a matter related to personnel.

At 9:11, the Board reconvened the regular meeting. A motion was made by Mrs. Melcher, seconded by Mr. Jenkins and unanimously approved for the Shared Administrative

Employee MOU with the Redevelopment Authority of Berks County and authorize the Executive Director to execute same.

Mr. Jenkins made a motion, seconded by Mrs. Melcher and unanimously approved to ratify the unanimous consent of the Board by email on May 24<sup>th</sup> to hire Gage Personnel for the Financial Coordinator search and authorize the Executive Director to execute the Service Agreement between BerksIDA and Gage Personnel.

A lengthy discussion was held on reaching out to the City of Reading for assistance with the City's permitting process due to several businesses' concerns with turn-around time. At the conclusion, Mr. Jenkins recommended as first steps to lay the groundwork and speak with someone outside of the Mayor's office such as Bill Heim. Mr. Zaborowski is to work with Mr. Jenkins to schedule a meeting.

Mrs. Melcher made a motion to approve the Owner and Engineer Agreement between BerksIDA and Ludgate Engineering Corp. for Lot H, as required by Endurance's Bank Truist, and authorize the Executive Director to execute on behalf of BerksIDA. Mr. Roland seconded the motion and it was unanimously approved.

Per the BP 183 Condominium Association Protective Covenants, the BerksIDA Board is to appoint five members for the Building Committee. The five members nominated were Messrs. Zaborowski and Jenkins from BerksIDA, Mr. Maack from US Anodize and two reps from SunCap. Mrs. Melcher made a motion to appoint as specified which was seconded by Mr. Roland and unanimously approved.

Mr. Roland made a motion to approve the Property Management Agreement between BP 183 Condominium Association and BerksIDA and authorize the Executive Director to execute on behalf of the BP 183 CA and BerksIDA. This motion was seconded by Mr. Jenkins and unanimously approved.

The Assignment between Shuman Development Group and BerksIDA regarding the Glidden property was tabled by Mr. Zaborowski.

At 9:46 AM, the regular meeting was recessed and the Board entered executive session to discuss a real estate matter.

At 10:00, the Board reconvened the regular meeting. No official action was taken pertaining to this matter.

Mr. Zaborowski's updates:

- The retreat was confirmed to be held on Wednesday, August 30, from 8:30 a.m. to approximately 11:00 a.m. If available, the Board would like to meet at Berks Nature.
- If available, the Board would like to hold the July 10 Board meeting at the Mohnton South Campus and to take a tour of the building.

There being no further business to come before the Board, at 10:18 AM the meeting was adjourned.

Respectfully submitted,

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Executive Director