

MINUTES

BERKS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

October 16, 2023

The October 16, 2023 meeting of the Berks County Industrial Development Authority was held off-site and called to order at 8:30 AM by the Chairman, Mr. Jenkins.

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

Others Present: Jeremy R. Zaborowski, Executive Director
Nicole Plank, Esquire, Solicitor
Diane Bujnovsky, Fiscal Officer
Susan Buono, Administrative Assistant
Senator Chris Gebhard, PA Senate District (Guest Speaker)

Senator Chris Gebhard, PA Senate District was our guest speaker at this month's Board meeting.

A motion to approve the minutes of the August 30, 2023 Board meeting was made by Mrs. Deysher, seconded by Mrs. Melcher and unanimously approved.

Mrs. Melcher made a motion to approve the August 2023 and September 2023 income and expense reports, financial statements and the budget reports. Mr. Roland seconded the motion, and it was unanimously approved.

A motion was made by Mrs. Deysher to approve renewal of Herbein's contract for auditing and 990 Form completion for years 2023, 2024, and 2025. Mr. Roland seconded the motion, and it was unanimously approved.

Mrs. Melcher made a motion to approve updates to the Employee handbook as presented, with an effective date of October 16, 2023. Mrs. Deysher seconded the motion, and it was unanimously approved.

A motion to approve the 2024 Action Plan was made by Mrs. Deysher, seconded by Mrs. Melcher and unanimously approved.

Mr. Zaborowski's updates:

- There will be no November 2023 Board meeting.
- We will be discussing and planning upcoming IDA Christmas party in the next few weeks.

There being no further business to come before the Board, at 10:00 AM the meeting was adjourned.

Respectfully submitted,

Executive Director