



BerksIDA MINUTES

July 14, 2025

The July 14, 2025 meeting of the Berks County Industrial Development Authority was held off-site and called to order at 8:30 am by Chairman, Eric Jenkins.

Members Present: Eric Jenkins
Kirsten Deysher
Robert F. Firely
Terri Lampe-Melcher
Andrew Roland

Other Present: Daniel Becker, Esquire, Solicitor
Diane L. Bujnovsky, Financial Coordinator
Jeremy R. Zaborowski, Executive Director
Pam Menet (via Zoom)

No Public Comments were expressed.

A motion to approve the minutes for the June 9, 2025 Board meeting was made by Ms. Deysher, seconded by Ms. Lampe-Melcher and passed unanimously.

A motion to approve June Income and Expense reports, the Financial Statements, and the Budget Reports was made by Mr. Firely, seconded by Mr. Roland and passed unanimously.

A motion to approve Waiver of Conflicts Letter regarding the Tax Increment Revenue Note (Amity Township TIF Project, Series of 2025) and Kozloff Stoudt Attorneys' representation of BCIDA and Amity Township was made by Ms. Deysher, seconded by Mr. Firely and passed unanimously.

A motion to ratify the mowing contract with RCD Services for mowing services at Glidden for \$700 and motion to approve mowing contract for Berks Park 183 properties for \$3,600 was made by Ms. Lampe-Melcher, seconded by Mr. Firely and passed unanimously.

A motion to approve a transfer of \$5,000 to the First National Bank account to capitalize it as the infrastructure loan fund account, to be repaid to the IDA general fund upon closing of BerksIDA's first fund loan was made by Mr. Roland, seconded by Ms. Lampe-Melcher and passed unanimously.

A motion to approve \$5,405 in application and escrow fees and authorize Executive Director to sign applications necessary for sketch plan submittal to Bern Township for pad-ready design approvals at Lots A, F and G at Berks Park 183 was made by Ms. Deysher, seconded by Ms. Lampe-Melcher and passed unanimously.

A motion to authorize the Executive Director, upon Solicitor review, to execute Fill Agreement with Schlouch Incorporated for excess clean fill to be deposited on remaining BerksIDA lots at Berks Park 183 was made by Mr. Firely, seconded by Mr. Roland and passed unanimously.

At 9:05 am, the regular meeting was adjourned and the board entered Executive Session to discuss Real Estate matters.

At 9:17 am, the board reconvened for the regular meeting to vote. A motion to approve LOI for Novo Cleaning Services pending solicitor review and updated comps was made by Ms. Deysher, seconded by Ms. Lampe-Melcher and passed unanimously.

At 9:18 am, the regular meeting was adjourned and the board entered Executive Session to discuss Real Estate matters.

At 9:57 am, the board reconvened for the regular meeting. No action was taken.

Brainstorming for the Board Retreat was postponed until the August meeting due to time constraints.

Executive Director's updates

There being no further business, the meeting was adjourned at 10:00 am.

Respectfully submitted,

Executive Director