

**Montgomery County Industrial Development Agency  
Governance Committee Meeting Minutes  
January 9, 2025**

**MEMBERS PRESENT:**

Matthew Beck, Chair  
Mark Kowalczyk, Vice-Chair  
Brent Phetteplace, Secretary  
Cheryl Reese, Treasurer  
Jessica Cyr, Member

**STAFF MEMBERS PRESENT:**

Kenneth F. Rose, Chief Executive Officer  
Sheila Snell, Chief Financial Officer  
Vincenzo Nicosia, Director of Program Dev.  
Andrew Santillo, Staff Assistant  
Stephanie Battisti, Economic Dev. Specialist  
Shannon Wagner, Agency Counsel

**MEMBERS ABSENT:**

Edward Watt, Member  
Daniel Roth, Member

**OTHERS PRESENT:**

**I. Call to Order**

The meeting was called to order by Chairman Beck at 3:21 p.m.

**II. New Business**

**A. Review Policy and Procedures**

Chairman Beck asked if everyone has reviewed the policy and procedures that were in the packets sent out.

Mr. Ken Rose explained to the board the yearly review of the policy and procedure is required by PAAA. Upon continued review throughout the year, there were no changes in the policy and procedure manual from last year to this year. There is one item that is currently in the Agency Counsels office for review to see if it is something that will need to change our policy. If there needs to be a change, the policy will come back to the board to do a resolution to amend the policy at that time.

Chairman Beck asked for a recommendation from the Governance Committee to bring the agency policies forward to the full Agency board with positive recommendations. A motion was made by Cheryl Reese seconded by Brent Phetteplace to bring the Policy and Procedures to full board. All members present voted in favor.

**III. Discussion**

Chairman Beck discussed the nominating committee meeting on Tuesday. The nominating committee added the new IDA members into the committees where there were vacancies, and the rest of the members and appointments will remain the same.

Cheryl Reese asked about the appointment of media being The Recorder and if the board would want to add the Daily Gazette too. The board discussed Montgomery County's appointment of media is just The Recorder. No changes were made.

#### **IV. Adjournment**

A motion was made by Brent Phetteplace, seconded by Cheryl Reese, to adjourn the meeting at 3:26pm. All members present voted in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Steph Battisti', written over a horizontal line.

Stephanie Battisti  
Economic Development Specialist