



Open Session  
Minutes

June 12, 2019

225 N. Center Street, Westminster, MD 21157

This notice is pursuant to §3-305b(1).

On April 17, 2019 the Board met in closed session to discuss the employment and compensation of professional services.

I. Call to Order

The meeting was called to order at 8:00 am on June 12, 2019 by Sue Chambers.

Attendee Name	Title	Status
Sue Chambers	Chair	Present
Frank Dertzbaugh	Secretary	Present
Wanda Lynn	Treasurer	Present
Tom Ferguson	Board member	Absent
Steve Bohn	Board member	Present

Other Jack Lyburn, Paige Sunderland, Mike Ensor, Isaac Menasche, Tom Devilbiss and Gale Engles.

II. Approval of Minutes

The April minutes will be revised to show that the MOU on the NCBP pump station *needs to be approved*.

Steve Bohn made a motion to approve the minutes with the revision noted.

**RESULT: ADOPTED**

**MOVER:** Steve Bohn

**SECONDER:** Wanda Lynn

**AYES:** Sue Chambers, Wanda Lynn, Frank Dertzbaugh, Steve Bohn

III. Treasurer Report

Wanda Lynn reviewed the report. A CD is maturing. To cover costs of upcoming projects she will be moving some of these funds to checking and the remaining amount will be in a CD.

Frank Dertzbaugh made a motion to approve the Treasurer's report.

**RESULT: ADOPTED**

**MOVER:** Frank Dertzbaugh

**SECONDER:** Steve Bohn

**AYES:** Sue Chambers, Wanda Lynn, Frank Dertzbaugh, Steve Bohn



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IV. Mt. Airy Business Park

- a.) Devilbiss and Gale Engles briefed the Board on the history of the water issue at the MABP. The water runs from a subdivision across MD 27 through the Park, following the grade topography down towards Boteler Road. They have looked at alternatives to provide a short-term resolution for the flooding (prior to the construction of the storm water management system).  
The Board discussed the options presented. Mr. Menasche will contact Ms. Decker and let her know the IDA is working on a proposal.
- b.) Mr. Menasche is still waiting for the town attorney to comment on documents submitted pertaining to the development of the Park. In order keep moving forward, Mr. Menasche will meet monthly with the town to review project and documents.

V. Grant for Economic Development project

Mr. Lyburn asked the Board to accept a \$60k grant for a prospect who is purchasing a building at Warfield.

The Board discussed, and as a policy, they will ask for claw backs on grants for job creation numbers. As the grant with this company has already been executed without this provision, Mr. Lyburn rescinded his request.

- VI. The account for Westminster Technology Park has funds remaining. The project is complete and Mr. Lyburn submitted a written request to transfer these funds to the IDA's unrestricted account.

Wanda Lynn made a motion to move the remaining funds in the Tech Park grant to unrestricted.

**RESULT: ADOPTED**

**MOVER:** Wanda Lynn

**AYES:** Sue Chambers, Wanda Lynn, Frank Dertzbaugh, Steve Bohn



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VII. Grant request

Paige Sunderland asked the Board to accept a grant (amount TBD) for the NCBP. The exact amount will be determined by June 28, 2019.

Mr. Dertzbaugh moved that the Board accept the grant for the NCBP.

**RESULT: ADOPTED**  
**MOVER:** Frank Dertzbaugh  
**SECONDER:** Steve Bohn  
**AYES:** Sue Chambers, Wanda Lynn, Frank Dertzbaugh, Steve Bohn

VIII. Insurance

The annual insurance policy with LGIT has been signed.

IX. North Carroll Business Park

a.) Ms. Sunderland explained that Carroll Land was unable to obtain satisfactory borings needed to support the storm water pond. As a result, they will need to do additional borings and have requested the Board approve a change order for the required redesign. The change order will not exceed \$25k.

Mr. Dertzbaugh made a motion to approve a change order for the required work up to \$25k.

**RESULT: ADOPTED**  
**MOVER:** Frank Dertzbaugh  
**SECONDER:** Wanda Lynn  
**AYES:** Sue Chambers, Wanda Lynn, Frank Dertzbaugh, Steve Bohn

b.) With the impending development of the Park, Mr. Menasche will draft a new lease for the Lippy Farm which will be for the “northern” section of the property which will remain undeveloped.



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- c.) In order to prepare property that is readily available for development, Mr. Lyburn asked the Board to approve \$25k to begin geo tech work required for a storm water management facility on the parcel next to Fuchs. Following discussion Mr. Lyburn rescinded his request.

X. Pursuant to the Open Meetings Act section §3-305(b) the board voted to go into a closed session.

**RESULT: ADOPTED**

**MOVER:** Sue Chambers

**SECONDER:** Frank Dertzbaugh

**AYES:** Sue Chambers, Wanda Lynn, Frank Dertzbaugh, Steve Bohn

Approved and adopted

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Frank Dertzbaugh  
Secretary