



Open Session
Minutes

January 29, 2020

225 N. Center Street, Westminster, MD 21157

I. Call to Order

The meeting was called to order at 8:00 am on January 29 by Sue Chambers.

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

Other: Paige Sunderland, Mike Ensor, Isaac Menasche, Jack Lyburn, Dan Kenny

II. Approval of Minutes

Steve Bohn made a motion to approve the November minutes.

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

III. Auditors Report

Dan Kenny reported the IDA audit showed no material weaknesses, deficiencies or instances of non-compliance. A clean opinion letter has been issued.

IV. Treasurer Report

Wanda Lynn reviewed the financials. Mr. Menasche will forward paperwork to WHS to show Knorr loan forgiveness.

Steve Bohn made a motion to accept the Treasurer's report.

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



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V. Membership

Mr. Menasche reviewed the County's policy for all County-appointed board members. He recommends a change in the IDA bylaws that would allow the IDA body to include members who reside outside of the County if they own a business in Carroll or have special knowledge or expertise that would benefit the Board's mission.

Steve Bohn made a motion to approve the recommended change in the bylaws.

RESULT: ADOPTED

MOVER: Steve Bohn

SECONDER: Wanda Lynn

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

VI. Mt. Airy Business Park (MABP)

Mr. Menasche briefed the Board on a recent meeting that he and Frank Dertzbaugh attended with members and officials of the town. The town attorney and IDA have agreed to terms outlined in the annexation and well/cost sharing agreements. The joint annexation petition will be ready for submission in the near future.

VII. Dulaney property

The property is slated to be re-zoned to Employment Campus. The County is continuing to use the property to store dirt from SWM retro-fit projects. They will complete this in the Spring.

VIII. MEDAF loan

Mr. Lyburn recommends the IDA pay back the existing loan to Commerce. He also asked the Board to permit him to work with Commerce on a written document outlining terms for a future MEDAF loan structure for development projects.

Steve Bohn made a motion to pay back the existing loan to Commerce.

RESULT: ADOPTED

MOVER: Steve Bohn

SECONDER: Wanda Lynn

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



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Frank Dertzbaugh made a motion to allow Mr. Lyburn to negotiate terms for a future MEDAF loan through Commerce.

RESULT: ADOPTED

MOVER: Frank Dertzbaugh

SECONDER: Steve Bohn

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

IX. North Carroll Business Park – northern section

Mr. Lyburn asked the Board to consider a long-term lease for a solar array project on the property. Given the lack of available water/sewer on the property, with no timeframe of when these services will be available, this would allow the property to generate revenue.

Frank Dertzbaugh made a motion to allow Mr. Lyburn to proceed in broad discussions regarding this use on the property. The Board will need more information before considering details.

RESULT: ADOPTED

MOVER: Frank Dertzbaugh

SECONDER: Wanda Lynn

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

X. North Carroll Business Park – southern section

Mr. Menasche will continue to work with Ridge's attorney to draft formal documents regarding a shared SWM facility and road access.

The meeting adjourned at 9:10 am.

Approved and adopted

Frank Dertzbaugh, Secretary