



Open Session
Minutes

April 17, 2020

225 N. Center Street, Westminster, MD 21157

I. Call to Order

The special conference call meeting was called to order at 11:00 am on April 17 by Sue Chambers.

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

Other: Paige Sunderland, Isaac Menasche, Jack Lyburn

II. Approval of Minutes

The Board noted minor changes to March 18 and April 3 minutes. Once corrected, there was a motion to approve the minutes.

Steve Bohn made a motion to approve March 18 and April 3 minutes with the noted corrections.

RESULT: ADOPTED

MOVER: Steve Bohn

SECONDER: Wanda Lynn

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

Mr. Lyburn reviewed the success of the Small Business Emergency Relief program. Economic Development received more applications than they could fund. The Board of County Commissioners would like to honor the additional eligible applications and assist sole proprietorships and home-based businesses. They would like to grant the IDA an additional \$50k to cover applications that were received after funding ran out of Phase I. In addition, they would like to grant the IDA \$200k in "Phase 2", a grant offered only to sole proprietorships or home-based businesses.



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After discussion on how to verify Phase 2 entities, the IDA asked that Mr. Menasche tighten the certification language. In addition, the Board will require an applicant to supply an EIN in order to be eligible.

Steve Bohn made a motion to accept the \$50k and \$200k funds to be used as described for Phase I and Phase 2 of the Small Business Emergency Relief Grant Fund and to direct Mr. Menasche to draft MOU's to be signed between the County and the IDA.

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

- III. RFP on 10 acres adjacent to Fuchs
Mr. Lyburn stated that CLSI was the only firm to respond to the RFP. He asked the Board to accept the RFP and to sign a contract with CLSI for the work.

Mr. Dertzbaugh made a motion to sign a contract for CLSI services on the 10-acre land parcel.

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

- IV. Mr. Lyburn asked the Board to accept a grant of \$63,215 to pay for the engineering services of the 10-acre parcel.

Mr. Bohn made a motion to accept a grant from ED for a total of \$63,215 to pay for CLSI engineering services.

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



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V. Bog Turtle Study

Ms. Sunderland updated the Board on the required Bog Turtle Study. CLSI is subcontracting these services to Coastal Resources. The consultant will be accessing the property daily from late April through June.

Meeting adjourned 11:40 am.

Approved and adopted

Frank Dertzbaugh, Secretary