



Open Session  
Minutes

March 31, 2021

225 N. Center Street, Westminster, MD 21157

I. Call to Order

The virtual meeting was called to order at 9:00 am on March 31 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, Dave Bowersox and Jack Lyburn.

II. Approval of Minutes

With a few revisions noted, Steve Bohn made a motion to approve the January 2021 minutes.

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

III. Treasurer Report – Wanda Lynn

Ms. Lynn noted minimal activity. Ms. Lynn questioned whether the Board should require change orders when subcategories overspend in engineering contracts. The Board asked Ms. Lynn to look further into this and recommend back to the Board accordingly.

Mr. Yingling made a motion to approve the Treasurers Report.

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



Open Session  
Minutes

IV. Solar contract on northern NCBP

Dave Bowersox reviewed the contract and noted the IDA was linked into the Power Provider Agreement. He recommends the IDA be a landlord only. He will work with Public Works on this and prepare an indemnification agreement to protect the IDA.

V. Lippy Lease at NCBP

Mr. Bowersox has contacted them about timing of development. He asked the Board if they wanted him to prepare a lease with the revised terms due to the impending development of some of the property.

Steve Bohn made a motion to approve the new lease terms to be drafted by Mr. Bowersox.

**RESULT: ADOPTED**

**MOVER:** Steve Bohn

**SECONDER:** Wanda Lynn

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

VI. Ridge Engineering

Mr. Menasche briefed the Board on recent activities. The Joint Development Agreement still needs to be signed by Ridge. Ridge wants the IDA to take fill dirt from their site and they will need to provide information for the IDA to review and determine if this is something the Board will approve.

VII. Dulaney Property

Mr. Lyburn noted the boundary plat is being updated and should be done in a month. Once this is done the Board can discuss possible acquisition of the property.

VIII. Grants

- a. Mr. Lyburn asked the Board to transfer funds from MABP to NCBP. Mr. Menasche noted a letter from the County authorizing the transfer of funds is required. Mr. Lyburn will send a letter to the IDA officially requesting the transfer of the funds.
- b. Mr. Lyburn asked the Board to accept a grant of \$450,000 for the NCBP project.

Wanda Lynn made a motion to accept the grant.

**RESULT: ADOPTED**

**MOVER:** Wanda Lynn

**SECONDER:** Carroll Yingling

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



Open Session  
Minutes

IX. Other

- a. Mike Ensor noted the IDA is holding \$300,000 for Warfield sewer project and asked if this was still a viable project given the property was sold to a private developer. Ms. Sunderland will follow up on this.
- b. Mr. Dertzbaugh noted the IDA still owns 4110 Watersville Road. As the IDA is not moving forward with the MABP development, the Board will need to decide what to do with the property. This will be on April's agenda.

\*After publication of agenda, Mr. Lyburn noted a timely issue concerning the proposal for a business organization to expand in the State and asked the Board to go into closed session to discuss.

X. Mr. Bohn made a motion to close the meeting pursuant to 3-305(b)4

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

XI. Mr. Bohn made a motion to open the meeting.

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

Meeting adjourned 10:30 am.  
Approved and adopted



Open Session  
Minutes

Frank Dertzbaugh, Secretary