



Open Session
Minutes

October 6, 2021

225 N. Center Street, Westminster, MD 21157

I. Call to Order

The meeting was called to order at 2:35 pm on October 6 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, Dave Bowersox, Mike Ensor and Jack Lyburn.

II. Approval of Minutes

Ms. Lynn voted to approve the minutes.

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

III. Treasurer Report – Wanda Lynn

Ms. Lynn reviewed the financial report. She noted IDA CD's will be maturing in November and asked if they should be renewed. Mr. Lyburn recommended that \$2.1 million be on hand for the contractor costs at NCBP. Ms. Lynn will re-invest accordingly.

Ms. Lynn noted that the auditors found 11 uncashed grant checks from the Small Business Emergency Relief Grant program, totaling \$13,500. Paige Sunderland researched the companies to whom these checks were issued and found one that is still in business in Carroll County and is still in good standing (two items required to be eligible for the grant). Ms. Lynn noted the IDA paid accounting fees and asked if the IDA could retain the remaining funds and use them to help cover fees associated with the IDA administering the grant program. Ms. Sunderland will check on this matter and report back.



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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, Frank Dertzbaugh, Carroll Yingling

IV. NCBP

Mr. Bowersox had discussions with Ridge to sort out remaining issues: the Joint Development Agreement, the Site Development Agreement and the Deed of Extinguishment for the railroad spur. With these matters now resolved, Ms. Chambers can sign the agreements.

V. Signature Authority Resolution

Mr. Bowersox noted the IDA had adopted a resolution several years ago that authorized signatures on the Board's behalf. This resolution named people by their by their name, not their Board position, and several of the persons named are no longer on the IDA Board. Mr. Bowersox asked if the Board would like to update the document and name just the officer title and not individual names so the resolution would not need to be updated in conjunction with changes in membership. After discussion the Board decided to update the resolution so "in absence of the Chair one of the officers has the authority to sign documents". Bylaws will need to be updated as well.

Mr. Dertzbaugh moved to have Mr. Bowersox update the resolution as discussed and agreed upon.

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



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- VI. Dulaney property
Jack Lyburn and Frank Dertzbaugh walked the property to assess its suitability. The County may be interested in keeping 25 acres for a solar project and this would need to be subdivided off prior to the IDA taking title.

VII. MOTION TO CLOSE MEETING

Ms. Lynn made a motion to close the meeting pursuant to 3-305(b) 4, 7 & 14.

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

VIII. MOTION TO OPEN

Mr. Dertzbaugh made a motion to open the meeting.

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

IX. Watersville Road House

The Board requested Ms. Sunderland to speak with two real estate agents regarding listing the house for sale.

Next Meeting
Wednesday, November 24, 2021