



Open Session  
Minutes

November 24, 2021

225 N. Center Street, Westminster, MD 21157

I. Call to Order

The meeting was called to order at 9:00 am on November 24 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

Others: Paige Sunderland, Dave Bowersox, Mike Ensor, Jack Lyburn and guest Dan Kenny.

II. Approval of Minutes

Ms. Lynn noted a correction on October minutes for the next meeting date. With that correction made Ms. Lynn voted to approve the minutes.

**RESULT: ADOPTED**

**MOVER:** Wanda Lynn

**SECONDER:** Carroll Yingling

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

III. Audit – Dan Kenny

Mr. Kenny attended virtually to present the audit report. The audit found no material weakness or instances of non-compliance.

IV. Treasurer Report

Ms. Lynn reviewed the financials. She will be rolling over CD's. At last month's meeting the Board had discussed the possibility of retaining the remaining \$13,500 in COVID grant funds



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that could not be issued. The County is considering how the remaining grant funds can be dispersed.

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

**RESULT: ADOPTED**

**MOVER:** Carroll Yingling

**SECONDER:** Frank Dertzbaugh

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

V. NCBP

Mr. Bowersox prepared and executed the Joint Development Agreement and the Site Development Agreement. He needs metes and bounds descriptions to prepare deeds for the land swap with Ridge.

VI. MOTION TO CLOSE MEETING

Mr. Yingling moved to close the meeting pursuant to OMA 3-305 (b) 4, 7, 14

**RESULT: ADOPTED**

**MOVER:** Carroll Yingling

**SECONDER:** Wanda Lynn

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

VII. MOTION TO OPEN MEETING

Mr. Bohn made a motion to open the meeting.

**RESULT: ADOPTED**

**MOVER:** Steve Bohn

**SECONDER:** Frank Dertzbaugh

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



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VIII. Economic Development Briefing

At the request of the Chair Mr. Lyburn gave a report on his department's activities.

IX. Request to Accept Economic Development Grant

Mr. Lyburn asked the Board to accept a \$250k grant to be earmarked for the development of the North Carroll Business Park.

Ms. Lynn made a motion to accept the grant for the NCBP.

**RESULT: ADOPTED**

**MOVER:** Wanda Lynn

**SECONDER:** Carroll Yingling

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

Approved and adopted:

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Frank Dertzbaugh  
Secretary