



Open Session  
Minutes

September 28, 2022

225 N. Center Street, Westminster, MD 21157

I. Call to Order

The meeting was called to order at 9:00 am on September 28 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

II. Approval of Minutes

Ms. Lynn made a motion to approve August 2022 minutes.

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

III. Treasurer Report

Ms. Lynn reviewed the financial report. She noted recent expenditures related to expenses at the North Carroll Business Park. Mike Ensor added that the audit is complete.

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

IV.

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



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V. North Carroll Business Park

Ms. Sunderland updated the Board on the construction progress at the property. She said that Mr. Lyburn had expressed interest in possibly moving the proposed reforestation area that abuts MD 30. While valuable due to its prominent location, that part of the property is within Zone 3 of the town's Natural Resource Protection Area, a designation that is tightly regulated by environmental regulations. After discussion the Board decided to retain the parcel as reforestation.

Mr. Bowersox followed up with Hahn's attorney and sent a letter requesting Hahn's send the architectural items the Board requested when they met with Hahn's in July.

Ms. Sunderland presented the Board with a request by the town to replace an old wooden "welcome sign" on the northern part of the NCBP. The Board discussed the potential liability related to having a brick monument sign on its property on MD 30. Mr. Bowersox explained that the safest way for the IDA to protect itself from any potential liability is to not own the land under which the sign stands. If that is not feasible, an easement with indemnification from any liability is also a possibility. The Board asked Ms. Sunderland to go back to the town and see if moving the sign completely out of the IDA property is possible.

VI. Grant

Ms. Sunderland asked the Board to accept a grant from Economic Development for \$150k for the North Carroll Business Park project.

Mr. Yingling made a motion to accept the grant.

**RESULT: ADOPTED**

**MOVER:** Carroll Yingling

**SECONDER:** Steve Bohn

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



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VII. Watersville Road House

Ms. Sunderland reviewed the comparable market analysis report submitted by Mackintosh real estate agent Jody Bishop Bell. The Board discussed the listing price and agent commission for the property.

Mr. Bohn made a motion to list the property at the recommended price and with a standard five percent residential commission.

**RESULT: ADOPTED**

**MOVER:** Steve Bohn

**SECONDER:** Carroll Yingling

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

Ms. Sunderland will notify the tenant that they must vacate the property by November 30, 2022.

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Frank Dertzbaugh  
Secretary