



Open Session
Minutes

November 23, 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 and Dan Kenney (conference call)

II. Approval of Minutes

Mr. Bohn made a motion to approve September 2022 minutes.

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

III. Financial Audit

Mr. Kenny from Cohn Resnick presented the completed audit. It was a clean audit with no findings of material weakness or instances of non-compliance. Mr. Ensor alerted the Board that the County will be bidding auditing services in 2023 and he alert the IDA Board once a decision is made.

IV. Treasurer's Report

Ms. Lynn reported. She informed the Board of a notable change in net position. This has increased as a result of land sale at the North Carroll Business Park. CDs are maturing in the



Open Session
Minutes

next few weeks and the Board will need to decide how much funding is needed in the short term to complete the NCBP project and how much to re-invest.

Mr. Bohn made a motion to authorize Ms. Lynn to roll the CD's over for six months.

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

Mr. Yingling made a motion to approve the Treasurer's Report

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

V. North Carroll Business Park update

a. Town Welcome Sign

Ms. Sunderland reviewed the town's request to place their welcome sign on property currently owned by the IDA on the northern section of the NCBP. At the suggestion of IDA attorney Dave Bowersox, in order to protect the IDA from any liability, the IDA should outright sell/transfer title of the land needed to the town. Ms. Sunderland said the town has agreed to pay for the subdivision of the land needed if the IDA would donate the property to the town for the sign.

Mr. Bohn made a motion to have Mr. Bowersox work with the town on the process of subdividing and transferring the land parcel necessary for the town to construct their sign.

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



Open Session
Minutes

b. Soil Cement option

Mr. Lyburn and Ms. Sunderland reviewed the contractor's recommendation to apply soil cement over the access road into the NCBP. The contractor has expressed concern with the heavy construction traffic using the road and the upcoming winter conditions.

After discussion, the Board asked Ms. Sunderland to schedule a virtual meeting with Ms. Chambers, Mr. Dertzbaugh, Mr. Lyburn, Dean Leister and White Pine representatives to discuss this in more detail.

c. Mr. Lyburn has been in discussions with Clear Channel regarding the lease of the billboard that the IDA owns on MD 30. The 10 yr. lease is up for renewal and they have submitted terms they would like the IDA to consider on a new 10 yr. lease. Mr. Lyburn recommended the Board negotiate these terms more favorably to the IDA.

Mr. Yingling made a motion to have Mr. Lyburn respond to Clear Channel with revised terms of an annual lease of \$2,750 per year with a three percent escalation per year.

RESULT: ADOPTED

MOVER: Carroll Yingling

SECONDER: Steve Bohn

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

VI. Westminster Technology Park

Mr. Lyburn reported he has an interest from a manufacturer to purchase the remaining lot, #1B, for \$250k per acre, "as is". He asked the Board if they are interested in pursuing this offer.

Mr. Bohn made a motion to authorize Mr. Lyburn to negotiate with this prospective user based on the terms described.

RESULT: ADOPTED

MOVER: Steve Bohn

SECONDER: Wanda Lynn

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



Open Session
Minutes

VII. Watersville Road House

Ms. Sunderland reviewed the status of the house and repairs the agent has suggested. Mr. Dertzbaugh will meet Ms. Sunderland and the agent on-site to advise.

VIII. Dulaney Property

Mr. Lyburn reviewed the status of the property. The zone is Employment Campus and the IDA had previously submitted a letter to the County Commissioners expressing an interest in developing this property. The County is exploring using a significant (undevelopable) section of the property for solar. Mr. Lyburn will continue to work with the County on the potential subdivision of the property for the County's solar use prior to the IDA moving forward on the project.

IX. Beaty Property

Mr. Lyburn gave an update on the development of the Eldersburg property. St. John Properties presented a concept plan at a District 5 Commissioner Town Hall meeting. The plan included single family and age restricted housing as well as over 300,000 square feet of flex space. The developer is asking the IDA to consider a financing incentive to assist in the cost of road construction/improvements required as a result of this development.

No motion was made on the subject matter. Dave Bowersox will respond to the developer in writing.

Frank Dertzbaugh
Secretary