



Open Session
Minutes

June 28, 2023

225 N. Center Street, Westminster, MD 21157

I. Call to Order

The meeting was called to order at 9:00 am on June 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	Virtual

Other: Paige Sunderland, Dave Bowersox, Mike Ensor, Jack Lyburn

II. Approval of Minutes

With a revision to correct the new auditing firm's name, Ms. Lynn made a motion to approve the 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. Notable was an increase in the receivables. This was a result of the bond that was posted for the North Carroll Business Park.

Mr. Bohn made a motion to approve the Treasurer report.

RESULT: ADOPTED

MOVER: Steve Bohn

SECONDER: Frank Dertzbaugh

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



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IV. North Carroll Business Park

- a.) Ms. Sunderland briefed the Board on the status of the development. She is working with Kohn Creative on a marketing flyer. The flyer will advertise from five to 30 acres. A business has shown recent interest in the Park.
- b.) Mr. Lyburn discussed a letter of interest (LOI) he received on the northern section. A developer is proposing flex space on a phased take down schedule, beginning with the 10 acres that fronts MD 30. The Board had many questions concerning how this particular contract would work in terms of stormwater management and other issues. The Board tabled discussion on this and will investigate site particulars to determine if they want to retain the property and develop it themselves.

V. Economic Development Update

Mr. Lyburn reviewed projects his department is working on.

VI. Adjourn

The meeting adjourned at 10:15 am.

Frank Dertzbaugh
Secretary