



Open Session
Minutes

October 18, 2023

225 N. Center Street, Westminster, MD 21157

I. Call to Order

The meeting was called to order at 9:00 am on October 18 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

II. Approval of Minutes

Steve Bohn made a motion to approve the June 2023 minutes.

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

III. Treasurer Report

Ms. Lynn reviewed the financial report. She noted that there is still a grant outstanding on the liabilities that needs to be resolved. Mike Ensor and Paige Sunderland will look into this matter. Mr. Ensor said the audit is done and the findings will be presented at the next Board meeting.

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

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



Open Session
Minutes

IV. North Carroll Business Park

Ms. Sunderland briefed the Board on the development project. The southern section is complete and the marketing brochure is posted on the department's website and on Costar.

Ms. Sunderland asked the Board if they would like to move forward with exploring developing the northern section. The IDA would hire an engineer to do some preliminary site work to determine what is buildable.

Mr. Yingling made a motion to approve hiring Clark Azar to do preliminary engineering work on the northern section.

RESULT: ADOPTED

MOVER: Carroll Yingling

SECONDER: Wanda Lynn

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

The Board also asked Ms. Sunderland to check the status of the Dulaney property.

V. Economic Development Update

Ms. Sunderland noted that the functions of the Department of Economic Development remain the same after the passing of Jack Lyburn in August. She will keep the Board informed if/as changes occur.

VI. Adjourn

The meeting adjourned at 9:50 am.

Frank Dertzbaugh
Secretary