



Open Session
Minutes

January 10, 2024

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	Absent
Wanda Lynn	Treasurer	Present
Steve Bohn	Board member	Present
Carroll Yingling	Board member	Present

Other: Paige Sunderland, Dave Bowersox, Mike Ensor and Denise Beaver

II. Introduction of Economic Development Director

Sue Chambers introduced Denise Beaver who was recently promoted to Director. Ms. Beaver reiterated the Department’s continued support to the IDA in its mission. Ms. Chambers also noted Paige Sunderland was promoted to Deputy Director. Ms. Beaver explained that Ms. Sunderland will continue to be the Department’s primary contact with the Board but that she is available at any time to assist on Board matters.

III. Approval of Minutes

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

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

IV. Financial

a.) Audit

Ms. Cheri Amos from CliftonLarsonAllen joined the meeting by conference call. The firm made an unmodified audit opinion of the IDA’s books. They did recommend



Open Session
Minutes

reviewing monthly journal entries even if a meeting is not scheduled. Ms. Sunderland will talk to WHS about sending them each month.

b.) Treasurer Report

Ms. Lynn reviewed the monthly report.

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

RESULT: ADOPTED

MOVER: Carroll Yingling

SECONDER: Steve Bohn

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

Ms. Lynn made a motion to move the funds from the Warfield project to the NCBP.

RESULT: ADOPTED

MOVER: Wanda Lynn

SECONDER: Steve Bohn

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

V. North Carroll Business Park

Mr. Bowersox briefed the Board on the outstanding matters as to how to manage the SWM pond and road maintenance costs. He reviewed the Joint Development Agreement signed with Ridge and the need for a new mechanism for new users to pay into both infrastructure projects. He noted a basic agreement is that all new users would contribute for maintenance of pond proportionate to acreage. Ms. Lynn asked about other best practices that the IDA could review. Ms. Sunderland will ask the County employees familiar with this for their opinion.

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, Carroll Yingling



Open Session
Minutes

VI. Future projects

Ms. Sunderland noted that the IDA is nearly complete at the NCBP and suggested the Board begin exploring future development options. The Board discussed the NCBP northern section and the Dulaney property. She explained Dulaney is an Employment Campus zone which requires a different methodology of developing than the IDA is accustomed to (it requires a comprehensive design of all buildings and infrastructure at the very beginning of the project). Discussion ensued on how the IDA would like to proceed.

Ms. Lynn made a motion to retain ClarkAzar to design a preliminary sketch and cost estimates for each project so the IDA has a better understanding of what each may possibly require.

RESULT: ADOPTED

MOVER: Wanda Lynn

SECONDER: Carroll Yingling

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

VII. Adjourn

The meeting adjourned at 10:15 am.

Frank Dertzbaugh
Secretary