



Open Session  
Minutes

April 17, 2019

225 N. Center Street, Westminster, MD 21157

This notice is pursuant to §3-305b(1).

On February 7, 2019 the Board met in closed session to discuss the employment and compensation of professional services.

I. Call to Order

The meeting was called to order at 8:00 am on April 17, 2019 by Sue Chambers.

Attendee Name	Title	Status
Sue Chambers	Chair	Present
Frank Dertzbaugh	Secretary	Present
Wanda Lynn	Treasurer	Present
Tom Ferguson	Board member	Absent
Steve Bohn	Board member	Present

Other Jack Lyburn, Paige Sunderland, Mike Ensor, Isaac Menasche

II. Approval of Minutes

Steve Bohn made a motion to approve the minutes.

**RESULT: ADOPTED**

**MOVER:** Steve Bohn

**SECONDER:** Frank Dertzbaugh

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

III. Treasurer Report

Wanda Lynn reviewed the report and notable financial transactions.

Steve Bohn made a motion to accept the Treasurers report.

**RESULT: ADOPTED**

**MOVER:** Steve Bohn

**SECONDER:** Frank Dertzbaugh

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



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IV. Mt. Airy Business Park

Mr. Menasche reviewed the MOU between the IDA and Carroll County which details responsibilities of the joint swale drainage project. The County will oversee the construction of the sediment basin and will approve invoices for payment. Economic Development has committed and paid a retainer fee of \$58,830.00 for the design of the swale.

The additional recharge area was approved by Carroll County. The town has had the agreement for over a month to review and comment. Mr. Menasche will move forward with reviewing the older agreements drafted with the town and update as necessary.

V. Dulaney property

The property will be transferred to the IDA when the County completes the dirt stockpiling project in fall 2019.

VI. North Carroll Pump Station

The MOU with the County and the contract with CLSI needs to be approved and signed. When executed, Mr. Menasche will send Kendall Weishaar the signed agreement so invoices can be paid.

VII. Motion to accept grants from Economic Development

- a. Ms. Sunderland presented a grant document to the IDA to accept \$400k from Economic Development to be used for the engineering of the NCBP.

Ms. Lynn moved that the Board accept the grant for the NCBP.

**RESULT: ADOPTED**

**MOVER:** Wanda Lynn

**SECONDER:** Steve Bohn

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

- b. Ms. Sunderland presented a grant to the IDA for \$125k to be used for roadway reimbursements to Black Oak Associates for Eldersburg Station.



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With appropriate documentation of project details and a grant to be signed between the IDA and Black Oak, Mr. Bohn made a motion to accept the funds for the Eldersburg Station project.

**RESULT: ADOPTED**

**MOVER:** Steve Bohn

**SECONDER:** Frank Dertzbaugh

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

VIII. Grant transfers

Mike Ensor noted that the IDA still has funds remaining in the Westminster Technology Park and Carroll Tech Center II grants. Mr. Menasche explained the Tech Park funds were proceeds from land sales and can now be transferred. The Warfield grant requires a release from the County. Mr. Lyburn will work on getting the County's release so the funds can be transferred. Once that occurs, the funds will be transferred to unrestricted. After discussion, the Board elected to move the funds from the West Tech Park and Carroll Tech Center II grants to unrestricted.

Mr. Dertzbaugh made a motion to transfer the remaining funds in the Tech Park account to unrestricted. Upon release from the County, funds in the Carroll Tech Center II grant will also be transferred to unrestricted.

**RESULT: ADOPTED**

**MOVER:** Frank Dertzbaugh

**SECONDER:** Steve Bohn

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



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IX. Motion to close session

Pursuant to the Open Meetings Act section §3-305(b) the board voted to go into a closed session.

**RESULT: ADOPTED**

**MOVER:** Wanda Lynn

**SECONDER:** Frank Dertzbaugh

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

Approved and adopted

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Frank Dertzbaugh  
Secretary