



Open Session  
Minutes

February 7, 2019

225 N. Center Street, Westminster, MD 21157

This notice is pursuant to §3-305.

On November 24, 2018 the Board did not meet in closed session.

I. Call to Order

The meeting was called to order at 8:00 am on November 28, 2018 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: Isaac Menasche, Jack Lyburn, Paige Sunderland, Mike Ensor, Gale Engles, Marty Hackett.

II. Approval of Minutes

Steve Bohn made a motion to approve the minutes.

**RESULT: ADOPTED**

**MOVER:** Steve Bohn

**SECONDER:** Wanda Lynn

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

III. Treasurer Report

Wanda Lynn reviewed the report and notable financial transactions.

Frank Dertzbaugh made a motion to accept the Treasurers report.

**RESULT: ADOPTED**

**MOVER:** Frank Dertzbaugh

**SECONDER:** Steve Bohn

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



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IV. North Carroll Business Park

Marty Hackett, President of CLSI, addressed engineering the property. He explained that CLSI would engineer the parcel to be the most flexible in order to accommodate any development proposal. Items to be addressed would include access, mass grading the property and building a SWM regional facility that would be needed to address SWM over the one inch required on each individual lot. After clarifying the scope of engineering, Mr. Menasche will review the proposal provided by CLSI. Barring any major changes, the Board agreed that Ms. Chambers sign the contract to expedite the process.

Mr. Dertzbaugh made a motion to authorize Ms. Chambers to sign the MOU with the provision that is consistent with the Board's direction and comments.

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

V. Dulaney property

Ms. Engles briefed the board on the existing condition of the Dulaney property, a land parcel the Board of County Commissioners recently voted to transfer to the IDA. The County is currently storing fill dirt on the property. The dirt was stripped of top soil but not compacted, as would be required in order to build on it. After discussion regarding how to deal with the fill dirt issue, the Board decided to forgo taking title to the property until the contractors have completed their work. Mr. Lyburn offered to pay for the cost of soil compaction at the appropriate time.

VI. Mt. Airy Business Park

Mr. Hackett and Ms. Engles briefed the Board on the swale project, a project designed to capture the water run off that currently floods the residential development just south of the Business Park. A temporary basin pond will be constructed as part of the swale project and when the property is developed the IDA would use the basin pond and improve it to act as a regional SWM pond. Mr. Menasche is reviewing the MOU for legal sufficiency.

Mr. Dertzbaugh made a motion to authorize Ms. Chambers to sign the MOU with the provision that is consistent with the Board's direction and comments.



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**RESULT: ADOPTED**

**MOVER:** Frank Dertzbaugh

**SECONDER:** Steve Bohn

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

On another development matter, Mr. Lyburn will schedule Commissioner time on February 28 to discuss the required re-charge area. Mr. Menasche will write the briefing paper on the project and attend the session.

VII. Commerce Loan

The Board discussed the Commerce loan. With interest accruing, there is a desire to pay the loan off. The loan will be paid directly from the state funds that are held in a separate account. The loan payment will reduce the restricted cash and reduce the loan owed to the State.

Mr. Bohn moved that the Board pay \$1 million of the loan, plus interest earned, in April 2019.

**RESULT: ADOPTED**

**MOVER:** Wanda Lynn

**SECONDER:** Steve Bohn

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

VIII. Motion to accept grant from Economic Development

Mr. Lyburn would like to give a \$500k grant to the IDA to be used for development at the North Carroll Business Park.

Mr. Dertzbaugh made a motion to accept the funds for the NCBP project.

**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