



Open Session
Minutes

November 28, 2018

225 N. Center Street, Westminster, MD 21157

This notice is pursuant to §3-305.

On October 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	Present
Steve Bohn	Board member	Present

Other: Isaac Menasche, Jack Lyburn, Paige Sunderland, Mike Ensor and Dan Kenny.

II. Approval of Minutes

Tom Ferguson made a motion to approve the minutes.

RESULT: ADOPTED

MOVER: Tom Ferguson

SECONDER: Wanda Lynn

AYES: Sue Chambers, Tom Ferguson, Wanda Lynn, Frank Dertzbaugh, Steve Bohn

III. Treasurer Report/Audit

Dan Kenny, Partner at Cohn Reznick, presented the audit findings, and reviewed the audit's management letter which found no material weaknesses or instances of non-compliance.

Wanda Lynn reviewed the treasurer's report. She is opening a new money market account at NWSB. Nearly all grant transfers approved last month have been transferred.

Steve Bohn made a motion to accept the Treasurers report.

RESULT: ADOPTED

MOVER: Steve Bohn

SECONDER: Frank Dertzbaugh

AYES: Sue Chambers, Tom Ferguson, Wanda Lynn, Frank Dertzbaugh, Steve Bohn



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IV. North Carroll Business Park

Mr. Lyburn presented a current need to have the concept plan for the southern portion of the park engineered. He would like to have a preliminary plan processed through the town of Hampstead incorporating the concept plan developed by CLSI. Mr. Menasche reviewed the history of the project. In 2014 the board issued an RFP to engineer the entire park. The scope of the RFP included the entire 76 acres. At that time, only one vendor responded. The Board approved a portion of the work at that time. After finding several challenges that made developing the northern piece not economically feasible, the development became focused on just the southern portion. This became viable with 2 recent events: The town of Hampstead intends to restrict truck traffic through the town. By doing so, the exit from the site will be left turn only. This will remove the need for an acceleration lane going south on Route 30. The other change is the county needs to upgrade its pumping station and a joint pumping station will be a savings to both entities. To proceed, the IDA needs a preliminary plan to be developed and processed. It will address grading, access and the sewer pump station. With permission already granted from the Board to pursue a joint venture with the County on the pump station project, Mr. Menasche is now developing a MOU with the County. In addition, he will work with the current engineer to develop a contract for the preliminary plan that is consistent with the original RFP. If successful, he will bring it to the Board next month for consideration and award. As part of this project the MOU with the county would provide that the sewer pump station project would be managed by the County's public works department. The Board asked that the IDA pay for its portion of the project up front.

V. IDA Website

Paige Sunderland presented the Board with the work on the website. Ms. Sunderland plans to make a few additions to the "About Us" section. The Board asked that she also include a statement regarding the Board's compliance with the Open Meetings Law. Ms. Sunderland will make the changes and launch the website.

VI. Mt. Airy Business Park

Mr. Menasche is continuing to work with the County on a MOU for the swale project described in detail last month. Under the MOU, the County will manage the project and continue to maintain it until the IDA either develops or sells the property. Additional re-charge land at Gillis Falls is required and Mr. Lyburn will present the intended area to the Commissioners for concurrence in the next few weeks.

Mr. Menasche will distribute the MOU to the Board for review. With time being of the essence, the Board discussed how to approve the MOU's as quickly as possible.



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

RESULT: ADOPTED

MOVER: Steve Bohn

SECONDER: Frank Dertzbaugh

AYES: Sue Chambers, Tom Ferguson, Wanda Lynn, Frank Dertzbaugh, Steve Bohn

VII. Holiday Dinner

Ms. Sunderland reminded the Board about the upcoming holiday dinner. In keeping with previous years' schedule, the Board will cancel the December 2018 meeting.

VIII. Motion to adjourn

Mr. Bohn made a motion to adjourn.

RESULT: ADOPTED

MOVER: Steve Bohn

SECONDER: Wanda Lynn

AYES: Sue Chambers, Wanda Lynn, Frank Dertzbaugh, Tom Ferguson, Steve Bohn

The next Board meeting will be on Wednesday, January 30, 2018

Approved and adopted

Frank Dertzbaugh
Secretary