



Open Session
Minutes

September 26, 2018

225 N. Center Street, Westminster, MD 21157

This notice is pursuant to §3-305.

On July 25, 2018 the Board did not meet in closed session.

I. Call to Order

The meeting was called to order at 8:00 am on September 26, 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, Jennifer Turiano (CCT)

II. Approval of Minutes

Frank Dertzbaugh made a motion to approve the minutes.

RESULT: ADOPTED

MOVER: Frank Dertzbaugh

SECONDER: Steve Bohn

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

III. Treasurer Report

Wanda Lynn reviewed the financial report. She noted that the IDA funds were unevenly distributed among the banks and that she would be moving operating funds as previously discussed by the Board to achieve a balance.

Steve Bohn made a motion to accept the Treasurers report and to authorize Ms. Lynn to move the accounts accordingly.

RESULT: ADOPTED

MOVER: Steve Bohn

SECONDER: Frank Dertzbaugh

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



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IV. Open Meetings Law

As required by law, Frank Dertzbaugh discussed the Open Meetings Compliance Board's decision dated July 17, 2018, and circulated the document for the members to sign. One infraction has already been resolved as Mr. Dertzbaugh completed the online training. The others are being addressed as well.

V. Commerce Loan update

Mr. Menasche reviewed the limitations and requirements of the MEDAAF loan which included the following: Funds are to be held in separate interest bearing accounts, interest rate for the first 24 months is 0%, then 3%- for next 8 years, repayments - start w/month 27 and continue every 3rd month thereafter up to 120 months of 1/3 of interest accrued unpaid interest shall accrue - but not be capitalized, every 2 years - review operating budget - w/State, and the IDA may prepay without penalty. No funds can be used for Mount Airy until it becomes a priority funding area and no later than 5/31/2021. Mr. Lyburn will discuss this with Commerce and report back to the Board next month.

VI. North Carroll Business Park

Mr. Lyburn reviewed the project and the presented the concept plan for discussion. Mr. Menasche will contact an adjoining property owner, Ridge Engineering, about the possibility of acquiring a small area of land off MD 30 that is needed for the access.

VII. Mt. Airy Business Park

The Board of County Commissioners will need to approve the re-charge area. Mr. Menasche will follow up with Tom Devilbiss to schedule time.

VIII. Website

At this Board's directive, Ms. Sunderland arranged to have meeting agendas and approved minutes on the County's website. However, this arrangement is cumbersome and requires that Ms. Sunderland send the requests to other parties to implement them. Ms. Sunderland does not have direct ability to access the county web page to update it. Accordingly, she has researched options for the IDA to have their own website. She is working on developing a website dedicated to the IDA and reviewed possible layout and content ideas should the Board determine it wants to proceed in this manner.

Mr. Dertzbaugh made a motion to approve Paige Sunderland's website project including costs of hosting the site.



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RESULT: ADOPTED

MOVER: Frank Dertzbaugh

SECONDER: Wanda Lynn

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

IX. Motion to adjourn

Mr. Bohn made a motion to adjourn.

RESULT: ADOPTED

MOVER: Steve Bohn

SECONDER: Wanda Lynn

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

Due to conflicts, the next Board meeting will be changed to Wednesday, October 24, 2018