



Open Session
Minutes

March 31, 2026

225 N. Center Street, Westminster, MD 21157

I. Call to Order

The meeting was called to order at 9:30 am on March 31 by Sue Chambers.

Attendee Name	Title	Status
Sue Chambers	Chair	Present
Frank Dertzbaugh	Secretary	Present
Wanda Lynn	Treasurer	Present
Steve Bohn	Board member	Present
Carroll Yingling	Board member	Present

Other: Paige Sunderland, Jim Mathias and Rick Williams (DDC)

II. Approval of Minutes

Steve Bohn moved to approve the minutes.

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

III. Treasurer report

Wanda Lynn presented the report and noted that bonds matured. The Board needs to decide how to re-invest and Ms. Lynn presented two investment options for discussion.

Carroll Yingling made a motion to authorize Ms. Lynn to open an LGIP (Local Government Investment Pool Account).

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



Open Session
Minutes

Carroll Yingling made a motion to accept the Treasurer Report.

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

IV. NCBP discussion

Jim Mathias and Rick Williams from DDC presented a new lot layout sketch. Discussion on this sketch included running the utility line along the property line of lot 2 and the possibility of relocating the Shamrock Communications Tower easement. Ms. Sunderland noted that Mr. Bowersox should be the contact on this as that easement is referenced in the Joint Development Agreement signed by the IDA, Shamrock and Ridge. There also needs to be an access drive along lot 4 for SWM access. Ms. Sunderland will get DDC as-builts of the NCBP.

The plan will need to be introduced to the Hampstead Planning Commission on April 17.

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



Open Session
Minutes

V. Other

- a.) Legal representation – Ms. Chambers discussed the engagement letter terms with the Board and the revised hourly rate.

Mr. Bohn made a motion to accept the terms of the legal engagement letter.

RESULT: ADOPTED

MOVER: Steve Bohn

SECONDER: Wanda Lynn

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

- b.) Land Development discussion

The Board discussed the possibility of acquiring land for future development. Ms. Chambers will reach out for information on West Branch and Ms. Sunderland will inquire about the Maples property, just north of Knorr Brake.

The Board asked that MacKenzie brokers attend the next meeting to discuss the revised sketch and suggested pricing, etc.