



Open Session
Minutes

May 6, 2026

225 N. Center Street, Westminster, MD 21157

I. Call to Order

The meeting was called to order at 9:00 am on May 6, 2026 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, Dave Bowersox, Ketch Secor, Dennis Boyle, Graham Sevy

II. Approval of Minutes

Steve Bohn moved to approve the minutes.

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

III. Treasurer report

Wanda Lynn reported. Ms. Lynn is still working on opening the Local Government Investment Pool Account.

Frank Dertzbaugh made a motion to approve the Treasurer Report.

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

IV. North Carroll Business Park



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MacKenzie brokers discussed local market conditions with the Board, including some recent activity. The property will be more valuable with a road and finished lots subdivided. They estimated value at \$300k per acre.

The IDA will need to create an association to deal with common area items such as stormwater management and grass cutting/snow removal. If the Board does not want to continue as developer in the covenants, the covenants will need to change.

An updated flyer showing the concept lots will be posted on Costar.

The Board also discussed engineering costs for the subdivision of the lots and the extension of the access road to act as a main road into the industrial park. To ensure the Board adheres to best practices, they asked Ms. Sunderland to put out an RFP to compare costs and qualifications.

The Shamrock easement across the property must now also be relocated, as outlined in the joint development agreement signed by the IDA and Shamrock Communications. Dave Bowersox will work on contacting Shamrock to inform them.

V. Grant to IDA

Ms. Sunderland asked the Board to accept a grant in an amount TBD from Economic Development.

RESULT: ADOPTED

MOVER: Steve Bohn

SECONDER: Carroll Yingling

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

VI. Other

Mr. Yingling suggested the Board look at NCBP covenants and see if they want to change them to allow for more flexibility.

Ms. Chambers will inquire about West Branch land price.

Mr. Bowersox will check into Maples property land price.

Ms. Sunderland will ask MacKenzie to forward all good leads (whether they match covenants or not) so the Board has a better idea of what the development market in Carroll looks like.

VII. Adjourn