



Open Session  
Minutes

November 4, 2025

225 N. Center Street, Westminster, MD 21157

I. Call to Order

The meeting was called to order at 9:00 am on November 4 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	Via phone

Other: Paige Sunderland, Dave Bowersox, Cheri Amoss (CliftonLarsonAllen - via phone)

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. Audit/Treasurer report

Ms. Amoss reported on the annual audit. It is an “unmodified audit”, the highest level of assurance that the Board is following good bookkeeping practices. The Board informally reviews journal entries and Ms. Amoss noted the Board could institute a formal documentation.

Wanda Lynn presented the Treasurer report. She noted the revenue from the billboard rental.

Frank Dertzbaugh made a motion to approve the Treasurer’s report

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



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IV. North Carroll Business Park update

Paige Sunderland briefed the Board on a meeting she had with the MacKenzie brokers. After marketing the property for the last few months, they had recommendations based on feedback they have received. The brokers are recommending the Board have a sketch done depicting lot lines. Interested parties are having difficulty looking at the land parcel and envisioning lots. They recommend lots from 3-7 acres based on the local market.

Mr. Bowersox noted that while this will help marketability, given the 12–18-month length of time it will take to subdivide lots in Hampstead, the Board may want to consider formally subdividing lots to decrease the time it would take for a buyer to get through the entitlement process.

Steve Bohn made a motion to contract with an engineer to design a sketch plan of lots present to the Board for consideration.

**RESULT: ADOPTED**

**MOVER:** Steve Bohn

**SECONDER:** Frank Dertzbaugh

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

V. Dulaney property update

Mr. Bowersox described the proposed development deferral in Eldersburg and how that might impact development of the property. The Board discussed options for future land development projects.

Ms. Sunderland will investigate an industrial property just north of the Tech Park. The Board could consider building a spec building at the NCBP, another possibility the brokers noted.

VI. Economic Development update

Ms. Sunderland described department activities including the visit by MD Commerce Secretary Harry Coker and the AAA bond rating the County recently received.

VII. Adjourn