



Open Session Minutes

July 31, 2025

225 N. Center Street, Westminster, MD 21157

I. Call to Order - virtual

The meeting was called to order at 9:00 am on July 31 by Sue Chambers.

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

Other: Paige Sunderland, Dave Bowersox, Mike Ensor

II. Approval of Minutes

Carroll Yingling moved to approve the minutes.

RESULT: ADOPTED

MOVER: Carroll Yingling

SECONDER: Wanda Lynn

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

III. Treasurer Report

Ms. Lynn presented the report. She and Mike will consult with Kendall regarding how he calculated the land asset value. Proceeds from the sale of the Tech Park lot went into a treasury bill.

Carroll Yingling made a motion to approve the Treasurer's report

RESULT: ADOPTED

MOVER: Carroll Yingling

SECONDER: Frank Dertzbaugh

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



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IV. Clear Channel lease

Mr. Bowersox reviewed and noted Clear Channel left a provision in the lease for possibly renewing lease after the two-year time frame. He will delete that as the Board has voted not to renew at the end of the two-year lease.

V. Brokerage services

Sue Chambers briefed the Board on a meeting she and Ms. Sunderland had with Ketch Secor and Graham Sevy from MacKenzie. After discussion, the Board noted changes they want to see including:

- Right of sale for two-years, expiring on 7/23/27
- Procuring cause provision – will they exclude two prospects Ms. Sunderland has been working on for a long period of time
- Eliminate commission on the value of a building

Ms. Sunderland will send the requested changes to MacKenzie.

VI. Employment Campus

Ms. Sunderland briefed the Board on the Planning Commission presentation. The Commission agreed with the recommended changes to the development review process and making light manufacturing a principal permitted use. They left the provision in that caps the building height to 35' on any Employment Campus property that is adjacent to residential zoning.

V. Adjourn