



Open Session Minutes

June 23, 2026

225 N. Center Street, Westminster, MD 21157

I. Call to Order

The meeting was called to order at 9:00 am on June 23, 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

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 reported. The ACNB account is not yet showing the recent grant from ED. She will be closing two minor accounts that were at F&M.

Steve Bohn made a motion to approve the Treasurer Report.

RESULT: ADOPTED

MOVER: Steve Bohn

SECONDER: Carroll Yingling

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



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IV. North Carroll Business Park

a). Paige Sunderland sent out the RFP for subdivision of lots at the NCBP. She has only received one response to date. With the deadline only a few days away, she asked the Board if they wanted to send out to a lengthier list if more responses were not received to provide a good comparison of work and price.

Mr. Yingling made a motion to approve Ms. Sunderland sending out the RFP to a second, longer list to broaden the applicant pool and provide comparative benchmarks in product and price.

RESULT: ADOPTED

MOVER: Mr. Yingling

SECONDER: Frank Dertzbaugh

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

b). Mr. Bowersox sent a letter to Shamrock Communications regarding relocating the easement road shown on the current plan. At about the same time he sent the letter, we learned the company sold its local station and assets to another firm called K-Love. Mr. Bowersox will continue trying to find a contact with the new ownership.

c). Ms. Sunderland let the Board know that the NCBP subdivision project received a grant of \$300k from MEDCO. She will provide the Board with updates on how this grant will be administered once the formal paperwork is received.

V. Land Development

The Board discussed a few other industrial properties to look at for potential acquisition.

Mr. Yingling made a motion to put an offer in for the purchase of 20+/- acres at West Branch Trade Center for \$110k an acre and six-month due diligence period.

RESULT: ADOPTED

MOVER: Mr. Yingling

SECONDER: Frank Dertzbaugh

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

VI. Adjourn