



**CALVERT COUNTY
ECONOMIC DEVELOPMENT AUTHORITY**

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Board of Commissioners
Christopher J. Gadway
Earl F. Hance
Mike Hart
Kelly D. McConkey
Steven R. Weems

**MINUTES
Virtual Meeting Via Zoom
January 10, 2022**

- MEMBERS PRESENT:** Dawn Balinski, Terry Burka, Theresa Kuhns, Larry Jaworski, Dana Jones, Warren Rice, Terri Wolfley
- MEMBERS ABSENT:** Michael Benton, Commissioner Hance
- STAFF PRESENT:** Danita Boonchaisri, Kathy MacAdams, Ashley Greely, Dawn Wood, Julie Oberg
- GUEST:** Christine Finamore, Principal Planner with the Calvert County Government Department of Planning and Zoning.

*Excused Absence

I. Call to Order

The meeting was called to order at 8 a.m., by Terri Wolfley, Chair.

II. Call for Agenda Revisions and Approval of Agenda

A **motion** was made by Larry Jaworski to approve the agenda as revised. The motion was seconded by Dawn Balinski and carried. (All in favor, none opposed)

III. Approval of Minutes from the September 9, 2021, Regular Meeting and Closed Session Meeting

On a **motion** by Balinski, seconded by Jaworski, and carried, the Regular Meeting Minutes from the September 9, 2021, meeting were approved as submitted. (All in favor, none opposed)

On a **motion** by Dana Jones, seconded by Balinski, and carried, the Closed Session Meeting Minutes from the September 9, 2021, meeting were approved as submitted. (All in favor, none opposed)

IV. New Business

A. Calvert County Industrial Park (CCIP)

i. Forest Retention/SWM/Map Correction and SWM Pond Maintenance Update

Danita Boonchaisri referenced a previously approved funding request to clean the storm water ponds at CCIP because they were overdue for maintenance and new regulations required updating. The work was done below budget leaving a balance of approximately \$9,800.00.

Boonchaisri requested the EDA consider using the balance to cover the cost of surveying the SWM pond at Jibsail Road. The survey will serve two purposes: determine the as-built location of the pond and provide analysis of the forest retention area for that lot and others. A current inaccuracy in mapping the FRA is causing issues for an adjoining property owner who needs these FRA calculations to develop his recently purchased lot. One survey should be able to cover both requirements and staff at the Calvert County Dept. of Public Works will manage the contract and the work.

Christine Finamore, planner with the Dept. of Planning & Zoning, further advised the Jibsail facility has a storm water pond and a forest retention area that needs to be reallocated as storm water management. The forest retention and storm water management areas cannot overlap each other, therefore, a revision to the forest retention area is needed.

Dana Jones mentioned the storm water management and forest retention policy came up after the park was developed. The lots were there before the laws and now we're faced with regulations for prior existing lots. He submitted that EDA hold off on selling the adjoining lot because it may be needed for future storm water management. He agreed the survey should be done because the lots may be impacted.

A **motion** was made by Jones to use the \$9,800 remaining balance from the existing purchase order previously created to repair and clean up the storm water management pond at CCIP to pay for the survey. The motion was seconded by Jaworski and carried. (All in favor, none opposed)

Jones next asked about the status of the Property Owners Association (POA). He noted Calvert County citizens are paying for work and maintenance that should be paid by the property owners of CCIP.

Boonchaisri shared Bill McKissick was hired to create a POA. It requires multiple steps such as forming the association, amending design code, creating a corporation with Articles of Incorporation, creation of bylaws, and hiring an accountant and lawyer. She proposed to discuss details at the February 2022 EDA meeting. The BOCC may also need to be briefed.

Warren Rice stated that establishing the corporation and accounts can be done. The question is knowing where the business owners stand on the formation of an association.

ii. Monument Signage

Boonchaisri shared a picture of the current CCIP monument sign. The park and sign are managed by EDA but a formal policy for the monument sign was never created. The internal sign policy requires sign holders be property owners. Not every tenant/property owner is guaranteed space on the sign. The office is receiving several requests from current tenants that want to add a sign and there isn't enough space to accommodate everyone.

Jones requested a recommendation be presented to EDA at the February meeting based on a survey done with other places that manage monument signs.

It was also agreed that the new POA should be responsible for the monument sign so Boonchaisri will reach out to some of the property owners regarding their involvement. A draft policy should be presented to the new POA. Terry Burka will provide sample legal language used for signage.

Finamore stated the county does not regulate the content of signs but does regulate sign structure. She will request feedback from her department on the existing sign.

B. ARPA Funding

Kathy MacAdams shared an overview handout of the ARPA funds. The Dept. of Economic Development plans to share a temporary grant management position with the Dept. of Community

Resources as one use for the funding. She asked for suggestions on how to use the funds to help serve Calvert County businesses.

Boonchaisri also requested the EDA consider ways to effectively use the money. Other jurisdictions have implemented mentorship programs, workshops, entrepreneur courses or provided grants and loans. EDA members were asked to consider whether we should consider supplementing the EDA loan fund or create a different loan program to help businesses become more resilient with the ARPA funding. She also suggested the funding can be used for infrastructure as a long-term solution to provide resiliency for future economic downturns.

Jaworski suggested assisting county businesses with hiring and finding employees.

Jones suggested training to help reinforce work habits and skills by combining entrepreneurship and inclusivity in a training program that is coordinated with the College of Southern Maryland and/or the library with a loan guarantee program for entrepreneurs who participate.

C. New Economic Development Director Julie Oberg was introduced as the new Director of Economic Development.

D. Ethics Forms

EDA members will receive an email from the commissioners' office by the end of January with a due date by the end of March. Terri requested a reminder be set up in February.

E. Member Terms and Vacancies

Term expiration dates were reviewed. EDA members will receive an email from the commissioners' office asking to reapply. Ashley Greely explained term limit is three full terms; partial terms do not apply.

V. Recess, subject to Motion of Privilege for Closed Meeting

On a **motion** by Jones, seconded by Balinski and carried, (all in favor, none opposed) the Economic Development Authority (EDA) recessed into closed session at 9:03 a.m., pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland, to discuss one (1) item:

Business Matters – [3-305(b)(4)] - The EDA will discuss one (1) matter that concerns the proposal for a business or industrial organization to locate, expand or remain in the state.
Closed Session adjourned at 9:08 a.m.

VI. Public Comment

With no one from the public being present, a call for public comment was not conducted.

VII. Announcements

At the September 9, 2021, meeting, two (2) items were discussed in closed session.

VIII. Next Meeting

The next EDA meeting is tentatively scheduled for **Monday, February 14, 2022**, at 8 a.m.

IX. Adjournment

There being no further business for the EDA, a **motion** to adjourn was made by Jones at 9:10 a.m. The motion was seconded by Jaworski and carried. (All in favor, none opposed.)

ECONOMIC DEVELOPMENT AUTHORITY

Written Statement for Closing a Meeting under the Open Meetings Act

Date: JANUARY 10, 2022

Time: 9:03 A.M.

Location: VIRTUAL MEETING VIA ZOOM

Motion to close meeting by: **DANA JONES**

Seconded By: **DAWN BALINSKI**

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (check all that apply):

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds;
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice on a legal matter;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (4) Discussed confidential matters pertaining to status of existing loans. Discussed confidential matters pertaining to Calvert Industrial Park lots.

§3-305(b) () _____

This statement is made by: **Terri Wolfley, Chair**, Presiding Officer:



SIGNATURE

WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE MADE IN MINUTES OF NEXT REGULAR MEETING- NOT A PART OF THE CLOSING STATEMENT)

PERSONS ATTENDING CLOSED SESSION: **SEE EDA 01/10/2022 OPEN SESSION MINUTES FOR LIST OF ATTENDEES**

TOPICS ACTUALLY DISCUSSED: **Discussed confidential matters pertaining to status of existing loans. Discussed confidential matters pertaining to Calvert Industrial Park lots.**

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: **DISCUSSED CONFIDENTIAL MATTERS PERTAINING TO CALVERT INDUSTRIAL PARK LOTS. DISCUSSED CONFIDENTIAL MATTERS PERTAINING TO CURRENT LOAN STATUS. NO VOTES WERE CONDUCTED.**

TIME CLOSED SESSION ADJOURNED: **9:08 A.M.** PLACE OF CLOSED SESSION **VIRTUAL MEETING VIA ZOOM**

PURPOSE OF CLOSED SESSION: **DISCUSSED CONFIDENTIAL MATTERS PERTAINING TO CALVERT INDUSTRIAL PARK LOTS. DISCUSSED CONFIDENTIAL MATTERS PERTAINING TO EXISTING CEDLF LOANS.**

STATUTORY AUTHORITY FOR THE CLOSED SESSION: **§3-305(b) (4); () ; ()**

MEMBERS WHO VOTED TO CLOSE: **MOTION TO CLOSE BY DANA JONES, SECONDED BY LARRY JAWORSKI. (ALL IN FAVOR, NO OPPOSED)**