



**CALVERT COUNTY  
ECONOMIC DEVELOPMENT AUTHORITY**

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*Board of Commissioners*  
Kelly D. McConkey, President  
Mike Hart, Vice President  
Earl F. Hance  
Thomas E. Hutchins  
Steven R. Weems

**MINUTES  
Virtual Meeting Via Zoom  
March 8, 2021**

**MEMBERS PRESENT:** Dawn Balinski, Mike Benton, Terry Burka, Earl Hance, Theresa Kuhns, Warren Rice, Scott, Russey, Terri Wolfley

**MEMBERS ABSENT:** Dana Jones

**STAFF PRESENT:** Kelly Slagle, Danita Boonchaisri, Kathy MacAdams, Tammy Bowen

**I. Call to Order**

The meeting was called to order at 8:00 a.m., by Terri Wolfley, Chair.

**II. Call for Agenda Revisions and Approval of Agenda**

With a call for agenda revisions being made by Wolfley, and none being received, a **motion** was made by Dawn Balinski to approve the agenda as submitted. The motion was seconded by Warren Rice, and carried. (All in favor, none opposed)

**III. Approval of Minutes from the February 8, 2021, Regular Meeting and Closed Session Meeting**

On a **motion** by Earl Hance, seconded by Mike Benton, and carried, the Regular Minutes and the Closed Session Minutes from the February 8, 2021, meeting were approved as submitted. (All in favor, none opposed)

**IV. Recess, subject to Motion of Privilege for Closed Meeting**

On a **motion** by Scott Russey, seconded by Rice, and carried, (all in favor, none opposed) the Economic Development Authority (EDA) recessed into closed session at 8:01 a.m., pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland, to discuss three (3) items:

Business Matters – [3-305(b)(4)] - The EDA will discuss three (3) matters that concern the proposal for a business or industrial organization to locate, expand or remain in the state.

Closed Session adjourned at 8:47 a.m.

**V. New Business**

**A. Calvert Industrial Park**

**i. Construction at Jibsail Drive/Route 231 Intersection**

Kelly Robertson-Slagle reported on a road closure at the intersection of Route 231 and Jibsail Drive to allow for construction from Hallowing Point Park to the Calvert Industrial Park. The construction will create a safer flow for traffic entering and exiting Hallowing Point Park. Some business owners located on Jibsail Drive have expressed that this closure has created a direct negative impact on them. As a result, Economic Development will be facilitating a virtual meeting on March 10 with the business owners and staff from the Department of Public Works to discuss concerns and possible solutions.

**ii. Stormwater Management and Infrastructure**

Danita Boonchaisri reported that the two stormwater ponds located on Route 231 that serve the Calvert Industrial Park are required to be maintained by the Maryland Department of the Environment (MDE). The Department of Public Works will oversee the work required and the estimated cost is approximately \$30,000. Robertson-Slagle requested that the EDA cover this fee from their funds. Following discussion concerning establishing a Property Owners' Association at the Calvert Industrial Park that would be responsible for such expenditures in the future, a **motion** was made by Balinski for the EDA to cover the cost of approximately \$30,000 for the required stormwater pond maintenance. The motion was seconded by Terry Burka, and carried. (All in favor, none opposed)

**iii. Turnover and Vacancies**

Boonchaisri reported on a CoStar assessment she conducted of the Calvert Industrial Park. There is currently 11,250 square feet available for lease and 36,000 square feet are under contract. One large 53,000 square foot building is for sale. A total of three motivated parties are interested in purchasing the 19,000 square foot building located at 231 Skipjack Road. In addition, there are two 2-acre raw land parcels; one is under contract with the county and Boonchaisri has had several inquiries about the other.

**B. Calvert County Economic Development's 2021 Strategic Plan**

Robertson-Slagle reported that the Board of County Commissioners approved a request by Economic Development to contract with International Economic Development Council (IEDC) to assist with creating a two year Strategic/Pivot Plan. The document should be completed by May 2021.

**C. Update on Loan Procedures and Processing**

Robertson-Slagle noted that Kathy MacAdams has been working over the last several months to streamline the EDA loan process. To further these efforts, Robertson-Slagle recommended that a loan review subcommittee be formed. The subcommittee would consist of Economic Development staff, a consultant from the Small Business Development Center (SBDC), and two EDA members. After Economic Development staff has determined a loan's feasibility, it would be vetted through the subcommittee prior to being presented to the full EDA for consideration. Several members expressed their support for this initiative.

**VI. Old Business**

**A. Patuxent Business Park – LoopNet Marketing Campaign**

Boonchaisri reported that an aggressive marketing campaign has been undertaken with LoopNet/CoStar that has resulted in some very promising leads for lot sales at Patuxent Business Park.

**VII. Public Comment**

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

**VIII. Announcements**

1. At the February 8, 2021, meeting, two (2) items were discussed in closed session.

**IX. Next Meeting**

The next EDA meeting is tentatively scheduled for Monday, April 12, 2021, at 8 a.m.

**X. Adjournment**

There being no further business for the EDA, a **motion** to adjourn was made by Hance at 9:25 a.m. The motion was seconded by Balinski, and carried. (All in favor, none opposed.)

# ECONOMIC DEVELOPMENT AUTHORITY

## Written Statement for Closing a Meeting under the Open Meetings Act

Date: March 8, 2021 Time: 8:01 a.m. Location: VIRTUAL Meeting via ZOOM

Motion to close meeting by: **Scott Russey**

Seconded By: **Warren Rice**

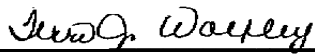
### STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (check all that apply):

- (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 one new business loan and status of existing loans. Discussed confidential matters pertaining to the Patuxent Business Park.**

§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 3/08/21 OPEN SESSION MINUTES FOR LIST OF ATTENDEES**

TOPICS ACTUALLY DISCUSSED: **CONFIDENTIAL INFORMATION REGARDING EXISTING CEDLF LOANS; CONFIDENTIAL DISCUSSION ON MATTERS CONCERNING ONE NEW BUSINESS LOAN, CONFIDENTIAL MATTERS CONCERNING PATUXENT BUSINESS PARK.**

**ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: DISCUSSED MATTERS PERTAINING TO ONE NEW BUSINESS LOAN AND STATUS OF EXISTING LOANS. VOTE WAS CONDUCTED TO APPROVE NEW LOAN REQUEST WITH PROVISIONS (8 IN FAVOR, 0 OPPOSED.) DISCUSSED CONFIDENTIAL MATTERS PERTAINING TO PATUXENT BUSINESS PARK.**

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TIME CLOSED SESSION ADJOURNED: 8:47 A.M. PLACE OF CLOSED SESSION VIRTUAL MEETING VIA ZOOM  
PURPOSE OF CLOSED SESSION: DISCUSSED CONFIDENTIAL INFORMATION REGARDING EXISTING CEDLF LOANS. DISCUSSED CONFIDENTIAL MATTERS CONCERNING ONE NEW BUSINESS LOAN. DISCUSSED CONFIDENTIAL MATTERS PERTAINING TO PATUXENT BUSINESS PARK.

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

MEMBERS WHO VOTED TO CLOSE: **MOTION TO CLOSE BY WARREN RICE, SECONDED BY EARL HANCE. (ALL IN FAVOR, NO OPPOSED)**