



CALVERT COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Courthouse, 175 Main Street
Prince Frederick, Maryland 20678
410-535-4583

MINUTES Feb. 24, 2020

MEMBERS PRESENT: Dawn Balinski, Commissioner Earl "Buddy" Hance, Dana Jones, Theresa Kuhns (via phone), Warren Rice, Scott Russey, Terri Wolfley

MEMBERS ABSENT: Mike Benton, Keven Zinn

STAFF PRESENT: Kelly Slagle, Danita Boonchaisri, Kathy MacAdams, Sandy Bentley

I. Call to Order

The meeting was called to order at 8:30 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 Earl Hance to approve the agenda as submitted. The motion was seconded by Dana Jones, and carried.

III. Approval of Minutes From the Nov. 4, 2019, Meeting and Closed Session Minutes from Nov 4, 2019, Dec. 9, 2019, and Feb. 3, 2020, Meetings

On a **motion** by Warren Rice, seconded by Hance, and carried, the minutes from the Nov. 4, 2019, meeting were approved as submitted.

On a **motion** by Hance, seconded by Rice, and carried, the **Closed Session** minutes from the Nov. 4, 2019, meeting were approved as submitted.

On a **motion** by Rice, seconded by Hance, and carried, the **Closed Session** minutes from the Dec. 9, 2019, meeting were approved as submitted.

On a **motion** by Hance, seconded by Jones, and carried, the **Closed Session** minutes from the Feb. 3, 2020, meeting were approved as submitted.

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

On a **motion** by Hance, seconded by Jones, and carried, the Economic Development Authority (EDA) recessed into closed session at 8:32 a.m., pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland, to discuss four items:

1. Business Matters – [3-305(b)(2)] - The EDA will discuss one matter to protect the privacy or reputation of individuals concerning a matter not related to public business.

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

Closed session adjourned at 9:02 a.m.

V. New Business

A. Halloween Point Park 2nd Entrance

A copy of a memorandum to Terri Wolfley from JR Cosgrove, CIP Division Chief with the Calvert County Department of Public Works, was provided to members for review. Kelly Slagle advised that due to increased traffic in the area of Halloween Point Park on Rt. 231, exiting the park has become increasingly dangerous and the county is looking at options to improve this public safety issue. Slagle provided information on the various steps the county has taken to alleviate this issue, which includes purchasing property in the rear of the park that connects with the Calvert County Industrial Park (CCIP). Because the EDA is the manager of the CCIP, per the covenants the EDA must approve the use of that property. Slagle asked for the EDA's approval for that lot to be used as a roadway to connect the back part of Halloween Point Park to the CCIP. This will drive traffic exiting Halloween Point Park to the traffic circle and out to the light on Rt. 231. Slagle stated an informal survey of several business owners in CCIP was conducted and all were in agreement with the plans. Jones noted the EDA made recommendations to the county several years ago for improvements at the entrance to Halloween Point Park. Following discussion, a **motion** was made by Dawn Balinski to approve the use of the back lot in the CCIP for a second entrance into Halloween Point Park. The motion was seconded by Rice, and carried. (All in favor, none opposed.)

B. Patuxent Business Park – No Trespassing Signs

Slagle advised staff recently attended the annual meeting of the Patuxent Business Park (PBP) Property Owners Association. One issue discussed at that meeting was that someone was using property near Lot 5 at PBP for a cat colony. The property owners have liability concerns about this person being on the property and are requesting that "no trespassing" signs be installed. Slagle stated she is asking for the EDA's approval to cover the cost for materials/installation of these signs. Following discussion, a **motion** was made by Jones that the EDA cover the costs for the "no trespassing" signs at PBP. The motion was seconded by Theresa Kuhns, and carried. (All in favor, none opposed.)

VI. Public Comment

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

VII. Old Business

A. Loan Guarantees – Update

Kathy MacAdams provided a brief update on the active loans through the Calvert County Economic Development Loan Fund, noting that all loan payments were up to date.

B. Calvert County Industrial Park (CCIP) Advertising Request – Update

Boonchaisri advised that staff is working to create a new webpage on the department's ecalvert.com website where CCIP businesses can advertise property for sale at the park.

C. CCIP Signage – Update

Slagle stated the EDA recently tasked staff with several items regarding CCIP, including researching a business improvement district, and conducting a meeting with the CCIP property owners to discuss the creation of a property owners' association, infrastructure upgrades and sign improvements at the entrance to the park. Slagle advised she delayed pulling the business owners together for the following reasons:

1. She prefers to wait until the SHA makes a decision regarding whether they would require a light on Rt. 231 at the entrance to CCIP. If a light is required, that will have an impact on the entrance to the park, including the entrance sign and the storm water management pond.
2. Staff is working with DPW to conduct an internal assessment on the storm water pond and infrastructure at CCIP to better understand exactly what is needed at the park. Slagle would like to have those results before pulling the property owners together.
3. Staff is looking into applying for a USDA Federal Grant specifically for infrastructure upgrades at CCIP. Slagle stated it was too late to meet the deadline to apply this year, but would like to start the application process for next year. Boonchaisri discussed the issues businesses are facing at CCIP when property upgrades are needed, adding that with the grant funding, the county or the EDA could comprehensively bring the entire park up to current state-mandated standards to make vacant buildings more attractive to prospective buyers.

Slagle stated that for these reasons, staff has delayed getting the business owners together. There was discussion on this issue. Jones agreed with staff's approach but felt the business owners needed to be part of the solution and should take more ownership in what is going on at CCIP. He stated that planning and understanding the stages of this process needs to take place now so that two years from now we will be in a position to fix some of these issues. He added the business owners need to be a collective part of this and we need to start having these conversations with them now. Slagle agreed the business owners need to understand the realities of what is going on in the park.

D. CCIP Business Improvement District - Update

See discussions in "C" above.

VIII. Announcements

At the Nov. 4, 2019, meeting, two items were discussed in closed session. At the Dec. 9, 2019, meeting, one item was discussed in closed session. At the Feb. 3, 2020, meeting, one item was discussed in closed session.

IX. Next Meeting

A list of tentative meeting dates for the remainder of 2020 was provided to members. The next EDA meeting is tentatively scheduled for Monday, May 18, 2020.

X. Adjournment

There being no further business for the EDA, a **motion** to adjourn was made by Hance at 9:27 a.m. The motion was seconded by Rice, and carried. (All in favor, none opposed.)

ECONOMIC DEVELOPMENT AUTHORITY

Written Statement for Closing a Meeting under the Open Meetings Act

Date: Feb 24, 2020 Time: 8:32 a.m. Location: Dept of Economic Dev., Courthouse Square, 205 Main St., Prince Frederick, MD

Motion to close meeting by: Earl Hance

Seconded By: Dana Jones

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.

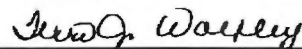
FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (2) CEDLF loan processing discussed.

§3-305(b) (4) Confidential client information discussed regarding CEDLF loan, and the proposal for a business or industrial organization to locate, expand, or remain in the state.

§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 02/24/20 OPEN SESSION MINUTES FOR LIST OF ATTENDEES

TOPICS ACTUALLY DISCUSSED: CONFIDENTIAL INFORMATION REGARDING LOAN PROCESSING AND BUSINESS EXPANSION

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES:

VOTED TO MODIFY LOAN AGREEMENT, WITH REQUIREMENTS (ALL IN FAVOR, NO OPPOSED)

VOTED TO APPROVE BUSINESS REQUEST TO LOCATE, EXPAND OR REMAIN IN STATE. (ALL IN FAVOR, NO OPPOSED)

TIME CLOSED SESSION ADJOURNED: 9:02 A.M. PLACE OF CLOSED SESSION 205 MAIN ST., PRINCE FREDERICK, MD

PURPOSE OF CLOSED SESSION: DISCUSS CONFIDENTIAL INFORMATION REGARDING LOANS AND BUSINESS EXPANSION _____

STATUTORY AUTHORITY FOR THE CLOSED SESSION: **§3-305(b) (2); (4); ()**

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