



**CALVERT COUNTY  
ECONOMIC DEVELOPMENT AUTHORITY**

175 Main Street  
Prince Frederick, Maryland 20678  
410-535-4583  
www.calvertcountymd.gov

*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  
December 14, 2020**

**MEMBERS PRESENT:** Dawn Balinski, Mike Benton, Earl Hance, Dana Jones, Theresa Kuhns, Terri Wolfley

**MEMBERS ABSENT:** Warren Rice\*, Scott Russey

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

**I. Call to Order**

The meeting was called to order at 8:39 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 Mike Benton, and carried. (All in favor, none opposed)

**III. Approval of Minutes from the August 10, 2020, Regular Meeting and Closed Session Meeting**

On a **motion** by Dana Jones, seconded by Balinski, and carried, the Regular Minutes and the Closed Session Minutes from the August 10, 2020, meeting were approved as submitted. Mike Benton abstained from voting, as he did not attend the August 10, 2020, meeting. (4 in favor, 0 opposed, 1 abstained)

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

On a **motion** by Benton, seconded by Jones, and carried, (all in favor, none opposed) the Economic Development Authority (EDA) recessed into closed session at 8:41 a.m., pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland, to discuss four (4) items:  
Business Matters – [3-305(b)(4)] - The EDA will discuss four (4) matters that concern the proposal for a business or industrial organization to locate, expand or remain in the state.  
Closed Session adjourned at 9:07 a.m.

**V. New Business**

**A. MD Restaurant Relief Fund Grant**

Kathy MacAdams shared a graph detailing how Calvert County's Maryland Restaurant Relief Fund Grant of \$646,295 was disbursed. Additional CARES Act funds were obtained, and at the end of the grant cycle a total of \$965,000 was awarded to 73 county restaurants and establishments that hold food service permits, including bed and breakfasts and food trucks. Of these applicants, 47 received \$15,000

and 26 received \$10,000. MacAdams further noted that 15 of these recipients had received no other funding from other sources.

### **B. COVID-19 Alternative Funding**

MacAdams explained that the Restaurant Grant funds were quickly depleted due to the large number of applicants. Economic Development, with the assistance of the Board of County Commissioners (BOCC) and the county's Department of Finance, was able to utilize an additional \$318,705 of CARES Act Grant funds to satisfy the requests of all qualified applicants.

### **C. 2021 Meeting Schedule (Tentative)**

Danita Boonchaisri reported that the tentative EDA meeting schedule for 2021 will be February 8, May 10, August 9 and November 8. She noted that there could be other meetings scheduled as needed. She added that she had been contacted by an EDA member who advised her that the 8:30 a.m. meeting time on Mondays was creating an ongoing scheduling conflict. It was agreed that Boonchaisri would send out a poll to determine if changing the time to later in the day on Mondays, or otherwise meeting on an alternative day of the week, may be a possible option for future EDA meetings.

### **D. Criminal Background Checks on Committee, Commission Members**

Boonchaisri reported on a recently approved resolution by the BOCC that addresses the conduct and attendance of those serving on county committees and commissions. All newly appointed members will be subject to a criminal background check. Further, the resolution states that committee and commission members are required to regularly attend meetings.

### **E. Membership**

Boonchaisri advised that the BOCC had recently appointed a new member, Terry Burka, to the EDA and there are now no vacancies on this commission. Burka's three-year term will commence on December 31, 2020.

### **F. Advisory Opinion on Recusal**

Boonchaisri referred to an Advisory Opinion on Recusal that was recently sent to EDA members. The document states that members who need to be recused from a discussion are required to physically remove themselves from the meeting and may return once the subject discussion is concluded. She encouraged members to review this document.

## **VI. Old Business**

### **A. Loan Fund Documentation**

MacAdams reported on the suggestions she received from EDA members in follow up a discussion held at the August 10, 2020 meeting concerning loan fund documents. She received a sample of an application from Howard County from Dawn Balinski and MacAdams agreed to share the link with the EDA. Jones stated that a loan request presented to the EDA should include sources and uses of funds and should be accompanied by a recommendation from Economic Development staff as to its feasibility and Wolfley concurred. Robertson-Slagle suggested that the EDA provide guidance for criteria to assist Economic Development staff in making these determinations. Jones then requested that the EDA be given a list of three key underwriting criteria for discussion/vote and Roberson-Slagle agreed that staff would create a list of options to present at the next meeting.

### **B. Creation of an Online EDA Loan Portal**

MacAdams reported on the status of the online EDA loan portal. She noted that she recently participated in a demonstration of the software and EDA members, as well as the applicant, will have the capability of reviewing the status of a loan application. In addition, the software allows for all required signatures to be obtained online. MacAdams agreed to work with Calvert County Technology Services to incorporate the EDA's loan criteria into the portal once this has been established. MacAdams will also schedule training for EDA members by staff from Calvert County Technology Services in the future.

### **C. County and Departmental Operating Status**

Robertson-Slagle reported that Calvert County Government offices remain closed to the public and the Department of Economic Development team continues to telework. She further reported that the BOCC recently approved Phase I of the planning and development of a new County Services Plaza, which is slated to be finished in 2023. This approval will result in a relocation of some county departments. Economic Development is included in this relocation process and will be moving out of its location at Courthouse Square in the very near future. Economic Development staff will continue to telework until the newly constructed office building is ready for occupancy.

### **D. Patuxent Business Park Lot 11 Sale**

Boonchaisri was pleased to announce that Lot 11 in the Patuxent Business Park was purchased by John Simpson. He has filed a site plan for a 12,800 square foot building and has already identified some tenants for his flex-space facility that will be ready for occupancy in 2021.

## **VII. Public Comment**

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

## **VIII. Announcements**

1. At the August 10, 2020, meeting, two (2) items were discussed in closed session.
2. Robertson-Slagle introduced Dawn Wood, who has replaced Sandy Bentley as Executive Administrative Assistant for the Department of Economic Development. Wood will be handling the financial/loan portion of the EDA, while Tammy Bowen will continue to provide assistance with other EDA matters and oversee the transcription of minutes.

## **IX. Next Meeting**

The next EDA meeting is tentatively scheduled for Monday, February 8, 2021.

## **X. Adjournment**

There being no further business for the EDA, a **motion** to adjourn was made by Jones at 10:19 a.m. The motion was seconded by Benton, and carried. (All in favor, none opposed.)

# ECONOMIC DEVELOPMENT AUTHORITY

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

Date: December 14, 2020 Time: 8:41 a.m. Location: VIRTUAL Meeting via ZOOM

Motion to close meeting by: **Mike Benton**

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) (4) Confidential information discussed regarding status update on existing CEDLF loans; discussion on confidential business matters concerning three businesses.

§3-305(b) ( ) \_\_\_\_\_

This statement is made by: **Terri Wolfley, Chair**, Presiding Officer: *Terri Wolfley*  
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 12/14/2020 OPEN SESSION MINUTES FOR LIST OF ATTENDEES

TOPICS ACTUALLY DISCUSSED: CONFIDENTIAL INFORMATION REGARDING EXISTING CEDLF LOANS; CONFIDENTIAL DISCUSSION ON MATTERS CONCERNING TWO POTENTIAL BUSINESSES AND ONE DEVELOPMENT PROJECT.

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: VOTED ON MATTERS PERTAINING TO TWO POTENTIAL BUSINESSES AND ONE DEVELOPMENT PROJECT. THREE VOTES CONDUCTED: (ALL IN FAVOR, NO OPPOSED)

TIME CLOSED SESSION ADJOURNED: 9:07 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 TWO POTENTIAL BUSINESS MATTERS AND ONE DEVELOPMENT PROJECT.

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

MEMBERS WHO VOTED TO CLOSE: MOTION TO CLOSE BY JONES, SECONDED BY THERESA KUHN. (ALL IN FAVOR, NO OPPOSED)