



**CALVERT COUNTY
ECONOMIC DEVELOPMENT AUTHORITY**

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

**MINUTES
February 25, 2019**

MEMBERS PRESENT: Bill Gray (via phone), Commissioner Earl “Buddy” Hance, Nancy Highsmith, Dana Jones (via phone), Warren Rice, Terri Wolfley

MEMBERS ABSENT: Michael Benton, Keven Zinn

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

I. Call to Order

The meeting was called to order at 8:40 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 Warren Rice to approve the agenda as submitted. The motion was seconded by Earl Hance, and carried.

III. Approval of Minutes From the Oct. 15, 2018, and Oct. 29, 2018, Meetings

On a **motion** by Dana Jones, seconded by Rice, and carried, the minutes from the Oct. 15, 2018, meeting were approved as submitted.

On a **motion** by Rice, seconded by Jones, and carried, the minutes from the Oct. 15, 2018, **Closed Session** meeting were approved as submitted.

On a **motion** by Rice, seconded by Hance, and carried, the minutes from the Oct. 29, 2018, **Closed Session** 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 8:43 a.m., pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland, under (b)(4) Business Matters. The EDA will discuss one matter that concerns the proposal for a business or industrial organization to locate, expand or remain in the state. Closed session adjourned at 10:30 a.m.

V. New Business

A. Patuxent Business Park Marketing and Outreach

Due to time constraints, discussion on this item was deferred to the next meeting.

B. Calvert Economic Development Loan Fund (CEDLF) – Proposal for Additional Funding

Kelly Slagle provided a brief update on the three active CEDLF loans currently being monitored by Economic Development staff. Slagle stated that due to the recent interest in the loan fund, the fund balance available for future CEDLF loans has decreased substantially and requested permission from the EDA to transfer \$300,000 from the EDA’s money market account over to the CEDLF account to cover any new loan requests that may be received. Jones made a **motion** that the EDA grant permission to

staff to transfer funds from the EDA money market account to the CEDLF account. The motion was seconded by Hance. There was discussion on the motion. Rice agreed with the motion to allow funds to be transferred but recommended the funds not be transferred until they are needed for a new loan. Jones stated his motion was to grant authority to staff to move the funds and assumes staff will move the funds as needed. Slagle agreed she needs the EDA's authority to transfer funds when needed. Wolfley requested Jones repeat his motion. Jones revised his **motion**, stating that the EDA grants authority to staff to move \$300,000 from the EDA money market account over to the CEDLF account, as needed. The revised motion was seconded, and carried, with all in favor, no opposed.

C. Calvert County Industrial Park – SMO Request

Slagle advised staff was approached by the President/CEO of Southern Maryland Oil (SMO) regarding SMO's property located in the Calvert County Industrial Park (CCIP). She advised SMO is in the process of a new company-wide acquisition and their underwriters have concerns about how SMO is listed in the CCIP covenants, noting that SMO's property appears to fall under a "fuel storage farm," which is not allowed in the CCIP. SMO is requesting assistance from the EDA to provide clarification that SMO does not fall under a fuel storage farm but is actually a "distribution facility," which is an allowable use at the park. Jones stated he was a member of the EDA when the covenants were created and confirmed SMO is a distribution facility and an allowable use at the CCIP. Slagle advised staff checked with the Department of Planning & Zoning and got zoning clarification from them as well. She stated SMO is requesting the EDA provide a letter clarifying that SMO is a distribution facility. Following discussion, Bill Gray made a **motion** that the EDA provide a letter to SMO clarifying that SMO is a distribution facility and an allowable use at the CCIP. The motion was seconded by Hance and carried, with all in favor, no opposed.

D. Financial Disclosure Forms

As a reminder to EDA members, Financial Disclosure forms for 2018 are due to the Calvert County Ethics Commission by March 31, 2019. An email, with a link to the Financial Disclosure Form, was previously sent to all EDA members notifying them of the requirement to complete the form. Hard copies of the form were also made available to members at today's meeting. Wolfley asked that a second reminder email be sent to members as well.

E. Calvert County Ethics Commission Training

Slagle advised that the Calvert County Ethics Commission requires that members of all volunteer boards/commission/committee complete ethics training. An email was previously sent to all EDA members notifying them of the required training and the various dates of the training. Slagle added the training is not available online and requested that members sign up for one of the training sessions as soon as possible. Rice commented it would be beneficial if a training session could be scheduled early in the morning, rather than mid-day. Slagle stated staff will approach the Ethics Commission to see if an early morning session can be added to the schedule and will report back to members. Wolfley added the training should be offered online.

VI. Public Comment

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

VII. Old Business

A. Calvert Economic Development Loan Fund (CEDLF) Process

Kathy MacAdams advised that, based on feedback from the EDA, the updated CEDLF Application and

Guidelines were included in EDA packets for review and final approval. Following brief discussion, a **motion** was made by Rice to approve the CEDLF Application and Guidelines as submitted. The motion was seconded by Nancy Highsmith, and carried, with all in favor, no opposed.

B. IEDC Consultant Review – Follow up

Slagle advised that information regarding the IEDC consultant review was provided at the last meeting. The final report from the IEDC was received and staff will send the EDA an email with a link to the full report. She noted that one of the recommendations in the report was the ability to increase funding for the CEDLF.

C. Update on Existing Loans

A brief update on the status of the active loans through the CEDLF was provided.

D. Fund Balance

Slagle provided information on current fund balances for the CEDLF loan fund and the Calvert County Incentive Fund.

VIII. Announcements

At the Oct. 15, 2018, meeting, one item on the agenda was discussed in closed session.

At the Oct. 29, 2018, meeting, one item was discussed in closed session.

IX. Next Meeting

The next EDA meeting is scheduled for May 13, 2019.

X. Adjournment

There being no further business, a **motion** to adjourn was made by Hance at 10:50 a.m. The motion was seconded by Rice, and carried.

ECONOMIC DEVELOPMENT AUTHORITY

Written Statement for Closing a Meeting under the Open Meetings Act

Date: 2/25/19 Time: 8:43 a.m. Location: Courthouse Annex, 176 Main Street, 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):

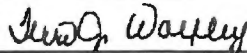
- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific 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) (4) Confidential information discussed regarding a new CEDLF application.

§3-305(b) () _____

§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 2/25/19 EDA MINUTES FOR LIST OF ATTENDEES. CEDLF APPLICANTS ALSO ATTENDED (NAMES CONFIDENTIAL)

TOPICS ACTUALLY DISCUSSED: CEDLF LOAN APPLICATION

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: VOTED TO APPROVE CEDLF LOAN REQUEST. FIVE MEMBERS IN FAVOR, ONE OPPOSED

TIME CLOSED SESSION ADJOURNED: 10:30 A.M. PLACE OF CLOSED SESSION: 176 MAIN ST., PRINCE FREDERICK, MD
PURPOSE OF CLOSED SESSION: DISCUSS CEDLF LOAN APPLICATION.

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

MEMBERS WHO VOTED TO CLOSE: ALL MEMBERS PRESENT