

INUTEBAINBRIDGE DEVELOPMENT CORPORATION  
BOARD MEETING - PUBLIC SESSION  
October 22, 2018 5:30 PM  
Donaldson Brown Center  
Port Deposit, Maryland 21904

MINUTES

ATTENDEES:

Board of Directors: Mario Gangemi, Carl Roberts, Martha Barchowsky, Jim Reynolds, Joe Brant, Mike Pugh, Matt Roath, Chris Moyer  
Ex-Officio: Alan McCarthy, Bob Brennan,  
Staff: Steve Cassard, Toni Sprenkle  
Guests: Vicky Rinkerman, Allen Cornell, Carolyn Spencer, Jane Bellmyer, Charlene Notorcola, Donna Tapley, Tom Tapley, Andrew Cassilly, Teresa Reilly, Danielle Hornberger, Ban Myers, Scott Flanigan, Kevin Hornberger, Jay Motwani, Dan Schneckenburger, Ryan Snow, Miles Dean

AGENDA APPROVAL:

Director Roberts made a request to move the election of officers to after the Annual Report.

*Motion to approve agenda as amended by Director Brant, second by Director Roberts.  
All in favor.*

ANNOUNCEMENTS:

Swearing in of new members Martha Barchowsky and David Rudolph, by Clerk Charlene Notorcola

TREASURERS REPORT: September 2018

At the close of September 30, 2018, our cash position remained strong with total unrestricted liquidity of \$893M. This amount includes an operating account balance of \$124M, money market savings of \$381M and two certificates of deposit totaling \$388M. In addition to these funds, the BDC had \$28M of restricted funds remaining in its Litigation Account.

Operating expenses continue to be paid upon receipt of invoices and the only ongoing liability we are carrying is \$92M owed to DBED. By agreement, we continue to pay current invoices in full and carry this liability from work in prior years.

Through our first fiscal quarter ended September 30th, the BDC had revenues of \$370M, nearly all of which represents the annual support payment received from our developer. Expenses throughout the first quarter total \$68M, resulting in a YTD net surplus of \$302M.

Review of operating expenses for the first quarter against the adopted budget for this fiscal year reveals no material deviation from plan and an overall spending rate which is slightly less than budgeted.

*Motion to approve treasurer report by Director Gangemi, second by Director Brant. All in favor.*

APPROVAL OF MINUTES: October 2017

*Motion to approve October 2017 minutes by Director Gangemi, second by Director Roberts. All in favor.*

REPORTS: NONE

NEW BUSINESS:

**BDC Year in Review**

*Infrastructure – Steve Cassard*

BDC has been working closely with the County to solve the Wastewater issue, which the County has made great efforts to resolve. The site developer has undertaken a considerable amount of work to determine the economic viability of the site and without their lead and investment in infrastructure planning, we would not be where we are today. BDC is now working with Port Deposit on the future of planning and zoning at the site and we hope to have solutions and real results at the site within the next 12-18 months.

*Prospect Activity – Chris Moyer*

Last year there was a tremendous amount of activity in the County (primarily industrial) with a number of properties priming themselves for future development. There has been an influx of technology jobs and a strong variety of manufacturing opportunities. The County has seen new housing permits starting to rise and is hosting a residential builders event this week (over 120 signed up). Bainbridge is at an excellent stage right now through the leadership of MTPM to take advantage of this industrial growth. The developer has completed a great amount of leg work to get prospects involved and to the site, and with those efforts there is prospect interested in Bainbridge. Over all of the years of activities, we have never been this close to something real happening at Bainbridge.

*Environmental Reuse and Land Planning Project – Toni Sprenkle*

At last year's meeting the first OEA grant had been awarded and we were underway on the 3 project tasks (data map, environmental investigations and reuse plan). We were awarded a second grant in July 2017 to expand the data mapping system into a larger data management system, and to conduct

additional environmental investigations based on the findings from the original grant. These activities were necessary because they allowed the BDC to fully and accurately understand the environmental conditions on the site, to allow for an appropriate land use plan and correlating remedial strategy. All field activities were completed in and the final environmental report and revised conceptual plan was submitted to both USN and DOD/OEA on November 22, 2017. The grant term ended on December 31, 2017 and all closeout reports were filed in early 2018

*USN Pilot Project – Steve Cassard*

BDC would not be where we are, with the pursuit of a prospect, without the OEA grant work. An issue of transite materials was uncovered during the investigations and we are working closely with MDE to resolve that. There has been great progress made with USN thanks to congressional involvement and support. We went from the potential of filling litigation to favorable and cooperative work. BDC and MTPM formed a work group and met with USN and MDE in August to determine how to proceed with preparing the site for development. USN recognized their responsibility to test the site and address any potential risks. BDC and USN are working to execute a Memorandum of Agreement which would establish activity-based sampling processes for 394 acres to be prepared for industrial development. The site work began on Monday October 15 to test conditions and determine if there are any threats to human health or the environment. We expect to have those results by the end of 2018 and will share the findings with MDE once received. Any remedial plan will be negotiated with USN and at the end of the process BDC will have a no further action determination from MDE.

*Operational Changes – Steve Cassard*

*Long-time Executive Director Donna Tapley stepped-down at the end of FY18 to pursue personal priorities. BDC executed an inter-agency agreement with MEDCO to have management services provided by Steve Cassard as the newly appointed Executive Director. Donna is still under contract as a consultant.*

**2018 Annual Report presented by Toni Sprenkle**

*Motion to approve the 2018 Annual Report by Director Gangemi, second by Director Brant. All in favor.*

**Election of Officers**

Slate of officers presented to be Chair Carl Roberts, Vice Chair Chris Moyer and Treasurer Chick Hamm.

*Motion to approve the nominated officers by Director Gangemi, second by Director Brant. All in favor*

### **On the Horizon – Carl Roberts**

Over the next year BDC expects:

1. The transite issue to be resolved
2. To have a site certificated by MDE for industrial development
3. MTPM will have a development plan and schedule
4. Cecil County will have a WWTP in design and in Phase 1 of construction
5. Port Deposit will have made considerable amendments to their Comprehensive Plan and Zoning ordinance
6. BDC Tome Committee will have negotiated a practical path to put the former Tome School in productive reuse

### **Recognitions**

Donna Tapley recognized for her 13 years as Executive Director

Mike Pugh recognized for his 8 years as Chairman of the Board

COMMENTS: NONE

*Motion to adjourn by Director Brant, second by Director Moyer. All in favor  
Meeting adjourned at 6:26 PM*