## BAINBRIDGE DEVELOPMENT CORPORATION BOARD MEETING – PUBLIC SESSION MINUTES

## BDC Office 748 Jacob Tome Highway Port Deposit, MD 21904

August 21, 2023 5:00PM

 VIA TEAMS

Meeting ID: 211 113 399 57

Passcode: 4KxpkW

**Participants: In person: Carl Roberts, Toni Sprenkle, Jen Peterson, Chick Hamm, Jim Reynolds, Bill Baron, Bill Sorenson, Vicky Rickerman, Dave Rudolph, Jane Bellmyer**

**Virtual: Steve Cassard, Joe Brant, Roop Vijayan, Mario Gangemi, Martha Barchowsky, Cat Mater, Tom Sadowski, Elizabeth Hughes, Bridgette Peters**

**Absent: Matt Roath**

*Meeting called to order at 5:00 pm*

WELCOME & PURPOSE: Carl Roberts, Chairman AGENDA APPROVAL:

*Motion to approve agenda made by Director Reynolds, second by Treasurer Hamm. Director All in favor. D. Roath-absent.*

## ANNOUNCEMENTS:

##  Executive Director Toni Sprenkle was present for the Port Deposit/Community Connecting Us mural project dedication ceremony.

##  MRP is trying to facilitate a visit with the governor’s office. Bridgette Peters advised the secretary of commerce will be in Cecil County on November 6th.

##  Bainbridge Sunday is coming up and hosting bus tours of the Waves Building on USNTC on September 16 and 17th.

##  Executive Director Toni Sprenkle is participating in the Marine Executive Forum in which she applied and was selected to attend.

APPROVAL OF MINUTES:

August 2023– attached.

 *Motion to approve minutes made by Director Reynolds second by Director Reynolds. All in favor. Director Roath-absent.*

TREASURERS REPORT: Raymond Hamm, Treasurer

 August 2023 – reports attached.

## BDC remains very financially healthy, with $1.3 million and $100 thousand in reserves. The MLGIP account holds $1.1 million with 5.347% returns daily. Treasurer Hamm recommends pulling money into a CD or money market account if rates in the MLGIP fall to take advantage of the high interest rates of these accounts. BDC revenue stands at $300 thousand dollars from annual MTPM payment, and $5,000 from MLGIP interest. BDC has a favorable variance of $16 thousand to start the new fiscal year. Audit is ongoing at this time and is tracking to have no difficulty with audit process or on time submittal. In regards to the MOU Phase 2 demolition, there are no concerns for finances.

##  *Motion to accept August Financial Report made by Treasurer Hamm, seconded by Director Rudolph. Roll Call* Vote: C. Roberts-Y, *D. Gangemi-Y, D. Sorenson-Y, Rudolph-Y, D. Barchowsky-Y, D. Brant-Y, D. Roath-Absent. V.C. Reynolds-Y.*

## COMMITTEE REPORTS:

Tome School – Director Brant advised the board that we are still in a holding pattern for DGS on Tome, Toni suspects the delay is caused by all the grant proposals being submitted. Toni and Steve Cassard are planning a follow up call to find out what is causing the delays.

Environmental – Director Gangemi reported that additional gas vents were installed on Friday- temporary gas probes. MDE will share their data with BDC if there are exceedances. This will save BDC $1900, MDE is being generous and fixing some erosion issues and vegetation removal at the landfills.

EXECUTIVE DIRECTOR’S REPORT:

 Phase 1- Phase 1 activity has slowed now that both buildings are complete. Still working with tenants coming into buildings B and C. The entrance signage is being installed and interior gates are going up onsite to keep visitors out of building areas.

 Phase 1A: Draft Reg package for “no further action” has been completed from Mark Mank. An additional 34-acre sampling was completed by Weston. Soil was tested at a higher level to

 Investigate if more land projects are feasible. MTPM is in discussions with tenant for Phase 1A,

 conceptual plans and building layout conversations are taking place and in the very early stages of planning.

 Phase 2: Demolition sitework MOU signed by MTPM has been received. BDC is working with contractors to begin demo of remaining buildings in phase 2. All permits that were submitted to the town and county have been received. Sign off from Delmarva Power has confirmed that there are no live utilities to any of the phase 2 area. Asbestos crews visited the site last week to check asbestos levels in each building. Bricks from Hunter Hall will be stockpiled for the museum for a memorial project.

 There is no set land plan for phase 2 due to the various tenant needs thus far. The Navy has advised that BDC can look at total development areas to make the property and development more appealing to tenants. Storm water basins will determine scope and sequence, timeline and budget. The goal is to have concepts to Navy sometime in October.

 Infrastructure: Powers Road extension- right of ways are accounted for and town is aware before too much of the design process continues.

 State/ Federal Contracting: Executive Director Sprenkle reported that $600 thousand in contractor invoices were submitted in July. ESCA- total budget remains the same $3.5 million. Twenty invoices are processed through ESCA and there are $3.2 million in Phase 1 activities. ED Sprenkle reports that $500 thousand have been used for Phase 1A (money expires in Aug. 2024) $200-$500 thousand are restricted for sampling and Geotech reporting. Soil excavation used the least amount of budgeted money.

PUBLIC COMMENTS: It was reiterated that no site demolition projects will take place during Bainbridge Sunday tours on September 16 and 17.

SUMMARY COMMENTS & ADJOURN:

 *Motion to adjourn open session meeting made by Treasurer Hamm, second by Director Sorenson. Roll Call* Vote: C. Roberts-Y, *D. Gangemi-Y, D. Sorenson-Y, Rudolph-Y, D. Barchowsky-Y, D. Brant-Y, D. Roath-Absent. V.C. Reynolds-Y. D. Barchowsky- Absent.*

 *Open Session adjourned at 5:43 pm*

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*Bainbridge Development Corporation Board of Director’s will hold their next open session meeting, Monday September 25th at 5:00PM*