

BAINBRIDGE DEVELOPMENT CORPORATION  
BOARD MEETING - PUBLIC SESSION  
November 1, 2016 5:30 PM  
Donaldson Brown Center  
Port Deposit, Maryland 21904

MINUTES

*Public Meeting was called to order at 5:38 PM by Chair Pugh*

ATTENDEES:

Board of Directors: Mike Pugh, Lisa Webb, Martha Barchowsky, Joe Brant, Jim Reynolds,  
Mario Gangemi, Matt Roath  
Ex-Officio: Tari Moore  
Staff: Donna Tapley, Toni Sprenkle

AGENDA APPROVAL:

*Motion to approve agenda with modification to move Announcements to last agenda item, by Director Reynolds, Second by Director Brant. All in favor.*

TREASURERS REPORT:

Presented by Chair Pugh on behalf of Treasurer Hamm. As of September 30, 2016, the BDC holds a total of \$737,000 in unrestricted funds broken down into an operating account (\$83,000), two certificates of deposit (\$226,000) and a Money Market account (\$200,000). In addition to those accounts, the litigation account holds a balance of \$158,000. Expenses through September are on track with projections at roughly \$53,000 providing a new surplus for FY17 of \$394,000. Following last month's approval by the Board of Directors, the FY16 Audit has been sent to the County.

*Motion to accept the Treasurers Report made by Director Webb, Second by Director Gangemi. All in favor.*

APPROVAL OF MINUTES:

September 2016

*Motion to approve the September 2016 meeting minutes made by Director Webb, Second by Director Gangemi. All in favor.*

REPORTS: NO REPORTS

## NEW BUSINESS:

### 2016 Annual Report

Executive Director Tapley presented the FY16 Annual Report with a brief overview of the report. This year's report was consolidated to focus on the operations of the BDC and its Board, activities of the past fiscal year and the upcoming goals. Most notably is the section titled "On the Horizon" which provides insight on the relationship with Department of Defense and the recently awarded federal grant from the Office of Economic Adjustment. The narrative explains the scope and process of the project as well as their desired outcome. There is also a section on the development district project which is working to create a 100-acre commercial parcel shovel-ready for immediate use.

*Motion to approve the FY16 Annual Report made by Director Barchowsky, second by Director Brant. All in favor.*

### Election of Officers

Nomination of Offices was presented by Executive Director Tapley. Officers presented were: Mike Pugh (Chair), Lisa Webb (Vice Chair) and Chick Hamm (Treasurer)

*Motion to accept Officer nominations for the 2016-2017 term made by Director Brant, second by Director Reynolds. All in favor.*

### Environmental Characterization and Reuse Project Firm Selection

After careful consideration and evaluation of all proposals received, the BDC workgroup and its partners determined that EA, Engineering Science and Technology Inc., provided the best response to the Request for Proposal.

The recommendation of the workgroup is to begin negotiations with EA. If BDC and EA cannot come to an agreement during those negotiations, the BDC will then move to the second best proposal and so-on.

Motion to accept the workgroup recommendation made by Director Reynolds, second by Director Roath. All in Favor.

ANNOUNCEMENTS:

Executive Director thanked those in attendance for participating in the BDC annual meeting and recognized the efforts made from leadership within the BDC organization and it's development team. Partner Ken Michael from MTPM has continued to stay committed to the Bainbridge project even through the ups and down. Chair Mike Pugh has fulfilled his duties above and beyond what is called for and continues to serve in a voluntary effort. County Executive Moore has been a strong leader and advocate on behalf of the BDC ensuring the project was a priority for development. The BDC welcomes the participation of the Governor's Office in the meeting to show their support and appreciation to these key individuals for all of their contributions.

Governor's Citations, on behalf of the State of Maryland, were presented by Deputy Chief of Staff Jeannie Haddaway-Riccio, Director of Intergovernmental Affairs Kristal Hartsfield and Senior Advisor to the Governor Michael Leahy, to County Executive Tari Moore, BDC Chair Mike Pugh, Development Partner Ken Michael and the Bainbridge Board of Directors.

COMMENTS: NO COMMENTS

*Meeting adjourned at 6:11 PM*

NEXT MEETING

TBD