

ECONOMIC DEVELOPMENT INCENTIVE FUND COMMISSION

Business Meeting Minutes for October 19, 2020

I. Call to Order and Determination of Quorum

The meeting was called to order by Chairman Mike Whitehill at 9:02 a.m. Due to COVID-19 restrictions, the meeting was held virtually via Zoom Meeting application. The following board members were present and represented a quorum:

Mike Whitehill, Chairman
Bill Walmsley
Patrick Perry
Todd Mohn, County Administrator

Not present:
Thomas Glen

Staff Present:
Heather Tinelli, Director, Economic & Tourism Development
Lisa Gallow, Office Coordinator, Economic & Tourism Development

II. Approval of Agenda:

On a motion made by Mr. Perry and seconded by Mr. Mohn, the meeting agenda was approved by a unanimous vote of the members present.

III. Approval of Minutes:

On a motion made by Mr. Perry and seconded by Mr. Mohn, the September meeting minutes were approved by a unanimous vote of the members present.

IV. Department Update:

- I.** Heather Tinelli, Queen Anne's County Economic & Tourism Director, provided the Commission with a department update. The last disbursement of awarded funds was recently made to Ten Eyck Brewing Company. It was stated that Ten Eyck has already hired more employees than required by their EDIF agreement. The Small Business Assistance and Recovery Fund closed on September 30, 2020. The review committee was able to award \$2.5M to 228 local Queen Anne's County Businesses. The EDC and the EDIF will be receiving a survey through Survey Monkey to provide feedback on how the visions, strategies and goals are currently written in the 2010 Comprehensive Plan pertaining to Economic & Tourism Development. Queen Anne's County is celebrating Economic Development week from October 19th-October 23rd. The department will be using their social media platforms to share local business funding, expansion and success stories. Mrs. Tinelli will be touring GTI, a medical cannabis production facility located in Centreville, MD this week. In partnership with the Upper Shore Workforce Investment Board, the department will be introducing their new Workforce Development initiative today as part of Economic Development Week. Mrs. Tinelli recently attended the ribbon cutting at Sealing Tech located in Stevensville, MD. Sealing Tech has just completed an expansion of their facility to 10,000 sq. ft. The Stevensville Arts & Entertainment District was recently awarded \$13K from the Maryland State Arts Council. The department will be running a test campaign for the newly developed QR code. Tourism marketing efforts are currently focused on Oyster season.

V. **Old Business:**

- A. **Shine Like Stars Preschool Update:** The recommendation from the Economic Development Incentive Fund Commission to award Shine Like Stars Preschool \$50K for construction, supplies and set-up of the preschool at their new location was presented to the County Commissioners for approval at their meeting on October 18, 2020. The Commissioners made the decision to table this request pending further discussion.
- B. **Update on Recipients & Employment Numbers-3rd Quarter Reporting:** 3rd Quarter reporting numbers were due on October 15, 2020. The department will need to follow up with those that have not provided their documentation. Mrs. Tinelli will have a more detailed report to provide to the Commission at the November meeting.
- C. **Corsica Technologies Update:** Per the decision of the Commission at the September meeting, Ms. Tinelli has spoken with County Attorney, Patrick Thompson to amend Corsica Technologies current EDIF agreement. The amended agreement states that Corsica Technologies will employ thirty (30) full time employees by the end of year three (3) of their agreement and maintain thirty (30) employees until the end of year five (5) of their agreement.
- D. **Authentik Solutions:** Authentik Solutions paid \$3,100 in 2018 and have not made any further payments. In May, Ms. Tinelli sent a certified letter to Authentik Solutions telling them they were in default of their loan, behind on employment number reporting, and requested that they needed to contact her. Ms. Tinelli and Commissioner Chris Corchiarino have a meeting on Wednesday, October 21st with Mr. Cirra. The Commission has requested that Mrs. Tinelli send them a follow up email after the meeting.

VI. **New Business:**

- A. **Communication Electronic Systems Expansion:** Mrs. Tinelli recently received a call from Communications Electronic Systems to let her know they will be expanding their space by moving to another location within the Chesapeake Bay Business Park located in Stevensville, MD. The new space will be 3,600 sq ft., an increase from their current 1,200 sq. ft space. Mrs. Tinelli has spoken with County Attorney, Patrick Thompson, to draw up an amended agreement to include the new business address.
- B. **Chesapeake Environmental Labs EDIF Application:** Chesapeake Environmental Labs has submitted an application to the Economic Development Incentive Fund Commission requesting funding for the purpose of purchasing a Promium Element LIMS system which is a Laboratory Informational Management System. On a motion made by Mr. Walmsley and seconded by Mr. Perry, the EDIF is recommending the Commissioners approve \$50K for the purchase of equipment with the incremental creation of two (2) full-time jobs within three (3) years from the date of final disbursement of funds. The company would also be required to maintain the employment level and remain in full operation in the county for a total of five (5) years. This recommendation will be presented to the County Commissioners at their October 27, 2020 meeting.

- VII. **Adjournment:** On a motion made by Mr. Perry and seconded by Mr. Walmsley, the regular Commission meeting was adjourned at 9:29 a.m.

An Executive Closed Session for the purpose of discussing award recommendations and financial matters was called to order at 9:29 a.m. on a motion made by Mr. Perry and seconded by Mr. Walmsley. The Executive Closed Session was adjourned at 9:48 a.m.

The Public Meeting was reconvened at 9:48 a.m.

- VIII. **Adjournment:** On a motion made by Mr. Perry and seconded by Mr. Mohn, the meeting was adjourned at 9:50 a.m.