



**CALVERT COUNTY  
ECONOMIC DEVELOPMENT AUTHORITY**

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*Board of Commissioners*  
Mark C. Cox Sr.  
Catherine M. Grasso  
Earl F. Hance  
Mike Hart  
Todd Ireland

**MINUTES  
Virtual Meeting Via Zoom  
April 17, 2023**

**MEMBERS PRESENT:** Dawn Balinski, Claude Dickinson, Larry Jaworski, Dana Jones and Terri Wolfley  
**MEMBERS ABSENT:** Mike Benton, Commissioner Hance, Warren Rice  
**STAFF PRESENT:** Grace Fadely, Kathy MacAdams, Julie Oberg, Sheebah Smith and Nichole White  
**GUESTS:** None

**I. Call to Order**

The meeting was called to order at 8:00 a.m. by Terri Wolfley, Chair.

**II. Call for Agenda Revisions and Approval of Agenda**

Larry Jaworski made a **motion** to approve the agenda. The motion was seconded by Claude Dickinson and carried (All in favor, none opposed.)

**III. Approval of Minutes from the January 9, 2023, Regular Meeting and Closed Session Meeting**

On a **motion** by Jaworski, seconded by Dawn Balinski, and carried, the Regular Meeting Minutes from the January 9, 2023, meeting were approved as submitted (All in favor, none opposed.)

On a **motion** by Jaworski, seconded by Balinski, and carried, the Closed Session Meeting Minutes from the January 9, 2023, meeting were approved as submitted (All in favor, none opposed.)

**IV. Old Business**

**A. Member Terms and Vacancies**

Kathy MacAdams shared that an application was received from Julie Fuller, Roman Matatov and Dave Volmer. It was discussed that Mr. Volmer has two brick and mortar businesses in Calvert but doesn't reside in Calvert. After further discussion, there was a motion by Dana Jones, seconded by Jaworski, and carried, that in order to serve on the Calvert County EDA the candidate must reside in Calvert County (All in favor, none opposed). Oberg mentioned the other two applications will be submitted for appointment.

**B. "Small Business Assistance Grant Fund" Update (ARPA Funds)**

Oberg shared we funded 39 projects with the ARPA funds. 11 projects at 100% requested funding, 10 at 75%, 8 at 50% and 10 at 30%. All deposits have been made. We will visit many of these businesses during Business Appreciation Week and look forward to seeing how they have utilized the grant funds. Balinski requested to get the list of everyone who was funded, and Oberg said she would check.

## C. Staff Update

Nichole White, the new Business Development Specialist, introduced herself and gave her background of working with Environmental Health and Inspections & Permits. Jones mentioned that one of the biggest hurdles Calvert businesses deal with is the regulatory process and having someone with White's experience will benefit to the department.

Sheebah Smith mentioned our Tourism Specialist is working on the tax base with VRBO's and Airbnb's and will keep everyone updated as further information arises. Smith also mentioned the farmers markets are opening soon with CalvertHealth as the first to begin on April 25, 2023.

Julie Oberg shared multiple staff updates that are as follows:

1. The funding for the feasibility study came through and the company to complete the study has been awarded. Jaworski asked for a timeline if available.
2. Economic Development has increased its outreach efforts to include an 8-page insert in the Parks and Rec quarterly publication that promotes our services and resources, a 30-second commercial that aired in the local theatre, job fairs, and a county-wide business survey to increase community awareness as well as gain insight from the businesses.

Jones thanked Economic Development for their tourism commercial on ABC 7 and was thrilled to hear there are more commercials to come.

3. There is a new online permit portal to pay for, manage, schedule, track and print permits. You can register online at [encompass.calvertcountymd.gov](https://encompass.calvertcountymd.gov).
4. There is discussion about Annmarie Gardens moving into the county government umbrella and possibilities for where it may be placed.
5. There is a committee working on "Christmas on Main Street: Home for the Holidays." Government departments will be partnering with the Optimist Club, Calvert County Fair Board, Chamber of Commerce and the Historical Society.
6. There will be a dedication of a new oak tree on April 25, 2023 at the Circuit Court House. It will be a descendent of the Great Wye Oak. Commissioner Hutchins initiated the idea to replace the old oak tree on the courthouse lawn.
7. A Tourism Development Incentive Grant has been established with hotel tax revenue. A portion of that will come to our office to help promote tourism events. The other portion will help offset special event permit costs.
8. A Local Preference Bill was introduced this year, but it unfortunately did not come out of committee; however, we plan to revise and bring it up again next year. Jones, Wolfley, and Balinski all agreed that this would be very critical to push again for next year. White to reach out to Chamber of Commerce regarding local preference bill language.

## V. New Business

### A. Business Survey

MacAdams mentioned we did a mass mailing with a postcard to over 1,800 businesses that included our business survey. Additionally, emailed the survey to all businesses who have subscribed to receive information from the department. Our plan is to leave the survey open for a month and then analyze it. The survey is available at [www.ChooseCalvert.com/BusinessSurvey](http://www.ChooseCalvert.com/BusinessSurvey) and takes approximately five minutes to complete.

**VI. Recess, Subject to Motion of Privilege for Closed Meeting**

On a **motion** by Jaworski, seconded by Jones and carried (all in favor, none opposed), the Economic Development Authority (EDA) recessed into closed session at 8:41 a.m., pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland, to discuss six (6) items:

Business Matters – [3-305(b)(4)] - The EDA discussed six (6) matters that concern the proposal for a business or industrial organization to locate, expand or remain in the state. Closed session adjourned at 9:11 a.m.

**VII. Public Comment**

No one from the public was present.

**VIII. Next Meeting**

The next EDA meeting is tentatively scheduled for **Monday, June 12, 2023**, at 8 a.m.

**IX. Adjournment**

Balinski made a **motion** to adjourn at 9:11 a.m. The motion was seconded by Jones and carried (All in favor, none opposed.)