ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
September 7, 2016

PRESENT
Dr. D’Ette Devine (CCPS), Danny DeMarinis (URP), Bruce England (SWN), Norman Gaither (NorArk Executive Group), Scott Holland (i-Lighting), Michael Lara (Orbital ATK), Sandy Maruchi-Turner (Tourism), Doris Mason (USRC), Grove Miller (Citizen), Morgan Miller (Representing D. Davis, CCPL), Susan O’Neill (Economic Development Manager), Robert Palsgrove (WSFS), Michael Ratchford (W.L. Gore & Associates), Joanne Richart-Young (Ag Coordinator), Dr. Carl Roberts (Chamber Government Relations), Dan Schneckenburger (County Council), Richard Szumel (UHCC), Mike Travers (Cecil Dance Center), Lisa Webb (Director of Economic Development), Jason Zang (Economic Development)

ABSENT
Dr. Mary Bolt (Cecil College), Walter Buck (Citizen), Linda Burris (Delmarva Power), JoAnn Dawson (Fairwinds), Paula Gilley (Citizen), Woody Jackson (Citizen), Rupert Rossetti (Citizen)

GUESTS
Joseph DiNunzio (Artesian Water), Tammy Edwards (MD Dept. of Commerce), Scott Flanigan (DPW), Vince Fiorelli (Chesapeake Utilities), Cheryl Mattix (Cecil Whig), Stephanie Palko (Cecil Guardian), Alan Sexton (SWN)

Call to Order & Welcome
• Mike Ratchford called the meeting to order at 8:05 a.m.
• Introductions were made by all in attendance.

Chairman’s Report – Mike Ratchford
• Minutes from EDC Meeting on June 1, 2016 were approved.
• In July, EDC held its annual Meeting Night at the Cecil County Fair – thank you to Joanne for her coordination of that event
• Over summer, there have been several announcement regarding economic development:
  • Incubator Study -- Major announcement on distribution center
  • Gov. Hogan visit to Cecil Center
  • Earleville grower in Cecil County
  • Dr. Bolt appointed to American Association of Community Colleges Commission of Research Technology & Emerging Trends

A Presentation was given on the EDC Survey Results. A copy of the results are available on our website.

Instead of having an outside speaker today, would like to take a little time to talk about how we are functioning as a Commission, how we are functioning in Cecil County. Like to look at what we are doing, what we should be doing, what we can do to spur economic development in the County, and what we as a
Commission should be thinking about over the next year; i.e., format of meetings, speakers, etc. We need to do this in the spirit of continuous improvement and as a responsible public body.

The conclusions of the survey reveal that most members feel:

1. The EDC is meeting their needs
2. Meetings are informative
3. Time is well spent
4. Their input is valued
5. 8:00 Meeting time works
6. Length of meetings works
7. Format of meetings works
8. Good percentage of members provided suggestions for topics/issues for discussion
9. Additional comments were received*

Some items were discussed during the meeting including: provide additional information on prospects, supporting local businesses, the EDC taking a position on controversial issues brought to Council, meeting times and day of week/month, and format changes to the EDC agendas which will be effective October.

In general, the results and comments received will be used as a means to recharge the EDC to see what we need to be doing for Cecil County – not what we need to be doing for the Commission.

**Director's Report – Lisa Webb**

- Tourism lease & improvements
- LIDL Announces
- Transteck Announces
- Warwick Ribbon Cutting w/Governor
- UMS RFI for DBC
- Submitted Grant Request for Incubator funding
- Prospects currently at 40 Active
- APG Leadership Meeting at DBC
- Met with College re: Incubator development
- Bainbridge State Meetings
- NMTC Planning
- RAMP MD Annual Meeting at Orbital ATK
- Army Alliance & Congressional briefings
- APG Cyber Workforce Task Force
- Participated in the Manufacturing Apprenticeship Program
- MEDA Summer Conference on workforce
- SWN Labor Market Study
- WIB Tour at GM Transmission Plant
- MACo Conference
- SBDC Meetings & New Rep
- TEDCO Small Business Workshop
- Planning for Annual Broker Event
- Cecil County Gala Event planning
- Instructed at the Basic Course for MEDA
- County’s new website under development

**Economic Development Manager – Susan O’Neill**
- Submitted annual Enterprise Zone report for Dept. of Commerce
- Submitted annual Revolving Loan Fund report for Dept. of Commerce
- Assisted three businesses with VLT financing options
- Worked with CBRP to plan and organize September workshop
- Working with County attorney on the RLF
- Represented OED at a TEDCO workshop
- Continue work on the business incubator program; press release, timeline, webinar, County Council meeting, etc
- Attended SWN annual meeting
- Working with DHCD to utilize the CDBG funds
- Working with Cecil County Chamber on Gala event
- Attended MEDA summer conference
- Attended Warwick Mushroom ribbon cutting
- Working with SBDC new Cecil County representative

**Agriculture Coordinator – Joanne Richard-Young**
- Cecil County Farmers’ Market in North East remains open until October.
- The first Cecil County agriculture sign program signs are up for program participant, Milburn Orchards
- Assisted with Governor Hogan’s visit to Cecil County and Warwick Mushroom Farms
- Coordinated EDC visit to the Cecil County Fair
- Participated in planning meeting for Annie’s program for 2017
- Planning the 10th Annual Harvest Dinner with Chesapeake Inn which includes wine tasting from Turkey Point Vineyard / Winery and Chateau Bu De
- Continue assisting potential new agriculture business locating to Cecil County, still under confidentiality agreement
- Continue assisting existing ag-related business with their expansion plans
- Continue working on MDA/SHA Ag Sign Program participation
- Attended Cecil County Farm Bureau meetings
- Participated in Rural Maryland Council planning meetings
- Participated in several USDA Webinars

**Tourism Coordinator – Sandy Maruchi-Turner**
- Completion of new social media & web project – Cecil’s Choice Awards. Winners:
  - Favorite Attraction – Milburn Orchards
  - Favorite Restaurant – Chesapeake Inn
  - Favorite Shop – Galvinell Meats
  - Fan Favorite - Inkaholics
- Working on new web site
• Assisting EDC Communications Committee with a branding strategy for OED
• Initiated marketing partnership with Visit Harford – “Upper Bay Best Bets”
• Communicating with BASS about amateur tournament
• Working on Nature Brochure
• Participated in Cecil’s MACo booth
• Preparing to move the Tourism office; planning layout of office space; packing files, etc.
• Developing next social media promotion – “Finders Keepers”

Economic Development Coordinator – Jason Zang
• Assisted 4 large-scale industrial prospects and 3 small businesses
• Provided a tour of industrial properties to 2 out-of-stake brokers looking to do more business in Cecil
• Developed press release for Transteck’s commitment to Elkton/Cecil County
• Began work on RFP for OED Branding Initiative
• Attended two IEDC professional development courses
• Began Broker Event preparation
• Worked with Department of Commerce to update various documents including Brief Economic Facts and New and Expanding List
• OED Newsletter, social media, and more

Subcommittee Reports:

Education/Workforce – Denise Davis
• Nothing to report

Technology – Norman Gaither
• In August, briefed candidates on what Incubator was
• Sent letter of support for grant on 25th to Rural MD Council to fund Incubator Manager and Administrative Support
• Advisory committee now following up

Land Use – Rupert Rossetti
• Nothing to report

Finance – Susan O’Neill
• Put together new proposal which is with Jason Allison. Not allowed to introduce anything else until December.

Communications – Jason Zang
• Nothing to report

Council Report - Dan Schneckenburger
• Nothing to report
# 2016 Important Upcoming Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
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<tbody>
<tr>
<td>Cecil County Farmers' Market</td>
<td>2pm to 6 p.m., NE United Methodist Church Parking Lot, 308 S. Main Street, North East – every Friday through October 28th</td>
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<tr>
<td>Denise Davis' Retirement Reception</td>
<td>Sept. 7th at Perryville Library</td>
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<tr>
<td>CBRP Workshop &quot;Networking Boot camp&quot;</td>
<td>Sept. 14th</td>
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<tr>
<td>SBA Day</td>
<td>Sept. 15th at Ground Floor</td>
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<tr>
<td>NMTC World of Wine Event</td>
<td>Sept. 15th in Havre de Grace</td>
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<tr>
<td>Commercial Broker Event</td>
<td>Sept. 28th</td>
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<tr>
<td>10th Annual Harvest Dinner</td>
<td>Oct. 19th at Chesapeake Inn</td>
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**Summary**

This report will be made available via OED website.

**Adjournment**

Mike Ratchford adjourned the meeting at 9:35 a.m.

**Our next EDC meeting will be on October 5, 2016 at 8:00 a.m. at Cecil College, Room TC208.**

Respectfully Submitted,

Terri Springel  
Administrative Assistant