

***Citizens Committee for the Enhancement of Communities Surrounding
Baltimore/Washington International Thurgood Marshall Airport***

**Meeting Minutes
March 10, 2021**

Attending

Dana Carrington
Marjorie Deschenes
Howard Johnson
Ron Looper
Kevin Plessner
Barbara Morgan

Representing

Timber Ridge HOA
Provinces Civic Association
Greater Elkridge Community Association
Elmhurst Improvement Association
Linthicum-Shipley Improvement Association
Dundee Community Association

Michelle Christoffers
Brittany Janowski
Darline Terrell-Tyson

MDOT, Office of the Attorney General
MDOT, Office of the Attorney General
MDOT MAA, Office of Environmental
Compliance and Sustainability
MDOT MAA, Office of Environmental
Compliance and Sustainability, Noise Section
MDOT MAA, Office of Environmental
Compliance and Sustainability, Noise Section
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Compliance and Sustainability, Noise Section

Bruce Rineer

Karen Harrell

Royce Bassarab

Absent

Rodney Jones
Ben Olson
Mary DesChamps
Charles Kiessling
Gary Simmons

Severn Improvement Association
Greater Ferndale Community Civic Association
Carriage Pines at Lake Village HOA
Glen Burnie Improvement Association
Glen Burnie

Discussion

1. Due to restrictions on in-person gatherings associated with the novel coronavirus, this meeting was held virtually via GoToWebinar. The meeting began at 6:22 p.m. once quorum was reached.
2. Kevin Plessner, Chair, welcomed attendees and noted that the purpose of the meeting was to continue the discussion of potential changes to the grant application guidelines. Roll call followed.
3. Proposed Updates to Grant Application Materials

Mr. Bruce Rineer summarized the work MDOT MAA had undertaken since the last meeting. A redlined version and a clean version of the proposed updates to the grant application guidelines (*“Guidelines for Transportation Related Community Enhancement Grant*

Applications”) were distributed via email. Mr. Ron Looper made a motion to approve the edits to the grant application, seconded by Mr. Howard Johnson. All voted in favor and discussion ensued.

Overall, the Committee approved the proposed changes. The Committee discussed what happens with grant applications that are submitted following the deadline, and whether those would be treated with a higher priority. The Committee discussed whether a late application should be held and subsequently considered as the first application received in the following quarter, which could unfairly penalize other communities who, rather than submit an application past the deadline, waited until the next open application period. Members discussed whether late applications would receive first consideration in the following quarter and whether late application should be returned. The committee agreed with the language in the draft, which states “Applications received after the quarterly cycle deadline may be held by MDOT MAA, in its discretion, until the next grant cycle.”

The Committee discussed time-sensitive elements of the grant applications, including quotes provided by contractors and the timing of the Certificate of Good Standing (referenced as a Certificate of Status by the Maryland Department of Assessments and Taxation). Mr. Plessner noted that in his experience contractors will honor the quote in recognition of the time required to prepare, submit, and approve the grant. Mr. Looper noted that in the past, grant approvals have been made contingent upon the applicant providing an updated Certificate of Status.

The Committee voted to unanimously accept the revisions to the grant application guidelines.

Mr. Rineer summarized some additional initiatives that MDOT MAA is investigating. Changes to the electronic form have not yet been made, and the form would be replaced once the grant program is available and incorporated within the Maryland OneStop portal. MDOT MAA continues to move forward with the inclusion of this program on the OneStop portal. DocuSign is now in place for the staff that support the CEG program. This will allow staff to send documents out electronically for signatures which should reduce the time it takes to process the grant agreements. Mr. Rineer has also begun investigating the use of a mapping service that would allow anyone to insert an address and view the location of a property with respect to the eligibility boundaries of the grant program.

Ms. Karen Harrell reminded the Committee of the annual requirement to submit ethics/financial disclosure agreements.

4. Chairperson Plessner asked if there was any Old Business.

There was no old business to discuss.

5. Chairperson Plessner asked if there was any New Business.

There was no New Business to discuss.

6. A motion to adjourn the meeting was made by Mr. Howard Johnson and was seconded by Mr. Ron Looper. The meeting was adjourned at 6:56 p.m. by Chairperson Plessner.