

TOWN OF UNION BRIDGE  
WORK SESSION  
May 10, 2021

The Council held a work session meeting on May 10, 2021, at 6:30 p.m., via GoToMeeting teleconference. Notice of the teleconferenced meeting was given by posting the agenda at the Town Hall, on the Town's website, and provision to the Carroll County Times. Those present were Mayor, Perry L. Jones Jr.; Donald Wilson; Ellen Cutsail; Laura Conaway; Edgar Wentz; and Clerk Treasurer, Dawn Metcalf. Amy Kalin was absent.

MISCELLANEOUS DISCUSSION

-The flat roofs at the Community Center are in need of repair. The right-side roof is leaking and, with the amount of rain we have had lately, the leak has made its way into the building causing the ceiling in the ladies' room to fall in. Clerk-Treasurer spoke with Mayor Jones and the decision was made that, due to the damage the leaking roof is causing, it is impractical to advertise for sealed bids. The Clerk-Treasurer contacted multiple roofing companies and received four (4) estimates. Mayor and Council reviewed each estimate. After discussion, **Councilmember Donald Wilson motioned to accept S&K Roofing estimate in the amount of \$19,372.00. Councilmember Ellen Cutsail seconded and the motion passed unanimously.** A copy all four (4) estimates are attached to and made a part of these minutes.

-The Town received a POS Grant funding letter, stating that there is \$82,250.00 available for our POS project this year. The Town may also receive another \$31,000.00 from previously deferred funding, from the Town's previous Community Center Parking Lot project. If these funds are made available to us, Union Bridge would have a total of \$113,250.00 to spend. Mike Reynolds, Circuit Rider, recommended that the Town apply for these POS funds to replace the roofing on the Community Center Canopy, replace the old tot lot play equipment and surface the play area with a recycled rubber material in place of mulch. Mayor and Council agreed to meet at the Community Center tot lot to look over the play area this Thursday, and will get back with Mr. Reynolds on his recommendation.

-The Town placed funds in the FY 21/22 budget to purchase a new water/sewer billing system. The Clerk-Treasurer and Circuit Rider, Mike Reynolds, had a virtual presentation with Tom Tobin, Diversified Technology Utility Billing. New Windsor and Taneytown are both using this system and are very pleased with it. This system would also include the ability for customers to pay with credit and debit cards. The total cost of the system would be \$8,690.00 to purchase and install, with an annual support fee of \$1,200.00. Mr. Tobin explained that the information gathering, data conversion, parallel processing and training can take months, depending on how old the current billing system is. The Clerk-Treasurer recommends going with Diversified Technology and would like to move forward with purchasing this billing program. Mr. Tobin requires 50% of purchase price to start the process of information gathering and data conversion. The Clerk-Treasurer would like to move forward with this project in this current fiscal year budget if funds for the 50% down payment are available. After discussion **Councilmember Ellen Cutsail motioned to go with Diversified Technology Utility Billing system and to move forward with purchasing, it if the funds are available in this fiscal year's budget. Councilmember Laura Conaway seconded and the motion passed unanimously.** A copy of Diversified Technology Utility Billing estimate and overview is attached to and made a part of these minutes.

-The Town received a letter on April 26, 2021, from Maryland Department of the Environment (MDE), that Union Bridge had a sanitary sewer overflow on September 27, 2016. MDE can seek administrative penalties of up to \$10,000 per day up to a maximum of \$100,000 and civil penalties of up to \$10,000 per day for water pollution violations and that the Department has determined that The Town of Union Bridge could be liable for the maximum civil penalty under the law for each reported overflow. MDE offered Union Bridge the opportunity to settle, without admission of liability or concession, the aforementioned violation by payment of \$921 to MDE. The Clerk-Treasurer spoke with Mike Zechman and he said that it would be in the Town's best interest to take the settlement that MDE offered. **Councilmember Ellen Cutsail motioned for Union Bridge to pay MDE the \$921 violation fee. Councilmember Laura Conaway seconded and the motion passed unanimously.** A copy of MDE's letter is attached to and made a part of these minutes.

-Mike Reynolds is working to renew the Circuit Rider/Town Manager grant.

-Union Bridge has put up several properties for tax sale the County will be holding on June 30, 2021.

-Questions and concerns have been brought up about campaigning on election day.

-The hot water heater had to be replaced at the Town Hall.

DONALD WILSON

-Mr. Wilson is working with Ken Black striping the lines at the newly refinished parking lot at the Community Center.

ELLEN CUTSAIL

-May 14, 2021, a virtual ceremony for "If I Were Mayor" essay contest. A young man from Mt. Airy Elementary School was a winner.

-The disorderly House abatement conferences will begin on Wednesday, May 12, 2021.

AMY KALIN

-Amy Kalin was absent.

LAURA CONAWAY

-Ms. Conaway had no new business.

EDGAR WENTZ

-Mr. Wentz had no new business.

MAYOR JONES

-Mayor Jones reported that there will not be a MML Carroll County, Frederick County joint meeting this year. Carroll County chapter meeting will be held Thursday, May 20, 2021 at Flood Zone with the social hour starting a 6:00 p.m. and the meeting beginning at 7:00 p.m.

-Last week Mayor Jones had a meeting with Carroll County Department of Land and Resource Management and the Planning Division of the U.S. Army Corps of Engineers. They have prepared a Flood Hazard Study for Little Pipe Creek. A copy of the study is at the Town Hall and if anyone wished to review it, they can do so at the Town Hall.

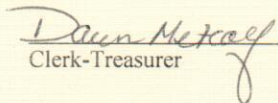
-May 12, 2021 is the next managers meeting.

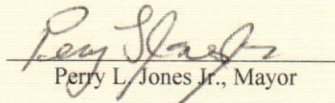
-Chris Harris will begin to hang the military banners.

-Chris will be mowing for the Duck Derby.

The May council meeting will be held on May 24, 2021.

The June work session will be held on June 14, 2021.

  
Clerk-Treasurer

  
Perry L. Jones Jr., Mayor