

THE TOWN OF UNION BRIDGE
COUNCIL MEETING MINUTES

October 25, 2021

The Council met in the Union Bridge Town Hall, on Monday, October 25, 2021 at 7:00 p.m., for their monthly council meeting. Notice of the meeting was given by posting the agenda at the Town Hall, on the Town's website, and provision to the Carroll County Times. Mayor Jones presided over the meeting with councilmembers Laura Conaway; Amy Kalin; Cheri Thompson; Edgar Wentz; and Town Attorneys, John Maguire and Mandi Porter. Councilmember Donald Wilson was absent. The attendees' sheet is attached to and made a part of these minutes. **Councilmember Laura Conaway motioned to approve the September 2021 operating statements; September 27, 2021 council meeting minutes; October 4, 2021 work session minutes and Quantum financial statements for September 2021. Councilmember Edgar Wentz seconded and the motion passed.**

MAYOR'S REPORT

-Mayor Jones thanked Amy Kalin and Brian Colussy for displaying the purple lights at the Town Hall and the Town Square for drug awareness.

-Mayor Jones is looking for volunteers for a food drive on December 5, 2021.

-Trick or Treat will be on October 31, 2021, 6:30 p.m. to 8:00 p.m.

-On November 6, 2021 from 2:00 p.m. – 9:00 p.m., Flood Zone will celebrate the US Marine Corps' 246th Birthday! Speakers, the Honor Guard, bagpiper and cake. Free admission.

ATTORNEY REPORT – JOHN MAGUIRE

-Since last month, the Town has verified the accuracy of the petition. At the October 4, 2021 work session, Council discussed Citizens' UB annexation request involving the transition to Town zoning districts and referred the Zoning aspect of the petition to the Planning and Zoning Commission. At the October 21, 2021, Planning and Zoning meeting the Planning and Zoning Commission recommended the zoning map amendment, which is consistent with the petition.

-Mr. Maguire introduced three (3) resolutions that are in conjunction with Citizens' UB Solar Facility annexation.

- Resolution 02-21 was introduced; this resolution proposes the annexation of 69.597 acres into the Town of Union Bridge and provide the zoning as discussed.
- Resolution 03-21 was introduced; this resolution proposes to adopt and authorize Mayor Jones to sign the Annexation Agreement.
- Resolution 04-21 was introduced; this resolution proposes to adopt and authorize Mayor Jones to sign a Payment In Lieu Of Taxes Agreement (PILOT) – Personal Property Taxes only.

-Everyone was emailed the Annexation Plan on October 12, 2021. Mr. Maguire explained that the annexation plan is designed to meet the statutory requirements set forth in Maryland Local Government Article, §4-415. The information is largely a restatement of numerous planning and zoning facts and conditions which have been considered over the years by the Council and Planning Commission in connection with the Public Service Commission and site plan proceedings. This plan is a step by step, item by item, description of the project and the demands on public facilities, which are minimal and how it fits into the growth element of the Town's Master Plan.

Councilmember Laura Conaway motioned to approve the Annexation Plan for Annexation Resolution 02-21. Councilmember Amy Kalin seconded and the motion passed unanimously. Mr. Maguire will deliver the Annexation Plan to the different organizations. A copy of the Annexation Plan is attached to and made a part of these minutes.

-A public hearing will be held on December 20, 2021 at 7 p.m.

ATTORNEY REPORT – MANDI PORTER

-The Town was made aware that a realtor has a client that is interested in purchasing properties located in the Local Business (BL) district and wants to convert the entire building into apartments. Ms. Porter stated that currently, as the code reads, it is permissible to put apartments on the ground /street level in the BL district. At the October 4, 2021, work session Mayor and Council discussed that they want to preserve the principal and permitted use in the local business district as retail businesses or service shops on the first or street level floors. Mayor and Council referred this to the Planning and Zoning commission. At the October 21, 2021, Planning and Zoning (P&Z) meeting the P&Z commission recommended that Mr. Maguire's firm prepare a draft to amend the text in the Zoning Ordinance of the Town Code as to not allow apartments on the first or street level floor in the BL district. Ms. Porter stated that Mr. Cueman, Town's Planning and Zoning Consultant, suggested that the code could be amended to state that apartments shall not be permitted on the first/street level in a building which is for retail and service shops in the BL district. Ms. Porter wanted to clarify how specific the Mayor and Council want to be in the text amendment. Mayor and Council stated they want only retail and service shops to be permitted on the first/street level areas of buildings front facing, Main Street that are located in the BL district. Mayor and Council also gave permission for Ms. Porter to organize the zoning code so it is easier to read.

CARROLL COUNTY SHERIFF'S OFFICE - DEPUTY COLUSSY

-Deputy Colussy reported that between the dates of September 27, 2021, until October 24, 2021, the Carroll County Sheriff's Office responded to 59 calls for service within the town limits of Union Bridge. Out of those calls for service, only eight (8) calls required a report. A copy of Deputy Colussy's report is attached to and made a part of these minutes.

PUBLIC COMMENTS AND CONCERNS

-There were no public comments or concerns.

COMMITTEE REPORTS

WATER/SEWER

- Ms. Kalin received seven (7) phone calls since our last council meeting. Two (2) calls were concerning water and sewer issues.
- Ms. Kalin thanked Union Town Bible Church for the fall cleaning project they did on Main St. on Saturday, October 23, 2021.
- Ms. Kalin attended the Planning and Zoning (P&Z) meeting on October 21, 2021. The Carroll County Planning liaison, Abigail Rogers, stated that the County is currently working on the tri-annual update of the Water/Sewer Master Plan and sked if the Town had any concerns or updates that they would like to include. The P&Z Commission stated that no changes or updates are needed at this time. Also, the Transportation Plan will be distributed in the near future.
- Ms. Kalin report is attached to and made a part of these minutes.

STREETS

-Mr. Wilson was absent.

COMMUNITY CENTER

-Mr. Wentz stated that Mike Reynolds, Town Circuit Rider is still working on securing funds to update some of the Tot Lot play equipment.

POLICE/MOWING/CHRISTMAS LIGHTS

- Ms. Conaway reported that the lights on Lehigh Drive were fixed and are now operational. This is a project that has been in the works since November 2020.
- An anonymous donation, in the amount of \$76.00, was received for 2022 National Night Out.
- Ms. Conaway attended the virtual Carroll Cable Regulatory Commission meeting.
- Ms. Conaway's report is attached to and made a part of these minutes.

STREET LIGHTS/TRASH

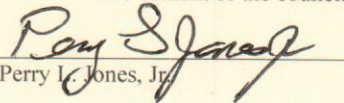
- Ms. Thompson attended the Carroll County Downtown meeting on October 7, 2021, discussing different platforms to promote town events. Seven (7) Union Bridge Businesses agreed to participate in the Carroll County Passport program that encourages citizens to shop small businesses, Saturday, November 27, 2021 through Sunday, December 5, 2021.
- Ms. Thompson reported that there is a group of people willing to volunteer their labor (not materials) to the comfort station at the Tot Lot, so that they can, once again, be opened up for public use. Mayor Jones stated that this has been discussed prior to this meeting and that we will discuss this again at the November work session.
- Ms. Thompson's report is attached to and made a part of these minutes.

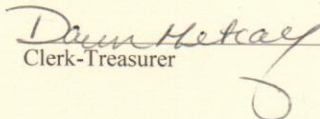
Councilmember Laura Conaway motioned to adjourn the Council meeting. Councilmember Edgar Wentz seconded and the motion passed unanimously.

The next council meeting will be held on November 22, 2021.

The next work session will be held on November 8, 2021.

The content of the council meeting is contained on a zip drive.


Perry L. Jones, Jr.


Clerk-Treasurer