

THE TOWN OF UNION BRIDGE  
COUNCIL MEETING MINUTES  
April 24, 2023

The Council met in the Union Bridge Town Hall, on Monday, April 24, 2023, at 7:00 p.m., for their monthly council meeting. Mayor Perry Jones presided over the meeting with council members Donald Wilson, Amy Kalin, Edgar Wentz, Laura Conaway and Cheri Thompson present. Mayor Perry Jones opened the meeting with the pledge to the flag. The sign-in sheet is attached to and made a part of these minutes. **Council member Laura Conaway motioned to approve the March operating statement; March 27, 2023 public hearing minutes; March 27, 2023 council meeting minutes; April 10, 2023 work session minutes and Quantum financial statements for March 2023. Council member Cheri Thompson seconded and the motion passed unanimously.**

BUDGET ORDINANCE 318-B

Mayor Jones called for a motion on Budget Ordinance 318-B, for fiscal year 2023/2024. **Council member Laura Conaway motioned to approve Budget Ordinance 318-B, for fiscal year 2023/2024, for expenditures and revenues of \$1,142,701.00, with the town tax rate to remain at \$.35 per \$100 of full value assessment of property in the Town of Union Bridge, and the town personal property tax rate is to remain at \$.75 per \$100 of assessed value. Council President Donald Wilson seconded and the motion passed unanimously.** A copy of Budget Ordinance 318-B is attached to and made part of these minutes.

MAYOR'S REPORT

- Mayor Jones reported that he attended an in-person legislative MML meeting in Annapolis on April 19, 2023.
- April 26, 2023 will be a "wrap-up" MML meeting. Details will be presented at the next Town Council meeting.
- April 29, 2023 will be a MML Board of Directors meeting in College Park, MD.
- The mayor asked all council members to remain after this meeting to film a short video to promote Union Bridge for MML. The video submission is due May 1, 2023.
- At the recent MML Joint Chapter meeting, a former student of Robert Moton Elementary introduced Resolution # 340 pertaining to the Town of Union Bridge supporting a new museum in Carroll County for African American history and education. Council member Laura Conaway read the resolution aloud. **Council President Donald Wilson motioned to accept Resolution # 340. Council member Amy Kalin seconded and the motion passed unanimously.** Mayor Jones signed the resolution and a copy is attached to these minutes.
- Mayor Jones stated that he was contacted by resident, Jo Israelson, on behalf of Pipe Creek Friends Monthly Meeting House, asking to provide a letter of support from the Town of Union Bridge for a grant application from the Maryland Historic Trust pertaining to repairs to the Pipe Creek Friends Monthly Meeting House. Council member Amy Kalin read the draft of the support letter aloud. **Council member Laura Conaway motioned to sign the letter of support for the Pipe Creek Friends Monthly Meeting House grant application. Council member Amy Kalin seconded and the motion passed unanimously.**

ATTORNEY REPORT

- Town Attorney, Mandi Porter, provided an update from the April 20, 2023 Planning & Zoning Commission meeting in regard to the proposed Capital Improvement Plan (CIP) for fiscal years 24 - 29. Ms. Porter stated that Mr. Edmund Cueman, who is the Town Planning & Zoning consultant, has identified several components of the proposed plan which were not standard in prior year versions. Those items include:
  - WWTP: \$22,500 has been allocated for property purchase of five (5) acres for possible relocation of the WWTP. The Town has until April 21, 2027, to purchase this property from Citizens UB Solar, per an agreement. Mr. Cueman recommends that money be set aside on an incremental basis over the next several years to purchase this property.
  - Capital Contingency: Mr. Cueman recommends increasing the amount budgeted from \$2,500 to \$5,000.
- Attorney Porter stated that the Planning & Zoning Commission has recommended approval of the proposed CIP for fiscal years 24-29.
- Attorney Porter introduced CIP Resolution 03-23 for fiscal years 24-29. **Council member Amy Kalin motioned to approve CIP Resolution 03-23 for fiscal years 24-29. Council member Cheri Thompson seconded and the motion passed unanimously.**
- Attorney Porter stated that she has reviewed the Town's Record Retention and Disposal schedule, which is to be reviewed every two (2) years. Attorney Porter and Town Clerk Dawn Metcalf do not recommend any changes for this

review period. **Council member Laura Conaway motioned to approve the presented Record and Retention Schedule. Council member Amy Kalin seconded and the motion passed unanimously.** A copy of the Record and Retention policy is attached to these minutes.

- PFAS Litigation: Attorney Porter will be meeting with attorney Jay Gullo on Tuesday, April 25, 2023, to review the complaint to be filed. Ms. Porter will schedule a meeting with Town Clerk, Dawn Metcalf, and Circuit Rider, Mike Reynolds, to discuss financial details needed to file the complaint and move forward.

#### PUBLIC COMMENTS AND CONCERNS

- Master Deputy Kevin McGinnis was present and a copy of his report is attached to these minutes.

#### COMMITTEE REPORTS

##### STREET LIGHTS

- A copy of Ms. Thompson's report is attached to these meeting minutes.

##### POLICE

- A copy of Ms. Conaway's report is attached to these meeting minutes.

##### COMMUNITY CENTER

- Mr. Wentz stated that the service agreement for Community Center walkway roof repair project has been drafted and we are awaiting start of the repairs.

##### STREETS

- Mr. Wilson stated that Steve Stambaugh has been painting curbs within town.
- Mr. Wilson stated that he is pausing with cold patching until further planning is complete on street repairs.
- Mr. Wilson needs to contact Stambaugh to investigate a drainage issue at the "old locker plant" due to water overflowing into Mr. Mike Story's lawn.
- Mr. Wilson stated that there is continued concern with dump trucks driving on Quaker Hill Rd. He is investigating ways to combat the traffic to possibly include a stop sign at Lightner Street. Mayor Jones asked to delay a final decision until the road is re-opened and traffic is re-evaluated.

##### WATER/SEWER

- Ms. Kalin had zero (0) phone calls related to water or sewer since the last Town Council meeting.

##### OTHER CONCERNS

- Mayor Jones stated that Town Elections will be held at the Town Office on May 9, 2023, from 7:00 a.m. until 8:00 p.m.
- Mayor Jones stated that the VFW is expected to hold their Memorial Day service on Memorial Day.
- Mayor Jones stated that the Union Bridge Fire Company festival will be held on June 1st, 2nd, and 3<sup>rd</sup> at the carnival grounds.
- No other concerns were raised.


**Council member Laura Conaway motioned to adjourn the meeting. Council member Donald Wilson seconded and the motion passed.**

The next council meeting will be held on May 22<sup>nd</sup>, 2023.

The next work session will be held on May 8<sup>th</sup>, 2023.

The content of the council meeting is contained on audio file located on flash drive.

  
Perry L. Jones, Jr.

  
Mike Reynolds - Circuit Rider