

THE TOWN OF UNION BRIDGE
COUNCIL MEETING MINUTES
June 16, 2025

The Council met in the Union Bridge Town Hall, on Monday, June 16, 2025 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; Tony Bowman; Ellen Cutsail; Bret Grossnickle and Town Attorney, Mandi Porter. Councilmember Logan Grossnickle was absent. The attendees' sheet is attached to and made a part of these minutes. **Councilmember Tony Bowman motioned to approve the May 2025 operating statements; May 19, 2025 council meeting minutes, June 9, 2025 work session minutes and Quantum's financial statements for May 2025. Councilmember Bret Grossnickle seconded and the motion passed unanimously.**

MAYOR'S REPORT

-Mayor Jones recommended Kate Kotoski to serve as the alternate on the Planning and Zoning Commission and to appoint Logan Grossnickle as the Planning and Zoning ex-officio. **Councilmember Laura Conaway motioned to accept Mayor Jones recommendation. Councilmember Ellen Cutsail seconded and the motion passed unanimously.**

-Mayor Jones reported that the FY 24/25 Budget needed to be amended to cover equipment expenditures, I&I Field Investigation and cleaning and identifying and repairing the infiltration issue at the western sewer stream crossing. The budget bottom line will not increase; monies are being moved around to cover cost within a particular line item. **Mayor Jones called for a motion to amend the FY 24/25 Budget as proposed, Councilmember Ellen Cutsail motioned to amend the budget as proposed. Councilmember Bret Grossnickle seconded and the motion passed unanimously.** A copy of the FY 24/25 Budget Amendment is attached to and made a part of these minutes.

-The Summer Maryland Municipal League conference will be held the week of June 23rd, Mayor Jones, Council President Laura Conaway, Councilmember Tony Bowman and Councilmember Ellen Cutsail will be attending.

ATTORNEY REPORT – MANDI PORTER

-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 the Clerk-Treasurer do not recommend any changes for this review period. **Councilmember Bret Grossnickle motioned to approve the presented Record Retention and Disposal schedule. Councilmember Tony Bowman seconded and the motion passed unanimously.** A copy of the Record Retention and Disposal schedule is attached to and made a part of these minutes.

CARROLL COUNTY SHERIFF'S OFFICE - DEPUTY MCGINNIS

-Deputy McGinnis reported that between May 19, 2025 and June 16, 2025 there were 29 calls for service within the Town of Union Bridge. Out of those calls for service four (4) were found to be reportable. A copy of Deputy McGinnis' report is attached to and made a part of these minutes.

-National Night Out is scheduled for Tuesday, August 5, 2025.

COMMITTEE REPORTS

WATER/SEWER

-Mr. Grossnickle reported that the sewer plant has been experiencing high flows. Guyer Brothers Utility Contractors is working to place the liner in the sewer line at the stream crossing. Two patches have been installed to keep the stream waters out so they can begin with the pipe lining. The Town needs to pursue grant monies to do some stream restoration through Clemson's meadow. The stream has moved significantly and is a danger to the Town's sewer line. Town will have to replace the temporary line that was installed years ago. This line is slated to be replaced when the developers begin to build.

-Mr. Grossnickle attended the Quarterly MML Carroll County Chapter meeting.

STREETS

-Mr. Bowman stated that he had a meeting with Stambaugh on four (4) potential street maintenance projects and is currently waiting for the cost proposals.

-Mr. Bowman attended the Quarterly MML Carroll County Chapter meeting.

COMMUNITY CENTER

-Ms. Cutsail attended the Quarterly MML Carroll County Chapter meeting that was held on June 12th and volunteered at the Snow Cone event on June 13th. No new business at the Community Center this month.

POLICE/MOWING/CHRISTMAS LIGHTS

-Ms. Conaway sent a Public Information Act request for Union Bridge calls for service to the Carroll County Sheriff's Office for the month of May.

-Ms. Conaway delivered letters to the student winner, teacher and principal for the If I Were Mayor essay contest to invite them to attend the July 2025 council meeting.

-Union Bridge free snow cone event held on June 13, 2025 was well attended and approximately 150 snow cones were served. Council President Laura Conaway thanked the Union Bridge Fire Company for donating ice and volunteers Monte, Judy Jones and Councilmember Ellen Cutsail.

-Ms. Conaway attended the Quarterly MML Carroll County Chapter meeting.

-Ms. Conaway worked with Leda, Ellen, Dawn and Deputy McGinnis throughout the month regarding parking issues.

-Ms. Conaway's full report is attached to and made a part of these minutes.

STREET LIGHTS/TRASH

-Mr. Logan Grossnickle was absent.

PUBLIC COMMENTS AND CONCERNS

-Mr. Timothy Wright, Sams Creek Contracting, LLC was acknowledged by Town Attorney, Mandy Porter and asked if he had anything to address to the Council. Mr. Wright stated that he had nothing to say and was just waiting on information concerning the possible purchase of a small portion of land owned by the Town, which is adjacent to his property, located at 4714 Ladiesburg Road.

-Cheri Thompson reported that the Dream Big Union Bridge 7th annual Duck Derby and Jeep Show on June 7, 2025 was cancelled, due to the rainy weather. The event is rescheduled for July 12, 2025, weather permitting. The first Farmers Market held on June 7, 2025, had two (2) vendors, and Ms. Thompson count over 100 people in attendance. Dream Big purchased flowers and planters and placed them at some of the businesses on Main St.

COMMITTEE REPORTS

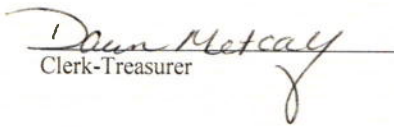
Councilmember Ellen Cutsail motioned to adjourn the Council meeting and go into closed session to discuss 4714 Ladiesburg Road. Council President Laura Conaway seconded and the motion passed unanimously.

The next council meeting will be held on July 28, 2025.

The next work session will be held on July 14, 2025.

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


Perry L. Jones, Jr.


Clerk-Treasurer