

THE TOWN OF UNION BRIDGE
COUNCIL MEETING MINUTES
December 22, 2025

The Council met in the Union Bridge Town Hall, on Monday, December 22, 2025 at 7:02 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; Anthony Bowman; Ellen Cutsail; Bret Grossnickle; and Logan Grossnickle; and Town Attorney, Mandi Porter. The attendees' sheet is attached to and made a part of these minutes. **Councilmember Ellen Cutsail motioned to approve the November 2025 operating statements; November 10, 2025 closed session minutes; November 24, 2025 public hearing minutes and November 24, 2025 council meeting minutes. Council President Laura Conaway seconded and the motion passed unanimously.** **Council President Laura Conaway motioned to approve Quantum's financial statements for November 2025. Councilmember Logan Grossnickle seconded and the motion passed 3-2. Councilmembers Anthony Bowman and Ellen Cutsail recused themselves due to a conflict of interest.**

MAYOR'S REPORT

-Maryland Municipal League Carroll County Chapter March meeting will be hosted by Union Bridge.
-Mayor Jones issued a correction to the news article written in the December issue of the Woodsboro-Walkersville News Journal. Mayor Jones stated that The Town of Union Bridge never received monies from Dream Big Union Bridge organization for infrastructure projects. Mayor Jones is sorry to see Dream Big Union Bridge dissolve.

ATTORNEY REPORT – MANDI PORTER

-Ordinance No. 321 is up for Council approval and passage. Ordinance No. 321 proposes to authorize the Town to sell and convey a portion of land containing approximately 0.1292 acres located adjacent to 4714 Ladiesburg Road within the Town limits, subject to the terms and conditions set forth in a Contract of Sale between the Town of Union Bridge and Timothy P. Kelly, Jr. **Councilmember Ellen Cutsail motioned to approve and pass Ordinance No. 321. Councilmember Tony Bowman seconded and the motion passed unanimously.** A copy of Ordinance No. 321 is attached to and made a part of these minutes. Ordinance No. 321 will go into effect 20 days after approval.

WASTEWATER TREATMENT PLANT CAPACITY MANAGEMENT PLAN – ATTORNEY JOHN MAGUIRE

-Everyone was given a copy of the 2024 Wastewater Capacity Management Plan for review prior to this evening's meeting. Mr. Maguire reviewed the plan with Mayor and Council pointing out that this is a requirement under the sewer plant permit to submit these plans if your plant is running at 80% or more capacity, which Union Bridge WWTP is. This plan contains the updated Resource Element from the County. After discussion, **Councilmember Bret Grossnickle motioned to approve the 2024 Wastewater Capacity Management Plan and for it to be sent to Maryland Department of the Environment (MDE). Councilmember Ellen Cutsail seconded and the motion passed unanimously.** John Maguire will send the plan to MDE. A copy of the 2024 Wastewater Capacity Management Plan is attached to and made a part of these minutes.

CARROLL COUNTY SHERIFF'S OFFICE - DEPUTY MCGINNIS

-Deputy McGinnis reported that between November 24, 2025 and December 22, 2025 there were 48 calls for service within the Town of Union Bridge. Out of those calls for service seven (7) were found to be reportable. A copy of Deputy McGinnis' report is attached to and made a part of these minutes.

COMMITTEE REPORTS

WATER/SEWER

-Mr. Grossnickle reported that he attended a virtual meeting with Marty Hill, Ed Wormald and Municap, Keenan Rice concerning a special taxing district for new development to cover development cost for the new WWTP. A meeting will be set up in the near future for Municap, Keenan Rice to present this information to Mayor and Council.

STREETS

-Mr. Bowman reported that the Town had its first snow event and that Stambaugh's submitted all documentation concerning the event to the Town Hall.

COMMUNITY CENTER

-Ms. Cutsail attended the Cocoa and Candy Cane event that the Town held.

POLICE/MOWING/CHRISTMAS LIGHTS

-Ms. Conaway called Potomac Edison to have power to the Christmas lights turned off.
-Cocoa & Candy Canes held on, December 12, 2025 was a success. Ms. Conaway thanked volunteers (Monte, Judy, Ellen, Santa and Ms. Claus).

-Ms. Conaway also thanked Donald Wilson for driving the Christmas Contest judges around town to view the Christmas decorations on December 15th. Ms. Conaway announced the winners of the Christmas Contest as follows:

- *Most Traditional – Chip Kraft
- *Best Theme – Karl Evans
- *Best Use of Lights – Ryan Ricketts
- *Most Whimsical – James and Sheryl Russell
- *Best Overall – Richard & Nicole Mister

-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 reported that all street lights submitted to First Energy have been repaired.

PUBLIC COMMENTS AND CONCERNS

-Donald Wilson informed Mayor and Council that he planted two (2) more trees at Little Pipe Creek Park that were donated by Dream Big Union Bridge organization. Mr. Wilson also received a donation to plant two more trees that he will plant this spring. Mr. Wilson invited everyone to attend the Church of the Brethren for their Christmas Eve Service.

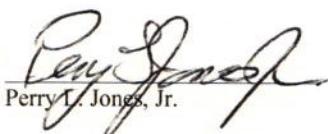
-Jennifer Heckner informed Mayor and Council that she placed a small Christmas tree at the corner of Kathy Kreimer's residence.

Council President Laura Conaway motioned to adjourn the Council meeting. Councilmember Tony Bowman seconded and the motion passed unanimously.

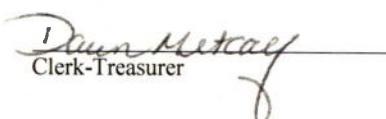
The next council meeting will be held on January 26, 2026.

The next work session will be held on January 12, 2026.

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



Perry V. Jones, Jr.



Dawn Metcay
Clerk-Treasurer