

THE TOWN OF UNION BRIDGE
COUNCIL MEETING MINUTES
November 27, 2023

The Council met in the Union Bridge Town Hall, on Monday, November 27, 2023 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; Ellen Cutsail; Bret Grossnickle; Amy Kalin; Cheri Thompson and Town Attorney, Mandi Porter. The attendees' sheet is attached to and made a part of these minutes.

Councilmember Laura Conaway motioned to approve the October 2023 operating statements; October 23, 2023 council meeting minutes, November 13, 2023 work session minutes and Quantum's financial statements for October 2023. Councilmember Ellen Cutsail seconded and the motion passed unanimously.

MAYOR'S REPORT

-Mayor Jones reported that he will be attending the County Delegation meeting next week. He plans to put in a request for funds to help with the security for the town hall.

-Mayor Jones also plans to put in a request on the federal level for funds to help with the waste water treatment plant upgrade.

ATTORNEY REPORT – MANDI PORTER

-Ms. Porter reported that she received the appraisal concerning the property that Flood Zone is encroaching into the Town of Union Bridge by approximately 6,750 square feet with a gravel parking area and a concrete patio from Avalon Appraisers. The valuation to purchase the property in question is \$1,295.00 and the annual lease rate is valued at \$18.59 per year. Jerry Stambaugh showed interest in purchasing the property for \$2,000.00 along with any cost related to the sale in his letter dated November 3, 2023. After discussion, **Councilmember Ellen Cutsail motioned for the Town Attorney, Mandi Porter, to move forward with drawing up the ordinance to sell the property to Mr. Jerry Stambaugh in the amount of \$2,000.00, along with other costs associated with the sale of this property.**

Councilmember Laura Conaway seconded and the motion passed unanimously. A copy of Mr. Stambaugh's November 3rd letter and Avalon's appraisal are attached to and made a part of these minutes.

-Ms. Porter informed Mayor and Council that American Tower has not updated their consent form for the subleasing to Telegia Communications. Lease Consultant, Jessica Garcia, did provide additional information that was requested in an email and requested that Mayor and Council sign the old consent form that has not been updated. After discussion, **Councilmember Bret Grossnickle authorized Town Attorney to draft a proposed consent form for American Tower. Councilmember Ellen Cutsail seconded and the motion passed unanimously.** A copy of Ms. Garcia's email is attached to and made a part of these minutes.

CARROLL COUNTY SHERIFF'S OFFICE - DEPUTY MCGINNIS

-Deputy McGinnis reported that between the dates of October 23, 2023, until November 27, 2023, the Carroll County Sheriff's Office responded to 38 calls for service within the town limits of Union Bridge. Out of those calls for service, only five (5) calls required a report. A copy of Deputy McGinnis's report is attached to and made a part of these minutes.

WWTP TREASURY BILL

-The WWTP one (1) year treasury bill that was opened on December 1, 2022, with a beginning balance of \$4,999,964.85 will mature on November 30, 2023 with a balance of \$5,207,700.00. After discussion, **Councilmember Laura Conaway motioned to place the current balance into a six (6) month treasury bill with a current rate of 5.10%. Councilmember Ellen Cutsail seconded and the motion passed unanimously.** Everyone is aware that the rate could change slightly before the maturity date. A copy of the email showing the current values is attached to and made a part of these minutes.

PUBLIC COMMENTS AND CONCERNS

-Caleb and Kira Dasch of 10 N. Benedum St. requested property rights to the alleyway adjacent to their property on Lot P-583. After discussion, Mayor and Council advised Town Attorney, Mandi Porter to research the property and to discuss further at the December 18, 2023 council meeting. A copy of the Dasch's request is attached to and made a part of these minutes.

-West Carroll Rec., Brad Rockwood, reported that the West Carroll Rec Council has filled all positions except for the Taneytown liaison. Mr. Rockwood also stated that West Carroll Rec does not have any baseball leagues.

COMMITTEE REPORTS

WATER/SEWER

-Mr. Grossnickle had no new business.

STREETS

-Ms. Kalin provided an update on Planning and Zoning Commission November 16, 2023 meeting. Currently the Union Bridge Planning and Zoning Commission is working on updating the Union Bridge Comprehensive Plan.

COMMUNITY CENTER

-Ms. Cutsail has been working closely with Parking Enforcement Officer Leda Bush and Councilmember Laura Conaway on possible vehicle violations throughout Town.

POLICE/MOWING/CHRISTMAS LIGHTS

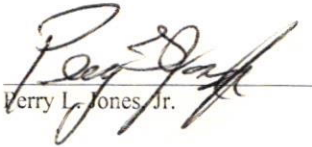
- Ms. Conaway addressed several parking issues since last month's meeting.
- Ms. Conaway thanked Ken Keefer and Shawn Stewart for putting up the Christmas lights.
- Ms. Conaway met with Shriner Court residents on November 20, 2023.
- Joy Bowman started as the new property manager at Shriner court. Joy's hours will be Monday; 1:00 p.m. – 5:00 p.m.; Wednesday: 9:00 a.m. – 1:00 p.m. and Friday: 1:00 p.m. – 5:00 p.m.
- Friday, December 8, 2023 from 6:00 – 8:00 p.m., Union Bridge will hold Cocoa & Candy Canes at the town square with Santa Claus making a guest appearance.
- Saturday, December 9, 2023, from 11:00 a.m. – 1:00 p.m., the town will be holding a food drive at the Dollar General to benefit the St. James food pantry.
- Ms. Conaway's full report is attached to and made a part of these minutes.

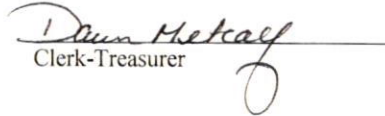
STREET LIGHTS/TRASH

- Ms. Thompson turned in one (1) crosswalk light repair ticket since the last council meeting.
- Friday, December 1, 2023 Dream Big will be sponsoring the Christmas tree lighting with a live nativity display. Santa Claus will be making a guest appearance.
- Ms. Thompson's full report is attached to and made a part of these minutes.

Councilmember Laura Conaway motioned to adjourn the Council meeting. Councilmember Ellen Cutsail seconded and the motion passed unanimously.

The next council meeting will be held on December 18, 2023.
 The December work session meeting is cancelled.
 The content of the council meeting is contained on a zip drive.


 Perry L. Jones, Jr.


 Dawn Metcalf
 Clerk-Treasurer