

TOWN OF UNION BRIDGE
WORK SESSION
September 14, 2026

The Council held a work session meeting on September 14, 2026, at 6:30 p.m., in the Town Hall. 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. Those present were Mayor Perry L. Jones Jr.; Laura Conaway; Ellen Cutsail; Bret Grossnickle; Logan Grossnickle; Anthony Bowman; and Town Administrator Mike Reynolds.

MAYOR & COUNCIL DISCUSSION AGENDA ITEMS:

- **FAMLI (Maryland Department of Labor Family and Medical Leave Insurance Program)**
 - FAMLI Presentations were handed out and made part of these minutes.
 - Beginning on January 1, 2027, withholding of .9% of employee wages will be held for this program.
 - The Council was tasked with voting on one of the following withholding options:
 - Employees will pay 100% of the cost.
 - Town will pay 100% of the cost.
 - Employee and Town would split the cost (.45% withholding each).
 - The Council was also asked to vote on whether the Town would use the "State-based" FAMLI plan or use a private plan.

Council Member Bret Grossnickle motioned that the Town would pay 100% of the withholding amount and the Town would use the "State-Based" plan. Council Member Ellen Cutsail seconded the motion, and the motion passed unanimously.

- **Treasury Bill**
 - The treasury bills that the Town purchased on February 19, 2026, from ACNB Bank matured on August 20, 2026, with a total account balance of \$5,800,397.24.
 - The Town needed to vote to determine if the money should be placed into another treasury bill. The options from ACNB were: 6-Month @ 3.65% and 1 Year @ 3.75%.
 - Council member Bret Grossnickle recommended reinvesting it into another 6-month bill, holding out \$350,000.00, which could be used to purchase property on Good Intent Road if needed for the WWTP.

Council Member Ellen Cutsail moved to reinvest in a 6-month treasury bill at 3.65% and to hold out \$ 350,000.00 for the possible purchase of 5223 Good Intent Road, if needed, for the WWTP. Council Member Anthony Bowman seconded the motion, and the motion passed unanimously.

- **Jackson Ridge Home Owner's Association (HOA) Sample**
 - The mayor and council were all handed sample drafts of what an HOA agreement might look like for the Jackson Ridge development. They were asked to review and become familiar with it in anticipation of future discussion. A copy of the HOA sample agreement has been included as part of these minutes.
- **Municipal Development Engineer RFP**
 - With the Jackson Ridge development moving forward, the Town needs to bring on an engineering firm that is familiar with Carroll County development standards to review the plans and updates for the development.
 - Planning and Zoning Consultant (Steve Horn) has written an RFP for this function, and the Council was asked to move forward by issuing the RFP and bringing on the firm. The RFP has been included as part of these minutes.

Council Member Anthony Bowman moved to issue the RFP. Council Member Ellen Cutsail seconded the motion passed unanimously.

- **Impounding Vehicles**
 - Town Administrator, Mike Reynolds shared a document on the process of impounding vehicles within Town limits. The procedure document has been included as part of these minutes.
- **Solar Simplified**
 - Representatives from "Solar Simplified" have reached out to see if they can solicit their services to Town residents with approval to do so from the Town. A handout from the company has been included as part of these minutes.
 - The Council is interested in hearing more from the company and advised town staff to reach out to invite Solar Simplified to present at an upcoming Council meeting.

- **50 N. Main Water Main Leak**

- The Mayor and Council were read an email from Mike Zechman, informing them of a recent water main leak at 50 N. Main Street. The email has been included as part of these minutes.

MISCELLANEOUS DISCUSSION

MAYOR JONES

- The mayor shared that there will be an event held at the "Walking Trail" on Sunday, October 18th from 1 – 3 pm which will include providing free hot dogs and water that will be grilled on-site. Donations are encouraged.
- Town Administrator, Mike Reynolds, will include the information in the upcoming newsletter.
- Council Member Laura Conaway asked what the name of the event will be, as a food permit will need to be obtained from the Carroll County Health Department. Mayor Jones is calling the event "Hot Dogs in the Park". Ms. Conaway will apply for the permit.
- The mayor also stated that the new Mexican restaurant in town will be having an event at the restaurant on Sunday, September 20th from 10 am - 3 pm, which has been posted on "UB Happenings". The event will feature "Americana" food.

LAURA CONAWAY

- Ms. Conaway stated that there will be a food drive held in the parking lot of the DG Marketplace on November 21st from 11 am – 3 pm.
- Ms. Conaway also shared that there will be a "Cocoa and Candy Canes" event either on 12/4 or 12/11 from 6 – 8 pm. More details will be communicated.
- Ms. Conaway stated that the Save Point business on Main Street appears to be using two storefronts along Main Street, with the second being for storage. Mayor Jones stated that he has spoken with the owner and they intend to apply for permits to open a second store.

BRET GROSSNICKLE

- Mr. Grossnickle asked if anyone has received any complaints regarding a big, black dog that is being walked along town streets, possibly harassing other residents. No other Council Members recalled any complaints.
- Mr. Grossnickle stated that there seemed to be some weeds along the alley adjacent to W. Thomas Street. He did not have a specific address. Council Member Logan Grossnickle stated that we would investigate.

LOGAN GROSSNICKLE

- Mr. Grossnickle had nothing to report.

ANTHONY BOWMAN

- Mr. Bowman stated that the STOP sign located at 10 S. Farquhar Street has been "moved back" to its proper position. There is a separate parking issue at the same location that will be addressed later.
- Mr. Bowman also shared that Stambaugh's contacted him to say that their existing snowplow operators will not be performing snowplow duties any longer. He will follow up to see if new operators are being assigned, as Stambaugh's has not communicated any disruption in our service going forward.
- Mr. Bowman stated that the Town will perform repairs on the Shriner Court parking lot next year. The Town will patch as needed over the winter. He also clarified that the road is considered a "Town Street".

ELLEN CUTSAIL

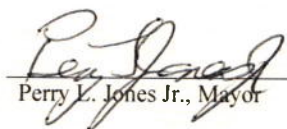
- Ms. Cutsail stated that winter salt treatment is "deteriorating" the sidewalk at Shriner Court. The question was asked if this was the responsibility of the Town or Shriner Court Property Management. No one could answer that question, and it is considered an unanswered question for this meeting.

Council Member Ellen Cutsail motioned to adjourn the meeting. Council Member Anthony Bowman seconded, and the motion passed unanimously.

The September Council meeting will be held on September 28, 2026

The October work session will be held on October 19, 2026.


Mike Reynolds, Town Administrator


Perry L. Jones Jr., Mayor