

THE TOWN OF UNION BRIDGE
COUNCIL MEETING MINUTES
March 24, 2025

The Council met in the Union Bridge Town Hall, on Monday, March 24, 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; Ellen Cutsail; Bret Grossnickle; Amy Kalin; Cheri Thompson; Town Attorney, Mandi Porter. The attendees' sheet is attached to and made a part of these minutes. **Councilmember Laura Conaway motioned to approve the February 2025 operating statements; February 24, 2025 public hearing minutes; February 24, 2025 council meeting minutes, March 10, 2025 work session minutes and Quantum's financial statements for February 2025. Councilmember Ellen Cutsail seconded and the motion passed unanimously.**

SOLAR ON EARTH – TYLER CHARUHAS

-Mr. Charuhas didn't attend the meeting. This is the second time he was a no show, after requesting to be placed on the Town Council Meeting agenda.

KNOWLEDGE MANAGEMENT RESEARCH PROJECT – JOE CONAWAY

-Mr. Conaway gave a presentation on Knowledge Management Opportunities for Small Town Governments: enhancing public service quality and efficiency. Mr. Conaway would like to do a study on how to improve capturing and sharing information to constituents and newly-elected officials and prevent loss of information due to elections or retirements. After discussion, everyone was in favor of letting Mr. Conaway move forward with his research as no cost to the Town. A copy of Mr. Conaway's presentation is attached to and made a part of these minutes.

MAYOR'S REPORT

-Mayor Jones would like to become recognized as a Bird City Maryland.

FY 25/26 PROPOSED BUDGET INTRODUCTION

-Council President introduced FY 25/26 proposed budget. The proposed budget amount is \$1,242,544.00. A copy of the proposed budget is at the Town Office and can be viewed there Monday – Friday between the hours of 8:00 a.m. – 4:30 p.m. There will be a public hearing to consider comments and questions regarding the proposed FY 25/26 proposed budget on April 28, 2025 at 7:00 p.m. A copy of the FY 25/26 proposed budget is attached to and made a part of these minutes.

ATTORNEY REPORT – MANDI PORTER

-Ms. Porter reported that on March 20, 2025, Edmund Cueman, Town Planning and Zoning Consultant discussed the Capital Improvement Program (CIP) with the Planning and Zoning Commission. Ms. Porter stated that the Planning and Zoning Commission has recommended approval of the proposed CIP for fiscal years 26-31. Ms. Porter introduced CIP Resolution 03-2025 for fiscal years 26-31. **Council President Laura Conaway motioned to approve CIP Resolution 03-2025 for fiscal years 26-31. Councilmember Amy Kalin seconded and the motion passed unanimously.** A copy of Resolution No. 03-2025 is attached to and made a part of these minutes.
-Ms. Porter updated Mayor and Council that PFAS litigation settlement is working on final numbers for remediation.
-Ms. Porter informed Mayor and Council that she will be attending a free presentation concerning cannabis laws that the Maryland Association of Justice will be hosting.

CARROLL COUNTY SHERIFF'S OFFICE - DEPUTY MCGINNIS

-Deputy McGinnis reported that between February 24th and March 24, 2025 there were 13 calls for service within the Town of Union Bridge. Out of those calls for service two (2) were found to be reportable. A copy of Deputy McGinnis' report is attached to and made a part of these minutes.

PUBLIC COMMENTS AND CONCERNS

-Kim White and Dale Wootten updated Mayor and Council that St. James Food Pantry will be partnering with Dream Big Union Bridge Organization to work on bring a farmers' market to Union Bridge. They were informed that each vendor would need to file a Peddlers Permit with the Town of Union Bridge, which cost \$10.00 and is good for one (1) year. They also asked if a few parking spaces in front of the church could be blocked off on June 2, 2025 in order for the County's Health vehicle could park there and offer free services to residents between 4:00 p.m. and 5:30 p.m. Mayor and Council agreed to reserving the parking spaces for the County's vehicle on June 2, 2025 and will have the Town's maintenance employee block off a few parking spaces in front of the Church.
--Perry Jones reported on upcoming 2025 Union Bridge Fire Company events:
 *Gift Card Bingo – April 11th
 *Breakfast – April 13th and May 11th
 *April 26th Bingo Banquet
 *Sportsman's Drawing – May 17th
 *Carnival - May 29th through May 31st. Westminster Rescue Mission will be attending the carnival collecting food donations for the food pantry.

- Perry Jones reported that on July 16, 2025, Flood Zone will be having their 6th annual anchored mini boat parade, benefitting Union Bridge and New Windsor Fire Departments.
- Cheri Thompson reported that Dream Big Union Bridge continues to work on the annual Duck Derby and Jeep Show that will be held on June 7, 2025. Easter Egg Hunt will be held on April 12, 2025, at the Union Bridge Brethren Church.

COMMITTEE REPORTS

WATER/SEWER

- Mr. Grossnickle reported that Union Bridge is having an infiltration sewer issue, where we are exceeding the Waste Water Treatment Plant (WWTP) capacity. Bret has a meeting with Guyer Brothers this Week to try to locate the problem.
- Mr. Grossnickle motioned that Union Bridge exercise the Citizen Solar land purchase option and purchase the remaining 12 acres in the upcoming FY 25/26 budget. Councilmember Ellen Cutsail seconded and the motion passed unanimously.** Mr. Grossnickle stated that Union Bridge needs to move forward with building the new WWTP and the purchase of this property is one step closer to accomplishing this project.

STREETS

- Ms. Kalin stated that at the March 20, 2025, Planning and Zoning meeting, Carroll County Planning liaison Javier Toro reported that the Water/Sewer Master Plan and Housing Study is complete and available online, the Master Plan will be discussed at five (5) open house events in each Commissioners Districts, it will then move to the County's Planning Commission and then will go public. Mr. Cueman discussed the Citizen Solar Subdivision Preliminary Plan with the Union Bridge Planning and Zoning Commission.

COMMUNITY CENTER

- Ms. Cutsail continues to work on the water line inventory.

POLICE/MOWING/CHRISTMAS LIGHTS

- Ms. Conaway submitted donation request to Heidelberg Materials for National Night Out (2025). National Night Out will be held on Tuesday, August 5, 2025.
- Ms. Conaway ordered seven (7) new Christmas snowflake lights.
- Ms. Conaway requested a PIA for calls for service in Union Bridge for the month of February.
- 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

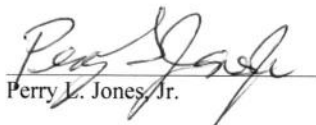
- Ms. Thompson received a report of a light out on N. Farquhar and Elger St., she has been checking on that light and hasn't noticed any issues.
- Ms. Thompson stated that she will not be running for council this upcoming election.
- Ms. Thompson's full report is attached to and made a part of these minutes.

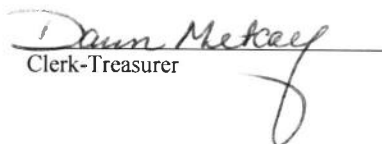
Councilmember Laura Conaway motioned to adjourn the Council meeting. Councilmember Ellen Cutsail seconded and the motion passed unanimously.

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

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

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


Perry L. Jones, Jr.


Clerk-Treasurer