

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

The Council met in the Union Bridge Town Hall, on Monday, November 24, 2025 at 7:01 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 October 2025 operating statements; October 27, 2025 council meeting minutes and November 10, 2025 work session minutes. Councilmember Laura Conaway seconded and the motion passed unanimously.**

Council President Laura Conaway motioned to approve Quantum's financial statements for October 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

-Mayor Jones called for action on Ordinance # 320 proposing to authorize the Town to exercise an existing option to purchase and to acquire a lot of ground containing 11.478 acres located at the southwest intersection of West Locust Street and East Whyte Street within the Town limits. Council President Laura Conaway motioned to approve Ordinance #320. Councilmember Ellen Cutsail seconded and the motion passed unanimously. A copy of Ordinance #320 is attached to and made a part of these minutes.

-Mayor Jones reported that he and Clerk-Treasurer Dawn Metcalf had a meeting with Congressman Johnny Olszewski and Chris Uhl to discuss Union Bridge's need for a new wastewater treatment plant. During the discussion, the mayor emphasized the urgency of the project and requested the Congressman's support in securing funding for its development. Congressman Olszewski stated that he will give the Clerk-Treasurers information for a staff member to contact her to set up an informational meeting on the Community Project Funding application.

Congressman Olszewski also toured the existing Union Bridge Wastewater Treatment Plant.

-Mayor Jones had someone interested in placing a food pantry box in Town, he asked the Council for suggestions as to where a good location would be to place the box.

CARROLL COUNTY DEPARTMENT OF CITIZENS SERVICES – ADISON ESLINGER, ED SINGER -ENOUGH ACT

-Carroll County Local Management Board (LMB) contracted with Due East Partners to conduct the Needs Assessment. In partnership with LMB staff and community partners, Due East gathered and analyzed secondary data and community input. Adison Eslinger, Program Coordinator Local Management Board for Children, Youth, and Families, Carroll County Department of Citizen Services reviewed the Needs Assessment overview with Mayor and Council. A copy of the Needs Assessment Overview is attached to and made a part of these minutes. Mr. Singer stated that there are twelve (12) different organizations that would like to come out to Union Bridge. Mr. Singer asked if the Community Center could be used to provide some services and if so, who would be the point of contact to set dates for the use. Mr. Singer wanted some feedback from Mayor and Council as to what the next steps are. Mr. Singer would like to be placed on the January 12, 2026 work session agenda to discuss further.

JACKSON RIDGE DEVELOPMENT

-Martin Hill, President Woodhaven Building and Development, informed Mayor and Council that they are currently working on getting the well up and running. The pump is no longer any good, a new pump will be installed. Next week required testing and analysis will be completed to get the well ready for public use.

ATTORNEY REPORT – MANDI PORTER

-Mandi Porter introduced Ordinance No. 321 authorizing the conditional sale of a portion of land to Timothy P Kelly, Jr., containing 5,627 square feet or 0.1292 acres of land more or less owned by the Town of Union Bridge for the price of \$3,600.00 plus any and all costs associated with the sale and transfer. A public hearing will be held on December 22, 2025. A copy of Ordinance No. 321 is attached to and made a part of these minutes.

CARROLL COUNTY SHERIFF'S OFFICE - DEPUTY MCGINNIS

-Deputy McGinnis reported that between October 27, 2025 and November 24, 2025 there were 42 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.

COMMITTEE REPORTS

WATER/SEWER

-Maryland Steam Historical Society is interested in the old town well pump and motor. **Mr. Grossnickle motioned to donate the pump and motor to the Maryland Steam Historical Society with the understanding that they are responsible for all costs associated with the removal. Council President Laura Conaway seconded and the motion passed unanimously.**

STREETS

-Mr. Bowman inquired about a contact person for Heidelberg Materials.

COMMUNITY CENTER

-Ms. Cutsail reported that the Town's food drive was a success and a truck load of food was donated to St. James Food Pantry. Ms. White sent a thank you note to Mayor and Council, which is attached to and made a part of these minutes.

POLICE/MOWING/CHRISTMAS LIGHTS

-Ms. Conaway attended the Carroll County Downtowns meeting on October 29th, met with Shriner Court residents on November 3rd and met with Mayor Jones and Youth Services about the needs of Union Bridge, in relation to the ENOUGH Act.

-Ms. Conaway stated that the food drive was very successful. The Town collected a lot of food and received \$142.00 in cash donations. 100% of the proceeds went to the St. James Food Pantry.

-Ms. Conaway called Potomac Edison to have power to the Christmas lights turned on.

-Cocoa & Candy Canes will be held on Friday, December 12, 2025, from 6:00- 8:00 p.m. at the town square. Santa will be there if you would like to take your picture with him.

-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 he is working with First Energy to repair the lights that are out at the Community Center.

PUBLIC COMMENTS AND CONCERNS

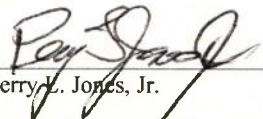
-Commissioner Joe Vigliotti showed his support to the ENOUGH Act. Commissioner Vigoltti offered to assist the Town in getting Potomac Edison to install a new meter to power the newly installed Christmas lights so that they can illuminate the town this Christmas season.

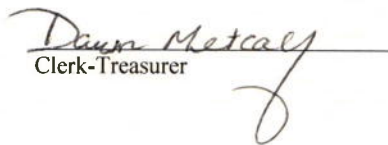
Councilmember Tony Bowman motioned to adjourn the Council meeting. Council President Laura Conaway seconded and the motion passed unanimously.

The next council meeting will be held on December 22, 2025.

The next work session will be held on December 8, 2025.

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


Perry L. Jones, Jr.


Clerk-Treasurer