

THE TOWN OF UNION BRIDGE  
COUNCIL MEETING MINUTES  
February 26, 2024

The Council met in the Union Bridge Town Hall, on Monday February 26, 2024 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; Cheri Thompson and Town Attorney, Mandi Porter. Councilmember Amy Kalin was absent. The attendees' sheet is attached to and made a part of these minutes. **Councilmember Ellen Cutsail motioned to approve the January 2024 operating statements; January 22, 2024 council meeting minutes; February 12, 2024 work session minutes; February 12, 2024 closed session minutes and Quantum's financial statements for January 2024. Council President Laura Conaway seconded and the motion passed unanimously.**

MAYOR'S REPORT

-The City of Westminster will be hosting the Carroll County Chapter Maryland Municipal League dinner meeting. It is scheduled for Thursday, March 14, 2024.

-The annual Circuit Rider/Town Manager program FY 25 funding application is due to the State of Maryland. The Town's contribution will remain at \$1,250.00 annually. As required in the past the Town must renew the Resolution authorizing the Town to participate in the Maryland Circuit Rider/Town Manager program, the Memorandum of Agreement (MOA) between MRDC and the Town, and the Assurances Agreement, in order to retain Mike Reynolds as a resource for the Town. **Council President Laura Conaway motioned to re-apply for the Circuit Rider/Town Manager program with the annual fee remaining at \$1,250.00 and authorizing the mayor to sign the Resolution, the MOA and the Assurance Agreement required by the State of Maryland. Councilmember Ellen Cutsail seconded and the motion passed unanimously.** A copy of the Resolution, MOA and the Assurance Agreement is attached to and made a part of these minutes.

-Mayor Jones has received many complaints concerning the feral cats in Town. Mayor Jones stated that residents can contact the Carroll County Humane Society to pick-up a cage to catch the cats. Once caged the cats can be dropped off at the Carroll County Humane Society.

ATTORNEY REPORT – MANDI PORTER

**Public Hearing – Ordinance No. 319**

-Ms. Porter opened the public hearing on February 26, 2024. This public hearing was held for questions and comments from residents on proposed Ordinance No. 319. Ordinance No. 319 authorizes the conditional sale of a portion of land to Magbolt, LLC, containing 11,232 square feet owned by Union Bridge for a price of \$2,000.00 plus any and all costs associated with the sale and transfer. Ordinance No. 319 was introduced by The Town of Union Bridge on January 23, 2024 and advertised for public hearing in the Carroll County Times on February 8, 2024 and February 15, 2024. There were no public questions or comments. After hearing, no public questions or comments, **Councilmember Ellen Cutsail motioned to accept Ordinance No. 319 as written. Councilmember Ellen Cutsail motioned to approve Ordinance 319. Council President Laura Conaway seconded and the motion passed 3 – 1, Councilmember Cheri Thompson recused herself from the vote due to a conflict of interest.** This ordinance shall become effective twenty (20) days after the date of its passage and approval. A copy of Ordinance No. 319 is attached to and made a part of these minutes.

**Approval & Authorization of Cellular Town Sublease**

-Ms. Porter sent the original approval and authorization consent form for the cellular tower sublease with the Town and GTP Towers I, LLC (American Tower) that Mayor Jones signed on January 22, 2024 to Maria Garcia. Legal Counsel for GTP Towers I, LLC came back with more revisions to the consent form. Ms. Porter called GTP Towers I, legal counsel and spoke to them about their concerns with the original agreement signed by Mayor Jones. Ms. Porter is not concerned about the changes made, due to the language in the agreement that gives the Town the right to request a reconciliation and accounting of all revenues once a year. Mayor Jones signed the new revised sublease and Ms. Porter will forward it to GTP Towers I, LLC signature. A copy of the new revised approval and authorization consent form for the cellular tower sublease 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 December 18, 2023 until February 26, 2024, the Carroll County Sheriff's Office responded to 114 calls for service within the town limits of Union Bridge. Out of those calls for service, only eight (8) required a report. A copy of Deputy McGinnis report is attached to and made a part of these minutes.

-Deputy McGinnis attended the county-wide opioid coalition meeting.

-Steering wheel lock devices are available in the Union Bridge Town Hall lobby.

PUBLIC COMMENTS AND CONCERNS

-There were no public comments or concerns.

## COMMITTEE REPORTS

### WATER/SEWER

-Mr. Grossnickle reported that a Request for Proposals (RFP) for the Thomas Street water main project. The Town received two (2) bids, one from DSM Properties, LLC in the amount of \$54,430.00 and one from Mid Atlantic Utilities in the amount of \$98,385.00. Circuit Rider, Mike Reynolds verified that all references provided for DSM Properties, LLC have been very favorable and the work performed for each reference was for utility services and in line with the scope of work for this project. **After discussion, Councilmember Bret Grossnickle motioned to accept DSM Properties, LLC proposal in the amount of \$54,430.00 for the Thomas Street water main project. Councilmember Ellen Cutsail seconded and the motion passed unanimously.**

-Mr. Grossnickle reported that, under Maryland Department of the Environment, Lead and Copper Rule Revisions community water systems must do a lead service line inventory. Union Bridge will be sending out a letter informing residents of this project and asking them to check the line coming into their house and identify what type of material is used (copper, galvanized, lead, PVC).

-Bret Grossnickle informed Mayor and Council that there are five (5) residents on Union Bridge Road that currently have sewage ejector pumps. Union Bridge provided sewer gravity connection to residents on Honeysuckle Lane in the late 1990's due to some failing private sewer systems. When this occurred the five (5) residents on Union Bridge were offered to hook up to the Town's system with the use of sewage ejector pumps, with the promise that they would be connected to gravity sewer in the near future upon completion of the Bowman Farm development. It has been 20+ years since this occurred and the five (5) residents have had to replace their sewage ejector pumps several times. **Councilmember Bret Grossnickle motioned that the Town purchase a sewage ejector pump and have on hand if one needs to be replaced and the resident will only be responsible for the installation labor. Council President Laura Conaway seconded and the motioned passed unanimously.**

-Mr. Grossnickle stated that Union Bridge is continues to work on the PFAS issue.

### STREETS

-Ms. Kalin was absent.

### COMMUNITY CENTER

-Ms. Cutsail reported that she met with Taneytown Lion's Baseball (TLB) representatives concerning Union Bridge concerns with the Memorandum of Understanding (MOU) they submitted to Mayor and Council. TLB representatives will draft and new MOU and submit it for Mayor and Council to review.

-Ms. Cutsail checked on some parking issues throughout the month of February.

-A copy of Ms. Cutsail's full report is attached to and made a part of these minutes.

### POLICE/MOWING/CHRISTMAS LIGHTS

-Ms. Conaway reported that R.L.S. submitted a proposal for the upcoming three years from April 1, 2024 to March 31, 2027. Union Bridge will have the option to renew the contract for FY 25/26 and FY 26/27. There will be 26 cuts per season. Prices are as follows:

- The price for April 1, 2024 to March 31, 2025, is \$926.44 per month or \$11,117.28 per year.
- The price for April 1, 2025 to March 31, 2026 is \$936.44 per month or \$11,237.28 per year.
- The price for April 1, 2026 to March 31, 2027 is \$946.44 per month or \$11,357.28 per year.
- The removal of lawn debris is \$1.05 per bag for the three-year period.
- A fuel charge will be assed if fuel prices exceed \$3.75 per gallon. This price will be prorated based on gas prices but will not exceed \$30.00 a month.

**Council President Laura Conaway motioned to accept R.L.S. Lawn Maintenance Proposal as stated above. Councilmember Ellen Cutsail seconded and the motion passed unanimously.** Town Attorney, Mandi Porter will draft the contract. A copy of R.L.S proposal is attached to and made a part of these minutes.

-Ms. Conaway discussed Shriner Courts estimate to purchase a storage shed. Everyone was in agreement that if there was money in the Shriner Court's budget to purchase a storage shed, then they have the Mayor and Council's permission to do so. A copy of the estimate is attached to and made a part of these minutes.

-Ms. Conaway requested the calls for service from the Sherrif's Department for January 2024.

-Ms. Conaway had a meeting with the residents of Shriner Court on February 12, 2024.

-Ms. Conaway completed the Banner City application for 2024.

-Ms. Conaway worked on some issues concerning a disorderly house.

-Ms. Conaway's full report is attached to and made a part of these minutes.

### STREET LIGHTS/TRASH

-Ms. Thompson reported three (3) street lights in need of repair since the last council meeting.

-Ms. Thompson reported that the power outage on February 13, 2024 affected the traffic light and she had stop signs put up at the square until the power was restored.

-Ms. Thompson reported that she had one issue concerning trash removal and it was rectified the following week.

-Ms. Thompson's full report is attached to and made a part of these minutes.