

THE TOWN OF UNION BRIDGE  
COUNCIL MEETING MINUTES  
October 24, 2022

The Council met in the Union Bridge Town Hall, on Monday, October 24, 2022 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 Donald Wilson; Laura Conaway; Amy Kalin; Cheri Thompson; Edgar Wentz; Town Attorney, Mandi Porter; and Water/Sewer Maintenance Subcontractor, Mike Zechman. Ferguson Waterworks representatives, Bob Johns and Stephen Kurek were also in attendance. The attendees' sheet is attached to and made a part of these minutes. **Councilmember Laura Conaway motioned to approve the September 2022 operating statements; September 26, 2022 council meeting minutes, October 17, 2022 work session minutes and Quantum financial statements for September 2022. Councilmember Edgar Wentz seconded and the motion passed unanimously.**

WATER METER PROPOSALS

-Union Bridge went out to bid for water meter upgrades and received three (3) bids, Ferguson Waterworks was awarded the bid at the September 12, 2022, work session. Bob Johns stated that, since Union Bridge currently has Badger Water Meters, Ferguson Waterworks can offer two (2) different solutions in which the meters can be retrofitted to the existing meters and would be cheaper than replacing the entire meter. Ferguson proposed an AMR Encoders & Endpoints, which is a drive-by system, which Union Bridge currently uses, just an update to the latest version for Badger Orion. The second solution is the AMI Endcoder & Endpoints, which is a cellular system that gives more control from the office and customer service enhancements. This system would allow us to get reads from the Town Hall, meaning we would not have to send anyone out to get meter readings or final reads. Ferguson Waterworks representatives, Bob Johns and Stephen Kurek, reviewed the two (2) water meter proposals Ferguson Waterworks with the Mayor, Council and W/S Maintenance Subcontractor, Mike Zechman. Mayor and Council will discuss the proposals further at the November 14, 2022, work session. A copy of both proposals is attached to and made a part of these minutes.

	<u>AMR SYSTEM</u>	<u>AMI SYSTEM</u>
Meter and Endpoint Price:	\$76,830.00	\$ 86,580.00
AMR Software and Hardware:	\$17,827.00	\$ 10,853.00
Yearly Reoccurring Fee:	<u>\$ 1,114.80</u>	<u>\$ 4,446.00</u>
<b>TOTAL</b>	<b>\$95,771.80</b>	<b>\$101,879.00</b>

INFLOW & INFILTRATION FIELD INVESTIGATIONS

-The Town recently reached out to our "On-Call" engineering firm (GHD) for a revised proposal for Inflow & Infiltration (I&I) Field Investigations to include CCTV scoping and smoke testing, and preparation of Preliminary Engineering and Environmental Reports, of the Town's sanitary sewer system. These reports would be required if the Town were to pursue funding for any identified needed repairs of the system. The Town Council is being provided with a copy of the final proposal from GHD, which is in the amount of \$218,200.00. The Council is being asked to waive the bidding requirements otherwise applicable to contracts of this size, based on the authority contained in Charter 20-60(c). Mayor and Council have been given a copy of a draft agreement to accept and ratify GHD's proposal, as well as the second amendment to the Town's agreement with GHD, which updates the primary contact to be Kelvin George, P.E. Both agreements were prepared by the Town's Attorney, John Maguire. **Councilmember Laura Conaway motioned to waive the bidding requirements and to accept and move forward with the proposed I & I Filed Investigations, generation of the Preliminary Engineering Report (PER) and Environmental Report (ER) at GHD's proposed cost of \$218,200.00. Authorizing Mayor Jones to sign the Acceptance and Ratification of Proposal Union Bridge Field Investigations, PER and ER Agreement and to sign the Second Amendment to Agreement for General Engineering and Consulting Services for Development Review and Special Projects. Councilmember Amy Kalin seconded and the motion passed unanimously.** Copies of the Professional Engineering Services Proposal for Union Bridge Field Investigations, PER, and ER, the Second Amendment and the Acceptance and Ratification of Proposal for Union Bridge Field Investigation, PER, and ER, Agreement is attached to and made a part of these minutes.

CIRCUIT RIDER/TOWN MANAGER PROGRAM

-At a previous meeting Mayor and Council agreed to re-apply to participate in the 2023 Maryland Circuit Rider/Town Manger Program. The Office of Neighborhood Revitalization of the Department of Housing and Community Development requires the Mayor and Council to pass a resolution to participate in the program. After discussion, **Councilmember Laura Conaway motioned to agree to and sign the resolution authorizing the Town to participate in the Maryland Circuit Rider/Town Manager Program. Councilmember Donald Wilson seconded and the motion passed unanimously.** A copy of the resolution is attached to and made a part of these minutes.

MAYOR'S REPORT

-The 3<sup>rd</sup> publication of the Walking Tour Brochure has been delivered to Union Bridge.  
-Union Bridge Fire Company movie night was a huge success.

ATTORNEY REPORT – MANDI PORTER

-Town Attorney, Mandi Porter, recommended going into closed session to obtain legal counsel concerning the inquiry Mayor and Council made about possible changes to election procedures.

CARROLL COUNTY SHERIFF'S OFFICE - DEPUTY COLUSSY

-Deputy Colussy reported that between the dates of September 26, 2022, until October 23, 2022, the Carroll County Sheriff's Office responded to 44 calls for service within the town limits of Union Bridge. Out of those calls for service, only two (2) calls required a report. A copy of Deputy Colussy's report is attached to and made a part of these minutes.

-On Saturday, October 29, 2022, from 1:00 to 3:00 p.m., Deputy Colussy will be collecting unwanted or expired prescription drugs at the Union Bridge Town Square.

PUBLIC COMMENTS AND CONCERNS

-There were no public comments or concerns.

CIRCUIT RIDER – MIKE REYNOLDS

--Mike Reynolds was absent. A copy of Mr. Reynolds report is attached to and made a part of these minutes.

COMMITTEE REPORTS

WATER/SEWER

-Ms. Kalin had two (2) phone calls related to water and sewer since the last Town Council meeting.

-Ms. Kalin receive two (2) complaints concerning Shriners Court.

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

STREETS

-Mr. Wilson reported that the Town has hired Mr. Steven Stambaugh for the Town Maintenance Worker position.

-There is a 70' tree that is dead near the water tank.

-Mr. Wilson has received some complaints concerning oversized vehicles on E. Locust Street. Mr. Wilson and Deputy Colussy will investigate.

COMMUNITY CENTER

-Mr. Wentz reported that he attended the Union Bridge Fire Company Movie Night.

POLICE/MOWING/CHRISTMAS LIGHTS

-Ms. Conaway received an email from Deputy Colussy regarding a car obstructing the sidewalk on W. Broadway. Ms. Conaway spoke to resident and the situation was resolved.

-Ms. Conaway received a complaint about a W. Broadway sidewalk being obstructed with multiple items. Clerk-Treasurer sent a letter to resident and the issue has been resolved.

-Ms. Conaway attended the Carroll Cable Regulatory Commission (CCRC) meeting. Mr. Richard Turner, Executive Director of the Carroll Media Center (CMC), informed Ms. Conaway that he is trying to get equipment so Union Bridge can start broadcasting meetings.

Ms. Conaway also spoke to Mark Ripper and Carol Shawver about Antietam Broadband's request to set up in Union Bridge.

-Ms. Conaway met with Shriners Court residents on October 17, 2022.

-Ms. Conaway met Quantum Management President, Pat Bessette and Vice President, Brian Alexander concerning Shriners Court concerns.

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

STREET LIGHTS/TRASH

-Ms. Thompson reported two (2) streetlights out to First Energy, one on Penrose and one at the Community Center.

-Ms. Thompson attended the Human Services Program Board meeting and Carroll County Downtown meeting.

-Ms. Thompson received a complaint about the newly-installed street light on S. Farquhar.

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

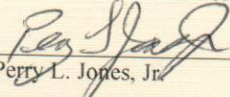
**Councilmember Donald Wilson motioned to adjourn the Council meeting. Councilmember Laura Conaway seconded and the motion passed unanimously.**

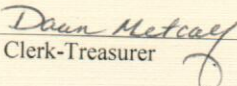
**Councilmember Donald Wilson motioned to go into closed session for legal counsel. Councilmember Laura Conaway seconded and the motion passed unanimously.**

The next council meeting will be held on November 28, 2022.

The next work session will be held on November 14, 2022.

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

  
Perry L. Jones, Jr.

  
Dawn Metcalf  
Clerk-Treasurer