

TOWN OF UNION BRIDGE
WORK SESSION
May 13, 2024

The Council held a work session meeting on May 13, 2024, 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; Cheri Thompson; Clerk Treasurer, Dawn Metcalf and Town Attorney, Mandi Porter. Councilmembers Bret Grossnickle and Amy Kalin were absent.

PROPOSED CHANGES TO ELECTION PROCEDURES

-The following changes to the election procedures were discussed:

- *Must live in the corporate limits of The Town of Union Bridge for two (2) consecutive years in order to run for Mayor or Town Council.
- *Must attend three (3) consecutive council meetings within 12 months prior to their nomination.
- *Must attend a council meeting and be nominated from the floor by a town resident that has resided within the corporate limits for two (2) consecutive years and the nominee must accept the nomination.
- *No write-ins allowed and if the seats are not contested there will be no need to have an election.
- *Nominations can begin in January of the election year and end in March of the election year.

Councilmember Ellen Cutsail motioned to have the Town Attorney draft the discussed proposed changes to the Town's Charter. Councilmember Laura Conaway seconded and the motion passed unanimously.

VALVE BONNET BOLT REPLACEMENT PROJECT

-Request for Proposals (RFP) was issued for the Valve Bonnet Bolt Replacement project. The bid opening was held on Tuesday, April 16, 2024 at 10:00 a.m. The Town receive three (3) bids:

- *J. Fletcher Creamer & Son, Inc. in the amount of \$382,400.00
- *Schummer Inc. in the amount of \$725,200.00
- *ECM Corporation in the amount of \$410,700.00

Mr. Reynolds verified the three references J. Fletcher Creamer & Son, Inc. provided with all interviews being very favorable. Based on the lowest bid, excellent pre-bid communication and extremely favorable references, Mr. Reynolds recommended that the Town award this project to J. Fletcher Creamer & Son, Inc. **Councilmember Laura Conaway motioned to accept J. Fletcher Creamer & Son, Inc. bid in the amount of \$382,400.00 for the Valve Bonnet Bolt Replacement project. Councilmember Ellen Cutsail seconded and the motion passed unanimously.** A copy of the Valve Bonnet Bolt Replacement project briefing paper is attached to and made a part of these minutes.

MISCELLANEOUS DISCUSSION

-Everyone was given a copy of Town Attorney, John Maguire's, Citizen's UB Solar Project – Environmental Easements memorandum. After discussion, Mayor and Council would like to have Mr. Maguire attend a meeting to discuss.

-Mayor and Council agreed to appropriate the ARPA money we saved on the new water meter tops, to the purchase and installation of a new pump in the Whyte Street well, purchase of a spare pump for the Whyte Street well (to have on hand, in case of an emergency failure), and to place the remaining funds to the remediation of the Inflow and Infiltration of the Town's sewer lines as shown in the Preliminary Engineering Review that is being developed by GHD.

-Mayor Jones and Town Council are in agreement to have the County change the addresses on N. Main Street as follows:

<u>Current Address</u>	<u>New Address</u>
48 N. Main St.	44 N. Main St.
48 ½ N. Main St.	48 N. Main St.

The Donald D. Walking Trail has two entrances, one entrance is located off of Green Valley Rd. and the seconded entrance is off of N. Main St. The County recommended that the walking trail be given two addresses, one address for each entrance. The entrance off of Green Valley Road will be assigned **4701 Green Valley Rd.** and the entrance off of N. Main St. will be assigned **46 N. Main St.**

-Mayor and Council were in agreement to have Shannon Baum Signs, install an 18" round compressed fiber glass color graphic seal on both sides of the Town Hall Sign. A copy of the quote is attached to and made a part of these minutes.

-Mayor and Council were in agreement, to support the Rubber Duck Derby/Jeep Show by purchasing a Flying Flock of rubber ducks for \$50.00.

ZONING INQUIRES:

-Mr. Vaccaro showed interest in purchasing 105 E. Locust St. to operate Vaccaro's Desserts. Zoning Administrator, Mike Reynolds followed up with him and advised him how to proceed, since the building has lost its non-conforming use. Mr. Vaccaro seemed interested in moving forward after his discussion with Mike. However, Mike Reynolds received an email on May 8, 2024, thanking Mr. Reynolds for his assistance, but he has decided not to purchase the property.

-Mr. Sinan Bilgen reached out to Zoning Administrator, Mike Reynolds about the zoning regulations applicable to the property located at 4800 Green Valley Rd. He and his partner Ibrahim Hamarat, intend to rent a space at 4800 Green Valley Rd. and establish a new company

specializing in the manufacturing of projectiles and brass casings, employing cold press forming techniques on metal sheets and wires. The operation will not involve any explosives; rather, the work with metal pieces utilizing metal forming presses, including lead core presses and brass case presses. Mr. Bilgen has consulted with ATF office regarding obtaining their FFL 6 license. Mr. Reynolds will be reaching out to Mr. Bilgen to discuss.

LAURA CONAWAY

- Laura Conaway announced that the Town will serve snow balls to the community on Tuesday, June 11th from Noon to 2:30 pm.; Friday, July 12th from Noon to 2:00 p.m. and on August 30th from Noon to 2:00 p.m.
- National Night Out will be scheduled for August 6, 2024. Times to be determined.
- Mayor and Council agreed that Ava Hash's "If I Were Mayor" essay is the winner for The Town of Union Bridge.
- Ms. Conaway reported that the Shriner Court Manager, Joy Bowman has ordered the utility shed for Shriner Court.

ELLEN CUTSAIL

- Ms. Cutsail has issued several citations to trailers that have been parked on Town streets for longer than permitted.
- Ms. Cutsail has started a food pantry at Shriner Court.
- The St. James Church food pantry will continue to operate and will end operation in December 2024.
- Ms. Cutsail is looking into doing a fundraiser to help raise funds for projects that need to be done around the Community Center.

BRET GROSSNICKLE

- Mr. Grossnickle was absent.

AMY KALIN

- Ms. Kalin was absent.

CHERI THOMPSON

- Ms. Thompson stated that she placed several repair orders in to First Energy for a light on W. Broadway, near Esquire Liquors. To date the light has not been repaired.

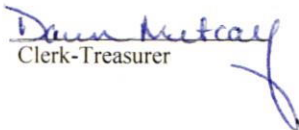
MAYOR JONES

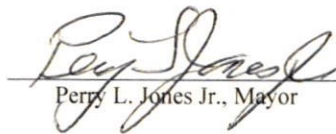
- Mayor Jones reported that Tony Bowman is interested in being Union Bridge's Correspondent for the Carroll County Times.
- Mayor Jones toured of some of the new stormwater management facilities around the County.
- Mayor Jones is working on organizing another Drug Awareness Expo possibly this fall.
- Carroll County Community College will be holding a Juneteenth Celebration on June 22, 2024.

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

The May council meeting will be held on May 20, 2024.

The Junel work session meeting will be held on June 10, 2024.


Clerk-Treasurer


Perry L. Jones Jr., Mayor