

ALL BUSINESS ITEMS MUST BE SCHEDULED ON THE AGENDA THE WEDNESDAY PRIOR TO THE TOWN MEETING IN ORDER TO BE HEARD.

**TOWN OF PITTSVILLE COMMISSIONERS
7:00 pm**

**AGENDA
May 22, 2023**

- 1.) Call to order
-Pledge of Allegiance
- 2.) Minutes of meeting on April 17, 2023.
- 3.) Treasurer's Report of Balances of General and Utility Accounts
- 4) Public Safety Report
 - a.) Fire/EMS Report
 - b.) Police Report
 - c.) Code Enforcement Report
- 4) Town Manager/Circuit Rider
- 6) Town Engineer Report – Robert Duma
- 7) Old Business:
 - a) Consideration of Adoption of Town Flag
- 8) New Business
 - a) Legislation:
 - 1) Resolution # 2023-03 “A Resolution of the President and Town Commissioners of Pittsville, Maryland Authorizing the Submission of A SFY24 Maryland Town Manager Circuit Rider Application”
 - 2) Resolution # 2023-04 “ A Resolution of the Town of Pittsville Authorizing a Moratorium Regarding the Issuance of any Zoning Permit or Business License for the Sale of Marijuana for Recreational Use for a period of six (6) months pending approval of Required State Regulations on Such Activity”
 - 3) Ordinance # 2023-01 “ An Ordinance of the Town of Pittsville To Adopt The Municipal Operating Budget Commencing on July 1, 2023 and Ending on June 30, 2024 For Fiscal Year 2024”-First Reading
- 9.) Town Commission/Committee Reports and Commissioner/Public Comments
- 10.) Adjournment of Meeting. Next meeting date- TBD

TOWN OF PITTSVILLE
Town Commissioners Meeting Minutes
April 17, 2023

The regular monthly meeting of the Town Commissioners of Pittsville was held on April 17, 2023. Town Commission President Sean McHugh convened the meeting at 7:00 pm. Attending were Town Commissioners Bethany Miller and John Palmer. Town Commission Vice-President Roland Adkins and Town Commissioner David Carozza were unable to attend. Also in attendance were Town Manager Joe Mangini, Town Attorney Erica Witz, Town Engineer Rob Duma, Chief of Police Bob Harris, and Steve MacDonald, Town's IT/Technology consultant.

The Pledge of Allegiance was recited by all.

MINUTES

The minutes of the March 20, 2023 meeting were reviewed. Motion to approve by Town Commissioner John Palmer and seconded by Town Commissioner Bethany Miller. Motion was approved.

TOWN TREASURER'S REPORT

Town Commission President McHugh read into the record the General Fund Account report with beginning balance of \$74,176.31 and ending balance of \$44,667.84. Motion to approve by Town Commission President McHugh with a second by Town Commissioner Miller. Motion was approved.

Town Commission President read into the record the Utility Fund Account report with beginning balance of \$105,509.85 and ending balance of \$100,991.88. Motion to approve by Town Commissioner Miller with a second by Town Commissioner Palmer. Motion was approved.

Town Commission President McHugh read into the record the Town of Pittsville's Fund Balances as of April 15, 2023:

General Fund: \$1,088,050.00

American Rescue Plan Funds: \$736,727.00

Water Fund: \$250,440.00

Sewer Fund: \$634,313.00

Total Available Municipal Funds: \$2,709,530.00

PUBLIC SAFETY REPORTS

Fire/EMS Report:

Tad Farlow reported 63 fire calls and 138 EMS calls for the preceding month. PVFD is looking presently at versions of a new fire truck needed by the department.

Police Report:

Chief Harris reported on the monthly activities of his department to include the final work being done on the new police public safety building and work being planned for the installation of the surveillance cameras to be erected around Town. Also, the dedication/grand opening of the public safety building will be held on Saturday, May 20, 2023 at 11:00 am on site.

Code Enforcement Report

The Town Manager reported that 4 letters regarding high grass will be sent out this week.

TOWN MANAGER'S REPORT

- 1) The Town Manager & Town Treasurer have worked on the draft FY24 Municipal Operating Budget, have reviewed with the Town Commission President for his input. Per his direction, 3 versions of the draft budget will be presented to the Town Commissioners tonight. One includes a new police officer and new police vehicle, one is for a part time police officer only, and one for just the Chief and part time Police Administrative Assistant. The only new addition is for a seasonal employee in the Department of Public Works to assist Dale with his duties during the busy spring/summer season. Town Commissioners need to hold work sessions to determine which version to consider for formal introduction at the May meeting.
- 2) Since the Town Treasurer will be on vacation from 3 May-17 May the Town Manager requested that the May 15 scheduled town meeting be postponed to May 22 in order for the budget ordinance to be properly prepared for introduction. The Town Commissioners agreed to the postponement until May 22.
- 3) First PEDC meeting to be held on April 26 at 5:00 pm in Town Hall.
- 4) Planning/Zoning Commission meeting for May will be cancelled due to no business to consider.
- 5) Reimbursement for \$14,640.36 in grant funds for the services of the grant funded TMCR position being prepared for submittal to DHCD.
- 6) Final electrical work to be undertaken to complete the new public works office/storage building at the WWTP plant.
- 7) Since West Field Estates subdivision is null and void, those 6 EDU's have been returned to the Town and a revised WWTP Sewer Allocation Policy has been provided to the Town Commissioners for approval. New ratio breakdown is 60%residential, & 40% business/commercial. Town Commission President McHugh motion to approve & adopt, with a second from Town Commissioner Palmer. Motion approved.

WTP Report

SOS, the Town's private WTP operator contractor (Chris Gee, Chandra Singh) provided the quarterly update report on the plant. Total gallons of water pumped in the last quarter was 7,444,320 with no issues or problems encountered during that period. Town Commissioner Miller inquired into the alternating use of the Town's 2 well. Chandra Singh explained how the wells were being used and alternated to maintain the proper flow of water into the system.

PARKS/REC/COMMUNITY EVENTS REPORT

Steve MacDonald deferred to the Town Engineer before giving his report.

TOWN ENGINEER REPORT

Rob Duma reported on the following:

- 1) MDE comments regarding the WTP plans have been received and will be worked on for resubmission
- 2) WWTP sludge beds project to commence in Mid-May and be completed by the end of June. Plan is to do one bed at a time.
- 3) Utility Infrastructure Mapping project progressing well
- 4) WWTP Pre-Engineering study for NEW WWTP under review by USDA before we can move any further.
- 5) FY23 Town Street Improvement Project pre-bid meeting was held on May 1 with bids due by June 7. Rob reviewed with the Town Commissioners the scope of work

PARKS/REC/COMMUNITY EVENTS REPORT

Steve MacDonald discussed with the Town Commissioners the plan for the proposed "Strawberry Days" event scheduled for Saturday May 20. We need a decision from the Town Commissioners on whether to continue with the event. Town Commissioner Miller expressed her concern that the plans for the event maybe too ambitious. Steve discussed and reviewed with the Town Commissioners the planned workings for the event and responded to the concerns expressed by the Town Commissioners. There was much discussion regarding the size of the event, coordination with other parties to enhance the success of the event, the amount of visitors anticipated, and the remaining time left to pursue the continuation of the project. The Town Commissioners , after much discussion, decided not to hold the event as originally proposed on May 20 with the intent to revisit next year. The Town Commissioners expressed their appreciation to Steve for his diligence, hard work, and enthusiasm for wanting to put this event together. The Town Commission President McHugh expressed his concerns on the amount of time needed, size of the event planned, and coordination with public safety matters and agencies.

OLD BUSINESS

The proposal for a town flag remained tabled until the next meeting in May.

NEW BUSINESS

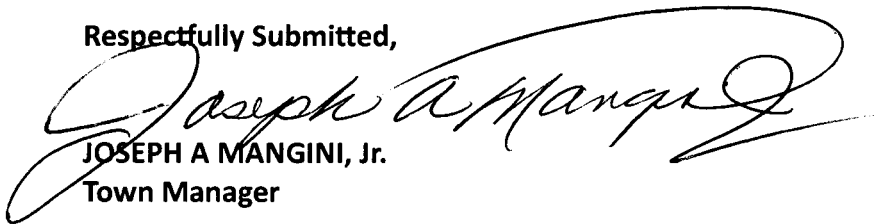
There was no new business before the Town Commissioners for discussion

TOWN COMMISSIONERS/COMMISSIONS/PUBLIC COMMENTS

There was a “spirited” conversation amongst the Town Commissioners and the public regarding holding community events within the Town especially, coordination, cooperation, and communication between the Town and the East Side Chamber of Commerce. Also, in regards to some concern on keeping the public aware of happenings in the Town, Town Commissioner Miller responded that in her view the Town has done all that is possible to keep the public informed about the issues with Town Commission President McHugh and Town Commissioner Palmer in agreement.

With there being no further business to conduct, motion to adjourn by Town Commissioner Palmer with a second from Town Commissioner Miller. Motion carried & meeting adjourned.

Respectfully Submitted,



JOSEPH A MANGINI, Jr.
Town Manager

Approved :

X

Sean McHugh
President

X

Roland Adkins
Vice President

X

Bethany Miller
Commissioner

X

John Palmer
Commissioner

X

David Carozza
Commissioner

Town of Pittsville
General Operating Account
As of April 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
100 · CASH & EQUIVALENTS							44,567.84
110 · General Fund							44,567.84
128 · FBW - General Operating 1541							44,567.84
Bill Pmt -Che...	04/05/2023	3211	Baker's Hardware	Inv # 212303	310 · ...	-729.95	43,837.89
Bill Pmt -Che...	04/05/2023	3212	Capital Bank & Trust Co.	Retirement Contribution	310 · ...	-6,814.26	37,023.63
Bill Pmt -Che...	04/05/2023	3213	Colonial Life	Inv # 5277330-0303144	310 · ...	-140.35	36,883.28
Bill Pmt -Che...	04/05/2023	3214	DP Town Warehouse 7...	5500 6957 678	310 · ...	-111.59	36,771.69
Bill Pmt -Che...	04/05/2023	3215	Joseph A. Mangini Jr	Pay Mar 19- Apr 1	310 · ...	-2,326.72	34,444.97
Bill Pmt -Che...	04/05/2023	3216	Lisa Tubbs	Inv # 1043	310 · ...	-400.00	34,044.97
Bill Pmt -Che...	04/05/2023	3217	Mail Movers	Inv # 29269	310 · ...	-210.00	33,834.97
Bill Pmt -Che...	04/05/2023	3218	Mediacom - Town Hall	8384500090090174	310 · ...	-229.95	33,605.02
Bill Pmt -Che...	04/05/2023	3219	Paradise Energy Soluti...	Inv # 23651	310 · ...	-3,000.00	30,605.02
Bill Pmt -Che...	04/05/2023	3220	Prentice Lyons	Reimb. Supplies for Police	310 · ...	-91.27	30,513.75
Bill Pmt -Che...	04/05/2023	3221	Robert D. Harris	Reissue of christmas bonus	310 · ...	-250.00	30,263.75
Bill Pmt -Che...	04/12/2023	3222	Choptank Electric - G	9912566701	310 · ...	-90.00	30,173.75
Bill Pmt -Che...	04/12/2023	3223	DPSCS - ITCD	Inv # AB3-03-486	310 · ...	-7.00	30,166.75
Bill Pmt -Che...	04/12/2023	3224	George Perdue's Used ...	Inv # 17145	310 · ...	-5,703.08	24,463.67
Bill Pmt -Che...	04/12/2023	3225	Kelly & Associates Ins...	May 2023 Health Insurance	310 · ...	-2,924.07	21,539.60
Bill Pmt -Che...	04/12/2023	3226	Lincoln National Life In...	ST/LT/Life Insurance May...	310 · ...	-339.56	21,200.04
Bill Pmt -Che...	04/12/2023	3227	Mediacom - Police	Bill 04/13/23-05/12/23	310 · ...	-270.66	20,929.38
Bill Pmt -Che...	04/12/2023	3228	MPCA	Maryland Planning Commi...	310 · ...	-150.00	20,779.38
Bill Pmt -Che...	04/12/2023	3229	ShoreScan - G&U	Inv # 8123	310 · ...	-95.00	20,684.38
Bill Pmt -Che...	04/12/2023	3230	Valerie J. Mann	Grants application	310 · ...	-307.50	20,376.88
Bill	04/12/2023	Transfer	Town of Pittsville- G	Transfer to general operat...	310 · ...	100,000.00	120,376.88
Bill Pmt -Che...	04/18/2023	3231	Bennett Termite & Pest...	Inv # 749564	310 · ...	-70.40	120,306.48
Bill Pmt -Che...	04/18/2023	3232	Bethany Miller	Meetings	310 · ...	-150.00	120,156.48
Bill Pmt -Che...	04/18/2023	3233	Bratten's Lawn Care & ...	Inv # 04072023	310 · ...	-1,600.00	118,556.48
Bill Pmt -Che...	04/18/2023	3234	Edward John Palmer	Meetings	310 · ...	-150.00	118,406.48
Bill Pmt -Che...	04/18/2023	3235	Joseph A. Mangini Jr	Pay Apr 2-15	310 · ...	-2,777.50	115,628.98
Bill Pmt -Che...	04/18/2023	3236	Sean McHugh	Meetings	310 · ...	-375.00	115,253.98
Bill Pmt -Che...	04/18/2023	3237	Simple Computing LLC	Inv # 1077, 1078	310 · ...	-975.00	114,278.98
Bill Pmt -Che...	04/18/2023	3238	WEX Bank	0496-00-587961-4	310 · ...	-156.53	114,122.45
Bill Pmt -Che...	04/18/2023	3239	WEX Bank Valero Flee...	0496-00-633067-4	310 · ...	-373.67	113,748.78
General Jour...	04/19/2023	5329	Farmers Bank of Willar...	Transfer for the MLGIP	125 · ...	58,000.00	171,748.78
Bill Pmt -Che...	04/26/2023	3240	Alarm Engineering, Inc ...	Inv # 673198	310 · ...	-222.36	171,526.42
Bill Pmt -Che...	04/26/2023	3241	Ana Ketterman	Mileage Reimb.	310 · ...	-54.87	171,471.55
Bill Pmt -Che...	04/26/2023	3242	Gannett Delaware Loc...	Inv # 5456145	310 · ...	-238.40	171,233.15
Bill Pmt -Che...	04/26/2023	3243	Mediacom - Police	Phone/Internet	310 · ...	-270.40	170,962.75
Bill Pmt -Che...	04/26/2023	3244	Selby Sign Co., Inc.	Inv # 64469	310 · ...	-484.07	170,478.68
Bill Pmt -Che...	04/26/2023	3245	Staples	6035 5178 2024 7129	310 · ...	-1,937.88	168,540.80
Bill Pmt -Che...	04/26/2023	3246	Webb, Cornbrooks, Wil...	Legal	310 · ...	-4,635.00	163,905.80
Total 128 · FBW - General Operating 1541						119,337.96	163,905.80
Total 110 · General Fund						119,337.96	163,905.80
Total 100 · CASH & EQUIVALENTS						119,337.96	163,905.80
TOTAL						119,337.96	163,905.80

Approved :

X

Sean McHugh
President

X

Roland Adkins
Vice President

X

Bethany Miller
Commissioner

X

John Palmer
Commissioner

X

David Carozza
Commissioner

Town of Pittsville
Utility Operating Account
As of April 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
100 · CASH & EQUIVALENTS							100,991.88
120 · Water & Sewer Fund							100,991.88
129 · FBW UTILITY OPERATING ACC 1996							100,991.88
Bill Pmt -Ch...	04/05/2023	3608	Capital Bank & Tru...	Retirement Contribution	320 · ...	-2,414.02	98,577.86
Bill Pmt -Ch...	04/05/2023	3609	Comptroller of MD ...	BRF Return Jan-Mar	320 · ...	-10,290.36	88,287.50
Bill Pmt -Ch...	04/05/2023	3610	Envirocorp, Inc	Inv # 2300750	320 · ...	-499.00	87,788.50
Bill Pmt -Ch...	04/05/2023	3611	J & M Generator S...	Inv # 1392	320 · ...	-1,571.67	86,216.83
Bill Pmt -Ch...	04/05/2023	3612	Lowes	Inv # 907189	320 · ...	-472.23	85,744.60
Bill Pmt -Ch...	04/05/2023	3613	One Call Concepts...	0001040	320 · ...	-9.57	85,735.03
Bill Pmt -Ch...	04/05/2023	3614	R.E Michel Compa...	Inv # 306044102	320 · ...	-68.70	85,666.33
Bill Pmt -Ch...	04/05/2023	3615	USA Blue Book - U	143290	320 · ...	-1,134.78	84,531.55
Bill Pmt -Ch...	04/12/2023	3616	Chesapeake Empl...	Workers Comp	320 · ...	-866.00	83,665.55
Bill Pmt -Ch...	04/12/2023	3617	ED Supply Co Inc	TK-23310	320 · ...	-418.22	83,247.33
Bill Pmt -Ch...	04/12/2023	3618	George Perdue's U...	Inv # 17146	320 · ...	-799.41	82,447.92
Bill Pmt -Ch...	04/12/2023	3619	Hills Electric Motor ...	Inv # 0139766	320 · ...	-1,049.76	81,398.16
Bill Pmt -Ch...	04/12/2023	3620	Lincoln National Lif...	ST/LT/Life Insurance May 2...	320 · ...	-99.11	81,299.05
Bill Pmt -Ch...	04/12/2023	3621	Town of Ocean Cit...	178/178	320 · ...	-475.00	80,824.05
Bill Pmt -Ch...	04/12/2023	3622	Wicomico County ...	3020	320 · ...	-928.62	79,895.43
Bill Pmt -Ch...	04/12/2023	3623	Wicomico County ...	3025	320 · ...	-298.82	79,596.61
Bill Pmt -Ch...	04/12/2023	3624	WM Water & Sewe...	Inv # 109246	320 · ...	-1,800.00	77,796.61
Bill Pmt -Ch...	04/18/2023	3625	Bruce Lewis	Inv # 853,854	320 · ...	-1,200.00	76,596.61
Bill Pmt -Ch...	04/18/2023	3626	USA Blue Book - U	143290	320 · ...	-632.95	75,963.66
Bill Pmt -Ch...	04/18/2023	3627	WEX Bank Valero ...	0496-00-633067-4	320 · ...	-222.77	75,740.89
Bill Pmt -Ch...	04/26/2023	3628	Aflac G&U	Inv # 460172	320 · ...	-29.44	75,711.45
Bill Pmt -Ch...	04/26/2023	3629	Atlantic Pumping I...	Inv # 359410	320 · ...	-550.00	75,161.45
Bill Pmt -Ch...	04/26/2023	3630	Davis, Bowen & Fri...	Inv # 174215,174216	320 · ...	-410.63	74,750.82
Bill Pmt -Ch...	04/26/2023	3631	ED Supply Co Inc	Inv # 6675-1239730, 6675-1...	320 · ...	-752.33	73,998.49
Bill Pmt -Ch...	04/26/2023	3632	Ferguson Waterwo...	Inv # 0623291-1, 564959	320 · ...	-122.80	73,875.69
Bill Pmt -Ch...	04/26/2023	3633	Hills Electric Motor ...	Inv # 140117	320 · ...	-520.00	73,355.69
Bill Pmt -Ch...	04/26/2023	3634	Link Computer Cor...	17679	320 · ...	-420.96	72,934.73
Bill Pmt -Ch...	04/26/2023	3635	Noland Company	Order # 372527-01	320 · ...	-856.92	72,077.81
Bill Pmt -Ch...	04/26/2023	3636	Twisting Steel Met...	Inv # 4234	320 · ...	-6,666.18	65,411.63
Bill Pmt -Ch...	04/26/2023	3637	USA Blue Book - U	143290	320 · ...	-1,488.08	63,923.55
General Jou...	04/27/2023	5331	Farmers Bank of ...	Credit Card pmt 04/27/23	351 · P...	-20,921.48	43,002.07
			Total 129 · FBW UTILITY OPERATING ACC 1996			-57,989.81	43,002.07
			Total 120 · Water & Sewer Fund			-57,989.81	43,002.07
			Total 100 · CASH & EQUIVALENTS			-57,989.81	43,002.07
TOTAL						-57,989.81	43,002.07

Approved :

X

Sean McHugh
President

X

Roland Adkins
Vice President

X

Bethany Miller
Commissioner

X

John Palmer
Commissioner

X

David Carozza
Commissioner

**TOWN OF PITTSVILLE
RESOLUTION # 2023-03**

**A RESOLUTION OF THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF PITTSVILLE
AUTHORIZING THE SUBMISSION OF A SFY 24 MARYLAND TOWN MANAGER CIRCUIT RIDER
GRANT APPLICATION**

WHEREAS, the State of Maryland through the Department of Housing and Community Development/DHCD has solicited applications from eligible jurisdictions to apply for funding under the Town Manager Circuit Rider Program, and

WHEREAS, the Town of Pittsville is eligible and wishes to submit a grant application to the State of Maryland DHCD for a project known as Town Manager Circuit Rider, and

WHEREAS, the proposed project is consistent with the local community development plan as described in the application.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF PITTSVILLE that Sean McHugh, the Town Commission President is hereby authorized and empowered to execute and all documents required for the submission of this application.

BE IT FURTHER RESOLVED that the Town Manager Circuit Rider individual will work approximately 13 hours per week for a period of one year performing the duties as indicated:

- Assistance with the day to day planning operations and related questions from the public
- Researching various Federal and State grant opportunities that align with desired planning and infrastructure projects
- Developing grant applications and managing grant awards
- Overseeing special projects assigned by the Town Commission President
- Providing an enhanced level of management and administrative capacity to Town Hall, and
- This position will be shared with the Towns of Sharptown and Willards.

BE IT FURTHER RESOLVED that the Town of Pittsville will be the grant sponsoring agency for the 2023-2024 Town Manager Circuit Rider Program for all three towns and will be responsible for grant management and payroll processing.

AND BE IT FURTHER RESOLVED by the President and Commissioners of the Town of Pittsville that this resolution shall take effect upon its approval on May 22, 2023.

ATTEST:

Erica M. Witz, Town Attorney

_____(SEAL)
Sean McHugh, President

_____(SEAL)
Roland Adkins, Vice President

_____(SEAL)
Bethany Miller, Commissioner

_____(SEAL)
John Palmer, Commissioner

_____(SEAL)
David Carozza, Commissioner

RESOLUTION NO. 2023-04

A RESOLUTION OF THE COMMISSIONERS OF THE TOWN OF PITTSVILLE ESTABLISHING A TEMPORARY MORATORIUM OF APPLICATIONS, SITE PLANS, PERMITS FOR, CONSTRUCTION OF, PROCESSING OF, AND APPROVAL OF BUSINESSES ENGAGED IN THE MANUFACTURE OR SALE OF CANNABIS FOR RECREATIONAL OR MEDICINAL USE WITHIN THE TOWN FOR A PERIOD OF SIX (6) MONTHS IN ORDER TO ALLOW THE TOWN TO COMPLETE THE ADOPTION OF LEGISLATION THAT WOULD IMPLEMENT CERTAIN RESTRICTIONS ON WHERE AND UNDER WHAT CIRCUMSTANCES SUCH BUSINESSES MAY LOCATE IN TOWN TO PROMOTE THE PUBLIC HEALTH, SAFETY, AND WELFARE

WHEREAS, the Town of Pittsville is authorized by Md. Code Ann. Local Government Article, § 5-202 and Section PC-19 (56) of the Pittsville Town Charter, the Commissioners of Pittsville have as they deem necessary for the good government of the Town, the power to enact ordinances that are not contrary to the Constitution, laws of the State of Maryland, or the provisions of the Charter, for the protection and preservation of the Town's property, rights, and privileges; for the preservation of peace and good order; for securing persons and property from violence, danger or destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of residents of the Town and visitors thereto; and

WHEREAS, the Town is authorized by the Local Government Article of the Annotated Code of Maryland, § 5-213 to enact and administer reasonable zoning regulations; and

WHEREAS, the Commissioners recognize the significant planning, zoning, property and secondary effects surrounding or arising from the location and operation of businesses engaged in the manufacture or sale of cannabis for recreational or medicinal purposes; and

WHEREAS, in the 2022 session, the Maryland General Assembly enacted HB 837 and SB 833 (collectively the Cannabis Legislation Statutes), which legalized the limited use of cannabis by persons over the age of 21, subject to a referendum of the State's voters, who approved the measures in the November 2022 statewide election;

WHEREAS, the General Assembly must adopt further regulations to implement the terms of the Cannabis Legalization Statutes and is expected to do so in the 2023 Session; and

WHEREAS, the Town currently has no zoning or other regulations for the aforementioned purpose; and

WHEREAS, the Town considers the public interest to be best served by the adoption of zoning regulations establishing the appropriate locations for facilities for the growing, processing and dispensing of cannabis for recreational use; and

WHEREAS, the Town Commissioners have determined that the adoption of zoning regulations prior to the issuance of State regulations relating to the recreational use of cannabis would be inefficient; and

WHEREAS, the Town Commissioners believe that a temporary suspension of the issuance of permits, licenses and approvals for facilities relating to the manufacture and sale of cannabis and related paraphernalia while the Town awaits the issuance of State regulations relating thereto and has an opportunity to give due consideration to those regulations in crafting any zoning or other regulations for such facilities is necessary and appropriate, provided that the suspension continues for a period no longer than necessary to complete the assessment in the exercise of all due haste; and

WHEREAS, completion of this process is anticipated to occur within six (6) months following the adoption of this Resolution; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Town of Pittsville that:

1. Moratorium established. A temporary moratorium on the issuance of any zoning permit, development, approval, or license relating to a facility for the manufacture or sale of cannabis and cannabis paraphernalia for recreational use in the Town shall be and is hereby established for a period of six (6) months from and after the adoption.
2. Purpose. The purpose of the Moratorium is to protect the public health, safety and welfare of the residents of the Town and to protect and preserve the character of the Town while the Town determines the appropriate location for facilities related to the manufacture or sale of cannabis for recreational use and whether additional regulations relating to those activities are lawful, necessary, and appropriate.
3. Study, recommendations, and legislation. This temporary moratorium is established to allow sufficient time within which to complete a study, finalize recommendations, and, if necessary, enact appropriate legislation to best promote the interests of the Town with respect to manufacture or sale of cannabis and cannabis paraphernalia for recreational use in the Town.
4. Renewal, extension, or modification. The Town shall have and reserve the right to renew, extend, or modify this moratorium for such additional period or periods and on such terms and conditions as it deems necessary for the health, safety and welfare of the citizens of the Town.

THE ABOVE RESOLUTION WAS INTRODUCED AND READ by the Commissioners of Pittsville at a meeting held on _____, 2023 and will become effective immediately.

ATTEST:

X
Erica M. Witz
Town Attorney

X
Sean McHugh
President

X
Bethany Miller
Commissioner

X
David Carozza
Commissioner

X
Roland Adkins
Vice President

X
John Palmer
Commissioner

TOWN OF PITTSVILLE
FY24 Municipal Operating Budget
July 1, 2023-June 30, 2024

ORDINANCE # 2023-01

AN ORDINANCE OF THE TOWN OF PITTSVILLE TO ADOPT THE MUNICIPAL OPERATING BUDGET COMMENCING ON JULY 1, 2023, AND ENDING JUNE 30, 2024 FOR FISCAL YEAR 2024

WHEREAS, the Commissioners of the Town of Pittsville have reviewed the revenue and expenses projected for the July 1, 2023 to June 30, 2024 fiscal year, in order to adopt the municipal operating budget for that time period., and

WHEREAS, the Commissioners of the Town of Pittsville have adopted the following tax rates as such: \$.2875 per \$100 of assessed value for all real estate property within the town limits and \$.90 per \$100 of assessed corporate property within the town limits

NOW, THEREFORE BE IT HEREBY ENACTED AND ORDAINED by the Commissioners of Pittsville, Maryland that the Municipal Operating Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024 is attached hereto shall be and is hereby adopted.

AND BE IT FURTHER RESOLVED, ENACTED AND ORDAINED by the Commissioners of the Town of Pittsville, Maryland that this budget shall take effect from and after the date of its final passage.

The above ordinance was introduced and read by the Commissioners of the Town of Pittsville at the monthly meeting held on May 22, 2023 thereafter a statement/public notice of the substance of this Ordinance having been duly advertised per the Town Charter, with a public hearing held on _____, was finally adopted on June , 2023.

ATTEST:

Erica M. Witz, Town Attorney

_____(SEAL)
Sean McHugh, President

_____(SEAL)
Roland Adkins, Vice President

_____(SEAL)
Bethany Miller, Commissioner

_____(SEAL)
John Palmer, Commissioner

_____(SEAL)
David Carozza, Commissioner

Town of Pittsville
General Operating Budget
July 1, 2023 To June 30, 2024

Revenues

Real Estate Taxes	\$ 285,000.00
Corporate Property Taxes	\$ 60,000.00
State Income Tax	\$ 140,000.00
Franchise Fees	\$ 20,000.00
County Shared Taxes	\$ 350.00
Business Licenses / Permits	\$ 7,500.00
Interest Income/MLGIP	\$ 45,000.00
Miscellaneous Income	\$ 5,000.00
State Police Aid	\$ 9,000.00
Traffic Violations	\$ 6,000.00
CDBG Grant/ TMCR	\$ 50,000.00
Speed Camera Program	\$ 70,000.00
Rental Housing Licenses	\$ 15,000.00
FY 23 Surplus	\$ 413,133.00

Total Revenues

\$ 1,125,983.00

Expenses

Salaries	\$ 138,955.00
FICA	\$ 10,630.00
Health Insurance	\$ 25,000.00
Operating Expense	\$ 6,000.00
Retirement Expense	\$ 15,102.00
Office Expense/Postage	\$ 20,000.00
Telephone/Internet	\$ 8,000.00
Equipment/Building Mtns/Repair	\$ 7,500.00
Insurance	\$ 8,000.00
Workers Comp	\$ 2,300.00
Accounting Audit	\$ 13,000.00
Single Audit	\$ 3,000.00
Legal Retainer	\$ 25,000.00
Public Notices	\$ 3,000.00
Miscellaneous Expenses	\$ 12,500.00
Council Allowances	\$ 7,500.00
IT Development + Expenses	\$ 10,000.00
Dues & Subscription	\$ 10,000.00
CDBG/ TMCR Expense	\$ 50,000.00
Parks/Rec/Community Affairs	\$ 10,000.00
Planning and Zoning Expense	\$ 2,000.00
Admin Training	\$ 1,000.00

MD State Retirement Actuary	\$ 5,000.00
EDC	\$ 5,000.00
Town Manager	\$ 90,000.00
Total Expenses	\$ 488,487.00

Police	\$ 325,386.88
Fire Company	\$ 10,000.00
EMS	\$ 10,000.00
Code Enforcement	\$ 3,000.00
Rental Housing Inspection	\$ 1,000.00
Total Public Safety	\$ 349,386.88

Street Lighting	\$ 47,000.00
Vehicle Main./ Repair/ Fuel	\$ 5,000.00
Mosquito Control	\$ 2,000.00
Ditch Cutting Expenses	\$ 12,000.00
Total Public Works	\$ 66,000.00

Reserve Contingency Fund	\$ 222,109.12
--------------------------	----------------------

**General Fund
Highway User Revenue
July 1, 2023 To June 30, 2024**

Revenue

Highway User Revenue (carry over from previous years)	\$ 180,000.00
Highway User Revenue FY 2024	\$ 135,000.00
Total	\$ 315,000.00

Expenses

FY 2024 Street Projects	\$ 150,000.00
Roads/ Equipment Maint.	\$ 20,000.00

Remaining Balance HUR	\$ 145,000.00
------------------------------	----------------------

Trash Removal Enterprise Fund
July 1, 2023 To June 30, 2024

Trash Removal Revenue	\$ 92,000.00
Trash Removal Expenses	<u>\$ 92,000.00</u>
Remaining Balance	<u><u>\$ -</u></u>

Police Budget 2023-2024

Description	Budget	
	Officer	Admin
Salary	\$ 73,500.00	\$ 27,456.00
FICA	\$ 5,622.75	\$ 2,100.38
Workers Comp	\$ 4,814.25	\$ 50.00
Health Insurance	\$ 12,024.00	
LT/ST Disability	\$ 1,836.90	
Retirement	\$ 8,820.00	
Overtime	\$ 2,500.00	
Total Salary Related Costs	\$ 109,117.90	\$ 29,606.38
Liability Insurance	\$ 807.00	
Vehicle Insurance	\$ 1,686.00	
Total Insurance	\$ 2,493.00	
Uniforms	\$ 1,000.00	\$ 500.00
Firearms		
Pistol	\$ 250.00	
Patrol Rifle/Mags/Equip	\$ 500.00	
Ammo	\$ 3,000.00	
Radio	\$ 6,500.00	
Computer Replacement	\$ 5,000.00	
Computer Eq.& Repair/IT Development	\$ 16,000.00	
Subscription, Dues & Travel	\$ 7,000.00	\$ 700.00
Training	\$ 4,250.00	\$ 500.00
Supplies	\$ 3,800.00	
Total Uniforms & Equipment	\$ 47,300.00	\$ 1,700.00
Fuel	\$ 5,000.00	
Vehicle Maint.	\$ 2,500.00	
Total Vehicle Costs	\$ 7,500.00	\$ -
Grants	\$ 5,000.00	
Building Maint.	\$ 7,500.00	
Utilitites	\$ 12,000.00	
Speacial Events	\$ 4,000.00	
Total Misc. Expenses	\$ 28,500.00	\$ -
Total Police Base Expences	\$ 226,217.28	\$ 31,306.38

New Officer

Line Item	Budget
	Officer
Salary	\$ 53,000.00
FICA	\$ 4,054.50
Workers Comp.	\$ 3,471.50
Health Insurance	\$ 7,200.00
LT/ST Liability	\$ 1,380.60
Retirement	\$ 4,770.00
Overtime	\$ 6,000.00
<u>Total Salary Related Items</u>	<u>\$ 79,876.60</u>
Liability Insurance	
Vehicle Insurance	\$ 843.00
<u>Total Vehicle</u>	<u>\$ 843.00</u>
Uniforms	\$ 1,000.00
Firearms	
Vest	\$ 1,000.00
Duty Gear	\$ 750.00
Pistol	\$ 1,000.00
Rifle, Mags, & Equip.	\$ 2,500.00
Radio	\$ -
Ammo	\$ 1,500.00
Subscription, Dues, & Travel	\$ 700.00
Training	\$ 500.00
<u>Total Uniforms & Equipment</u>	<u>\$ 8,950.00</u>
New Vehicle	\$ -
Fuel	\$ 6,000.00
Vehicle Maint.	\$ 3,500.00
<u>Total Vehicle Cost</u>	<u>\$ 9,500.00</u>
<u>Total New Officer Expense</u>	<u>\$ 99,169.60</u>
<u>Total Police Department</u>	<u>\$ 325,386.88</u>

Town of Pittsville
Utility Operating Budget
July 1, 2023 To June 30, 2024

Revenues	Water	Wastewater
User Fees	\$ 247,593.00	\$ 269,812.00
Front Footage Assessment	\$ 60,113.00	\$ 31,137.00
Availability of Use	\$ 3,800.00	\$ 4,510.00
Impact Fees	\$ 225,000.00	\$ 225,000.00
Connection Fees	\$ 5,000.00	\$ 5,000.00
Interest Income/MLGIP	\$ 10,000.00	\$ 23,000.00
Misc. Income	\$ 1,000.00	\$ 1,000.00
MDE Grant/WTP Upgrade/WWTP Study	\$ 1,106,000.00	\$ 20,000.00
	<u>\$ 1,658,506.00</u>	<u>\$ 579,459.00</u>
Expenses		
Salaries	\$ -	\$ 90,000.00
FICA	\$ -	\$ 6,885.00
Health Insurance	\$ -	\$ 11,000.00
Workers Comp	\$ -	\$ 5,800.00
Education	\$ -	\$ 1,000.00
Retirement Expense	\$ -	\$ 13,500.00
Engineering	\$ 1,000.00	\$ 1,000.00
Equipment/Building Mnts/Repair	\$ 40,000.00	\$ 30,000.00
Supplies	\$ 7,000.00	\$ 5,000.00
Chemicals	\$ 23,000.00	\$ 9,000.00
Accounting-Audit	\$ 6,000.00	\$ 6,000.00
Electricity	\$ 10,000.00	\$ 35,000.00
Testing Fees	\$ 12,000.00	\$ 5,000.00
Sludge Removal	\$ 9,000.00	\$ 40,000.00
Vehicle Expenses	\$ 2,000.00	\$ 3,500.00
Dues & Subscriptions	\$ 2,500.00	\$ 2,500.00
Single Audit	\$ 3,000.00	\$ 3,000.00
SOS Operations	\$ 175,000.00	\$ -
Debt Payments	\$ 28,000.00	\$ -
Bank Fees and Misc. Charges	\$ 1,000.00	\$ 1,000.00
Insurance	\$ 2,421.00	\$ 5,000.00
Capital Improvement	\$ 1,106,000.00	\$ 10,000.00
	<u>\$ 1,427,921.00</u>	<u>\$ 284,185.00</u>
Reserve Contingency Fund	<u>\$ 230,585.00</u>	<u>\$ 295,274.00</u>