

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
FY 24 Budget Public Hearing
7:00 pm**

**TOWN MEETING AGENDA
June 20, 2023**

- 1.) Call to order
-Pledge of Allegiance
- 2.) Minutes of Meeting on May 22, 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
 - b) *Legislation:* 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-FOR ADOPTION
- 8) New Business
 - a) *Legislation:*
 - 1) Resolution # 2023-05 “A Resolution of the President and Town Commissioners of Pittsville To Set Water, Sewer, Trash, and Other Fees for the Town of Pittsville-FOR ADOPTION
- 9.) Town Commission/Committee Reports and Commissioner/Public Comments
- 10.) Adjournment of Meeting. Next meeting date- July 17, 2023

TOWN OF PITTSVILLE
Town Commissioners Meeting Minutes
May 22, 2023

The regular meeting of the Town Commissioners of Pittsville was held on May 22, 2023. Town Commission President Sean McHugh convened the meeting at 7:00 pm. In attendance were Town Commissioners Bethany Miller, John Palmer and David Carozza. Town Commission Vice-President Roland Adkins was unable to attend. Also attending were Town Manager Joe Mangini, Town Attorney Erica Witz, Town Engineer Rob Duma and Chief of Police Bob Harris.

The Pledge of Allegiance was recited by all.

MINUTES

The minutes of the April 17, 2023 town meeting were reviewed. Motion to approve by Town Commissioner Miller and seconded by Town Commissioner Carozza. Motion approved.

TOWN TREASURER'S REPORT

Town Commission President McHugh reported that the normal town bank balances would not be available tonight due to the Town entering and joining the Maryland Local Government Investment Pool/MLGIP last month. The Town has transferred \$2,500,000 to MLGIP for investment which in less than two weeks has earned the Town the following:

General Fund Interest: \$1,827.66

Water Fund Interest: \$432.00

Sewer Fund Interest: \$1,063.37

Total Interest earned: \$3,323.03

Town Commission President McHugh read into the record the General Fund Operating Account with beginning balance of \$44,567.84 and ending balance of \$163,905.80. Motion to approve by Town Commissioner Carozza and seconded by Town Commissioner Palmer.

Town Commission President McHugh read into the record the Utility Fund Operating Account with a beginning balance of \$100,991.88 and ending balance of \$43,002.07 Motion to approve by Town Commissioner Miller and seconded by Town Commissioner Carozza. Motion approved.

PUBLIC SAFETY REPORTS

Fire/EMS Report:

Tad Farlow reported the following year to date numbers fire alarms 76, and EMS alarms 187 There was a brief discussion regarding the relationship between the City of Salisbury and

Wicomico County on those services provided to County residents outside Salisbury City limits by the Salisbury Fire/EMS personnel.

Police Report

Chief Harris reported 376 speed camera violations recorded and provided his department's activities during the past month. Town Commission President McHugh thanked the Chief and all who made the dedication ceremony on May 20 for the police department so successful. There was discussion regarding the installation of the public safety cameras around town.

Nancy Cole of the VALOR HOUSE, expressed her concerns about the PVFD's closing of certain roads near her business in response to a service call. A spirited discussion amongst the attendees was held with Tad Farlow replying that PVFD would continue to adhere to their public safety policy in the closing of roads.

Code Enforcement Report

Joe Mangini reported that he would be issuing 4 letters regarding high grass and 2 for zoning code/property maintenance matters.

TOWN MANAGER'S REPORT

The Town Manager reported the following

- 2 resolutions on the agenda tonight for consideration of passage, the TMCR grant application authorization and a Moratorium regarding zoning issues with the new state legislation governing marijuana sales within governing jurisdictions.
- Ordinance for the FY 24 Municipal Operating Budget scheduled for introduction.
- Since the June monthly meeting is on a federal holiday, requested the Town Commissioners postpone until Tuesday night June 20. All Town Commissioners in favor.
- PEDC meeting on May 31 at 5:30 pm. Dave Ryan, of SWED to be guest speaker
- P/Z Commission will meet on June 1 at 6:00 pm
- Reimbursement for TMCR services submitted (\$14,640.36)
- Town is now a member of the MLGIP
- MEMORIAL DAY is May 29 and Town Offices will be closed.
- And Ana (Town Treasurer) is back!

TOWN ENGINEER'S REPORT

Rob Duma reported on the following:

- WTP Phase IV resubmitted to MDE with questions answered
- Streets Improvement Pre-bid meeting was held on May 1 with bids due on June 7. Lively discussion regarding the potential speed bumps to be installed on Railroad Avenue to restrict speeding developed.
- Sludge Beds project to begin soon as contractor is moving in his equipment. Should be completed by the end of June.
- Utility Infrastructure Mapping ongoing with good progress.

- Storm Water Management Study being considered to assist in alleviating drainage issues throughout Town, but must be comprehensive and include neighboring jurisdictions and the County. Town Commission President McHugh has begun discussions regarding this issue with the Wicomico County Executive Julie Giordano.

OLD BUSINESS

Adoption of a town flag still remains tabled.

NEW BUSINESS

Resolution # 2023-03 authorizing the Town of Pittsville to apply for a DHCD TMCR grant was considered. Motion to approve by Town Commissioner Miller and seconded by Town Commissioner Palmer. Motion approved

Resolution #2023-04 providing a moratorium of up to six months in regards to the sale use of marijuana for recreational use was considered. There was discussion regarding the reasons for the resolution and concerns were addressed by the Town Attorney who explained the purpose/reason for the resolution. Motion to approve by Town Commissioner Carozza and seconded by Town Commissioner Miller. Motion approved.

Ordinance # 2023-01, the FY 24 Municipal Operating Budget was read into the record as its first reading. Motion to approve by Town Commissioner Carozza and seconded by Town Commissioner Miller. Motion approved. Town Commission President McHugh requested the Town Manager provide an overview of the FY 24 Budget. After a brief discussion by the Town Commissioners the appropriation of \$6500 in the radio line item for the police department was deleted due to that line item being funded by a grant.

TOWN COMMISSION REPORTS/TOWN COMMISSIONER/PUBLIC COMMENTS

Dale Littleton asked if there was a pay increase for town employees and was informed there was at 5%. Other citizens offered their opinions on the tax rate increase which Town Commission President McHugh addressed by informing the residents of his desire and intent to insure that the Town would only increase financial areas where necessary but never put the Town's financial future in jeopardy.

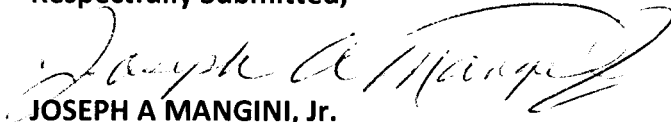
PEDC Vice Chair Becky Smith reported that the PEDC was up and operating with many good ideas being shared amongst the members.

Town Commission President McHugh informed the citizens of the County Executive's roundtable discussion program she is holding to meet with the municipal leaders and share information and ideas.

The next town meeting is scheduled for June 20, 2023 commencing at 7:00 pm for the FY 24 Budget Hearing and once concluded going into the regular monthly meeting.

With there being no further business, the meeting was 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 May 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
100 · CASH & EQUIVALENTS							52,912.24
110 · General Fund							52,912.24
128 · FBW - General Operating 1541							52,912.24
Bill Pmt -Che...	05/01/2023	3247	Baker's Hardware	Inv # 214476	310 ...	-869.26	52,042.98
Bill Pmt -Che...	05/01/2023	3248	Colossus, Inc	Inv # CPSMNO003400	310 ...	-1,521.45	50,521.53
Bill Pmt -Che...	05/01/2023	3249	DP Chatham Mnr 8081...	5501 0728 081	310 ...	-80.46	50,441.07
Bill Pmt -Che...	05/01/2023	3250	DP Lions 2539-(LC) - G	5501 8592 539	310 ...	-924.40	49,516.67
Bill Pmt -Che...	05/01/2023	3251	DP Town Lights 578-G	5501 0728 578	310 ...	-3,560.08	45,956.59
Bill Pmt -Che...	05/01/2023	3252	DP Town Warehouse 7...	5500 6957 678	310 ...	-89.10	45,867.49
Bill Pmt -Che...	05/01/2023	3253	Joseph A. Mangini Jr	Pay Apr 16-29	310 ...	-2,860.00	43,007.49
Bill Pmt -Che...	05/01/2023	3254	Kelly & Associates Ins...	June 2023 Health Insurance	310 ...	-2,924.07	40,083.42
Bill Pmt -Che...	05/01/2023	3255	Lincoln National Life In...	June 2023 ST/LT/Life Ins...	310 ...	-402.62	39,680.80
Bill Pmt -Che...	05/01/2023	3256	Lisa Tubbs	Inv # 1044	310 ...	-800.00	38,880.80
Bill Pmt -Che...	05/01/2023	3257	Lowes	Inv # 996867, 907223	310 ...	-199.48	38,681.32
Bill Pmt -Che...	05/01/2023	3258	Prentice Lyons	Reimb. Skip's Uniform	310 ...	-28.50	38,652.82
Bill Pmt -Che...	05/01/2023	3259	Quadient, Inc	Inv # 6018692	310 ...	-72.00	38,580.82
Bill Pmt -Che...	05/01/2023	3260	Simple Computing LLC	Inv # 1079	310 ...	-175.00	38,405.82
Bill Pmt -Che...	05/01/2023	3261	Cheryl Tyndall	Meeting	310 ...	-25.00	38,380.82
Bill Pmt -Che...	05/02/2023	3262	Colonial Life	Inv # 5277330-0407099	310 ...	-112.28	38,268.54
General Jour...	05/02/2023	5396	Deposit	3441	148 ...	320.73	38,589.27
General Jour...	05/02/2023	5397	Deposit	3443	148 ...	100.00	38,689.27
General Jour...	05/02/2023	5398	Deposit	3444	142 ...	62.22	38,751.49
General Jour...	05/02/2023	5528	Deposit	3442	145 ...	20.25	38,771.74
Bill Pmt -Che...	05/17/2023	3263	Simple Computing LLC	Inv # 1082	310 ...	-22,800.00	15,971.74
Bill Pmt -Che...	05/23/2023	3264	Above and Beyond Srvi...	Inv # 23923, 23923-2	310 ...	-3,437.00	12,534.74
Bill Pmt -Che...	05/23/2023	3265	Bethany Miller	Town Meeting 5/22	310 ...	-75.00	12,459.74
Bill Pmt -Che...	05/23/2023	3266	Bob's Siding & Roofing...	HVAC / Ana's Office	310 ...	-1,500.00	10,959.74
Bill Pmt -Che...	05/23/2023	3267	Choptank Electric - G	9912566701	310 ...	-90.00	10,869.74
Bill Pmt -Che...	05/23/2023	3268	Dale Littleton	EDC Meeting 4/26	310 ...	-25.00	10,844.74
Bill Pmt -Che...	05/23/2023	3269	David Carozza	Meetings May 2023	310 ...	-225.00	10,619.74
Bill Pmt -Che...	05/23/2023	3270	Edward John Palmer	Meetings May 2023	310 ...	-150.00	10,469.74
Bill Pmt -Che...	05/23/2023	3271	Gannett Delaware Loc...	Inv # 5554105	310 ...	-767.90	9,701.84
Bill Pmt -Che...	05/23/2023	3272	Inacom Information Sy...	58872	310 ...	-516.50	9,185.34
Bill Pmt -Che...	05/23/2023	3273	Ivory Smith	EDC Meeting 4/26	310 ...	-25.00	9,160.34
Bill Pmt -Che...	05/23/2023	3274	J&B Electrical Services	Inv # 660-Final	310 ...	-413.40	8,746.94
Bill Pmt -Che...	05/23/2023	3275	Jennifer Horne	Replacing Ana for vac.	310 ...	-1,546.44	7,200.50
Bill Pmt -Che...	05/23/2023	3276	Joseph A. Mangini Jr	Pay 04/30-05/13	310 ...	-2,805.00	4,395.50
Bill Pmt -Che...	05/23/2023	3277	Kelly Jeter	EDC Meeting 04/26	310 ...	-25.00	4,370.50
Bill Pmt -Che...	05/23/2023	3278	Mediacom - Town Hall	8384500090090174	310 ...	-229.95	4,140.55
Bill Pmt -Che...	05/23/2023	3279	Pittsville Motors Inc	Inv # 207757	310 ...	-307.63	3,832.92
Bill Pmt -Che...	05/23/2023	3280	Rebecca Smith	EDC Meeting 04/26	310 ...	-25.00	3,807.92
Bill Pmt -Che...	05/23/2023	3281	Sean McHugh	Meetings May 2023	310 ...	-400.00	3,407.92
Bill Pmt -Che...	05/23/2023	3282	ShoreScan - G&U	Inv # 8199	310 ...	-95.00	3,312.92
Bill Pmt -Che...	05/23/2023	3283	Staples	6035 5178 2024 7129	310 ...	-96.86	3,216.06
Bill Pmt -Che...	05/23/2023	3284	Trent Molnar	EDC Meeting 4/26	310 ...	-25.00	3,191.06
Bill Pmt -Che...	05/23/2023	3285	WEX Bank	0496-00-587961-4	310 ...	-530.31	2,660.75
Bill Pmt -Che...	05/23/2023	3286	WEX Bank Valero Flee...	0496-00-633067-4	310 ...	-192.51	2,468.24
General Jour...	05/25/2023	5527	Deposit	Transfer from MLGIP into ...	105 ...	60,000.00	62,468.24
Bill Pmt -Che...	05/30/2023	3287	Alarm Engineering, Inc ...	Inv # 675182	310 ...	-222.36	62,245.88
Bill Pmt -Che...	05/30/2023	3288	Baker's Hardware	Inv # 215253	310 ...	-134.91	62,110.97
Bill Pmt -Che...	05/30/2023	3289	Davis, Bowen & Fridel I...	Inv # 175061	310 ...	-2,117.50	59,993.47
Bill Pmt -Che...	05/30/2023	3290	DPSCS - ITCD	Inv # AB3-04-486	310 ...	-7.00	59,986.47
Bill Pmt -Che...	05/30/2023	3291	Gravenor Electric	Pittsville Police Lights	310 ...	-1,325.00	58,661.47
Bill Pmt -Che...	05/30/2023	3292	Simple Computing LLC	Inv # 1080, 1081	310 ...	-1,150.00	57,511.47
Bill Pmt -Che...	05/30/2023	3293	Verizon-G&U	Inv # 9934943622	310 ...	-723.29	56,788.18
Bill Pmt -Che...	05/30/2023	3294	Joseph A. Mangini Jr	Pay May 14-27	310 ...	-2,860.00	53,928.18
Check	05/31/2023		Farmers Bank of Willar...	Service Charge	614 ...	-10.00	53,918.18
Total 128 · FBW - General Operating 1541						1,005.94	53,918.18
Total 110 · General Fund						1,005.94	53,918.18
Total 100 · CASH & EQUIVALENTS						1,005.94	53,918.18
TOTAL						1,005.94	53,918.18

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 May 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
100 - CASH & EQUIVALENTS							132,052.00
120 - Water & Sewer Fund							132,052.00
129 - FBW UTILITY OPERATING ACC 1996							132,052.00
Bill Pmt -Ch...	05/01/2023	3638	Bruce Lewis	Inv # 855, 856	320 · ...	-1,125.00	130,927.00
Bill Pmt -Ch...	05/01/2023	3639	DP LS#1 White Ric...	5501 4225 615	320 · ...	-120.80	130,806.20
Bill Pmt -Ch...	05/01/2023	3640	DP LS#2 Old Ocea...	5501 1246 422	320 · ...	-150.10	130,656.10
Bill Pmt -Ch...	05/01/2023	3641	DP LS#3 Friends...	5500 6957 173	320 · ...	-102.60	130,553.50
Bill Pmt -Ch...	05/01/2023	3642	DP LS#4 Gumboro...	5501 1296 278	320 · ...	-41.93	130,511.57
Bill Pmt -Ch...	05/01/2023	3643	DP LS#5 Railroad ...	5501 1317 447	320 · ...	-31.15	130,480.42
Bill Pmt -Ch...	05/01/2023	3644	DP LS#6 Legacy L...	5501 1316 936	320 · ...	-80.56	130,399.86
Bill Pmt -Ch...	05/01/2023	3645	DP WTP 0821-U	5501 1810 821	320 · ...	-606.20	129,793.66
Bill Pmt -Ch...	05/01/2023	3646	DP WWTP 3731-U	5501 1013 731	320 · ...	-2,156.88	127,636.78
Bill Pmt -Ch...	05/01/2023	3647	ED Supply Co Inc	Inv # 6675-1243668	320 · ...	-238.00	127,398.78
Bill Pmt -Ch...	05/01/2023	3648	Intercoastal Tradin...	1068	320 · ...	-2,770.50	124,628.28
Bill Pmt -Ch...	05/01/2023	3649	Lincoln National Lif...	June 2023 ST/LT/Life Insur...	320 · ...	-99.11	124,529.17
Bill Pmt -Ch...	05/01/2023	3650	Noland Company	Inv # 370213-02	320 · ...	-38.12	124,491.05
Bill Pmt -Ch...	05/01/2023	3651	Salisbury Automoti...	46028	320 · ...	-98.95	124,392.10
General Jou...	05/01/2023	5391	Deposit	3436	-SPLIT-	1,715.72	126,107.82
General Jou...	05/01/2023	5392	Deposit	3437	152 · ...	1,277.89	127,385.71
General Jou...	05/02/2023	5389	Deposit	3434	-SPLIT-	30,448.65	157,834.36
General Jou...	05/02/2023	5393	Deposit	3438	152 · ...	933.86	158,768.22
General Jou...	05/02/2023	5394	Deposit	3439	152 · ...	448.02	159,216.24
General Jou...	05/02/2023	5399	Deposit	3445	152 · ...	244.92	159,461.16
General Jou...	05/10/2023	5400	Deposit	3446	152 · ...	2,659.37	162,120.53
General Jou...	05/10/2023	5401	Deposit	3447	152 · ...	1,245.07	163,365.60
General Jou...	05/11/2023	5403	Deposit	3451	152 · ...	365.57	163,731.17
General Jou...	05/12/2023	5402	Deposit	3448	-SPLIT-	9,623.71	173,354.88
General Jou...	05/12/2023	5404	Deposit	3452	152 · ...	251.67	173,606.55
General Jou...	05/12/2023	5405	Deposit	3453	152 · ...	487.22	174,093.77
General Jou...	05/15/2023	5406	Deposit	3454	-SPLIT-	500.00	174,593.77
General Jou...	05/15/2023	5407	Deposit	3455	152 · ...	237.15	174,830.92
General Jou...	05/16/2023	5408	Deposit	3459	152 · ...	302.70	175,133.62
General Jou...	05/16/2023	5409	Deposit	3460	152 · ...	1,033.97	176,167.59
General Jou...	05/17/2023	5410	Deposit	3461	152 · ...	244.65	176,412.24
General Jou...	05/18/2023	5411	Muni-Link	3462	152 · ...	-262.47	176,149.77
General Jou...	05/18/2023	5413	Deposit	3464	152 · ...	503.52	176,653.29
General Jou...	05/19/2023	5414	Deposit	3465	152 · ...	252.21	176,905.50
General Jou...	05/19/2023	5415	Deposit	3466	152 · ...	247.35	177,152.85
General Jou...	05/22/2023	5416	Deposit	3467	152 · ...	224.01	177,376.86
Bill Pmt -Ch...	05/23/2023	3652	Bruce Lewis	Inv # 857, 858	320 · ...	-1,500.00	175,876.86
Bill Pmt -Ch...	05/23/2023	3653	Chesapeake Empl...	Workers Comp	320 · ...	-873.00	175,003.86
Bill Pmt -Ch...	05/23/2023	3654	DE Technical & Co...	Inv # 145165	320 · ...	-175.00	174,828.86
Bill Pmt -Ch...	05/23/2023	3655	Layfield Litter Servi...	Inv # 05082023TP	320 · ...	-1,471.50	173,357.36
Bill Pmt -Ch...	05/23/2023	3656	One Call Concepts...	0001040	320 · ...	-13.46	173,343.90
Bill Pmt -Ch...	05/23/2023	3657	Town of Ocean Cit...	178/178	320 · ...	-380.00	172,963.90
Bill Pmt -Ch...	05/23/2023	3658	Twisting Steel Met...	WWTP Upgrade-ARP	320 · ...	-18,516.43	154,447.47
Bill Pmt -Ch...	05/23/2023	3659	USA Blue Book - U	143290	320 · ...	-180.84	154,266.63
Bill Pmt -Ch...	05/23/2023	3660	WEX Bank Valero ...	0496-00-633067-4	320 · ...	-242.69	154,023.94
Bill Pmt -Ch...	05/23/2023	3661	Wicomico County ...	3020	320 · ...	-2,850.85	151,173.09
Bill Pmt -Ch...	05/23/2023	3662	Wicomico County ...	3025	320 · ...	-286.09	150,887.00
General Jou...	05/23/2023	5531	Deposit	3456	152 · ...	3,711.10	154,598.10
General Jou...	05/24/2023	5532	Deposit	3468	152 · ...	522.24	155,120.34
General Jou...	05/25/2023	5450	PNC Bank	Credit Card Pmt	351 · P...	-20,921.48	134,198.86
General Jou...	05/25/2023	5534	Deposit	3470	152 · ...	305.40	134,504.26
Bill Pmt -Ch...	05/30/2023	3663	Aflac G&U	Inv # 818620	320 · ...	-29.44	134,474.82
Bill Pmt -Ch...	05/30/2023	3664	Baker's Hardware	Inv # 215380	320 · ...	-189.00	134,285.82
Bill Pmt -Ch...	05/30/2023	3665	Barefoot Willy's Te...	Inv # 3639	320 · ...	-197.70	134,088.12
Bill Pmt -Ch...	05/30/2023	3666	Davis, Bowen & Fri...	Inv # 175060	320 · ...	-948.20	133,139.92
Bill Pmt -Ch...	05/30/2023	3667	ED Supply Co Inc	Inv # 6675-1252253	320 · ...	-82.68	133,057.24
Bill Pmt -Ch...	05/30/2023	3668	Ferguson Waterwo...	Inv # 0611993, 0608529-2	320 · ...	-1,788.70	131,268.54
Bill Pmt -Ch...	05/30/2023	3669	Link Computer Cor...	17679	320 · ...	-420.96	130,847.58
Bill Pmt -Ch...	05/30/2023	3670	RD Grier & Sons Co	Inv # 1389855-01	320 · ...	-622.84	130,224.74
General Jou...	05/30/2023	5535	Deposit	3471	129 · F...	246.27	130,471.01
General Jou...	05/30/2023	5536	Deposit	3472	152 · ...	221.27	130,692.28
General Jou...	05/30/2023	5535	Deposit	3471	-SPLIT-	258.42	130,950.70
General Jou...	05/30/2023	5535	Deposit	3471	129 · F...	237.83	131,188.53
General Jou...	05/31/2023	5529	Deposit	3449	152 · ...	1,224.62	132,413.15
General Jou...	05/31/2023	5533	Deposit	3469	152 · ...	3,070.99	135,484.14

10:21 AM
06/14/23
Accrual Basis

Town of Pittsville
Utility Operating Account
As of May 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	05/31/2023	ACH	Farmers Bank of ...	Service Charge	814 - B...	-40.00	135,444.14
Total 129 - FBW UTILITY OPERATING ACC 1996						3,392.14	135,444.14
Total 120 - Water & Sewer Fund						3,392.14	135,444.14
Total 100 - CASH & EQUIVALENTS						3,392.14	135,444.14
TOTAL						3,392.14	135,444.14

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
Fund Balances
As of 14 Jun 23

GENERAL FUND

1) Operating Account: \$368,165.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 81,000.00

3) Highway User Fee Account: \$231,952.00

4) Speed Camera Account: \$ 11,943.00

5) Reserve Account: \$ 394,953.00

TOTAL: \$1,088,013.00

AMERICAN RESCUE PLAN FUND: \$713,450.00

MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP (interest earned): \$13,825.32

a) General Fund:	\$7,603.93	55%
b) Water Fund:	\$1,797.29	13%
c) Sewer Fund :	\$4,424.10	32%

WATER FUND

1) Operating Account: \$ 59,459.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 138,467.00

3) Reserve Account: \$ 69,707.00.

TOTAL: \$267,633.00

Water/Loan Debt: (\$ 435,326.00)

SEWER FUND

1) Operating Account: \$ 59,459.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 362,192.00

3) Reserve Account: \$ 177,810.00

TOTAL: \$ 599,461.00

TOTAL AVAILABLE MUNICIPAL FUNDS: \$2,682,382.32

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 June 20, 2023 was finally adopted on June 20, 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	\$ 318,886.88
Fire Company	\$ 10,000.00
EMS	\$ 10,000.00
Code Enforcement	\$ 3,000.00
Rental Housing Inspection	\$ 1,000.00

Total Public Safety \$ 342,886.88

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 \$ 228,609.12

**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	<u>\$ 315,000.00</u>

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	\$ 92,000.00
Remaining Balance	<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	\$ -	
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	\$ 40,800.00	\$ 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	\$ 219,717.28	\$ 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>\$ 318,886.88</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><u>\$ 1,658,506.00</u></u>	<u><u>\$ 579,459.00</u></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><u>\$ 1,427,921.00</u></u>	<u><u>\$ 284,185.00</u></u>
Reserve Contingency Fund	<u><u>\$ 230,585.00</u></u>	<u><u>\$ 295,274.00</u></u>

**TOWN OF PITTSVILLE
RESOLUTION NO. 2023 - 05**

A RESOLUTION OF THE TOWN OF PITTSVILLE TO SET WATER,
SEWER, AND OTHER FEES FOR THE TOWN OF PITTSVILLE.

WHEREAS, the Town of Pittsville has enacted a Budget Ordinance for the 2023-2024 fiscal year; and

WHEREAS, the Commissioners of the Town of Pittsville are establishing water, sewer, and other fees for the Town of Pittsville.

NOW, therefore, be it resolved, by the Commissioners of the Town of Pittsville, that the following fee schedule is adopted for water, sewer, and other fees:

**TOWN OF PITTSVILLE
FEE SCHEDULE
Effective July 1, 2023**

Water Service billed per quarter

- A) Residential: \$ 83.38
- B) Commercial: \$ 114.57
- C) Institutional: \$ 145.76
- D) Industrial: \$ 176.95

Sewer Service billed per quarter

- A) Residential: \$ 88.52
- B) Commercial: \$ 132.78
- C) Institutional: \$ 177.04
- D) Industrial: \$ 221.30

Water Availability of Use Fee billed per quarter

- A) Residential: \$ 41.69
- B) Commercial: \$ 57.29
- C) Institutional: \$ 72.88
- D) Industrial: \$ 88.48

Sewer Availability of Use Fee billed per quarter

- A) Residential: \$ 44.26
- B) Commercial: \$ 66.39
- C) Institutional: \$ 88.52
- D) Industrial: \$ 110.65

Bay Restoration Fee billed per quarter: \$15.00

Water Footage: \$.68 per foot per year

Water Footage/Agricultural: \$.20 per foot per year

Water Development: \$.40 per foot per year

Sewer Footage: \$. 40 per foot per year
Sewer Developmental: \$.40 per foot per year
Water Meter Testing: \$25.00
Connection Fees: Water: \$2,500.00 Sewer: \$2,500.00
Utility Impact Fee: Water: \$7,500.00 Sewer: \$7,500.00
Fire Suppressant Materials/Inspection: \$1,500.00
Sewer Clean out Repair (including parts): \$100.00
Water Lid Replacement: \$100.00 plus parts
New Water Service Turn On: \$25.00
Water Service Turn Off: \$25.00

Returned Check Fee: \$50.00
Copies of Information w/research: \$1.00 per copy
Copies of Public Meeting Tapes: \$25.00
Rezoning Application: \$500.00
Board of Appeals Applications: \$250.00
Business Licenses: \$25.00

Yard Sale Permits: No Cost

Building Permits: 1% of total Cost of Construction (except sheds, pools, decks, fences whereby minimum fee is \$25.00 or 1% of total construction cost whichever is greater)
Municipal Infraction Fines: \$200.00

Real Estate Tax Rate: \$.2875 per \$100 of assessed value

Personal Property Tax Rate: \$.90 per \$100 of assessed value
Real Estate/Personal Property Tax Interest: 1.5% per month

Site Plan Application: \$250.00 plus initial escrow deposit of \$1000.00
Minor Subdivision: \$500.00 plus initial escrow deposit of \$1000.00
Major Subdivision: \$1000.00 plus initial escrow deposit of \$1500.00

Trash Removal Services Fee: \$37.50 per quarter

THE ABOVE RESOLUTION WAS INTRODUCED AND READ by the Commissioners of the Town of Pittsville, Maryland, at a meeting held on the ___ day of _____, 2023, and will be effective July1, 2023.

ATTEST:

Erica Witz, Town Attorney

Sean M. McHugh, President (SEAL)

Roland Adkins, Vice President (SEAL)

David Carozza (SEAL)

Bethany Miller (SEAL)

John Palmer (SEAL)

Adopted on _____