

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

**TOWN MEETING AGENDA
August 21, 2023**

“Moment of Silence for William C Gordy”

- 1.) Call to order
-Pledge of Allegiance
- 2.) Minutes of Meeting on July 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
- 5) Town Manager/Circuit Rider
- 6) Town Engineer Report – Robert Duma
- 7) Old Business:
- 8) New Business
 - a) Legislation:
 - 1) Ordinance # 2023-02 “An Ordinance to Amend the Town Zoning Code To Add A Special Exception Use to the CBD District” Introduction
 - 2) Ordinance #2023-03 “ An Ordinance to Amend the FY23 Budget” Introduction
 - 3) Ordinance #2023-04 “ An Ordinance to Amend the FY24 Budget” Introduction
- 9.) Town Commission/Committee Reports and Commissioner/Public Comments
- 10.) Adjournment of Meeting. Next meeting date- September 18 ,2023

TOWN OF PITTSVILLE
Town Commissioners Meeting Minutes
July 17, 2023

The regular monthly meeting of the Town Commissioners of Pittsville was convened by Town Commission President Sean McHugh at 7:00 pm on July 17, 2023 at Town Hall. Present were Town Commission Vice President Roland Adkins, and Town Commissioners Bethany Miller and David Carozza. Also attending were Town Manager Joe Mangini and Town Attorney Erica Witz. Town Commissioner John Palmer, Chief Bob Harris and Town Engineer Rob Duma were unable to attend.

MINUTES

The minutes of the FY24 Municipal Operating Budget Public Hearing and regular meeting of June 20, 2023 were reviewed with a motion to approve and a second. Motion was approved.

TOWN TREASURER'S REPORT

Town Commission President McHugh read into the record the General Fund Operating Account with a beginning balance of \$53,918.18 and ending balance of \$48,116.32. Motion to approve with a second. Motion approved.

Town Commission President read into the record the Utility Fund Operating Account with a beginning balance of \$135,444.14 and ending balance of \$101,590.02. Motion to approve with a second. Motion approved.

Town Commission President then read into the record the following Town Bank Fund Balances;

General Fund:

- a) Operating: \$312,266.00
- b) Capital Improvement: \$81,000.00
- c) Highway User Fee Account: \$235,234.00
- d) Speed Camera: \$17,016.20
- e) Reserve Account: \$394,953.00

TOTAL: \$1,040,469.20

American Rescue Plan Fund: \$695,283.80

MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP (interest earned since April 18, 2023): \$23,809.24

- a) General Fund: \$13,095.08 55%
- b) Water Fund: \$3,095.20 13%
- c) Sewer Fund: \$7,618.96 32%

- Erika, Dale, terry, and Ana will be helping with National Night Out on August 2, 2023.
- Amended FY23 & FY24 budget ordinances will be ready for introduction at the August regular monthly meeting
- ARP budget to be revised to indicate a separate expense line item for solar panels at the police building & \$60,000 for a test well.

TOWN ENGINEER'S REPORT

With Rob Duma unable to attend, the Town Manager gave his report as follows:

- WTP/Phase IV still waiting for comments from MDE
- First phase of sludge bed construction completed. Second bed to be started in August.
- Utility Infrastructure Mapping about 60% completed
- WWTP Pre-Engineering for new plant still under review by USDA
- FY23 Street Improvement Program will soon be underway once contractor has submitted all required documents
- Review of Dale Withers preliminary plat approved by the P/Z Commission under review
- Townwide Stormwater Study and Source Water and Test Well Drilling underway

The Town Manager passed out the WTP report from SOS for this quarter. So far this CY23, the WTP has produced 15,696,000 gallons of water (87,200 gallons per day)

OLD BUSINESS

The Town Manager briefed the Town Commissioners regarding the request for a text amendment to the Zoning Code by Mitchell Parks to include "Automotive Services" as a special exception in the Central Business District. The P/Z Commission has reviewed and recommended approval requiring the text Amendment. An ordinance needs to be prepared for the next meeting for introduction. Motion to approve moving forward with this request and seconded. Motion approved. The Town Attorney will prepare the amending text ordinance for introduction.

NEW BUSINESS

None.

TOWN COMMISSION REPORTS/TOWN COMMISSIONERS/PUBLIC COMMENTS

Town Commission President McHugh yielded his time to introduce the Wicomico County Executive Julie Giordano who was attending the town meeting. County Executive Giordano expressed her desires and goals for her administration, offered assistance from her staff to help out the Town in whatever may require county assistance and explained the situation happening between her office and the County Council.

The next regular monthly town meeting will be August 21, 2023.

With there being no further business, motion to adjourn made and seconded. Motion approved.

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 July 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
100 · CASH & EQUIVALENTS							48,388.07
110 · General Fund							48,388.07
128 · FBW - General Operating 1541							48,388.07
Bill Pmt -Che...	07/05/2023	3344	Alarm Engineering, Inc ...	Inv # 678277	310 · ...	-762.36	47,625.71
Bill Pmt -Che...	07/05/2023	3345	Colonial Life	Inv # 5277330-0602023	310 · ...	-140.35	47,485.36
Bill Pmt -Che...	07/05/2023	3346	DP Chatham Mnr 8081...	5501 0728 081	310 · ...	-79.86	47,405.50
Bill Pmt -Che...	07/05/2023	3347	DP Town Lights 578-G	5501 0728 578	310 · ...	-3,508.73	43,896.77
Bill Pmt -Che...	07/05/2023	3348	DP Town Warehouse 7...	5500 6957 678	310 · ...	-82.47	43,814.30
Bill Pmt -Che...	07/05/2023	3349	Lisa Tubbs	Inv # 1046	310 · ...	-600.00	43,214.30
Bill Pmt -Che...	07/05/2023	3350	Maryland Municipal Le...	Inv # m311	310 · ...	-1,060.87	42,153.43
Bill Pmt -Che...	07/11/2023	3351	Cheryl Tyndall	07/06/23 Planning and zo...	310 · ...	-25.00	42,128.43
Bill Pmt -Che...	07/11/2023	3352	Chesapeake Employer...	Pol 557239804	310 · ...	-873.00	41,255.43
Bill Pmt -Che...	07/11/2023	3353	Choptank Electric - G	9912566701	310 · ...	-90.00	41,165.43
Bill Pmt -Che...	07/11/2023	3354	Delmarva Auto Glass, I...	Inv # 7-427166	310 · ...	-577.67	40,587.76
Bill Pmt -Che...	07/11/2023	3355	DPSCS - ITCD	Inv # AB3-06-486	310 · ...	-14.00	40,573.76
Bill Pmt -Che...	07/11/2023	3356	Dwayne Mattox	07/06/23 Planning and zo...	310 · ...	-25.00	40,548.76
Bill Pmt -Che...	07/11/2023	3357	Heather Frazier	07/06/23 Planning and zo...	310 · ...	-25.00	40,523.76
Bill Pmt -Che...	07/11/2023	3358	Jennifer Keener	07/06/23 Planning and zo...	310 · ...	-25.00	40,498.76
Bill Pmt -Che...	07/11/2023	3359	Joseph A. Mangini Jr	Pay Jun 25- Jul 8	310 · ...	-1,935.00	38,563.76
Bill Pmt -Che...	07/11/2023	3360	Kelly & Associates Ins...	August Health Insurance	310 · ...	-2,759.75	35,804.01
Bill Pmt -Che...	07/11/2023	3361	Kevin Bailey	07/06/23 Planning and zo...	310 · ...	-25.00	35,779.01
Bill Pmt -Che...	07/11/2023	3362	LESMA	LESMA July 20, 2023	310 · ...	-25.00	35,754.01
Bill Pmt -Che...	07/11/2023	3363	Lincoln National Life In...	August LT/ST/Life Insuran...	310 · ...	-282.72	35,471.29
Bill Pmt -Che...	07/11/2023	3364	Mediacom - Town Hall	8384500090090174	310 · ...	-229.95	35,241.34
Bill Pmt -Che...	07/11/2023	3365	MML-Parks & Recreation	Inv # 23-24	310 · ...	-35.00	35,206.34
Bill Pmt -Che...	07/11/2023	3366	ShoreScan - G&U	Inv # 8352	310 · ...	-95.00	35,111.34
Bill Pmt -Che...	07/11/2023	3367	U.F.U., Inc.	Inv # 2023-0078	310 · ...	-6,500.00	28,611.34
General Jour...	07/11/2023	5693	Deposit	3510	148 · ...	100.00	28,711.34
General Jour...	07/12/2023	5646	Wicomico County	2023-2024 County Shared...	148 · ...	356.69	29,068.03
General Jour...	07/12/2023	5778	Deposit	Phillips Minor Subdivision ...	148 · ...	1,500.00	30,568.03
General Jour...	07/12/2023	5782	Deposit	34590 Railroad Ave/ Mitch...	148 · ...	500.00	31,068.03
Bill	07/17/2023	Transfer	Town of Pittsville- G	Transfer	310 · ...	50,000.00	81,068.03
Bill Pmt -Che...	07/17/2023	3368	Bethany Miller	Town Meeting 7/17/23	310 · ...	-75.00	80,993.03
Bill Pmt -Che...	07/17/2023	3369	Capital Bank & Trust Co.	Retirement Contr.	310 · ...	-5,798.61	75,194.42
Bill Pmt -Che...	07/17/2023	3370	David Carozza	Town Meeting 7/17/23	310 · ...	-75.00	75,119.42
Bill Pmt -Che...	07/17/2023	3371	LGIT	Inv # 122887	310 · ...	-14,698.00	60,421.42
Bill Pmt -Che...	07/17/2023	3372	Roland Adkins	Town Meeting 7/17/23	310 · ...	-75.00	60,346.42
Bill Pmt -Che...	07/17/2023	3373	Sean McHugh	Town Meeting 7/17/23	310 · ...	-100.00	60,246.42
Bill Pmt -Che...	07/17/2023	3374	Selbyville Tractor & Eq...	Inv # 63022	310 · ...	-43.06	60,203.36
Bill Pmt -Che...	07/17/2023	3375	Simple Computing LLC	Inv # 1085,1086	310 · ...	-1,150.00	59,053.36
Bill Pmt -Che...	07/17/2023	3376	WEX Bank	0496-00-587961-4	310 · ...	-358.69	58,694.67
Bill Pmt -Che...	07/17/2023	3377	WEX Bank Valero Flee...	0496-00-633067-4	310 · ...	-66.03	58,628.64
Bill Pmt -Che...	07/17/2023	3378	Pittsville Fire Department	ARP Tanker Truck Don	310 · ...	-100,000.00	-41,371.36
General Jour...	07/17/2023	5707	Deposit	3528	148 · ...	100.00	-41,271.36
General Jour...	07/17/2023	5709	Deposit	3530	148 · ...	300.00	-40,971.36
General Jour...	07/18/2023	5686	Deposit	Transfer from MLGIP Acc...	105 · ...	100,000.00	59,028.64
General Jour...	07/18/2023	5692	Deposit	Transfer	112 · ...	15,000.00	74,028.64
General Jour...	07/21/2023	5716	Deposit	3537	148 · ...	300.00	74,328.64
Bill Pmt -Che...	07/25/2023	3379	Alarm Engineering, Inc ...	Inv # 680467	310 · ...	-222.36	74,106.28
Bill Pmt -Che...	07/25/2023	3380	Davis, Bowen & Fridel I...	Inv # 176608	310 · ...	-1,998.65	72,107.63
Bill Pmt -Che...	07/25/2023	3381	Joseph A. Mangini Jr	Pay July 9-22	310 · ...	-2,790.00	69,317.63
Bill Pmt -Che...	07/25/2023	3382	LESMA	LESMA Dues 2023-2024	310 · ...	-30.00	69,287.63
Bill Pmt -Che...	07/25/2023	3383	Link Computer Corpora...	17679	310 · ...	-436.96	68,850.67
Bill Pmt -Che...	07/25/2023	3384	Mediacom - Police	Mediacom- Police	310 · ...	-270.40	68,580.27
Bill Pmt -Che...	07/25/2023	3385	SkyShooter Displays b...	Inv # 1452	310 · ...	-2,000.00	66,580.27
Bill Pmt -Che...	07/25/2023	3386	Verizon-G&U	Inv # 9939678246	310 · ...	-723.35	65,856.92
Bill Pmt -Che...	07/25/2023	3387	Webb, Cornbrooks, Wil...	Legal	310 · ...	-7,785.00	58,071.92
Bill Pmt -Che...	07/25/2023	3388	Webster Waffen Werks	Inv # 3456	310 · ...	-1,835.00	56,236.92
Bill Pmt -Che...	07/25/2023	3389	Wicomico County Taxes	FY 2024 Taxes - Wicom...	310 · ...	-534.87	55,702.05
General Jour...	07/25/2023	5725	Deposit	3549	142 · ...	376.34	56,078.39
General Jour...	07/25/2023	5726	Deposit	3550	148 · ...	200.00	56,278.39
General Jour...	07/25/2023	5730	Transfer	Transfer	112 · ...	-15,000.00	41,278.39
General Jour...	07/25/2023	5784	Deposit	34566 Railroad Ave/ Failu...	148 · ...	500.00	41,778.39
General Jour...	07/27/2023	5734	Deposit	3553	142 · ...	501.11	42,279.50
General Jour...	07/27/2023	5814	PNC Bank	Credit Card pmt general 0...	351 · ...	-5,695.00	36,584.50
General Jour...	07/28/2023	5738	Deposit	3557	142 · ...	286.64	36,871.14
General Jour...	07/31/2023	5732	Deposit	3551	142 · ...	7,998.68	44,869.82
General Jour...	07/31/2023	5740	Deposit	3560	142 · ...	2,870.78	47,740.60

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08/17/23

Accrual Basis

Town of Pittsville
General Operating Account
 As of July 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
General Jour...	07/31/2023	5742	Deposit	3562	142 · ...	94.68	47,835.28
Check	07/31/2023		Farmers Bank of Willar...	Service Charge	614 · ...	-10.00	47,825.28
Total 128 · FBW - General Operating 1541						-562.79	47,825.28
Total 110 · General Fund						-562.79	47,825.28
Total 100 · CASH & EQUIVALENTS						-562.79	47,825.28
TOTAL						-562.79	47,825.28

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 July 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
100 - CASH & EQUIVALENTS							68,607.59
120 - Water & Sewer Fund							68,607.59
129 - FBW UTILITY OPERATING ACC 1996							68,607.59
General Jou...	07/03/2023	5602	Deposit	3507	152 ...	104.05	68,711.64
Bill Pmt -Ch...	07/05/2023	3698	DP LS#1 White Ric...	5501 4225 615	320 ...	-71.16	68,640.48
Bill Pmt -Ch...	07/05/2023	3699	DP LS#2 Old Ocea...	5501 1246 422	320 ...	-80.93	68,559.55
Bill Pmt -Ch...	07/05/2023	3700	DP LS#3_ Friends...	5500 6957 173	320 ...	-92.61	68,466.94
Bill Pmt -Ch...	07/05/2023	3701	DP LS#4 Gumboro...	5501 1296 278	320 ...	-36.47	68,430.47
Bill Pmt -Ch...	07/05/2023	3702	DP LS#5 Railroad ...	5501 1317 447	320 ...	-26.95	68,403.52
Bill Pmt -Ch...	07/05/2023	3703	DP LS#6 Legacy L...	5501 1316 936	320 ...	-65.36	68,338.16
Bill Pmt -Ch...	07/05/2023	3704	DP WTP 0821-U	5501 1810 821	320 ...	-313.42	68,024.74
Bill Pmt -Ch...	07/05/2023	3705	DP WWTP 3731-U	5501 1013 731	320 ...	-2,037.47	65,987.27
Bill Pmt -Ch...	07/05/2023	3706	Grainger	Inv # 9751712747	320 ...	-105.30	65,881.97
Bill Pmt -Ch...	07/05/2023	3707	Intercoastal Tradin...	1068	320 ...	-2,331.50	63,550.47
Bill Pmt -Ch...	07/05/2023	3708	Lowe's	Inv # 907667,924920	320 ...	-353.57	63,196.90
Bill Pmt -Ch...	07/05/2023	3709	Shafer, Troxell & H...	Inv # 19953	320 ...	-400.00	62,796.90
General Jou...	07/07/2023	5605	Deposit	3512	152 ...	1,905.60	64,702.50
General Jou...	07/07/2023	5606	Deposit	3513	152 ...	342.93	65,045.43
General Jou...	07/10/2023	5607	Deposit	3514	152 ...	474.47	65,519.90
General Jou...	07/10/2023	5608	Deposit	3515	152 ...	870.04	66,389.94
Bill Pmt -Ch...	07/11/2023	3710	Comptroller of MD ...	2nd Quarter BRF	320 ...	-10,209.20	56,180.74
Bill Pmt -Ch...	07/11/2023	3711	Kelly & Associates ...	August Health Insurance	320 ...	-556.80	55,623.94
Bill Pmt -Ch...	07/11/2023	3712	Lincoln National Lif...	August ST/LT/Life Insurance	320 ...	-194.00	55,429.94
Bill Pmt -Ch...	07/11/2023	3713	One Call Concepts...	0001040	320 ...	-7.54	55,422.40
Bill Pmt -Ch...	07/11/2023	3714	U.F.U., Inc.	34514 Railroad	320 ...	-8,500.00	46,922.40
Bill Pmt -Ch...	07/11/2023	3715	Water Testing Lab...	Inv # SAL6230	320 ...	-850.00	46,072.40
Bill Pmt -Ch...	07/11/2023	3716	Wicomico County ...	3020	320 ...	-274.03	45,798.37
Bill Pmt -Ch...	07/11/2023	3717	Wicomico County ...	3025	320 ...	-263.98	45,534.39
General Jou...	07/11/2023	5694	Deposit	3511	-SPLIT-	9,919.19	55,453.58
General Jou...	07/11/2023	5696	Deposit	3517	152 ...	306.75	55,760.33
General Jou...	07/11/2023	5697	Deposit	3518	152 ...	264.90	56,025.23
General Jou...	07/12/2023	5699	Muni-Link	3520	152 ...	-504.74	55,520.49
General Jou...	07/12/2023	5700	Deposit	3521	152 ...	550.26	56,070.75
General Jou...	07/12/2023	5780	Deposit	30 lots @ \$ 100 /EDU Rese...	154 M...	3,000.00	59,070.75
General Jou...	07/13/2023	5701	Deposit	3522	152 ...	526.56	59,597.31
General Jou...	07/14/2023	5702	Deposit	3523	152 ...	734.41	60,331.72
General Jou...	07/14/2023	5703	Deposit	3524	152 ...	484.86	60,816.58
General Jou...	07/14/2023	5495-1	United States Dep...	USDA Loan Pmt 07/14/23	378 M...	-6,067.00	54,749.58
Bill Pmt -Ch...	07/17/2023	3718	Bruce Lewis	Inv # 861,862	320 ...	-750.00	53,999.58
Bill Pmt -Ch...	07/17/2023	3719	Capital Bank & Tru...	Retirement Contr.	320 ...	-1,750.18	52,249.40
Bill Pmt -Ch...	07/17/2023	3720	Lewis HVAC Servi...	HVAC	320 ...	-214.85	52,034.55
Bill Pmt -Ch...	07/17/2023	3721	Maryland Water Q...	Inv # 23179	320 ...	-349.59	51,684.96
Bill Pmt -Ch...	07/17/2023	3722	RD Grier & Sons Co	Inv # 1391403-01	320 ...	-207.72	51,477.24
Bill Pmt -Ch...	07/17/2023	3723	Terra Firma of Del...	ARP Sludge Beds	320 ...	-60,750.00	-9,272.76
Bill Pmt -Ch...	07/17/2023	3724	Town of Ocean Cit...	178/178	320 ...	-380.00	-9,652.76
Bill Pmt -Ch...	07/17/2023	3725	WEX Bank Valero ...	0496-00-633067-4	320 ...	-551.24	-10,204.00
General Jou...	07/17/2023	5698	Deposit	3519	152 ...	3,088.56	-7,115.44
General Jou...	07/17/2023	5704	Deposit	3525	152 ...	741.65	-6,373.79
General Jou...	07/17/2023	5705	Deposit	3526	152 ...	506.14	-5,867.65
General Jou...	07/18/2023	5687	Deposit	Transfer from MLGIP Accou...	105 M...	60,750.00	54,882.35
General Jou...	07/18/2023	5711	Deposit	3532	152 ...	1,240.05	56,122.40
General Jou...	07/18/2023	5713	Deposit	3534	-SPLIT-	16,083.41	72,205.81
General Jou...	07/19/2023	5695	Deposit	3516	152 ...	418.05	72,623.86
General Jou...	07/19/2023	5714	Deposit	3535	152 ...	517.50	73,141.36
General Jou...	07/19/2023	5715	Deposit	3536	152 ...	530.43	73,671.79
General Jou...	07/20/2023	5813	Deposit	Credit Card pmt utility/ 07/2...	351 P...	-21,039.86	52,631.93
General Jou...	07/21/2023	5712	Deposit	3533	-SPLIT-	7,273.22	59,905.15
General Jou...	07/21/2023	5718	Deposit	3540	152 ...	947.88	60,853.03
General Jou...	07/21/2023	5719	Deposit	3541	152 ...	240.06	61,093.09
General Jou...	07/24/2023	5721	Deposit	3543	152 ...	499.29	61,592.38
General Jou...	07/24/2023	5722	Deposit	3544	152 ...	767.16	62,359.54
Bill Pmt -Ch...	07/25/2023	3726	Davis, Bowen & Fri...	Inv # 176607, 176606	320 ...	-7,479.70	54,879.84
Bill Pmt -Ch...	07/25/2023	3727	ED Supply Co Inc	Inv # 6675-1269576	320 ...	-82.68	54,797.16
Bill Pmt -Ch...	07/25/2023	3728	Terra Firma of Del...	ARP Pole Building	320 ...	-1,040.00	53,757.16
Bill Pmt -Ch...	07/25/2023	3729	Water Testing Lab...	Testing Fees	320 ...	-964.00	52,793.16
General Jou...	07/25/2023	5723	Deposit	3545	152 ...	14,854.42	67,647.58
General Jou...	07/25/2023	5724	Deposit	3548	152 ...	277.86	67,925.44
General Jou...	07/27/2023	5735	Deposit	3554	152 ...	241.40	68,166.84

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08/17/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
General Jou...	07/28/2023	5736	Deposit	3555	152 · ...	238.17	68,405.01
General Jou...	07/28/2023	5737	Deposit	3556	152 · ...	246.00	68,651.01
General Jou...	07/31/2023	5731	Deposit	3546	152 · ...	2,886.85	71,537.86
General Jou...	07/31/2023	5733	Deposit	3552	152 · ...	17,131.13	88,668.99
General Jou...	07/31/2023	5739	Deposit	3559	-SPLIT-	3,633.39	92,302.38
General Jou...	07/31/2023	5741	Deposit	3561	129 · F...	401.67	92,704.05
General Jou...	07/31/2023	5743	Deposit	3563	-SPLIT-	28,264.28	120,968.33
General Jou...	07/31/2023	5741	Deposit	3561	-SPLIT-	501.99	121,470.32
Check	07/31/2023		Farmers Bank of ...	Service Charge	814 · B...	-60.00	121,410.32
Total 129 · FBW UTILITY OPERATING ACC 1996						52,802.73	121,410.32
Total 120 · Water & Sewer Fund						52,802.73	121,410.32
Total 100 · CASH & EQUIVALENTS						52,802.73	121,410.32
TOTAL						52,802.73	121,410.32

Approved :

X

Sean McHuah
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 17 Aug 23

GENERAL FUND

1) Operating Account: \$342,926.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 81,000.00

3) Highway User Fee Account: \$241,941.00

4) Speed Camera Account: \$ 22,028.00

5) Reserve Account: \$ 394,953.00

TOTAL: \$1,082,848.00

AMERICAN RESCUE PLAN FUND: \$511,134.51

MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP (interest earned as of 18 Apr 23) \$34,505.88

a) General Fund:	\$18,978.24	55%
b) Water Fund:	\$4,485.76	13%
c) Sewer Fund :	\$11,041.88	32%

WATER FUND

1) Operating Account: \$ 98,558.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 138,467.00

3) Reserve Account: \$ 69,707.00.

TOTAL: \$286,732.00

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

SEWER FUND

1) Operating Account: \$ 98,558.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 362,192.00

3) Reserve Account: \$ 177,810.00

TOTAL: \$ 638,560.00

TOTAL AVAILABLE MUNICIPAL FUNDS: \$2,553,780.03

AMERICAN RESCUE PLAN FUNDS
Expenses as of 17 Aug 23

Water Treatment Plant/Water Repairs:	\$137,867.81	15.05%
Waste Water Treatment Plant/Sewer Repairs:	\$232,284.80	25.35%
Police Building: \$242,189.98		
Solar Panels: \$ 29,610.00	Police: \$302,453.21	33.01%
Police Vehicle: \$ 30,653.23		
Public Works Pole Building:	\$123,935.48	13.53%
Fire Truck:	\$100,000.00	10.91%
Other: \$19,685.19	\$27,573.19	2.15%
Total Expenses: \$916,226.49		64.19%

Total ARP Funding: \$1,427,361.00
Total Expenses: \$916,226.49
Total Remaining: \$511,134.51

American Rescue Plan Expense Sheet

Beginning Balance :	1st Payment American Rescue Plan	<u>\$ 713,680.50</u>
	2nd Payment American Rescue Plan	<u>\$ 713,680.50</u>
	Total	<u>\$ 1,427,361.00</u>
 Expenses :		
	Date	Project
Completed	5/4/2021	WWTP Steel Roof Sludge Beds
\$		19,750.00
Completed	10/28/2021	WWTP Sludge Bed Resurfacing
\$		19,129.00
Completed	11/16/2021	WTP Removal and disposal of insulation
\$		8,190.00
Completed	12/3/2021	WTP Replacement of Electrical Panel
\$		5,795.00
Completed	2/21/2022	WTP to Replace 4 Exhaust Fans (up to)
\$		29,963.60
Issued check	1/19/2022	Cameras at the park
\$		3,714.49
Initial set up	4/11/2022	New Computer for Live Stream
\$		2,064.00
1st draw	4/11/2022	Police Building
\$		242,189.98
		Solar Panels Police Building
\$		29,610.00
Transformer	5/24/2022	WTP Repairs
\$		73,510.25
In Progress	5/24/2022	WWTP Mini Upgrade
\$		56,221.54
Engineering		WWTP Pole Building
\$		123,935.48
1st draw		Utility Infrastructure Mapping
\$		21,655.00
Engineering	6/8/2022	Town Hall Addition
\$		11,924.70
Engineering	8/1/2022	WWTP Sludge Bed Project
\$		91,266.30
Purchase	8/22/2022	Police Vehicle
\$		32,635.23
Purchase	8/24/2022	WWTP Tractor
\$		25,509.00
	6/12/2023	Water/wastewater to park
\$		19,162.92
	7/18/2023	Fire Truck Engine
\$		100,000.00
<u>Total Completed :</u>		<u>\$ 916,226.49</u>
 Ending Balance :		 <u>\$ 511,134.51</u>
In Progress		WWTP Pole Building
\$		16,064.52
In Progress		Utility Infrastructure Mapping
\$		11,245.00
In Progress		WWTP Sludge Bed Resurfacing
\$		58,733.70
Projected		Live Streaming
\$		10,000.00
Projected		Storm Water Management Study
\$		40,000.00
Projected		WTP Repairs
\$		86,489.75
Projected		WWTP Mini Upgrade
\$		220,791.52
Projected		Test Well
\$		60,000.00
Projected		Police Building
\$		7,810.02
<u>Total Projected :</u>		<u>\$ 511,134.51</u>
<u>Total Expenses :</u>		<u>\$ 1,427,361.00</u>
<u>Remaining Balance :</u>		<u>\$ -</u>

TOWN OF PITTSVILLE

ZONING ORDINANCE AMENDMENT NO. 2023 –02

AN ORDINANCE OF THE TOWN OF PITTSVILLE, MARYLAND, TO AMEND ZONING ORDINANCE NO. 2022 - 04 TO ALLOW BY SPECIAL EXCEPTION FOR AUTOMOTIVE REPAIRS AND TOWING/STORAGE SERVICES IN THE CBD – CENTRAL BUSINESS DISTRICT.

WHEREAS, the Town of Pittsville enacted Zoning Ordinance No. 2022- 04 on November 21, 2022; and

WHEREAS, the Commissioners of the Town of Pittsville have determined that adding automotive repairs and towing/storage services as a permitted use by special exception in the Central Business District, is appropriate under current circumstances.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED, by the Commissioners of the Town of Pittsville, Maryland, that Ordinance No. 2022- entitled “Zoning” of the Town of Pittsville be amended as hereinafter set forth:

ZONING ORDINANCE NO. 2022- 04

§ 39. Commercial use category.

O. Vehicle sales and service.

Uses that provide for the sale, rental, maintenance, or repair of new or used vehicles and vehicular equipment. The vehicle sales and service subcategory includes the following specific use types:

- (1) Commercial vehicle repair and maintenance - Uses, excluding vehicle paint finishing shops, that involve repairing, installing, or maintaining the mechanical components or the bodies of large trucks, mass transit vehicles, large construction or agricultural equipment, aircraft, watercraft, or similar large vehicles and vehicular equipment. This subcategory includes truck stops and truck fueling facilities.
- (2) Commercial vehicle sales and rentals - Uses that provide for the sale or rental of large trucks, large construction or agricultural equipment, aircraft, or similar large vehicles and vehicular equipment.
- (3) Fueling station - Uses engaged in retail sales of personal or commercial vehicle fuels, including natural gas fueling stations, rapid vehicle charging stations, and battery exchange facilities for electric vehicles.

- (4) Personal vehicle repair and maintenance - Uses engaged in repairing, installing, or maintaining the mechanical components of autos, small trucks or vans, motorcycles, motor homes, or recreational vehicles, including recreational boats. It also includes uses that wash, clean, or otherwise protect these vehicles' exterior or interior surfaces. The subcategory does not include vehicle body or paint finishing shops.
- (5) Personal vehicle sales and rentals - Uses that provide the sale or rental of new or used autos, small trucks or vans, trailers, motorcycles, motor homes, or recreational vehicles, including recreational watercraft. Typical examples include automobile dealers, auto malls, car rental agencies, and moving equipment rental establishments (e.g., U-haul).
- (6) Personal vehicle towing and storage services – Uses include storage lots and towing services for autos, small trucks or vans, trailers, motorcycles, motor homes, or recreational vehicles, including recreational watercraft.
- (7) Vehicle body and paint finishing shop - Uses primarily conducting vehicle bodywork and repairs or applying paint to vehicles' exterior or interior surfaces by spraying, dipping, flow coating, or other similar means.

§ 48. Permissible Uses Table							
Permitted Use Categories and Subcategories	ZONING DISTRICT						
	SR	CR	CM	MH	CBD	RC	MUE
Vehicle Sales and Service							
Commercial vehicle repair and maintenance						P	P
Commercial vehicle sales and rentals						P	P
Fueling station					SE	P	P
Personal vehicle repair and maintenance	SE		SE		SE	P	P
Personal vehicle sales and rentals					SE	P	P
Personal vehicle towing and storage services					SE		
Vehicle body and paint finishing shop							P

AND BE IT FURTHER RESOLVED, ENACTED, AND ORDAINED by the Town of Pittsville, Maryland, that this Ordinance 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, Maryland, at a meeting held on the ____ day of _____, 2023, advertised on _____, 2023 and _____, 2023, and finally passed by the Commissioners on ____ day of _____, 2023.

ATTEST:

Erica M. Witz, Town Attorney

Sean McHugh, President (SEAL)

Roland Adkins (SEAL)

Bethany Miller (SEAL)

John Palmer (SEAL)

David Carozza (SEAL)

TOWN OF PITTSVILLE, MARYLAND

AMENDED BUDGET ORDINANCE

July 1, 2022- June 30, 2023

FY23

ORDINANCE NO. 2023-03

AN AMENDED ORDINANCE of the Town of Pittsville, Maryland, to amend a budget for the July 1, 2022 to June 30, 2023 fiscal year.

WHEREAS, the Commissioners of the Town of Pittsville have reviewed the revenues and expenditures projected for the July 1, 2022 to June 30, 2023 fiscal year, in order to amend the municipal budget for that time period; and

WHEREAS, the Commissioners of the Town of Pittsville have determined the final actual revenues and expenditures of the FY23 Municipal Operating Budget.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Commissioners of the Town of Pittsville, Maryland, that the General Operating Budget for July 1 2022, to June 30, 2023, attached hereto shall be and is hereby amended.

AND BE IT FURTHER RESOLVED, ENACTED AND ORDAINED by the Commissioners of the Town of Pittsville, Maryland, that this budget ordinance 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, Maryland, at a meeting held on the 21st day of August, 2023, thereafter a statement of the substance of this Ordinance having been published as required by the Law, was finally passed by the Commissioner on the _____ day of September 2023.

ATTEST:

Erica M. Witz, Town Attorney

_____(SEAL)

Sean McHugh, President

_____(SEAL)

Roland Adkins

_____(SEAL)

Bethany Miller

_____(SEAL)

John Palmer

_____(SEAL)

David Carozza

**Town of Pittsville
General Operating Budget
July 1, 2022 To June 30, 2023**

Revenues	Budget	Actual
Real Estate Taxes	\$ 260,000.00	\$ 267,260.00
Corporate Property Taxes	\$ 125,000.00	\$ 56,701.00
State Income Tax	\$ 135,000.00	\$ 150,523.00
Franchise Fees	\$ 20,000.00	\$ 20,000.00
County Shared Taxes	\$ 350.00	\$ 350.00
Business Licenses / Permits	\$ 15,000.00	\$ 9,604.00
Interest Income	\$ 1,000.00	\$ 13,761.08
Miscellaneous Income	\$ 5,000.00	\$ 8,000.00
State Police Aid	\$ 9,000.00	\$ 8,308.00
Traffic Violations	\$ 6,000.00	\$ 200.00
CDBG Grant/ TMCR	\$ 50,000.00	\$ 50,000.00
Speed Camera Program	\$ 75,000.00	\$ 68,583.00
Rental Housing Licenses	\$ 15,000.00	\$ 15,000.00
FY 22 Surplus	\$ 238,133.00	\$ 238,133.00
Highway User Revenue	\$ 105,650.00	\$ 86,175.00
Total Revenues	<u>\$ 1,060,133.00</u>	<u>\$ 992,598.08</u>
Expenses		
Salaries	\$ 126,500.00	\$ 102,480.00
FICA	\$ 9,680.00	\$ 8,922.00
Health Insurance	\$ 23,000.00	\$ 24,660.00
Operating Expense	\$ 5,000.00	\$ 3,708.00
Retirement Expense	\$ 16,000.00	\$ 13,256.00
Office Expense/Postage	\$ 16,000.00	\$ 14,609.00
Telephone/Internet	\$ 7,500.00	\$ 5,793.00
Equipment/Building Mtns/Repair	\$ 5,000.00	\$ 7,742.00
Insurance	\$ 7,500.00	\$ 8,001.00
Workers Comp	\$ 1,200.00	\$ 1,200.00
Accounting Audit	\$ 13,000.00	\$ 12,500.00
Single Audit	\$ 3,000.00	\$ -
Legal Retainer	\$ 20,000.00	\$ 20,787.00
Public Notices	\$ 3,000.00	\$ 1,788.00
Miscellaneous Expenses	\$ 12,500.00	\$ 8,405.00
Council Allowances	\$ 7,500.00	\$ 8,293.00
IT Development + Expenses	\$ 15,000.00	\$ 6,000.00
Dues & Subscription	\$ 11,000.00	\$ 9,395.00
CDBG/ TMCR Expense	\$ 50,000.00	\$ 50,000.00
Parks and Rec	\$ 5,000.00	\$ 8,567.00
Planning and Zoning Expense	\$ 3,000.00	\$ 1,775.00
Admin Training	\$ 1,000.00	\$ -
Town Manager	\$ 90,000.00	\$ 11,070.00
Total Expenses	<u>\$ 451,380.00</u>	<u>\$ 328,951.00</u>

Police	\$ 181,013.00	\$ 146,072.00
Fire Company	\$ 7,500.00	\$ 7,500.00
EMS	\$ 7,500.00	\$ 7,500.00
Code Enforcement	\$ 2,000.00	\$ 2,000.00
Rental Housing Inspection	\$ -	

Total Public Safety	\$ 198,013.00	\$ 163,072.00
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Street Lighting	\$ 45,000.00	\$ 45,939.00
Vehicle Main./ Repair/ Fuel	\$ 5,000.00	\$ 2,700.00
Mosquito Control	\$ 1,700.00	\$ 1,700.00
Ditch Cutting Expenses	\$ 12,000.00	\$ 10,907.00

Total Public Works	\$ 63,700.00	\$ 61,246.00
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Highway User Fee Transfer	\$ 105,650.00	\$ 86,175.00
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Reserve Contingency Fund	\$ 241,390.00	\$ 439,329.08
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**General Fund
Highway User Revenue
July 1, 2022 To June 30, 2023**

Revenue

Highway User Revenue (carry over from previous years)	\$ 225,988.00	\$ 225,988.00
Highway User Revenue FY 2023	\$ 105,650.00	\$ 86,175.00
Total	\$ 331,638.00	\$ 312,163.00

Expenses

FY 2023 Street Projects	\$ 250,000.00	\$ 50,222.00
Roads/ Equipment Maint.	\$ 20,000.00	\$ 20,000.00

Remaining Balance HUR	\$ 61,638.00	\$ 241,941.00
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**Trash Enterprise Fund
Trash Removal
July 1, 2022 To June 30, 2023**

Trash Removal Revenue	\$ 92,000.00	\$ 45,305.00
Trash Removal Expenses	\$ 92,000.00	\$ 68,364.00
Remaining Balance	\$ -	\$ (23,059.00)

Town of Pittsville
Utility Operating Budget
July 1, 2022 To June 30, 2023

Revenues	Water		Wastewater	
User Fees	\$ 247,593.00	\$ 248,882.00	\$ 269,812.00	\$ 256,509.00
Front Footage Assessment	\$ 60,113.00	\$ 60,000.00	\$ 31,137.00	\$ 31,445.00
Availability of Use	\$ 3,800.00	\$ 5,204.00	\$ 4,510.00	\$ 4,806.00
Impact Fees	\$ 45,000.00	\$ -	\$ 45,000.00	\$ -
Connection Fees	\$ 9,000.00	\$ -	\$ 9,000.00	\$ -
Interest Income	\$ 1,000.00	\$ 4,095.20	\$ 1,000.00	\$ 8,318.96
Misc. Income	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00
MDE Grant/WTP Upgrade/WWTP Study	\$ 1,106,000.00	\$ -	\$ 20,000.00	
Capital Improvement Transfer		\$ 10,128.00		\$ 47,817.00
Total Revenues	\$ 1,473,506.00	\$ 329,309.20	\$ 381,459.00	\$ 351,895.96

Expenses				
Salaries	\$ -		\$ 90,000.00	\$ 90,395.00
FICA	\$ -		\$ 6,885.00	\$ 6,862.00
Health Insurance	\$ -		\$ 11,000.00	\$ 10,087.00
Workers Comp	\$ -		\$ 5,800.00	\$ 5,341.00
Education	\$ -		\$ 1,000.00	\$ 480.00
Retirement Expense	\$ -		\$ 11,000.00	\$ 8,963.00
Engineering	\$ -		\$ 2,500.00	\$ 538.00
Equipment/Building Mnts/Repair	\$ 40,000.00	\$ 53,258.00	\$ 30,000.00	\$ 27,300.00
Supplies	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 6,717.00
Chemicals	\$ 20,000.00	\$ 30,040.00	\$ 9,000.00	\$ 6,765.00
Accounting-Audit	\$ 6,000.00	\$ 5,750.00	\$ 6,000.00	\$ 5,750.00
Electricity	\$ 12,000.00	\$ 8,163.00	\$ 33,000.00	\$ 36,660.00
Testing Fees	\$ 12,000.00	\$ 5,547.00	\$ 5,000.00	\$ 5,035.00
Sludge Removal	\$ 9,000.00	\$ 9,367.00	\$ 45,000.00	\$ 41,027.00
Vehicle Expenses	\$ 2,000.00	\$ 1,543.00	\$ 3,500.00	\$ 4,686.00
Dues & Subscriptions	\$ 2,500.00	\$ 1,512.00	\$ 2,500.00	\$ 1,304.00
Single Audit	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
SOS Operations	\$ 160,000.00	\$ 159,244.00	\$ -	
Debt Payments	\$ 28,000.00	\$ 28,000.00	\$ -	
Bank Fees and Misc. Charges	\$ 1,000.00	\$ 892.00	\$ 1,000.00	868
Insurance	\$ 2,421.00	\$ 2,421.00	\$ 4,130.00	\$ 4,781.00
Capital Improvement	\$ 1,106,000.00	\$ 10,128.00	\$ 20,000.00	\$ 47,817.00
Total Expenses	\$ 1,409,921.00	\$ 321,865.00	\$ 295,315.00	\$ 311,376.00

Reserve Contingency Fund	\$ 63,585.00	\$ 7,444.20	\$ 86,144.00	\$ 40,519.96
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Police Budget 2022-2023

	Budget	
	Officer	Admin
Salary	\$ 70,000.00	
FICA	\$ 5,355.00	
Salary Admin		\$ 19,000.00
FICA Admin		\$ 1,454.00
Workers Comp	\$ 4,088.00	\$ 200.00
Health Insurance	\$ 10,446.00	
LT/ST Disability	\$ 1,418.00	
Retirement	\$ 8,400.00	
Overtime	\$ 5,000.00	
Total Salary Related Costs	\$ 104,707.00	\$ 20,654.00
Liability Insurance	\$ 802.00	
Vehicle Insurance	\$ 1,250.00	
Total Insurance	\$ 2,052.00	
Uniforms	\$ 1,000.00	
Firearms		
Pistol	\$ 250.00	
Patrol Rifle/ Mags/ Equip	\$ 500.00	
Ammo	\$ 3,000.00	
Radio	\$ -	
IT Development	\$ 5,000.00	
Computer Equip/Repair	\$ 1,500.00	
Subscriptions, Dues & Travel	\$ 6,600.00	
Training	\$ 4,250.00	
Supplies	\$ 3,500.00	
Total Uniforms & Equipment	\$ 25,600.00	
Fuel	\$ 6,000.00	
Vehicle Maint.	\$ 2,500.00	
Total Vehicle Costs	\$ 8,500.00	
Bldg Maint.	\$ 3,500.00	
Utilities	\$ 12,000.00	
Special Events	\$ 4,000.00	
Total Misc. Expenses	\$ 19,500.00	
Total Police Base Expenses	\$ 160,359.00	\$ 20,654.00
Total	\$ 181,013.00	

Police Budget 2022-2023

	Actual Officer	Actual Admin	Remaining
Salary	\$ 69,992.00		\$ 8.00
FICA	\$ 5,354.44		\$ 0.56
Salary Admin		\$ 8,116.50	\$ 10,883.50
FICA Admin		\$ 620.97	\$ 833.03
Workers Comp	\$ 4,088.00		\$ 200.00
Health Insurance	\$ 10,445.16		\$ 0.84
LT/ST Disability	\$ 1,535.58		\$ (117.58)
Retirement	\$ 8,407.09		\$ (7.09)
Overtime			\$ 5,000.00
Total Salary Related Costs	\$ 99,822.27	\$ 8,737.47	\$ 16,801.26
Liability Insurance	\$ 802.00		\$ -
Vehicle Insurance	\$ 1,541.00		\$ (291.00)
Total Insurance	\$ 2,343.00		\$ (291.00)
Uniforms	\$ 816.95		\$ 183.05
Firearms	\$ -		\$ -
Pistol	\$ 219.00		\$ 31.00
Patrol Rifle/ Mags/ Equip	\$ 198.78		\$ 301.22
Ammo	\$ 2,784.61		\$ 215.39
Radio	\$ -		\$ -
IT Development	\$ 3,295.00		\$ 1,705.00
Computer Equip/Repair	\$ -		\$ 1,500.00
Subscriptions, Dues & Travel	\$ 6,706.43		\$ (106.43)
Training	\$ 1,706.47		\$ 2,543.53
Supplies	\$ 3,045.37		\$ 454.63
Total Uniforms & Equipment	\$ 18,772.61		\$ 6,827.39
Fuel	\$ 2,510.02		\$ 3,489.98
Vehicle Maint.	\$ 1,784.88		\$ 715.12
Total Vehicle Costs	\$ 4,294.90		\$ 4,205.10
Bldg Maint.	\$ 800.00		\$ 2,700.00
Utilities	\$ 7,634.78		\$ 4,365.22
Special Events	\$ 3,666.66		\$ 333.34
Total Misc. Expenses	\$ 12,101.44		\$ 7,398.56
Total Police Base Expenses	\$ 137,334.22	\$ 8,737.47	\$ 34,941.31
Total	\$ 146,071.69		

TOWN OF PITTSVILLE, MARYLAND

BUDGET ORDINANCE
July 1, 2023 - June 30, 2024

FY24

ORDINANCE NO. 2023-04

AN ORDINANCE of the Town of Pittsville, Maryland, to amend the budget for the July 1, 2023 to June 30, 2024 fiscal year.

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

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Commissioners of the Town of Pittsville, Maryland, that the General Operating Budget for July 1, 2023, to June 30, 2024, shall be and is hereby amended to increase the FY23 Surplus Funds and Reserve Contingency Fund.

AND BE IT FURTHER RESOLVED, ENACTED AND ORDAINED by the Commissioners of the Town of Pittsville, Maryland, that this budget ordinance 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, Maryland, at a meeting held on the 21st day of August, 2023, thereafter a statement of the substance of this Ordinance having been published as required by the Law, was finally passed by the Commissioner on the ___ of September, 2023.

ATTEST:

Erica M. Witz, Town Attorney

..... (SEAL)
Sean McHugh., President

Roland Adkins, Vice President

Bethany Miller, Commissioner

John Palmer, Commissioner

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	\$ 439,329.08

Total Revenues

\$ 1,152,179.08

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	\$ 254,805.20
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**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
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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>

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>

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>