

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

**PUBLIC HEARING**

**“Ordinance #2023-02, An Ordinance to Amend the Town Zoning Code to Add A special Exception Use to the CBD District”**

**TOWN MEETING AGENDA**

**September 18, 2023**

- 1.) Call to order  
-Pledge of Allegiance
- 2.) Minutes of Meeting on August 21 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:
  - a) Legislation:
    - 1) Ordinance # 2023-02 “An Ordinance to Amend the Town Zoning Code To Add A Special Exception Use to the CBD District” ADOPTION
    - 2) Ordinance #2023-03 “An Ordinance to Amend the FY23 Budget” ADOPTION
    - 3) Ordinance #2023-04 “An Ordinance to Amend the FY24 Budget” ADOPTION
- 8.) New Business
  - 1) Motion to Approve Date/Time for Halloween Night
  - 2) Motion to Appoint Ana Ketterman, Town Treasurer to Serve as Interim Town Clerk
- 9.) Town Commission/Committee Reports and Commissioner/Public Comments
- 10.) Adjournment of Meeting. Next meeting date- October 16,2023

**TOWN OF PITTSVILLE**  
**Town Commissioners Meeting Minutes**  
**August 21, 2023**

The regular monthly meeting of the Town Commissioners of Pittsville was convened by Town Commission President Sean McHugh at 7:00 pm on August 21, 2023 at Town Hall. Present were Town Commission Vice President Roland Adkins, and Town Commissioners Bethany Miller, David Carozza and John . Also attending were Town Manager Joe Mangini and Town Attorney Erica Witz, Town Engineer Rob Duma and Chief Bob Harris.

Before the start of the meeting, Town Commission President McHugh requested a “moment of silence” for William C “Bill” Gordy, the Town’s WWTP chief operator who passed away on August 7, 2023 after serving nearly 30 years with the Town of Pittsville.

Pledge of Allegiance was recited by all.

**MINUTES**

The minutes of the regular meeting of July 17, 2023 were reviewed with a motion to approve by Town Commission Vice President Adkins and seconded by Town Commissioner Carozza. 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 \$48,388.07 and ending balance of \$47,825.28. Motion to approve by Town Commissioner Miller and seconded by Town Commissioner Carozza. Motion approved.

Town Commission President McHugh read into the record the Utility Fund Operating Account with a beginning balance of \$68,607.59 and ending balance of \$121,410.32. Motion to approve by Town Commission Vice President Adkins and seconded by Town Commissioner Carozza. Motion Approved.

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

**General Fund:**

- a) Operating: \$342,926.00
- b) Capital Improvement: \$81,000.00
- c) Highway User Fee Account: \$241,941.00
- d) Speed Camera: \$22,028.00
- e) Reserve Account: \$394,953.00

**TOTAL: \$1,082,848.00**

**American Rescue Plan Fund: \$511,134.51**

**MLGIP (interest**

**MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/** earned since April 18, 2023):  
\$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**

- a) Operating Account: \$98,558.00
- b) Capital Improvement Account: \$138,467.00
- c) Reserve Account: \$69,707.00

TOTAL: \$286,732.00

Water Loan Debt: (\$435,326.00)

**SEWER FUND**

- a) Operating Account: \$98,558.00
- b) Capital Improvement Account: \$362,192.00
- c) Reserve Account: \$177,810.00

TOTAL: \$638,560.00

**Total Available Municipal Funds: \$2,553,780.03**

**PUBLIC SAFETY REPORTS**

*PVFD/EMS*

Town Commission Vice President Adkins announced the annual “car show” to be held on September 24, 2023 and that the “Trunk or Treat” event will probably be held the Saturday before Halloween.

*Police*

Chief Harris provided his monthly activities report and extended a big ‘thank you’ to all who made the “National Night Out” so successful with the fireworks highlighting the event. Solar panels at the police department working fine and fence to secure the solar panels site will be installed soon.

*Code Enforcement*

The Town Manager reported 3 “code letters” were issued. All for high grass and all now in compliance .

## **TOWN MANAGER'S REPORT**

The Town Manager's report consisted of the following:

- There are 3 Ordinances for introduction tonight. One for a zoning text amendment and the other two are for amendments to the FY 23 Budget and FY 24 Budget
- Town has received the reimbursement for the TMCR services for \$15,145.20
- Due to an issue with the new lease and joint use agreement with PVFD, there will not be an application for grant funds submitted to DNR until this matter is resolved.
- The "network assessment" report provided by Steve MacDonald needs to be reviewed and discussed.
- Talkie Communications meeting was held. Town Commission President McHugh will discuss later.
- With the passing of Bill Gordy, Dale Monroe has been "interim operator" working under Pete Merkl's license from Willards
- PEDC meeting scheduled for August 23, 2023 at 5:30 pm
- P/Z Commission meeting scheduled for September 7, 2023 at 6:00 pm
- Requested Town Commission President to appoint Dale Monroe as Director of Public Works if no objections from Town Commissioners
- WWTP Pre-Engineering Study will be discussed by the Town Engineer in his report
- Labor Day, September 4, 2023 a federal holiday and Town offices will be closed.

Town Commission President McHugh updated the Town Commissioners and the public on the TALKIE COMMUNICATIONS meeting in which TALKIE expressed their plans to construct a fiber optic system within the Town by building a basic backbone of the project within the state rights of way on Gumboro Road and Old Ocean City Road, then consider extending throughout town. We are waiting for their plans to be submitted to consider. The Town Commission President also has requested a public meeting be held in order for TALKIE to discuss the project with the town residents.

## **TOWN ENGINEER'S REPORT**

- WTP Upgrade/Phase IV coming to fruition. After intervention by the Town Manager with MDE, the approval of the plans and construction permit will be forthcoming. Rob Duma reviewed the bidding & construction process which will still be a few months away but now at least we are on to completing this project
- New well study underway
- Utility Infrastructure mapping should be completed by the end of the year
- Phone conference with USDA on the WWTP Pre-Engineering will be held on September 5 to address the "Parsonsborg" issue and try to resolve certain matters that concerned USDA.
- "FY 23 Street Improvement Project" set to begin 28 Aug with a 90 day completion date
- Storm Water study will commence soon.

## **OLD BUSINESS**

There was no old business to consider

## **NEW BUSINESS**

Ordinance # 2023-02 “ An Ordinance to Amend the Zoning Code to allow by Special Exception for Automotive Repairs and Towing/Storage Services in the Central Business District/CBD”. Motion to approve for introduction by Town Commissioner Carozza and seconded by Town Commission Vice President Adkins. Motion was approved

Ordinance #2023-03 “ An Ordinance to Amend the FY 23 Budget”. Motion to approve for introduction by Town Commission Vice President Adkins and seconded by Town Commissioner Carozza. Motion approved.

Ordinance #2023-04 “ An Ordinance to amend the FY 24 Budget”. Motion to approve for introduction by Town Commission Vice President Adkins and seconded by Town Commissioner Miller. Motion approved.

## **TOWN COMMISSION REPORTS/TOWN COMMISSIONERS/PUBLIC COMMENTS**

Erika Moore-Lecates shared with the Town Commissioners and public the successful soccer program instituted in Pittsville that also includes all the areas around the Town. Joe White and Dale have been working on this program together. It has been a great success. The program is setting up a bank account to receive donations to help defray some of the costs of the program and the Town of Pittsville is purchasing playing equipment and goal posts that will remain town property. Town Commission President McHugh made a motion to approve a donation of \$250 from the Town to the program. Motion was seconded by Town Commissioner Carozza. Motion carried. The local league is called the “PITTSVILLE JAMMERS”.

Comments from the public were concerning code enforcement matters that will be addressed by the Town’s Department of Code Compliance/Enforcement. The installation of a new water meter system was discussed as well as the ponding of water on Gumboro Road that Dale will be checking on.

Town Commissioner Palmer explained his recent absence from several town meetings and expressed his thanks for those individuals who have reached out to him during this difficult time. He also thanked Dale for stepping in with the passing of Bill Gordy.

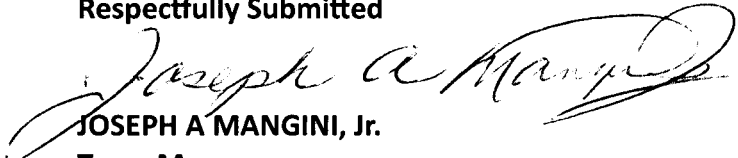
Town Commission Carozza inquired into the timing to repair the water leak on Gumboro Road with Dale explaining his plans to complete the work as soon as a contractor is available.

Pastor Shane reported on an event to honor our “first responders” on September 10 and the Church’s yard sale on September 30.

Chief Harris reported the difficulty of finding an applicant for the new police officer due to the increase in salaries around the region. We may need to revisit this situation.

With no further business to discuss or consider, motion to adjourn by Town Commission President Adkins and seconded by Town Commissioner Carozza. Motion approved and meeting adjourned.

Respectfully Submitted



**JOSEPH A MANGINI, Jr.**  
Town Manager

***The next regular monthly town meeting will be September 18, 2023.***

**Approved :**

X

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Sean McHugh  
President

X

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Roland Adkins  
Vice President

X

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Bethany Miller  
Commissioner

X

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John Palmer  
Commissioner

X

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David Carozza  
Commissioner

# Town of Pittsville

## General Operating Account

### As of August 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>100 · CASH &amp; EQUIVALENTS</b>							47,825.28
<b>110 · General Fund</b>							47,825.28
<b>128 · FBW - General Operating 1541</b>							47,825.28
Bill Pmt -Che...	08/01/2023	3390	Bennett Termite & Pest...	Inv # 765851	310	-70.40	47,754.88
Bill Pmt -Che...	08/01/2023	3391	Colonial Life	Inv # 5277330-0707965	310	-252.63	47,502.25
Bill Pmt -Che...	08/01/2023	3392	DP Chatham Mnr 8081...	5501 0728 081	310	-82.45	47,419.80
Bill Pmt -Che...	08/01/2023	3393	DP Town Lights 578-G	5501 0728 578	310	-3,647.46	43,772.34
Bill Pmt -Che...	08/01/2023	3394	Gannett Delaware Loc...	Inv # 0005698892	310	-166.60	43,605.74
Bill Pmt -Che...	08/01/2023	3395	Lisa Tubbs	Inv # 1047	310	-700.00	42,905.74
Bill Pmt -Che...	08/01/2023	3396	Quadient, Inc	Inv # 60335080	310	-72.00	42,833.74
Bill Pmt -Che...	08/02/2023	3397	SkyShooter Displays b...	Inv # 1453	310	-2,000.00	40,833.74
General Jour...	08/03/2023	5506	Deposit	3573	142	324.30	41,158.04
General Jour...	08/04/2023	5498	Deposit	3565	-SPLIT-	10,894.54	52,052.58
General Jour...	08/04/2023	5499	Deposit	3566	145	3,316.77	55,369.35
General Jour...	08/04/2023	5508	Deposit	3575	142	172.79	55,542.14
Bill Pmt -Che...	08/08/2023	3398	Baker's Hardware	Inv # 76032/1	310	-1,034.90	54,507.24
Bill Pmt -Che...	08/08/2023	3399	Behind the Line, Inc	Inv # 1021	310	-200.00	54,307.24
Bill Pmt -Che...	08/08/2023	3400	Chesapeake Employer...	Workers Comp	310	-873.00	53,434.24
Bill Pmt -Che...	08/08/2023	3401	Choptank Electric - G	9912566701	310	-90.00	53,344.24
Bill Pmt -Che...	08/08/2023	3402	DP Town Warehouse 7...	5500 6957 678	310	-86.64	53,257.60
Bill Pmt -Che...	08/08/2023	3403	Inacom Information Sy...	58872	310	-714.01	52,543.59
Bill Pmt -Che...	08/08/2023	3404	Joseph A. Mangini Jr	Pay July 23- Aug 5	310	-2,580.00	49,963.59
Bill Pmt -Che...	08/08/2023	3405	Kelly & Associates Ins...	Health Insurance	310	-2,759.75	47,203.84
Bill Pmt -Che...	08/08/2023	3406	Mediacom - Town Hall	8384500090090174	310	-229.95	46,973.89
Bill Pmt -Che...	08/08/2023	3407	National Pen Co. LLC	Inv # 113284456	310	-253.24	46,720.65
Bill Pmt -Che...	08/08/2023	3408	ShoreScan - G&U	Inv # 8432	310	-95.00	46,625.65
Bill Pmt -Che...	08/08/2023	3409	Simple Computing LLC	Inv # 1087,1088,1089	310	-1,205.73	45,419.92
General Jour...	08/11/2023	5496	Deposit	3558	142	913.38	46,333.30
General Jour...	08/11/2023	5512	Deposit	3580	142	12,516.91	58,850.21
General Jour...	08/11/2023	5513	Deposit	3581	145	599.04	59,449.25
General Jour...	08/11/2023	5516	Deposit	3584	148	3,020.57	62,469.82
General Jour...	08/11/2023	5517	Deposit	3585	142	194.06	62,663.88
General Jour...	08/11/2023	5523	Deposit	3591	142	499.68	63,163.56
General Jour...	08/16/2023	5527	Deposit	3597	128	56.00	63,219.56
General Jour...	08/16/2023	5527	Deposit	3597	-SPLIT-	50.00	63,269.56
General Jour...	08/18/2023	5848	Deposit	3602	142	23,205.10	86,474.66
General Jour...	08/21/2023	5844	Deposit	3592	142	4,210.49	90,685.15
Bill Pmt -Che...	08/22/2023	3410	Alarm Engineering, Inc ...	Inv # 682539	310	-222.36	90,462.79
Bill Pmt -Che...	08/22/2023	3411	Bethany Miller	Meetings	310	-150.00	90,312.79
Bill Pmt -Che...	08/22/2023	3412	David Carozza	Meetings	310	-150.00	90,162.79
Bill Pmt -Che...	08/22/2023	3413	Edward John Palmer	8/21 Town Meeting	310	-75.00	90,087.79
Bill Pmt -Che...	08/22/2023	3414	Gannett Delaware Loc...	Inv # 5769338	310	-405.00	89,682.79
Bill Pmt -Che...	08/22/2023	3415	Joseph A. Mangini Jr	Pay Aug 6-19	310	-3,240.00	86,442.79
Bill Pmt -Che...	08/22/2023	3416	Lincoln National Life In...	Pittsville BL-1613285	310	-282.72	86,160.07
Bill Pmt -Che...	08/22/2023	3417	Link Computer Corpora...	17679	310	-436.96	85,723.11
Bill Pmt -Che...	08/22/2023	3418	Matheson Tri-Gas	Inv # 0028232191	310	-894.57	84,828.54
Bill Pmt -Che...	08/22/2023	3419	Prentice Lyons	Receipts Reimb	310	-37.97	84,790.57
Bill Pmt -Che...	08/22/2023	3420	Roland Adkins	8/21 Town Meeting	310	-75.00	84,715.57
Bill Pmt -Che...	08/22/2023	3421	Sean McHugh	Meetings	310	-300.00	84,415.57
Bill Pmt -Che...	08/22/2023	3422	Staples	6035 5178 2024 7129	310	-209.95	84,205.62
Bill Pmt -Che...	08/22/2023	3423	United States Ins. Ser...	Crime Policy 1of 3	310	-333.00	83,872.62
Bill Pmt -Che...	08/22/2023	3424	WEX Bank	0496-00-587961-4	310	-290.59	83,582.03
Bill Pmt -Che...	08/22/2023	3425	WEX Bank Valero Flee...	0496-00-633067-4	310	-143.88	83,438.15
General Jour...	08/22/2023	5855	Deposit	3610	142	788.03	84,226.18
General Jour...	08/22/2023	5856	Deposit	3611	142	258.16	84,484.34
General Jour...	08/25/2023	5850	Deposit	3604	142	24,635.35	109,119.69
General Jour...	08/25/2023	5852	Deposit	3606	145	791.37	109,911.06
General Jour...	08/25/2023	5854	Deposit	3608	142	184.49	110,095.55
General Jour...	08/25/2023	5861	Deposit	3616	142	97.99	110,193.54
General Jour...	08/25/2023	5864	Deposit	3619	148	25.00	110,218.54
General Jour...	08/25/2023	5867	Deposit	Minor Subdivision Fee - 7...	148	500.00	110,718.54
General Jour...	08/28/2023	5843	Farmers Bank of Willar...	Credit Card Pmt 08/28/23 ...	351	-14,968.27	95,750.27
General Jour...	08/28/2023	5865	Deposit	3620	142	584.78	96,335.05
Bill Pmt -Che...	08/29/2023	3426	Cash	Cash Drawer Reimb.	310	-6.89	96,328.16
Bill Pmt -Che...	08/29/2023	3427	DP Chatham Mnr 8081...	5501 0728 081	310	-82.26	96,245.90
Bill Pmt -Che...	08/29/2023	3428	DP Town Lights 578-G	5501 0728 578	310	-3,646.16	92,599.74
Bill Pmt -Che...	08/29/2023	3429	LESMA	Inv # Aug Meeting	310	-25.00	92,574.74
Bill Pmt -Che...	08/29/2023	3430	Pittsville Jammers YRO	Donation Town/Police	310	-750.00	91,824.74

1:51 PM  
09/13/23  
Accrual Basis

**Town of Pittsville**  
**General Operating Account**  
**As of August 31, 2023**

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill Pmt -Che...	08/29/2023	3431	Wicomico County Em...	Inv # 2023-04	310 · ...	-33.06	91,791.68
General Jour...	08/30/2023	5885	Deposit	3627	142 · ...	122.44	91,914.12
Total 128 · FBW - General Operating 1541						44,088.84	91,914.12
Total 110 · General Fund						44,088.84	91,914.12
Total 100 · CASH & EQUIVALENTS						44,088.84	91,914.12
<b>TOTAL</b>						<b>44,088.84</b>	<b>91,914.12</b>

**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 August 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>100 · CASH &amp; EQUIVALENTS</b>							121,410.32
<b>120 · Water &amp; Sewer Fund</b>							121,410.32
<b>129 · FBW UTILITY OPERATING ACC 1996</b>							121,410.32
Bill Pmt -Ch...	08/01/2023	3730	DP LS#1 White Ric...	5501 4225 615	320 · ...	-61.83	121,348.49
Bill Pmt -Ch...	08/01/2023	3731	DP LS#2 Old Ocea...	5501 1246 422	320 · ...	-69.88	121,278.61
Bill Pmt -Ch...	08/01/2023	3732	DP LS#3_ Friends...	5500 6957 173	320 · ...	-83.06	121,195.55
Bill Pmt -Ch...	08/01/2023	3733	DP LS#4 Gumboro...	5501 1296 278	320 · ...	-38.12	121,157.43
Bill Pmt -Ch...	08/01/2023	3734	DP LS#5 Railroad ...	5501 1317 447	320 · ...	-26.95	121,130.48
Bill Pmt -Ch...	08/01/2023	3735	DP LS#6 Legacy L...	5501 1316 936	320 · ...	-132.42	120,998.06
Bill Pmt -Ch...	08/01/2023	3736	DP WTP 0821-U	5501 1810 821	320 · ...	-272.15	120,725.91
Bill Pmt -Ch...	08/01/2023	3737	DP WWTP 3731-U	5501 1013 731	320 · ...	-2,348.78	118,377.13
Bill Pmt -Ch...	08/01/2023	3738	Griffith Energy Svc...	Inv # 251141	320 · ...	-705.98	117,671.15
Bill Pmt -Ch...	08/01/2023	3739	Shorite Controls	Inv # 33775, 33793	320 · ...	-1,164.57	116,506.58
Bill Pmt -Ch...	08/01/2023	3740	USA Blue Book - U	143290	320 · ...	-232.59	116,273.99
Bill Pmt -Ch...	08/01/2023	3741	Water Testing Lab...	Inv # SAL6311	320 · ...	-608.00	115,665.99
General Jou...	08/01/2023	5500	Deposit	3567	152 · ...	862.97	116,528.96
General Jou...	08/01/2023	5501	Deposit	3568	-SPLIT-	805.93	117,334.89
General Jou...	08/02/2023	5503	Deposit	3570	152 · ...	792.27	118,127.16
General Jou...	08/03/2023	5505	Deposit	3572	152 · ...	772.77	118,899.93
General Jou...	08/04/2023	5497	Deposit	3564	-SPLIT-	10,403.89	129,303.82
General Jou...	08/04/2023	5504	Deposit	3571	152 · ...	1,730.70	131,034.52
General Jou...	08/04/2023	5507	Deposit	3574	152 · ...	497.40	131,531.92
General Jou...	08/04/2023	5509	Deposit	3576	152 · ...	861.66	132,393.58
General Jou...	08/07/2023	5511	Deposit	3578	152 · ...	322.95	132,716.53
Bill Pmt -Ch...	08/08/2023	3742	ED Supply Co Inc	Inv # 6675-1272862	320 · ...	-106.00	132,610.53
Bill Pmt -Ch...	08/08/2023	3743	Grainger	Inv # 9781047122	320 · ...	-1,064.54	131,545.99
Bill Pmt -Ch...	08/08/2023	3744	Kelly & Associates ...	Health Insurance	320 · ...	-556.80	130,989.19
Bill Pmt -Ch...	08/08/2023	3745	Lowes	Supplies	320 · ...	-569.44	130,419.75
Bill Pmt -Ch...	08/08/2023	3746	One Call Concepts...	0001040	320 · ...	-12.02	130,407.73
Bill Pmt -Ch...	08/08/2023	3747	Salisbury Automoti...	46028	320 · ...	-252.02	130,155.71
Bill Pmt -Ch...	08/08/2023	3748	Wicomico County ...	3020	320 · ...	-298.15	129,857.56
Bill Pmt -Ch...	08/08/2023	3749	Wicomico County ...	3025	320 · ...	-296.81	129,560.75
General Jou...	08/11/2023	5510	Deposit	3577	152 · ...	8,600.59	138,161.34
General Jou...	08/11/2023	5514	Deposit	3582	152 · ...	727.94	138,889.28
General Jou...	08/11/2023	5518	Deposit	3586	152 · ...	251.40	139,140.68
General Jou...	08/11/2023	5522	Deposit	3590	152 · ...	467.67	139,608.35
General Jou...	08/15/2023	5524	Deposit	3594	152 · ...	772.02	140,380.37
General Jou...	08/15/2023	5525	Deposit	3595	152 · ...	1,736.92	142,117.29
General Jou...	08/16/2023	5528	Deposit	3599	154 · M...	15,000.00	157,117.29
General Jou...	08/17/2023	5846	Deposit	3600	152 · ...	251.40	157,368.69
General Jou...	08/17/2023	5847	Deposit	3601	152 · ...	230.35	157,599.04
General Jou...	08/21/2023	5845	Deposit	3593	152 · ...	2,179.20	159,778.24
General Jou...	08/21/2023	5853	Deposit	3607	152 · ...	506.31	160,284.55
Bill Pmt -Ch...	08/22/2023	3750	Joseph A. Mangini Jr	Flowers for Gordy Reimb.	320 · ...	-184.27	160,100.28
Bill Pmt -Ch...	08/22/2023	3751	Lincoln National Lif...	ST/LT/Life Insurance	320 · ...	-194.00	159,906.28
Bill Pmt -Ch...	08/22/2023	3752	Shafer, Troxell & H...	Inv # 20424	320 · ...	-6,500.00	153,406.28
Bill Pmt -Ch...	08/22/2023	3753	Town of Ocean Cit...	178/178	320 · ...	-380.00	153,026.28
Bill Pmt -Ch...	08/22/2023	3754	Water Testing Lab...	Inv # SAL6383	320 · ...	-158.00	152,868.28
Bill Pmt -Ch...	08/22/2023	3755	WEX Bank Valero ...	0496-00-633067-4	320 · ...	-453.03	152,415.25
General Jou...	08/22/2023	5857	Deposit	3612	152 · ...	244.65	152,659.90
General Jou...	08/25/2023	5835	Farmers Bank of ...	Credit Card Pmt 08/25/23 / ...	351 · P...	-20,984.80	131,675.10
General Jou...	08/25/2023	5851	Deposit	3605	152 · ...	1,516.54	133,191.64
General Jou...	08/25/2023	5858	Deposit	3613	152 · ...	181.78	133,373.42
General Jou...	08/25/2023	5859	Deposit	3614	152 · ...	246.00	133,619.42
General Jou...	08/25/2023	5862	Deposit	3617	152 · ...	126.68	133,746.10
Bill Pmt -Ch...	08/29/2023	3756	Bruce Lewis	Inv # 863,839	320 · ...	-1,125.00	132,621.10
Bill Pmt -Ch...	08/29/2023	3757	Cummins-Wagner ...	Inv # SAL01238	320 · ...	-480.52	132,140.58
Bill Pmt -Ch...	08/29/2023	3758	Dennis Sales & Se...	Inv # 23-4094	320 · ...	-1,730.02	130,410.56
Bill Pmt -Ch...	08/29/2023	3759	DP LS#1 White Ric...	5501 4225 615	320 · ...	-69.21	130,341.35
Bill Pmt -Ch...	08/29/2023	3760	DP LS#2 Old Ocea...	5501 1246 422	320 · ...	-70.52	130,270.83
Bill Pmt -Ch...	08/29/2023	3761	DP LS#3_ Friends...	5500 6957 173	320 · ...	-84.92	130,185.91
Bill Pmt -Ch...	08/29/2023	3762	DP LS#4 Gumboro...	5501 1296 278	320 · ...	-36.59	130,149.32
Bill Pmt -Ch...	08/29/2023	3763	DP LS#5 Railroad ...	5501 1317 447	320 · ...	-31.87	130,117.45
Bill Pmt -Ch...	08/29/2023	3764	DP LS#6 Legacy L...	5501 1316 936	320 · ...	-70.40	130,047.05
Bill Pmt -Ch...	08/29/2023	3765	DP WTP 0821-U	5501 1810 821	320 · ...	-272.60	129,774.45
Bill Pmt -Ch...	08/29/2023	3766	DP WWTP 3731-U	5501 1013 731	320 · ...	-2,487.54	127,286.91
Bill Pmt -Ch...	08/29/2023	3767	ED Supply Co Inc	Inv # 6675-1279710,6675-1...	320 · ...	-885.97	126,400.94
Bill Pmt -Ch...	08/29/2023	3768	Intercoastal Tradin...	1068	320 · ...	-4,105.50	122,295.44

2:01 PM  
 09/13/23  
 Accrual Basis

**Town of Pittsville**  
**Utility Operating Account**  
 As of August 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill Pmt -Ch...	08/29/2023	3769	Noland Company	Supplies WWTP	320 : ...	-192.36	122,103.08
General Jou...	08/29/2023	5882	Deposit	3624	152 : ...	258.42	122,361.50
General Jou...	08/30/2023	5884	Deposit	3626	152 : ...	200.00	122,561.50
Total 129 · FBW UTILITY OPERATING ACC 1996						1,151.18	122,561.50
Total 120 · Water & Sewer Fund						1,151.18	122,561.50
Total 100 · CASH & EQUIVALENTS						1,151.18	122,561.50
<b>TOTAL</b>						<b>1,151.18</b>	<b>122,561.50</b>

**Approved :**

X

Séan 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 Sep 23**

**GENERAL FUND**

1) Operating Account: \$347,598.00

*The following accounts are restricted for designated, specific purposes*

2) Capital Improvement Account: \$ 81,000.00

3) Highway User Fee Account: \$266,955.00

4) Speed Camera Account: \$ 30,054.00

5) Reserve Account: \$ 439,329.00

**TOTAL: \$1,164,936.00**

**AMERICAN RESCUE PLAN FUND: \$502,401.00**

**MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP (interest earned as of 18 Apr 23) \$44,977.17**

a) General Fund:	\$24,737.44	55%
b) Water Fund:	\$ 5,847.03	13%
c) Sewer Fund :	\$14,392.70	32%

**WATER FUND**

1) Operating Account; \$60,783.00

*The following accounts are restricted for designated, specific purposes*

2) Capital Improvement Account: \$ 138,467.00

3) Reserve Account: \$ 69,707.00.

**TOTAL: \$268,957.00**

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

**SEWER FUND**

1) Operating Account: \$ 60,783.00

*The following accounts are restricted for designated, specific purposes*

2) Capital Improvement Account: \$ 362,192.00

3) Reserve Account: \$ 177,810.00

**TOTAL: \$ 600,185.00**

**TOTAL AVAILABLE MUNICIPAL FUNDS: \$2,581,456.17**

**Wicomico East Side Chamber of Commerce**

**Fall Mixer being held at**

**Lone Cedar Acres**

**Thursday, October 5, 2023**

**5-7pm**

**R.S.V.P. by September 18, 2023 to  
Senior Planning Services 410-543-8174 or  
Email: weastsidecc@gmail.com**

**The Wicomico East Side Chamber of Commerce cordially invites you to our Fall Mixer at Lone Cedar Acres located at 33925 Rounds Road, Pittsville, Maryland, 21850. Come out for some great networking opportunities with our neighboring businesses. Light fare and beverages from local businesses will be served.**

Dean Gray, President      Mindy West, Treasurer  
Laura Basile, Vice President      Carol Richardson, Secretary

Wicomico East Side Chamber of Commerce  
P.O. Box G  
Pittsville MD 21850

## 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.

<b>§ 48. Permissible Uses Table</b>							
<b>Permitted Use Categories and Subcategories</b>	<b>ZONING DISTRICT</b>						
	<b>SR</b>	<b>CR</b>	<b>CM</b>	<b>MH</b>	<b>CBD</b>	<b>RC</b>	<b>MUE</b>
<b>Vehicle Sales and Service</b>							
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

\_\_\_\_\_(SEAL)  
Sean McHugh, President

\_\_\_\_\_(SEAL)  
Roland Adkins

\_\_\_\_\_(SEAL)  
Bethany Miller

\_\_\_\_\_(SEAL)  
John Palmer

\_\_\_\_\_(SEAL)  
David Carozza



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**

<b>Revenues</b>	<b>Budget</b>	<b>Actual</b>
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
<b>Total Revenues</b>	<b><u>\$ 1,060,133.00</u></b>	<b><u>\$ 992,598.08</u></b>
<b>Expenses</b>		
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
<b>Total Expenses</b>	<b><u>\$ 451,380.00</u></b>	<b><u>\$ 328,951.00</u></b>

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	\$ -	

<b>Total Public Safety</b>	<b>\$ 198,013.00</b>	<b>\$ 163,072.00</b>
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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

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

**Revenue**

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

<b>Total</b>	<b>\$ 331,638.00</b>	<b>\$ 312,163.00</b>
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**Expenses**

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

<b>Remaining Balance HUR</b>	<b>\$ 61,638.00</b>	<b>\$ 241,941.00</b>
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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**

<b>Revenues</b>	<b>Water</b>		<b>Wastewater</b>	
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
<b>Total Revenues</b>	<b>\$ 1,473,506.00</b>	<b>\$ 329,309.20</b>	<b>\$ 381,459.00</b>	<b>\$ 351,895.96</b>

<b>Expenses</b>				
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 Mnnts/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
<b>Total Expenses</b>	<b>\$ 1,409,921.00</b>	<b>\$ 321,865.00</b>	<b>\$ 295,315.00</b>	<b>\$ 311,376.00</b>

Reserve Contingency Fund	<u>\$ 63,585.00</u>	<u>\$ 7,444.20</u>	<u>\$ 86,144.00</u>	<u>\$ 40,519.96</u>
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## Police Budget 2022-2023

	<b>Budget</b>	
	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	
<b>Total Salary Related Costs</b>	<b>\$ 104,707.00</b>	<b>\$ 20,654.00</b>
Liability Insurance	\$ 802.00	
Vehicle Insurance	\$ 1,250.00	
<b>Total Insurance</b>	<b>\$ 2,052.00</b>	
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	
<b>Total Uniforms &amp; Equipment</b>	<b>\$ 25,600.00</b>	
Fuel	\$ 6,000.00	
Vehicle Maint.	\$ 2,500.00	
<b>Total Vehicle Costs</b>	<b>\$ 8,500.00</b>	
Bldg Maint.	\$ 3,500.00	
Utilities	\$ 12,000.00	
Special Events	\$ 4,000.00	
<b>Total Misc. Expenses</b>	<b>\$ 19,500.00</b>	
<b>Total Police Base Expenses</b>	<b>\$ 160,359.00</b>	<b>\$ 20,654.00</b>
<b>Total</b>	<b>\$ 181,013.00</b>	

## 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
<b>Total Salary Related Costs</b>	<b>\$ 99,822.27</b>	<b>\$ 8,737.47</b>	<b>\$ 16,801.26</b>
Liability Insurance	\$ 802.00		\$ -
Vehicle Insurance	\$ 1,541.00		\$ (291.00)
<b>Total Insurance</b>	<b>\$ 2,343.00</b>		<b>\$ (291.00)</b>
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
<b>Total Uniforms &amp; Equipment</b>	<b>\$ 18,772.61</b>		<b>\$ 6,827.39</b>
Fuel	\$ 2,510.02		\$ 3,489.98
Vehicle Maint.	\$ 1,784.88		\$ 715.12
<b>Total Vehicle Costs</b>	<b>\$ 4,294.90</b>		<b>\$ 4,205.10</b>
Bldg Maint.	\$ 800.00		\$ 2,700.00
Utilities	\$ 7,634.78		\$ 4,365.22
Special Events	\$ 3,666.66		\$ 333.34
<b>Total Misc. Expenses</b>	<b>\$ 12,101.44</b>		<b>\$ 7,398.56</b>
<b>Total Police Base Expenses</b>	<b>\$ 137,334.22</b>	<b>\$ 8,737.47</b>	<b>\$ 34,941.31</b>
<b>Total</b>	<b>\$ 146,071.69</b>		

TOWN OF PITTSVILLE, MARYLAND

**AMENDED 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 21<sup>st</sup> 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

\_\_\_\_\_(SEAL)

Roland Adkins, Vice President  
\_\_\_\_\_(SEAL)

Bethany Miller, Commissioner  
\_\_\_\_\_(SEAL)

John Palmer, Commissioner  
\_\_\_\_\_(SEAL)18

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
<b>Total Expenses</b>	<b>\$ 488,487.00</b>

Police	\$ 318,886.88
Fire Company	\$ 10,000.00
EMS	\$ 10,000.00
Code Enforcement	\$ 3,000.00
Rental Housing Inspection	\$ 1,000.00
<b>Total Public Safety</b>	<b>\$ 342,886.88</b>

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

Reserve Contingency Fund	<b>\$ 254,805.20</b>
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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
<b>Total</b>	<b>\$ 315,000.00</b>

**Expenses**

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

<b>Remaining Balance HUR</b>	<b>\$ 145,000.00</b>
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**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>

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

<b>Revenues</b>	<b>Water</b>	<b>Wastewater</b>
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>

<b>Expenses</b>		
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

<b>Total Expenses</b>	<u><u>\$ 1,427,921.00</u></u>	<u><u>\$ 284,185.00</u></u>
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Reserve Contingency Fund	<u><u>\$ 230,585.00</u></u>	<u><u>\$ 295,274.00</u></u>
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## 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	
<b>Total Salary Related Costs</b>	<b>\$ 109,117.90</b>	<b>\$ 29,606.38</b>
Liability Insurance	\$ 807.00	
Vehicle Insurance	\$ 1,686.00	
<b>Total Insurance</b>	<b>\$ 2,493.00</b>	
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	
<b>Total Uniforms &amp; Equipment</b>	<b>\$ 40,800.00</b>	<b>\$ 1,700.00</b>
Fuel	\$ 5,000.00	
Vehicle Maint.	\$ 2,500.00	
<b>Total Vehicle Costs</b>	<b>\$ 7,500.00</b>	<b>\$ -</b>
Grants	\$ 5,000.00	
Building Maint.	\$ 7,500.00	
Utilitites	\$ 12,000.00	
Speacial Events	\$ 4,000.00	
<b>Total Misc. Expenses</b>	<b>\$ 28,500.00</b>	<b>\$ -</b>
<b>Total Police Base Expences</b>	<b>\$ 219,717.28</b>	<b>\$ 31,306.38</b>

## New Officer

Line Item	Budget
	<b>Officer</b>
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
<b><u>Total Salary Related Items</u></b>	<b><u>\$ 79,876.60</u></b>
Liability Insurance	
Vehicle Insurance	\$ 843.00
<b><u>Total Vehicle</u></b>	<b><u>\$ 843.00</u></b>
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
<b><u>Total Uniforms &amp; Equipment</u></b>	<b><u>\$ 8,950.00</u></b>
New Vehicle	\$ -
Fuel	\$ 6,000.00
Vehicle Maint.	\$ 3,500.00
<b><u>Total Vehicle Cost</u></b>	<b><u>\$ 9,500.00</u></b>
<b><u>Total New Officer Expense</u></b>	<b><u>\$ 99,169.60</u></b>
<b><u>Total Police Department</u></b>	<b><u>\$ 318,886.88</u></b>