

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

**TOWN MEETING AGENDA
October 16, 2023**

- 1.) Call to order
-Pledge of Allegiance
- 2.) Minutes of Meeting on September 18, 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
-WTP Quarterly Report/SOS
- 6.) Town Engineer Report – Robert Duma
- 7.) Old Business:
-None
- 8.) New Business
 - Consideration of Re-Appointment of Tammy Dorman to a Six Year Term as a Member of the Town's Board of Elections
 - WWTP Operator/Proposal from SOS
- 9.) Town Commission/Committee Reports and Commissioner/Public Comments
- 10.) Adjournment of Meeting. Next meeting date- November 20,2023

TOWN OF PITTSVILLE
Town Commissioners Meeting Minutes
September 18 ,2023

The regular monthly meeting of the Town Commissioners of Pittsville was convened by Town Commission President Sean McHugh at 7:00 pm on September 18, 2023 at Town Hall. Present were Town Commission Vice President Roland Adkins, and Town Commissioners Bethany Miller, John Palmer and David Carozza . Also attending were Town Manager Joe Mangini and Town Attorney Erica Witz, Town Engineer Rob Duma and Chief Bob Harris.

Pledge of Allegiance was recited by all.

MINUTES

The minutes of the regular meeting of August 21, 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 \$47,825.28 and ending balance of \$91,914.12 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 \$121,410.32 and ending balance of \$122,561.50. Motion to approve by Town Commissioner Carozza and seconded by Town Commissioner Palmer. Motion approved.

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

General Fund:

- a) Operating: \$347,598.00
- b) Capital Improvement: \$81,000.00
- c) Highway User Fee Account: \$266,955.00
- d) Speed Camera: \$30,054.00
- e) Reserve Account: \$439,329.00

TOTAL: \$1,164,936.00

AMERICAN RESCUE PLAN FUND: \$502,401.00

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

- a) Operating Account: \$60,783.00
- b) Capital Improvement Account: \$138,467.00
- c) Reserve Account: \$69,707.00

TOTAL: \$268,957.00

Water Loan Debt: (\$435,326.00)

SEWER FUND

- a) Operating Account: \$60,783.00
- b) Capital Improvement Account: \$362,192.00
- c) Reserve Account: \$177,810.00

TOTAL: \$600,185.00

Total Available Municipal Funds: \$2,581,456.17

PUBLIC SAFETY REPORTS

PVFD/EMS

Town Commission Vice President Adkins announced the “Trunk or Treat” event will be held on Saturday, October 28 between the hours of 6-8 pm. “Allen Richardson Memorial Car Show” will be on September 24 12-2 pm with a rain date of October 1. Also, next month is “Fire Prevention Week” and the PVFD will be visiting the school to discuss fire prevention tactics and a reminder to all residents to check their smoke alarms.

Police

Chief Harris provided his monthly activities report to include the issuance of 295 speed camera citations, numerous business checks/visitations, assists to the PVFD and reported on the fence being installed around the solar panels at the police department’s public safety building.

Code Enforcement

The Town Manager reported 12 code violations sent out of which majority were for “high grass” violations. Most of the violations were corrected and only a very few need to be followed up.

There was a discussion regarding the time given by the Town in regards to the property maintenance required to be undertaken due to the recent house fires in town.

TOWN MANAGER'S REPORT*

- **Attached is the Town Manager's Monthly Report**

After the Town Manager's Report, Chandra Singh (SOS Operations) discussed their interest in submitting a proposal to operate the Town's WWTP and stated they would be visiting the WWTP with Dale Monroe.

TOWN ENGINEER'S REPORT

- Finally received MDE approval for Phase IV Upgrade project. Pre-bid meeting scheduled for October 18 and bids due by December 6 for opening. Project probably will not start until spring depending on Town's ability to obtain additional grant funding from MDE. Initial cost estimate 2 years ago was \$1,000,000. Closer to \$2,000,000 now.
- WWTP "Sludge bed" project part 2 soon to begin. Part 1 has been very successful and working well.
- There will be a meeting with the Town Manager (JOE) & Director of Public Works (DALE) to review and update on the various water, sewer and public works projects in Town
- Meeting with County to discuss the Parsonsburg issue so the Town can move forward with its Pre-Engineering study presently being held up by USDA's concerns.
- Roadway Improvement Project to begin soon
- Test well preliminary findings received and recommends area around town hall & drill 400 feet deep
- Storm Water Study will commence once major project items cleared
- WWTP Discharge Permit renewal application has been submitted
- MDE made an onsite inspection of the WWTP and findings will be sent soon.

Town Commission President McHugh then moved to hold the public hearing to receive input from the attendees regarding Ordinance # 2023-02. Hearing none, the public hearing was closed by motion of Town Commissioner Miller and seconded by Town Commissioner Carozza and the Town Commissioners returned to session with the regular town meeting.

OLD BUSINESS

Town Commissioner Carozza made motion to approve Ordinance #2023-02 with a second by Town Commission Vice President Adkins. Motion carried

Town Commission Vice President Adkins made a motion to approve Ordinance #2023-03 with a second by Town Commissioner Carozza. Motion carried.

Town Commissioner Carozza made a motion to approve Ordinance # 2023-04 with a second by Town Commissioner Palmer. Motion approved.

NEW BUSINESS

Motion by Town Commission President McHugh to designate October 31 between the hours of 6-8 pm as officially "Halloween Night" in Pittsville for the foreseeable future until further change. Town Commissioner Carozza seconded. Motion carried.

Motion by Town Commission President to appoint the Town Treasurer Ana Ketterman as the "interim" Town Clerk for a six month period. Town Commission Vice President Adkins seconded. Motion carried.

Representatives for Ramia Associates presented and discussed with the Town Commissioners continuation of the Sandyfield subdivision by adding 7 new lots to the project. There was much information shared with Town Commission President McHugh expressing his desire to obtain more information on the past construction activities of the subdivision before any further decision by the Town.

TOWN COMMISSION REPORTS/TOWN COMMISSIONERS/PUBLIC COMMENTS

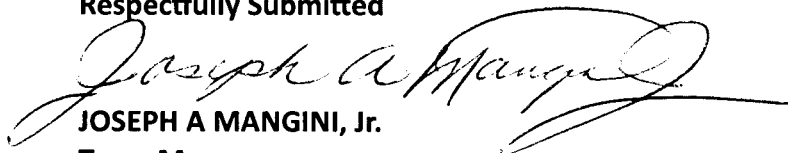
Becky Smith, owner of Barefoot Willy's and co-chair of the PEDC, informed all of the repairs of the roadway on Gumboro Road near her business to be done per SHA. Also inquired about TALKIE COMMUNICATIONS work within the Town. Town Commission President McHugh stated TALKIE will be working in the state's right of way on Old Ocean City Road & Gumboro Road but not on town streets until we receive construction plans from them

Town Commission President McHugh also informed the Town Commissioners of his attending a meeting with County Executive Julie Giordano and other municipal leaders. Every other public entity is also having difficulty finding qualified WWTP operators.

Town Commissioners then went into closed session to discussion personnel matters. After which, the Town Commissioners came back into public session after motion by Town Commission President McHugh with a second by Town Commissioner Carozza.

With no further business to discuss or consider, meeting was adjourned.

Respectfully Submitted


JOSEPH A MANGINI, Jr.
Town Manager

The next regular monthly town meeting will October 16, 2023.

Approved :

X

Sean McHugh
President

X

Roland Adkins
Vice President

X

Bethany Miller
Commissioner

X

John Palmer
Commissioner

X

David Carozza
Commissioner

TOWN MANAGER MONTHLY MEETING REPORT

18 Sep 23

- There is on the agenda tonight 3 ordinances for consideration of adoption. One is for a zoning text amendment, the other 2 are for amendments to the FY23 & FY24 budgets due to new financial numbers being updated & finalized
- I have resolved the issue with DNR regarding the Joint Use Agreement for the park. DNR has accepted my recommendation to use the JUA originally signed in July, but would like us to change the date to 1 Dec 23 to satisfy the Board of Public Works. This week, I will send DNR the JUA with the signing date of 1 Dec 23. This will enable our present approved application for \$287,500 in grant funds to move forward to the BPW.
- The Town is meeting with the County this Wednesday to discuss the "Parsonsborg" issue that is holding up further review of our WWTP Pre-Engineering Study with USDA for the new WWTP. Rob can discuss this further
- We had a full inspection by MDE on the WWTP this past Thursday. Rob, Dale & myself spent most of the day with the inspectors. We will have a full report of their findings within 2 weeks. The last actual inspection by MDE was in 2019.
- We have advertised for a Class 5 WWTP operator and received one application of interest and expect one from SOS. We need to move on this soon. Dale has applied for his temporary Class 5 and has done an admirable job of "holding down the fort". But we really need to address this matter and within a reasonable amount of time.
- Since July 1, the Town has issued 11 building permits with \$3,151.56 in building fees collected. Total value of work being undertaken is \$308,854.00
- Bulk Trash pick up day is November 16, 2023, the Thursday before Thanksgiving! Special notice will be placed on the utility billings to go out at the end of the month and I will have Steve post on town web page, facebook & perhaps we will also post in the post office if they permit us to!
- There were no meetings the past month of the P/Z Commission (no business to work on) and PEDC (lack of quorum). Next scheduled P/Z Commission meeting is 5 Oct at 6:00 pm & PEDC meeting is 27 Aug at 5:30 pm.
- Municipal Election is November 7, 2023 with 2 town commissioner seats up. Ad will be placed in the paper and on the town web page & face book. Nominations for office are required by 4:00 pm October 3, 2023. We have one member of the Board of Elections needed to be appointed or re-appointed for a six year term. (Tammy Dorman). Other 2 members will carry over.
- We plan to pay off one MDE WTP loan by November 1, 2023. The amount is \$ 29,158.02. This will save us interest charges and eliminate one loan debt.
- We have finally received our approved construction permit from MDE for Phase IV of the WTP Upgrade. Rob can discuss this more in his report.
- Our renewal application for the WWTP discharge permit is due by 30 Sep 23. With the passing of My Gordy, I have requested DBF to prepare, complete, and submit to MDE on behalf of the Town.

- I want to thank Erika & Dale for ALL the support they have rendered to our new PITTSVILLE JAMMERS Soccer League. They have spent a lot of time and work assisting Joe White with this very (so far) successful program for our youth.
- I have confirmed that the "Mayor of the Munchin Village" will be here on Thursday, October 31, 2023 between the hours of 6-8 pm to pass out candy to the children at the park pavilion. Anyone wanting to assist, help, or hinder please let me know.
- Discussion will soon begin with SANTA CLAUS for his attendance to be available also at the park-tentative date & time Saturday, December 2 for a "Christmas in the Park". This could change depending upon his and his elves availability.
- COLUMBUS DAY is a federal holiday on October 9, 2023 and Town Offices will be closed

TAKE RESPONSIBILITY FOR THE "ACTIONS YOU TAKE" & " THE WORDS YOU SPEAK".

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
100 - CASH & EQUIVALENTS							91,914.12
110 - General Fund							91,914.12
128 - FBW - General Operating 1541							91,914.12
Bill Pmt -Che...	09/05/2023	3432	Beth Phillips	Escrow Reimb.	310 ...	-1,000.00	90,914.12
Bill Pmt -Che...	09/05/2023	3433	DP Town Warehouse 7...	5500 6957 678	310 ...	-78.50	90,835.62
Bill Pmt -Che...	09/05/2023	3434	Joseph A. Mangini Jr	Pay Aug 20-Sep2	310 ...	-3,060.00	87,775.62
Bill Pmt -Che...	09/05/2023	3435	Lexipol LLC	Inv # PRA117627	310 ...	-81.32	87,694.30
Bill Pmt -Che...	09/05/2023	3436	Lisa Tubbs	Inv # 1048	310 ...	-600.00	87,094.30
Bill Pmt -Che...	09/05/2023	3437	Verizon-G&U	Inv # 9942068542	310 ...	-724.10	86,370.20
General Jour...	09/05/2023	5880	Deposit	3622	142 ...	8,564.82	94,935.02
General Jour...	09/05/2023	5881	Deposit	3623	142 ...	635.47	95,570.49
General Jour...	09/05/2023	5883	Deposit	3625	145 ...	344.25	95,914.74
General Jour...	09/05/2023	5889	Deposit	3631	142 ...	1,161.70	97,076.44
General Jour...	09/06/2023	5887	Deposit	3629	148 ...	25.00	97,101.44
General Jour...	09/12/2023	5903	Deposit	3645	142 ...	433.93	97,535.37
General Jour...	09/12/2023	5904	Deposit	3647	142 ...	1,022.77	98,558.14
General Jour...	09/13/2023	5891	Deposit	3633	142 ...	9,390.93	107,949.07
General Jour...	09/13/2023	5896	Deposit	3638	145 ...	21.87	107,970.94
Bill Pmt -Che...	09/13/2023	3438	Chesapeake Employe...	Workers Comp	310 ...	-873.00	107,097.94
Bill Pmt -Che...	09/13/2023	3439	Choptank Electric - G	9912566701	310 ...	-90.00	107,007.94
Bill Pmt -Che...	09/13/2023	3440	Colonial Life	Inv # 5277330-0804904	310 ...	-112.28	106,895.66
Bill Pmt -Che...	09/13/2023	3441	DPSCS - ITCD	Inv # AB3-08-485	310 ...	-14.00	106,881.66
Bill Pmt -Che...	09/13/2023	3442	J&B Electrical Services	Electric Repair at the Tow...	310 ...	-2,520.75	104,360.91
Bill Pmt -Che...	09/13/2023	3443	Kelly & Associates Ins...	Health Insurance	310 ...	-2,759.75	101,601.16
Bill Pmt -Che...	09/13/2023	3444	Lincoln National Life In...	ST/LT/ Life Insurance	310 ...	-282.72	101,318.44
Bill Pmt -Che...	09/13/2023	3445	Mediacom - Town Hall	8384500090090174	310 ...	-229.95	101,088.49
Bill Pmt -Che...	09/13/2023	3446	ShoreScan - G&U	Inv # 8509	310 ...	-95.00	100,993.49
Bill Pmt -Che...	09/13/2023	3447	Simple Computing LLC	Inv # 1090,1091,1092	310 ...	-5,948.79	95,044.70
General Jour...	09/18/2023	5914	Deposit	3660	142 ...	1,146.17	96,190.87
General Jour...	09/19/2023	5916	Deposit	3663	142 ...	324.97	96,515.84
Bill Pmt -Che...	09/20/2023	3448	J&B Electrical Services	work at the park	310 ...	-2,352.50	94,163.34
Bill Pmt -Che...	09/20/2023	3449	Joseph A. Mangini Jr	Pay Sep 3-16	310 ...	-2,340.00	91,823.34
Bill Pmt -Che...	09/20/2023	3450	Lewis Landscaping	Inv # 465	310 ...	-7,065.00	84,758.34
Bill Pmt -Che...	09/20/2023	3451	Link Computer Corpora...	17679	310 ...	-436.96	84,321.38
Bill Pmt -Che...	09/20/2023	3452	Motorola Solutions, Inc.	Grant	310 ...	-18,351.78	65,969.60
Bill Pmt -Che...	09/20/2023	3453	WEX Bank	0496-00-587961-4	310 ...	-223.55	65,746.05
Bill Pmt -Che...	09/20/2023	3454	WEX Bank Valero Flee...	0496-00-633067-4	310 ...	-128.84	65,617.21
Bill	09/20/2023	Transfer	Town of Pittsville- G	Transfer from PNC to Far...	310 ...	100,000.00	165,617.21
Bill Pmt -Che...	09/20/2023	3455	Bethany Miller	Town Meeting 09/18/23	310 ...	-75.00	165,542.21
Bill Pmt -Che...	09/20/2023	3456	David Carozza	Town Meeting 09/18/23	310 ...	-75.00	165,467.21
Bill Pmt -Che...	09/20/2023	3457	Edward John Palmer	Town Meeting 09/18/23	310 ...	-75.00	165,392.21
Bill Pmt -Che...	09/20/2023	3458	Roland Adkins	Town Meeting 09/18/23	310 ...	-75.00	165,317.21
Bill Pmt -Che...	09/20/2023	3459	Sean McHugh	Meetings	310 ...	-150.00	165,167.21
General Jour...	09/22/2023	5966	Deposit	3658	142 ...	6,616.06	171,783.27
General Jour...	09/22/2023	5971	Deposit	3667	142 ...	570.11	172,353.38
General Jour...	09/25/2023	5972	Deposit	3668	142 ...	48,977.11	221,330.49
General Jour...	09/25/2023	5974	Deposit	3670	142 ...	166.18	221,496.67
Bill Pmt -Che...	09/26/2023	3460	Alarm Engineering, Inc ...	Inv # 685694	310 ...	-222.36	221,274.31
Bill Pmt -Che...	09/26/2023	3461	Mediacom - Police	Internet	310 ...	-270.40	221,003.91
Bill Pmt -Che...	09/26/2023	3462	Simple Computing LLC	Inv # 1093	310 ...	-10,900.00	210,103.91
Bill Pmt -Che...	09/26/2023	3463	Verizon-G&U	Inv # 9944471338	310 ...	-724.43	209,379.48
General Jour...	09/26/2023	5942	Farmers Bank of Willar...	Transfer to fund weekly p...	112 ...	-3,895.53	205,483.95
Bill Pmt -Che...	09/27/2023	3464	Colonial Life	Inv # 5277330-0901866	310 ...	-140.35	205,343.60
Bill Pmt -Che...	09/27/2023	3465	Dale Littleton	EDC Sept 27 Meeting	310 ...	-25.00	205,318.60
Bill Pmt -Che...	09/27/2023	3466	DP Chatham Mnr 8081...	5501 0728 081	310 ...	-81.19	205,237.41
Bill Pmt -Che...	09/27/2023	3467	DP Town Lights 578-G	5501 0728 578	310 ...	-3,589.47	201,647.94
Bill Pmt -Che...	09/27/2023	3468	DP Town Warehouse 7...	5500 6957 678	310 ...	-81.29	201,566.65
Bill Pmt -Che...	09/27/2023	3469	Ivory Smith	EDC Sept 27 Meeting	310 ...	-25.00	201,541.65
Bill Pmt -Che...	09/27/2023	3470	Joseph A. Mangini Jr	Pay Sep 17-30	310 ...	-2,970.00	198,571.65
Bill Pmt -Che...	09/27/2023	3471	Kelly Jeter	EDC Sept 27 Meeting	310 ...	-25.00	198,546.65
Bill Pmt -Che...	09/27/2023	3472	Lisa Tubbs	Inv # 1049	310 ...	-700.00	197,846.65
Bill Pmt -Che...	09/27/2023	3473	Rebecca Smith	EDC Sept 27 Meeting	310 ...	-25.00	197,821.65
Bill Pmt -Che...	09/27/2023	3474	Trent Molnar	EDC Sept 27 Meeting	310 ...	-25.00	197,796.65
General Jour...	09/28/2023	5936	PNC Bank	Credit card pmt - general	351 ...	-2,141.57	195,655.08
General Jour...	09/29/2023	5978	Deposit	3674	142 ...	594.17	196,249.25
Total 128 - FBW - General Operating 1541						104,335.13	196,249.25

1:26 PM
10/12/23
Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 110 · General Fund						104,335.13	196,249.25
Total 100 · CASH & EQUIVALENTS						104,335.13	196,249.25
TOTAL						104,335.13	196,249.25

Approved :

X

Sean McHugh
President

X

Roland Adkins
Vice President

X

Bethany Miller
Commissioner

X

John Palmer
Commissioner

X

David Carozza
Commissioner

1:33 PM

10/12/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
100 · CASH & EQUIVALENTS							122,521.50
120 · Water & Sewer Fund							122,521.50
129 · FBW UTILITY OPERATING ACC 1996							122,521.50
Bill Pmt -Ch...	09/05/2023	3770	Hills Electric Motor ...	Inv # 0143569	320 · ...	-1,208.20	121,313.30
Bill Pmt -Ch...	09/05/2023	3771	Lowes Home Cent...	Inv # 986504, 972070	320 · ...	-1,179.51	120,133.79
Bill Pmt -Ch...	09/05/2023	3772	Momar, Incorporat...	Inv # PSI517052	320 · ...	-2,878.74	117,255.05
Bill Pmt -Ch...	09/05/2023	3773	USA Blue Book - U	143290	320 · ...	-834.20	116,420.85
General Jou...	09/05/2023	5879	Deposit	3621	152 · ...	2,379.04	118,799.89
General Jou...	09/05/2023	5888	Deposit	3630	152 · ...	1,040.36	119,840.25
General Jou...	09/05/2023	5890	Deposit	3632	152 · ...	885.96	120,726.21
General Jou...	09/06/2023	5893	Deposit	3635	152 · ...	1,143.74	121,869.95
General Jou...	09/06/2023	5894	Deposit	3636	152 · ...	259.50	122,129.45
General Jou...	09/07/2023	5897	Deposit	3639	152 · ...	1,013.43	123,142.88
General Jou...	09/08/2023	5899	Deposit	3641	152 · ...	761.76	123,904.64
General Jou...	09/11/2023	5900	Deposit	3642	152 · ...	97.00	124,001.64
General Jou...	09/11/2023	5901	Deposit	3643	152 · ...	1,276.96	125,278.60
General Jou...	09/12/2023	5902	Deposit	3644	152 · ...	1,004.66	126,283.26
General Jou...	09/13/2023	5892	Deposit	3634	152 · ...	5,064.60	131,347.86
General Jou...	09/13/2023	5898	Deposit	3640	-SPLIT-	1,293.72	132,641.58
General Jou...	09/13/2023	5905	Deposit	3648	152 · ...	933.03	133,574.61
General Jou...	09/13/2023	5906	Deposit	3649	152 · ...	989.66	134,564.27
Bill Pmt -Ch...	09/13/2023	3774	Board of WaterWo...	Frank Dale Monroe	320 · ...	-50.00	134,514.27
Bill Pmt -Ch...	09/13/2023	3775	Intercoastal Tradin...	1068	320 · ...	-4,296.60	130,217.67
Bill Pmt -Ch...	09/13/2023	3776	Kelly & Associates ...	Health Insurance	320 · ...	-556.80	129,660.87
Bill Pmt -Ch...	09/13/2023	3777	Lincoln National Lif...	ST/LT Life Insurance	320 · ...	-94.89	129,565.98
Bill Pmt -Ch...	09/13/2023	3778	Mail Movers	Envelope Folder for Bills	320 · ...	-6,935.00	122,630.98
Bill Pmt -Ch...	09/13/2023	3779	One Call Concepts...	0001040	320 · ...	-14.15	122,616.83
Bill Pmt -Ch...	09/13/2023	3780	Salisbury Automoti...	46028	320 · ...	-166.51	122,450.32
Bill Pmt -Ch...	09/13/2023	3781	Water Testing Lab...	Inv # SAL 6539	320 · ...	-158.00	122,292.32
Bill Pmt -Ch...	09/13/2023	3782	Wicomico County ...	3020	320 · ...	-396.64	121,895.68
Bill Pmt -Ch...	09/13/2023	3783	Wicomico County ...	3025	320 · ...	-368.50	121,527.18
General Jou...	09/14/2023	5909	Deposit	3651	152 · ...	5,143.38	126,670.56
General Jou...	09/14/2023	5910	Deposit	3652	152 · ...	1,176.26	127,846.82
General Jou...	09/15/2023	5908	Deposit	3650	-SPLIT-	3,424.65	131,271.47
General Jou...	09/15/2023	5911	Deposit	3655	152 · ...	329.16	131,600.63
General Jou...	09/15/2023	5912	Deposit	3656	152 · ...	1,289.44	132,890.07
General Jou...	09/15/2023	5913	Deposit	3657	152 · ...	238.34	133,128.41
General Jou...	09/18/2023	5915	Deposit	3661	152 · ...	1,034.92	134,163.33
Bill Pmt -Ch...	09/20/2023	3784	Aflac G&U	Inv # 532939	320 · ...	-29.44	134,133.89
Bill Pmt -Ch...	09/20/2023	3785	Atlantic Pumping I...	Inv # 361775	320 · ...	-3,375.00	130,758.89
Bill Pmt -Ch...	09/20/2023	3786	Bruce Lewis	Inv # 865,864	320 · ...	-1,125.00	129,633.89
Bill Pmt -Ch...	09/20/2023	3787	Hills Electric Motor ...	Inv # 144108	320 · ...	-780.00	128,853.89
Bill Pmt -Ch...	09/20/2023	3788	Noland Company	Inv # 376250-01	320 · ...	-251.47	128,602.42
Bill Pmt -Ch...	09/20/2023	3789	Shorite Controls	Inv # 33923	320 · ...	-1,177.50	127,424.92
Bill Pmt -Ch...	09/20/2023	3790	Town of Ocean Cit...	178/178	320 · ...	-475.00	126,949.92
Bill Pmt -Ch...	09/20/2023	3791	WEX Bank Valero ...	0496-00-633067-4	320 · ...	-558.01	126,391.91
General Jou...	09/20/2023	5968	Deposit	3664	152 · ...	496.05	126,887.96
General Jou...	09/21/2023	5969	Deposit	3665	152 · ...	265.17	127,153.13
General Jou...	09/22/2023	5964	Deposit	3653	152 · ...	561.65	127,714.78
General Jou...	09/22/2023	5970	Deposit	3666	152 · ...	500.10	128,214.88
General Jou...	09/25/2023	5973	Deposit	3669	152 · ...	123.70	128,338.58
General Jou...	09/25/2023	5975	Deposit	3671	152 · ...	278.40	128,616.98
Bill Pmt -Ch...	09/26/2023	3792	J & M Generator S...	Inv # 1444	320 · ...	-1,999.57	126,617.41
Bill Pmt -Ch...	09/26/2023	3793	Shorite Controls	Inv # 33948	320 · ...	-387.50	126,229.91
Bill Pmt -Ch...	09/26/2023	3794	Wigglesworth, Layt...	Inv # 39587	320 · ...	-12,500.00	113,729.91
General Jou...	09/26/2023	5935	PNC Bank	Credit card pmt - utility	351 · P...	-21,425.23	92,304.68
General Jou...	09/26/2023	5942	Farmers Bank of ...	Transfer to fund weekly pay...	112 · F...	-2,543.76	89,760.92
General Jou...	09/29/2023	5977	Deposit	3673	152 · ...	268.41	90,029.33
Total 129 · FBW UTILITY OPERATING ACC 1996						-32,492.17	90,029.33
Total 120 · Water & Sewer Fund						-32,492.17	90,029.33
Total 100 · CASH & EQUIVALENTS						-32,492.17	90,029.33
TOTAL						-32,492.17	90,029.33

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 12 Oct 23

GENERAL FUND

1) Operating Account: \$303,559.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 81,000.00

3) Highway User Fee Account: \$337,918.00

4) Speed Camera Account: \$ 38,388.00

5) Reserve Account: \$ 439,329.00

TOTAL: \$1,200,194.00

AMERICAN RESCUE PLAN FUND: \$491,076.00

MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP (interest earned as of 18 Apr 23) \$55,269.29

a) General Fund:	\$30,398.11	55%
b) Water Fund:	\$ 7,185.01	13%
c) Sewer Fund:	\$17,686.17	32%

WATER FUND

1) Operating Account; \$32,500.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 138,467.00

3) Reserve Account: \$ 69,707.00.

TOTAL: \$240,674.00

Water/Loan Debt: (\$ 405,326.00)

SEWER FUND

1) Operating Account: \$ 32,500.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 362,192.00

3) Reserve Account: \$ 177,810.00

TOTAL: \$ 572,502.00

TOTAL AVAILABLE MUNICIPAL FUNDS: \$2,559,715.20

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

Revenues	Budget	Actual
Real Estate Taxes	\$ 285,000.00	\$ 174,912.00
Corporate Property Taxes	\$ 60,000.00	\$ 5,073.00
State Income Tax	\$ 140,000.00	\$ 23,276.00
Franchise Fees	\$ 20,000.00	\$ 1,005.00
County Shared Taxes	\$ 350.00	\$ 350.00
Business Licenses / Permits	\$ 7,500.00	\$ 4,510.00
Interest Income/MLGIP	\$ 45,000.00	\$ 16,417.00
Miscellaneous Income	\$ 5,000.00	\$ 2,000.00
State Police Aid	\$ 9,000.00	
Traffic Violations	\$ 6,000.00	
CDBG Grant/ TMCR	\$ 50,000.00	\$ 15,146.00
Speed Camera Program	\$ 70,000.00	\$ 13,676.00
Rental Housing Licenses	\$ 15,000.00	\$ 600.00
FY 23 Surplus	\$ 439,329.08	\$ 439,329.08

Total Revenues

<u>\$ 1,152,179.08</u>	<u>\$ 696,294.08</u>
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Expenses

Salaries	\$ 138,955.00	\$ 24,855.00
FICA	\$ 10,630.00	\$ 1,902.00
Health Insurance	\$ 25,000.00	\$ 6,594.00
Operating Expense	\$ 6,000.00	\$ 960.00
Retirement Expense	\$ 15,102.00	\$ 2,231.00
Office Expense/Postage	\$ 20,000.00	\$ 3,834.00
Telephone/Internet	\$ 8,000.00	\$ 1,763.00
Equipment/Building Mtns/Repair	\$ 7,500.00	\$ 3,386.00
Insurance	\$ 8,000.00	\$ 7,067.00
Workers Comp	\$ 2,300.00	
Accounting Audit	\$ 13,000.00	
Single Audit	\$ 3,000.00	
Legal Retainer	\$ 25,000.00	\$ 7,785.00
Public Notices	\$ 3,000.00	\$ 166.00
Miscellaneous Expenses	\$ 12,500.00	\$ 1,073.00
Council Allowances	\$ 7,500.00	\$ 1,525.00
IT Development + Expenses	\$ 10,000.00	\$ 1,000.00
Dues & Subscription	\$ 10,000.00	\$ 3,996.00
CDBG/ TMCR Expense	\$ 50,000.00	\$ 18,915.00
Parks/Rec/Community Affairs	\$ 10,000.00	\$ 3,049.00
Planning and Zoning Expense	\$ 2,000.00	\$ 125.00

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	\$	90,226.00
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Police	\$	318,886.88	\$	56,314.00
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	\$	56,314.00
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Street Lighting	\$	47,000.00	\$	11,309.00
Vehicle Main./ Repair/ Fuel	\$	5,000.00		
Mosquito Control	\$	2,000.00		
Ditch Cutting Expenses	\$	12,000.00	\$	9,001.00

Total Public Works	\$	66,000.00	\$	20,310.00
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Reserve Contingency Fund	\$	254,805.20	\$	529,444.08
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**General Fund
Highway User Revenue
July 1, 2023 To June 30, 2024**

Revenue

Highway User Revenue	\$	180,000.00	\$	316,149.00
(carry over from previous years)				
Highway User Revenue FY 2024	\$	135,000.00	\$	25,014.00
Total	\$	315,000.00	\$	341,163.00

Expenses

FY 2024 Street Projects	\$	150,000.00		
Roads/ Equipment Maint.	\$	20,000.00	\$	3,245.00

Remaining Balance HUR	\$	145,000.00	\$	337,918.00
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Trash Removal Enterprise Fund
July 1, 2023 To June 30, 2024

Trash Removal Revenue	\$ 92,000.00	\$ 23,124.00
Trash Removal Expenses	\$ 92,000.00	\$ 22,788.00
Remaining Balance	<u>\$ -</u>	<u>\$ 336.00</u>

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

Revenues	Water		Wastewater	
	Budget	Actual	Budget	Actual
User Fees	\$ 247,593.00	\$ 61,265.00	\$ 269,812.00	\$ 65,555.00
Front Footage Assessment	\$ 60,113.00	\$ 15,210.00	\$ 31,137.00	\$ 7,848.00
Availability of Use	\$ 3,800.00	\$ 1,133.00	\$ 4,510.00	\$ 1,000.00
Impact Fees	\$ 225,000.00	\$ 7,500.00	\$ 225,000.00	\$ 7,500.00
Connection Fees	\$ 5,000.00		\$ 5,000.00	
Interest Income/MLGIP	\$ 10,000.00	\$ 7,124.00	\$ 23,000.00	\$ 7,434.00
Misc. Income	\$ 1,000.00	\$ 198.00	\$ 1,000.00	\$ 3,000.00
MDE Grant/WTP Upgrade/WWTP Study	\$ 1,106,000.00		\$ 20,000.00	
Total Revenues	\$ 1,658,506.00	\$ 92,430.00	\$ 579,459.00	\$ 92,337.00

Expenses				
Salaries	\$ -		\$ 90,000.00	\$ 24,771.00
FICA	\$ -		\$ 6,885.00	\$ 1,880.00
Health Insurance	\$ -		\$ 11,000.00	\$ 1,670.00
Workers Comp	\$ -		\$ 5,800.00	
Education	\$ -		\$ 1,000.00	\$ 50.00
Retirement Expense	\$ -		\$ 13,500.00	
Engineering	\$ 1,000.00	\$ 37.50	\$ 1,000.00	\$ 375.00
Equipment/Building Mnts/Repair	\$ 40,000.00	\$ 7,644.00	\$ 30,000.00	\$ 13,772.00
Supplies	\$ 7,000.00		\$ 5,000.00	1753
Chemicals	\$ 23,000.00	\$ 7,725.00	\$ 9,000.00	\$ 1,335.00
Accounting-Audit	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Electricity	\$ 10,000.00	\$ 833.00	\$ 35,000.00	\$ 8,395.00
Testing Fees	\$ 12,000.00	\$ 2,840.00	\$ 5,000.00	\$ 1,235.00
Sludge Removal	\$ 9,000.00	\$ 2,401.00	\$ 40,000.00	\$ 3,032.00
Vehicle Expenses	\$ 2,000.00	\$ 672.00	\$ 3,500.00	\$ 1,308.00
Dues & Subscriptions	\$ 2,500.00		\$ 2,500.00	
Single Audit	\$ 3,000.00		\$ 3,000.00	
SOS Operations	\$ 175,000.00	\$ 40,606.00	\$ -	
Debt Payments	\$ 28,000.00	\$ 2,042.00	\$ -	
Bank Fees and Misc. Charges	\$ 1,000.00	\$ 100.00	\$ 1,000.00	\$ 184.00
Insurance	\$ 2,421.00	\$ 2,421.00	\$ 5,000.00	\$ 3,482.00
Capital Improvement	\$ 1,106,000.00		\$ 10,000.00	
Total Expenses	\$ 1,427,921.00	\$ 73,321.50	\$ 284,185.00	\$ 69,242.00
Reserve Contingency Fund	\$ 230,585.00	\$ 19,108.50	\$ 295,274.00	\$ 23,095.00

American Rescue Plan Expense Sheet

Beginning Balance :	1st Payment American Rescue Plan	<u><u>\$ 713,680.50</u></u>
	2nd Payment American Rescue Plan	<u><u>\$ 713,680.50</u></u>
	Total	<u><u>\$ 1,427,361.00</u></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
\$		242,233.54
		Solar Panels Police Building
\$		29,610.00
Transformer	5/24/2022	WTP Repairs
\$		76,977.75
In Progress	5/24/2022	WWTP Mini Upgrade
\$		66,189.04
Engineering		WWTP Pole Building
\$		123,935.48
1st draw		Utility Infrastructure Mapping
\$		28,235.00
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
Total Completed :		<u><u>\$ 936,285.05</u></u>
Ending Balance :		<u><u>\$ 491,075.95</u></u>
In Progress		WWTP Pole Building
\$		16,064.52
In Progress		Utility Infrastructure Mapping
\$		4,665.00
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
\$		83,022.25
Projected		WWTP Mini Upgrade
\$		210,824.02
Projected		Test Well
\$		60,000.00
Projected		Police Building
\$		7,766.46
Total Projected :		<u><u>\$ 491,075.95</u></u>
Total Expenses :		<u><u>\$ 1,427,361.00</u></u>
Remaining Balance :		<u><u>\$ -</u></u>

MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP
As of 6 Oct 23

INVESTMENT INCOME

<i>FY23 (since 18 Apr 23)</i>	<i>FY24 (since 1 Jul 23)</i>	<i>Since Inception date</i>
General Fund: \$13,221.18	\$11,516.13	\$30,398.11
Water Fund: \$3,125.00	\$2,721.99	\$7,185.01
Sewer Fund: \$7,692.32	\$6,700.29	\$17,686.17
Grand Total: \$24,038.50	\$20,938.41	\$55,269.29

GENERAL FUND: 55%

WATER FUND: 13%

SEWER FUND: 32%

Fwd: Pittsville WWTP Upgrade

From: Robert J. Duma <rjd@dbfinc.com>
To: Joe Mangini <bluehen1@peoplepc.com>, Sean McHugh <smchugh@pittsvillemd.gov>
Subject: Fwd: Pittsville WWTP Upgrade
Date: Oct 4, 2023 11:02 AM
Attachments: [image001.png](#) [SUPPORT Pittsville USDA.pdf](#)

Robert J. Duma, P.E.
Associate/Sr. Municipal Engineer
Davis, Bowen & Friedel, Inc.

Begin forwarded message:

From: Amanda Pollack <ahp@cwpc.org>
Date: September 22, 2023 at 10:42:00 AM EDT
To: "Robert J. Duma" <rjd@dbfinc.com>
Subject: **FW: Pittsville WWTP Upgrade**

FYI

From: Lisa Taylor <ltaylor@wicomicocounty.org>
Sent: ~~Friday, September 22, 2023 10:41 AM~~
To: david.baker3@usda.gov
Subject: Pittsville WWTP Upgrade

A letter from Wicomico County Executive Julie Giordano is attached. Thank you.

Lisa Taylor
Executive Office Associate
Office of the County Executive
125 North Division Street, P. O. Box 870
Salisbury, Maryland 21801
(410) 548-4801 Office
(410) 548-4803 Fax

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WICOMICO COUNTY, MARYLAND

OFFICE OF THE COUNTY EXECUTIVE

P.O. BOX 870

SALISBURY, MARYLAND 21803-0870

410-548-4801

FAX: 410-548-4803

Julie M. Giordano
County Executive

Bunky Luffman
Director of Administration

September 22, 2023

USDA Rural Development
1221 College Park Drive, Suite 200
Dover, Delaware 19904

Attention: David Baker, Delaware and Maryland State Director

Re: Pittsville WWTP Upgrade

Dear Mr. Baker,

I wanted to extend my appreciation to you and your team for meeting with my staff to discuss USDA's funding programs for water and sewer projects. We look forward to working with you during the implementation of our Water and Sewer Master Plan.

I also wanted to formally give Wicomico County's support of Pittsville's efforts to upgrade and expand their WWTP. It is our understanding that they are in the process of finalizing their Preliminary Engineering Report. As you heard, we are establishing the Wicomico County Sanitary District and desire to serve potentially failing septic systems in Parsonsburg by extending service from Pittsville. We will begin the formal planning process for Parsonsburg soon. That being said, Wicomico County does not want to impede Pittsville's progress or hold up their project in any way. We hope that both efforts can proceed concurrently.

Thank you for your support of our new water and sewer endeavors. Please do not hesitate to contact me if you have any questions.

Respectfully,

WICOMICO COUNTY, MARYLAND



Julie Giordano
County Executive