

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

**TOWN MEETING AGENDA**

**November 20, 2023**

**“Administration of Oath of Office to Town Commissioner Sean McHugh”**

- 1.) Call to order  
-Pledge of Allegiance
- 2.) Minutes of Meeting on October 16, 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:  
-None
- 8) New Business
  - a) Announcement of 2023 Municipal Election Results
  - b) Consideration of Resolution # 2023-06 “A Resolution to Extend the Requirements of Resolution # 2023-04 for an Additional Six (6) Months Moratorium”
  - c) Request from Dale Withers for an additional Six (6) EDU’s for the Solomons Villages Subdivision
- 9.) Town Commission/Committee Reports and Commissioner/Public Comments
- 10.) Adjournment of Meeting. Next meeting date- December 18 ,2023

**TOWN OF PITTSVILLE**  
**Town Commissioners Meeting Minutes**  
**October 16 ,2023**

The regular monthly meeting of the Town Commissioners of Pittsville was convened by Town Commission Vice President Roland Adkins in the absence of the Town Commission President Sean McHugh at 7:00 pm on October 16, 2023 at Town Hall. Present were Town Commissioners Bethany Miller ,John Palmer and David Carozza . Also attending were Town Manager Joe Mangini, Town Attorney Erica Witz, Chief Bob Harris and Public Works Director Dale Monroe. Town Engineer Rob Duma was not able to attend

Pledge of Allegiance was recited by all.

**MINUTES**

The minutes of the regular meeting of September18, 2023 were reviewed with a motion to approve by Town Commissioner Miller and seconded by Town Commissioner Carozza. Motion was approved.

**TOWN TREASURER’S REPORT**

Town Commission Vice President Adkins read into the record the General Fund Operating Account with a beginning balance of \$91,914.12 and ending balance of \$196,249.25. Motion to approve by Town Commissioner Carozza and seconded by Town Commissioner Palmer. Motion approved.

Town Commission Vice President Adkins read into the record the Utility Fund Operating Account with a beginning balance of \$122,521.50 and ending balance of \$90,029.33. Motion to approve by Town Commissioner Miller and seconded by Town Commissioner Carozza. Motion approved.

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

**General Fund:**

- a) Operating: \$303,559.00
- b) Capital Improvement: \$81,000.00
- c) Highway User Fee Account: \$337,918.00
- d) Speed Camera: \$38,388.00
- e) Reserve Account: \$439,329.00

TOTAL: \$1,200,194.00

**AMERICAN RESCUE PLAN FUND: \$491,076.00**

**MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/** earned since April 18, 2023):  
\$55,269.29

- a) General Fund: \$30,988.11 55%
- b) Water Fund: \$7185.01 13%
- c) Sewer Fund: \$17,686.17 32%

#### **WATER FUND**

- a) Operating Account: \$32,500.00
- b) Capital Improvement Account: \$138,467.00
- c) Reserve Account: \$69,707.00

TOTAL: \$240,674.00

Water Loan Debt: (\$405,326.00)

#### **SEWER FUND**

- a) Operating Account: \$32,500.00
- b) Capital Improvement Account: \$362,192.00
- c) Reserve Account: \$177,810.00

TOTAL: \$572,502.00

**Total Available Municipal Funds: \$2,559,715.20**

#### **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. The new engine has been ordered and “Fire Prevention Week” was a success!

##### *Police*

Chief Harris provided his monthly activities report to include the issuance of 216 speed camera citations, 25 service calls, 10 traffic stops and various police assisted duties throughout the community.

##### *Code Enforcement*

The Town Manager reported that all code violations to date have been corrected. One is outstanding due to a possible mix up on the property owner but will be checked out.

## **TOWN MANAGER'S REPORT\***

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

SOS provided the quarterly WTP operations report which is attached.

## **TOWN ENGINEER'S REPORT**

The Town Manager presented the Town Engineer's written report which is attached.

Director of Public Works Dale Monroe informed the Town Commissioners that all the sewer pumping lift stations will be cleaned out in the coming months.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

Motion was made by Town Commissioner Miller to re-appoint Tammy Dorman to a full six (6) year term as a member of the Town's Board of Elections and seconded by Town Commission Vice President Adkins Motion approved.

SOS presented its proposal to provide operations assistance for the WWTP. There was a brief discussion regarding the proposal plus announcement of an interview with the one applicant for the WWTP Class 5 Superintendent position.

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

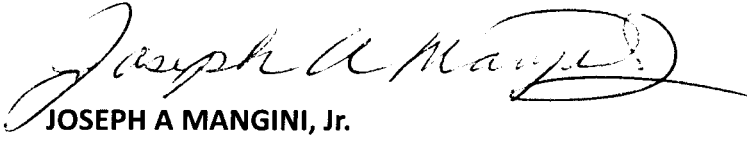
Becky Smith, Co-Chair of PEDC provided a report on the commission's activities to include potential acquisition of the old warehouse if owner interested in selling, possible request for rezoning of a property that would be more conducive to commercial purposes should owner desire

The Town Manager briefly discussed the request for possible annexation of a property in order to receive town public services for a commercial use.

Erika Moore Lecates reported on the successful initiation of the Pittsville soccer league as well as the activities of the Maryland Municipal League/MML

With no further business to discuss or consider, Motion to adjourn by Town Commissioner Carozza and seconded by Town Commissioner Palmer. Motion carried and meeting adjourned.

Respectfully Submitted,



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

*The next regular monthly town meeting will November 20, 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 MANAGER MONTHLY MEETING REPORT**  
**16 Oct 23**

- We have advertised for a Class 5 WWTP operator and received one application of interest who we should interview and have a proposal 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 14 building permits with \$4,135.06 in building fees collected.
- 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!
- The PEDC met on September 27, 2023 with several recommendations & requests. Pursuing the old warehouse building property between Main Street & Railroad Avenue and consider areas in town for additional commercial rezoning to accommodate further economic development. Next meeting of the PEDC will be October 25, 2023 at 5:30 pm here at Town Hall.
- The Planning/Zoning Commission met on October 5, 2023 to begin work on the cannabis legislation. Our Town Attorney was present and gave a presentation on the subject to the commission members. Next meeting of the Planning/Zoning Commission will be on November 2, 2023 at 6:00 pm in Town Hall.
- There will be a Board of Zoning Appeals public hearing & meeting to hear a request for a special exception use on October 19, 2023 at 6:00 pm in Town Hall.
- MDOT has provided estimated revenue on the Town’s highway User revenue for the following: in FY24 it will be \$135,206.35 and for FY25 it is projected to be \$153,684.50
- Municipal Election is November 7, 2023 with 2 town commissioner seats up. We have one member of the Board of Elections who needs to be re-appointed for a six year term. (Tammy Dorman). Other 2 members will carry over.
- We still 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.
- I have confirmed that the “**Mayor of the Munchin Village** “ will be here on Tuesday **HALLOWEEN NIGHT**, October 31, 2023 between the hours of 6-8 pm to pass out candy to the children at the Town Hall. After reviewing the park site, the Mayor after discussion with the “Secret Squirrel Society” thought it best due to parking and lighting to move the event from the Town Park to the Town Hall. Several businesses have offered to help with candy.
- Discussion has begun with **SANTA CLAUS** for his appearance hopefully for the first Saturday in December. Still working on what Santa wants to do for the children that day.
- Friday, November 10 2023 town offices will be closed due to the VETERANS DAY holiday, November 11 which this year falls on a Saturday.
- Town offices will also be closed for the **THANKSGIVING DAY** holidays on Thursday November 23 and Friday, November 24.

- I will be preparing the TMCR reimbursement request for my services for the past quarter to DHCD and also prepare an ad for a full time Town Clerk due to that position now being vacant.
- And I have jury duty for the Month of November so on those days be out of the office.



**Town of Pittsville Drinking Water Treatment Plant**

PWSID 0220009

**Singh Operational Services - Quarter 3, 2023 Overview**

	Well 1 total	Well 2 Total	Well 1 + Well 2 total	Well 1 Average	Well 2 Average
July	0	3,264,660	3,264,660	0	105,312
August	0	3,240,720	3,240,720	0	104,539
September	0	3,412,080	3,412,080	0	113,736

**2023**

Total gallons for Q1 – 7,415,340  
Total gallons for Q2 – 8,251,680  
Total gallons for Q3 – 9,917,460

**2022**

Total gallons for Q1 – 8,880,080  
Total gallons for Q2 – 9,584,460  
Total gallons for Q3 – 11,020,590  
Total gallons for Q4 – 8,945,640

Iron average for Q4- 0.07 mg/L  
pH average for Q4- 7.64  
Chlorine free average for Q4- 1.6 mg/L

**Q4 2022 Distribution Lab Results/ Info-**

Total Coliform & E. Coli Bacteria results – ABSENT – July, August, September 2023

Disinfection Byproducts Monitoring – All results sampled this quarter continue to be below Maximum Contaminant Level (MCL) and allowable limits

For any further information, feel free to reach out to myself or my team, at any time via our main office phone number 717-464-7395.

Thank you,

Singh Operational Services, Inc.





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**TOWN ENGINEER'S REPORT  
TOWN OF PITTSVILLE**

**October 16, 2023**

**WATER TREATMENT PLANT UPGRADE – PHASE 4**

Project is in bidding. Pre-bid meeting on October 18<sup>th</sup> and bid opening December 6<sup>th</sup>.

**WASTEWATER TREATMENT PLANT SLUDGE BEDS**

Terra Firma to remobilize today or tomorrow, once they are on-site the work won't take long. Checking in with them weekly until they come back on-site.

**UTILITY INFRASTRUCTURE MAPPING**

Good meeting October 4<sup>th</sup> with Dale. Project is 95% complete. Final maps to be provided soon.

**WASTEWATER TREATMENT PLANT STUDY**

Good meeting with Wicomico County. They are in support of our WWTP project. Will be addressing USDA's comments and wrapping up the study.

**ROADWAY IMPROVEMENTS PROJECT**

Construction is underway and nearing completion. The contractor will be completing the speed humps last.

**DALE WITHERS SUBDIVISION**

Awaiting utility plan submission.

**TOWNWIDE STORMWATER STUDY**

We have pinpointed several areas to focus on for the study. We will continue to develop the study.

**SOURCE WATER AND TEST WELL**

Awaiting final report from hydrogeologist.

**WWTP OPERATIONS**

Met with Joe and Dale on October 4<sup>th</sup>. We will be providing a point-by-point response to all of the items from MDE's inspection report.

# Town of Pittsville

## General Operating Account

As of October 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>100 · CASH &amp; EQUIVALENTS</b>							196,249.25
<b>110 · General Fund</b>							196,249.25
<b>128 · FBW - General Operating 1541</b>							196,249.25
General Journal	10/02/2023	5944	Farmers Bank of Willards	Transfer to fund weekly payroll 10/06/23	112 · ...	-4,103.84	192,145.41
General Journal	10/02/2023	5965	Deposit	3654	145 · ...	11,558.25	203,703.66
General Journal	10/02/2023	5976	Deposit	3672	142 · ...	11,663.54	215,367.20
General Journal	10/02/2023	5979	Deposit	3675	142 · ...	1,451.01	216,818.21
General Journal	10/03/2023	5946	Deposit	Application for special exception/ 3459...	148 · ...	250.00	217,068.21
General Journal	10/03/2023	5948	Deposit	Police solar panels 2023 Energy credit	148 · ...	55.00	217,123.21
General Journal	10/03/2023	5982	Deposit	3681	148 · ...	983.50	218,106.71
Bill Pmt -Check	10/04/2023	3475	Capital Bank & Trust Co.	Retirement Contribution	310 · ...	-4,436.03	213,670.68
General Journal	10/04/2023	5998	Deposit	3688	142 · ...	281.56	213,952.24
General Journal	10/06/2023	5995	Deposit	3676	142 · ...	17,787.20	231,739.44
General Journal	10/06/2023	5997	Deposit	3678	145 · ...	2,616.48	234,355.92
General Journal	10/10/2023	5991	Farmers Bank of Willards	To fund payroll account	112 · ...	-1,000.00	233,355.92
General Journal	10/10/2023	6002	Deposit	3692	142 · ...	1,166.97	234,522.89
General Journal	10/10/2023	6004	Deposit	3694	142 · ...	222.14	234,745.03
Bill Pmt -Check	10/11/2023	3476	Chesapeake Employers I...	Workers Comp	310 · ...	-873.00	233,872.03
Bill Pmt -Check	10/11/2023	3477	Choptank Electric - G	9912566701	310 · ...	-90.00	233,782.03
Bill Pmt -Check	10/11/2023	3478	Davis, Bowen & Fridel Inc	Inv # 178252	310 · ...	-1,246.90	232,535.13
Bill Pmt -Check	10/11/2023	3479	Dwayne Mattox	10/05/23 Meeting	310 · ...	-25.00	232,510.13
Bill Pmt -Check	10/11/2023	3480	Heather Frazier	10/05/23 Meeting	310 · ...	-25.00	232,485.13
Bill Pmt -Check	10/11/2023	3481	Jennifer Keener	10/05/23 Meeting	310 · ...	-25.00	232,460.13
Bill Pmt -Check	10/11/2023	3482	Kelly & Associates Insura...	Health Insurance	310 · ...	-953.56	231,506.57
Bill Pmt -Check	10/11/2023	3483	Kevin Bailey	10/05/23 Meeting	310 · ...	-25.00	231,481.57
Bill Pmt -Check	10/11/2023	3484	Mediacom - Town Hall	8384500090090174	310 · ...	-229.95	231,251.62
Bill Pmt -Check	10/11/2023	3485	ShoreScan - G&U	Inv # 8585	310 · ...	-95.00	231,156.62
Bill Pmt -Check	10/11/2023	3486	Valerie J. Mann	Completion of GOCCP	310 · ...	-175.00	230,981.62
General Journal	10/11/2023	5994	Deposit	Transfer of police car grant reimb. to ge...	129 · ...	33,600.00	264,581.62
General Journal	10/13/2023	6031	Deposit	3696	142 · ...	6,053.75	270,635.37
General Journal	10/13/2023	6032	Deposit	3697	145 · ...	1,539.99	272,175.36
General Journal	10/16/2023	6009	Farmers Bank of Willards	Transfer from ARP Account to Utility for...	129 · ...	-40,956.00	231,219.36
General Journal	10/16/2023	6039	Deposit	3706	142 · ...	129.80	231,349.16
General Journal	10/17/2023	6010	Transfer	Transfer to fund payroll account	112 · ...	-50,000.00	181,349.16
Bill Pmt -Check	10/18/2023	3487	DPSCS - ITCD	Inv # AB3-09-487	310 · ...	-14.00	181,335.16
Bill Pmt -Check	10/18/2023	3488	Gannett Delaware LocaliQ	Public Notices	310 · ...	-1,848.00	179,487.16
Bill Pmt -Check	10/18/2023	3489	J&B Electrical Services	Inv # 872	310 · ...	-2,165.10	177,322.06
Bill Pmt -Check	10/18/2023	3490	Joseph A. Mangini Jr	Pay Oct 1-14	310 · ...	-2,520.00	174,802.06
Bill Pmt -Check	10/18/2023	3491	Link Computer Corporation	17679	310 · ...	-436.96	174,365.10
Bill Pmt -Check	10/18/2023	3492	WEX Bank	0496-00-587961-4	310 · ...	-76.47	174,288.63
Bill Pmt -Check	10/18/2023	3493	WEX Bank Valero Fleet ...	0496-00-633067-4	310 · ...	-138.95	174,149.68
Bill Pmt -Check	10/18/2023	3494	Bethany Miller	Meeting Oct 16	310 · ...	-75.00	174,074.68
Bill Pmt -Check	10/18/2023	3495	David Carozza	Meeting Oct 16	310 · ...	-75.00	173,999.68
Bill Pmt -Check	10/18/2023	3496	Edward John Palmer	Meeting Oct 16	310 · ...	-75.00	173,924.68
Bill Pmt -Check	10/18/2023	3497	Roland Adkins	Meeting Oct 16	310 · ...	-75.00	173,849.68
General Journal	10/19/2023	6045	Deposit	3713	148 · ...	731.00	174,580.68
General Journal	10/20/2023	6028	Deposit	Reimburse general account	125 · ...	38,000.00	212,580.68
General Journal	10/20/2023	6029	Transfer	Transfer to fund MLGIP account	105 · ...	-165,000.00	47,580.68
General Journal	10/25/2023	6053	Deposit	3714	145 · ...	10.53	47,591.21
General Journal	10/25/2023	6055	Deposit	3718	142 · ...	2,043.44	49,634.65
Bill Pmt -Check	10/26/2023	3498	Bennett Termite & Pest S...	Inv # 779603	310 · ...	-70.40	49,564.25
Bill Pmt -Check	10/26/2023	3499	Davis, Bowen & Fridel Inc	Inv # 179034	310 · ...	-3,792.28	45,771.97
Bill Pmt -Check	10/26/2023	3500	Ericka Moore Lecates	Meeting Oct 19	310 · ...	-25.00	45,746.97
Bill Pmt -Check	10/26/2023	3501	Jennifer Horne	Work in the office	310 · ...	-118.02	45,628.95
Bill Pmt -Check	10/26/2023	3502	Mark Whitelock	Board of Zoning Appeals Oct. 19	310 · ...	-25.00	45,603.95
Bill Pmt -Check	10/26/2023	3503	Prentice Lyons	Reimb. Skip Uniforms	310 · ...	-81.41	45,522.54
Bill Pmt -Check	10/26/2023	3504	Simple Computing LLC	Inv # 1094,1095,1096	310 · ...	-2,663.87	42,858.67
Bill Pmt -Check	10/26/2023	3505	Valerie J. Mann	Inv # Drones Researc	310 · ...	-225.00	42,633.67
Bill Pmt -Check	10/26/2023	3506	Webb, Wilber, Douse, M...	Legal	310 · ...	-7,271.00	35,362.67
Total 128 · FBW - General Operating 1541						-160,886.58	35,362.67
Total 110 · General Fund						-160,886.58	35,362.67
Total 100 · CASH & EQUIVALENTS						-160,886.58	35,362.67
<b>TOTAL</b>						<b>-160,886.58</b>	<b>35,362.67</b>

**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 Utility Operating Account As of October 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>100 · CASH &amp; EQUIVALENTS</b>							89,989.33
<b>120 · Water &amp; Sewer Fund</b>							89,989.33
<b>129 · FBW UTILITY OPERATING ACC 1996</b>							89,989.33
General Journal	10/02/2023	5944	Farmers Bank of Willa...	Transfer to fund weekly payroll 10/...	112 · FB...	-1,557.87	88,431.46
General Journal	10/02/2023	5950	Deposit	Fire hydrant reimbursement by LG...	154 · Mi...	1,400.00	89,831.46
General Journal	10/02/2023	5967	Deposit	3662	152 · W...	44.92	89,876.38
General Journal	10/03/2023	5984	Deposit	3683	154 · Mi...	1,500.00	91,376.38
General Journal	10/03/2023	5993	Deposit	Police Car Grant Reimbursement /...	148 · Mi...	33,600.00	124,976.38
Bill Pmt -Check	10/04/2023	3795	DP LS#1 White Richa...	5501 4225 615	320 · W...	-70.46	124,905.92
Bill Pmt -Check	10/04/2023	3796	DP LS#2 Old Ocean ...	5501 1246 422	320 · W...	-99.86	124,806.06
Bill Pmt -Check	10/04/2023	3797	DP LS#3_ Friendship ...	5500 6957 173	320 · W...	-84.15	124,721.91
Bill Pmt -Check	10/04/2023	3798	DP LS#4 Gumboro 62...	5501 1296 278	320 · W...	-36.60	124,685.31
Bill Pmt -Check	10/04/2023	3799	DP LS#5 Railroad 744...	5501 1317 447	320 · W...	-33.69	124,651.62
Bill Pmt -Check	10/04/2023	3800	DP LS#6 Legacy Lane...	5501 1316 936	320 · W...	-51.38	124,600.24
Bill Pmt -Check	10/04/2023	3801	DP WTP 0821-U	5501 1810 821	320 · W...	-288.63	124,311.61
Bill Pmt -Check	10/04/2023	3802	DP WWTP 3731-U	5501 1013 731	320 · W...	-2,407.52	121,904.09
Bill Pmt -Check	10/04/2023	3803	Intercoastal Trading-U	1068	320 · W...	-658.50	121,245.59
Bill Pmt -Check	10/04/2023	3804	Lowes	Supplies	320 · W...	-1,128.57	120,117.02
Bill Pmt -Check	10/04/2023	3805	One Call Concepts Inc...	0001040	320 · W...	-186.01	119,931.01
Bill Pmt -Check	10/04/2023	3806	Selbyville Tractor & E...	Inv # 63827	320 · W...	-196.61	119,734.40
Bill Pmt -Check	10/04/2023	3807	Comptroller of MD BRF	3rd quarter BRF return	320 · W...	-10,475.14	109,259.26
Bill Pmt -Check	10/04/2023	3808	Capital Bank & Trust ...	Retirement Contribution	320 · W...	-2,860.20	106,399.06
General Journal	10/06/2023	5996	Deposit	3677	152 · W...	1,062.10	107,461.16
General Journal	10/06/2023	5999	Deposit	3689	152 · W...	258.96	107,720.12
General Journal	10/06/2023	6000	Deposit	3690	152 · W...	40.00	107,760.12
General Journal	10/10/2023	5991	Farmers Bank of Willa...	To fund payroll account	112 · FB...	-1,000.00	106,760.12
General Journal	10/10/2023	6001	Deposit	3691	152 · W...	2,613.18	109,373.30
General Journal	10/10/2023	6003	Deposit	3693	152 · W...	488.93	109,862.23
Bill Pmt -Check	10/11/2023	3809	Davis, Bowen & Fridel...	Inv # 178250,178251	320 · W...	-7,244.38	102,617.85
Bill Pmt -Check	10/11/2023	3810	Griffith Energy Svcs, Inc	fuel for generators	320 · W...	-1,721.31	100,896.54
Bill Pmt -Check	10/11/2023	3811	MD Water Quality Fin...	water loan payoff	320 · W...	-29,216.82	71,679.72
Bill Pmt -Check	10/11/2023	3812	USA Blue Book - U	143290	320 · W...	-403.75	71,275.97
Bill Pmt -Check	10/11/2023	3813	Wicomico County Soli...	3020	320 · W...	-838.17	70,437.80
Bill Pmt -Check	10/11/2023	3814	Wicomico County Soli...	3025	320 · W...	-611.04	69,826.76
General Journal	10/11/2023	5994	Transfer	Transfer of police car grant reimb. ...	128 · FB...	-33,600.00	36,226.76
General Journal	10/11/2023	6005	Deposit	3698	152 · W...	137.50	36,364.26
General Journal	10/11/2023	6006	Deposit	3699	152 · W...	350.05	36,714.31
General Journal	10/13/2023	6030	Deposit	3695	152 · W...	6,470.29	43,184.60
General Journal	10/13/2023	6034	Deposit	3701	152 · W...	519.19	43,703.79
General Journal	10/13/2023	6035	Deposit	3702	152 · W...	1,248.46	44,952.25
General Journal	10/14/2023	5495-2	United States Depart...	USDA Loan Pmt 10/14/23	378 · MT...	-6,067.00	38,885.25
General Journal	10/16/2023	6009	Deposit	Transfer from ARP Account to Util...	128 · FB...	40,956.00	79,841.25
General Journal	10/16/2023	6037	Deposit	3704	152 · W...	245.82	80,087.07
General Journal	10/16/2023	6038	Deposit	3705	-SPLIT-	1,035.63	81,122.70
General Journal	10/17/2023	6010	Transfer	Transfer to fund payroll account	112 · FB...	-20,000.00	61,122.70
General Journal	10/17/2023	6040	Deposit	3707	152 · W...	65.85	61,188.55
General Journal	10/17/2023	6041	Deposit	3708	-SPLIT-	1,140.54	62,329.09
Bill Pmt -Check	10/18/2023	3815	Bruce Lewis	Sludge removal	320 · W...	-975.00	61,354.09
Bill Pmt -Check	10/18/2023	3816	Intercoastal Trading-U	1068	320 · W...	-2,112.00	59,242.09
Bill Pmt -Check	10/18/2023	3817	Pole Buildings Unlimited	last payment for WWTP Pole Buil...	320 · W...	-40,956.00	18,286.09
Bill Pmt -Check	10/18/2023	3818	Town of Ocean City -U	178/178	320 · W...	-380.00	17,906.09
Bill Pmt -Check	10/18/2023	3819	Water Testing Laborat...	Inv # SAL6677	320 · W...	-158.00	17,748.09
Bill Pmt -Check	10/18/2023	3820	WEX Bank Valero Fle...	0496-00-633067-4	320 · W...	-547.82	17,200.27
General Journal	10/18/2023	6036	Deposit	3703	152 · W...	17,380.95	34,581.22
General Journal	10/18/2023	6042	Deposit	3709	-SPLIT-	337.29	34,918.51
General Journal	10/18/2023	6043	Deposit	3711	152 · W...	238.17	35,156.68
General Journal	10/19/2023	6033	Deposit	3700	-SPLIT-	695.79	35,852.47
General Journal	10/23/2023	6046	Deposit	3716	152 · W...	750.72	36,603.19
General Journal	10/25/2023	6047	Deposit	3717	152 · W...	489.40	37,092.59
General Journal	10/25/2023	6052	Deposit	3710	-SPLIT-	21,410.74	58,503.33
General Journal	10/25/2023	6054	Deposit	3715	152 · W...	967.45	59,470.78
Bill Pmt -Check	10/26/2023	3821	Atlantic Pumping Inc -U	Inv # 361941	320 · W...	-1,500.00	57,970.78
Bill Pmt -Check	10/26/2023	3822	Cummins-Wagner Co...	Inv # SAL01569	320 · W...	-478.00	57,492.78
Bill Pmt -Check	10/26/2023	3823	Davis, Bowen & Fridel...	Inv # 179033,179031, 179032	320 · W...	-4,798.15	52,694.63
Bill Pmt -Check	10/26/2023	3824	Hills Electric Motor Inc...	Legacy Lane Lift Station Repair / I...	320 · W...	-598.08	52,096.55
Bill Pmt -Check	10/26/2023	3825	USA Blue Book - U	143290	320 · W...	-962.19	51,134.36
General Journal	10/26/2023	6071	PNC Bank	Credit Card Pmt 10/26/23	351 · PN...	-25,222.75	25,911.61
General Journal	10/26/2023	6074	Deposit	3721	152 · W...	244.11	26,155.72
General Journal	10/26/2023	6075	Deposit	3722	152 · W...	244.65	26,400.37
General Journal	10/27/2023	6073	Deposit	3720	152 · W...	504.15	26,904.52
General Journal	10/27/2023	6076	Deposit	3723	152 · W...	237.15	27,141.67
General Journal	10/30/2023	6072	Deposit	3719	-SPLIT-	6,273.66	33,415.33
General Journal	10/30/2023	6077	Deposit	3724	152 · W...	745.68	34,161.01
General Journal	10/30/2023	6078	Deposit	3725	152 · W...	493.61	34,654.62
General Journal	10/31/2023	6079	Deposit	3728	152 · W...	494.21	35,148.83
General Journal	10/31/2023	6080	Deposit	3729	152 · W...	752.10	35,900.93

9:07 AM

11/15/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 129			FBW UTILITY OPERATING ACC 1996			-54,088.40	35,900.93
Total 120			Water & Sewer Fund			-54,088.40	35,900.93
Total 100			CASH & EQUIVALENTS			-54,088.40	35,900.93
<b>TOTAL</b>						<b>-54,088.40</b>	<b>35,900.93</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**  
**Fund Balances**  
**As of 15 Nov 23**

**GENERAL FUND**

1) Operating Account: \$436,243.00

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

2) Capital Improvement Account: \$ 81,000.00

3) Highway User Fee Account: \$334,126.00

4) Speed Camera Account: \$ 833.00

5) Reserve Account: \$ 439,329.00

**TOTAL: \$1,291,531.00**

**AMERICAN RESCUE PLAN FUND: \$446,884.00**

**MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP (interest earned as of 18 Apr 23) \$66,325.98**

a) General Fund:	\$36,479.29	55%
b) Water Fund:	\$ 8,622.38	13%
c) Sewer Fund:	\$21,224.31	32%

**WATER FUND**

1) Operating Account; \$48,199.00

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

2) Capital Improvement Account: \$ 138,467.00

3) Reserve Account: \$ 69,707.00.

**TOTAL: \$256,373.00**

Water/Loan Debt: (\$ 405,326.00) Balance left after payment in full of 2<sup>nd</sup> loan!

**SEWER FUND**

1) Operating Account: \$ 48,199.00

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

2) Capital Improvement Account: \$ 362,192.00

3) Reserve Account: \$ 177,810.00

**TOTAL: \$ 588,201.00**

**TOTAL AVAILABLE MUNICIPAL FUNDS: \$2,649,314.90**

**MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP**  
**As of 8 Nov 23**

**INVESTMENT INCOME**

<i><b>FY23 (since 18 Apr 23)</b></i>	<i><b>FY24 (since 1 Jul 23)</b></i>	<i><b>Since Inception date</b></i>
General Fund: \$13,221.18	\$23,258.11	\$36,479.29
Water Fund: \$3,125.00	\$5,497.38	\$8,622.38
Sewer Fund: \$7,692.32	\$13,531.99	\$21,224.31
Grand Total: \$24,038.50	\$42,287.48	\$66,325.98

**GENERAL FUND: 55%**

**WATER FUND: 13%**

**SEWER FUND: 32%**



**TOWN OF PITTSVILLE  
SEWER ALLOCATION POLICY  
WASTE WATER TREATMENT PLANT (WWTP)  
As of 7 Nov 23**

Permit Allocation : 115,000 gallons per day (gpd/gallons per day)

Present Flow (per 2022 daily average): 95,000 (gallons per day/gpd)

Actual Annual Flow (to include inflow/infiltration)/3 year average per MDE: 96,000 gpd

- 1) CY20: 100,000 gpd
- 2) CY21: 92,000 gpd
- 3) CY 22: 95,000 gpd

When at 80% of permit allocation: begin engineering plans for upgrade or new WWTP

Town is at that point and has submitted pre-engineering plan to appropriate agencies

Equivalent Dwelling Unit (EDU) Allocation is: 250 (gpd)

Allocations in reserve, but not in use: 25 EDU X 150 gpd per Town Engineer Recommendation:  
3,750 gpd

Allocations in reserve, not connected: 9,250 gpd

- a) Dale Withers has paid for the reservation of 30 EDU's/reservation for one (1) year until 1 Apr 24
- b) Addition to "Sandyfield" Subdivision has paid for the reservation of 7 EDU's/reservation for one (1) year until 6 Nov 24

Actual Sewer Allocation Available: 5,750 gpd (remaining sewer allocation for residential use is 2,650 & 3,100 for commercial use)

*Town Policy would be to allocate remaining sewer flow to 60% residential/ 40% commercial\**

***Additional Notes***

**\*per recommendation of Town Manager for economic development purposes & subject to change by Town Commissioners**

**Also, MDE requirements has been to allocate 250 gpd per EDU. However, actual flow or use is 180 gpd per present standards. MDE policy has been in effect since 1986 and not changed with revisions of CY 2006.**

# TOWN OF PITTSVILLE 2023 MUNICIPAL ELECTION RESULTS

## TOWN OF PITTSVILLE MUNICIPAL ELECTION November 7, 2023

The TOWN OF PITTSVILLE held its 2023 municipal election on November 7, 2023 to elect two(2) members of the Town Commission. There were two (2) candidates competing for the two (2) seats.

There were twenty-eight (28) ballots cast and the following are the results:

SEAN MCHUGH	17
BETHANY MILLER	23
JARED SCHABLEIN (write-in)	2
IVORY SMITH (write-in)	2
SEAN BOWDEN (write-in)	1
BRUCE COFFIN (write-in)	1

CONGRATULATIONS to all the candidates for their participation and willingness to serve the PITTSVILLE community.

**Commissioner McHugh and Commissioner Miller will take their oath of office at the next Town Commission meeting to be held on November 20, 2023 commencing at 7:00 pm**

The Town of Pittsville would also like to thank those of our citizens who exercised their "AMERICAN" right to vote and the members of the Town's Board of Elections, James Jones, Laura Basile, & Tammy Dorman as well as Ana Ketterman, Interim Town Clerk and the Town's Department of Public Works, Dale Monroe and Terry Forsythe for their service and diligent work during the election process.

**And a "special" thank you to the PITTSVILLE VOLUNTEER FIRE COMPANY for permitting the Town to use its facility as the election polling venue!**

**TOWN OF PITTSVILLE BOARD OF ELECTIONS**

**TOWN OF PITTSVILLE  
RESOLUTION # 2023-06**

**A RESOLUTION BY THE TOWN COMMISSIONERS OF PITTSVILLE TO EXTEND THE  
REQUIREMENTS OF RESOLUTION #2023-04 FOR AN ADDITIONAL SIX (6) MONTHS**

**WHEREAS**, the Town of Pittsville adopted Resolution #2023-04 establishing a temporary six (6) months moratorium regarding the recent adopted Cannabis State Legislation, and

**WHEREAS**, the Town’s Planning/Zoning Commission has been preparing amendments to the Town’s Zoning Code since then, and

**WHEREAS**, the Town’s Planning/Zoning Commission has requested additional time to complete its work and the request is supported by the Town Manager/Planning& Zoning Administrator and Town Attorney,

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

**SECTION I.** The initial moratorium established by Resolution # 2023-04 is hereby extended for a period of an additional six (6) months in order to render ample time for the Town’s Planning/Zoning Commission to present a zoning amendment ordinance for consideration of adoption by the Town Commissioners.

**SECTION II.** This resolution will take effect immediately upon adoption and signing.

**THE ABOVE RESOLUTION WAS INTRODUCED AND READ** by the Commissioners of Pittsville at a meeting held on the 20<sup>th</sup> day of November 2023 and adopted on the 20<sup>th</sup> day of November, 2023

**ATTEST:**

\_\_\_\_\_  
**Erica M Witz  
Town Attorney**

\_\_\_\_\_  
**Date of Adoption**

\_\_\_\_\_  
**Sean McHugh, President**

\_\_\_\_\_  
**Roland Adkins, Vice-President**

\_\_\_\_\_  
**Bethany Miller, Town Commissioner**

\_\_\_\_\_  
**John Palmer, Town Commissioner**

\_\_\_\_\_  
**David Carozza, Town Commissioner**

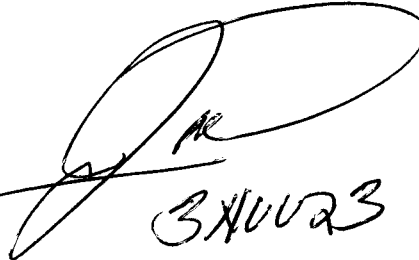
Dale & Carol Withers  
11548 Gum Point Road  
Berlin, MD 21811

November 1, 2023

Town of Pittsville

Town Council and Manager

Subject: Solomons Villages Subdivision  
Main Street and Railroad Avenue  
Pittsville, Maryland



We would like to request the following to be considered by the Town Council, as the drawings have been submitted to the Town and Towns Engineers on November 1, 2023, for review. I expect to get the subdivision to Final Plat for recordation by January 2024.

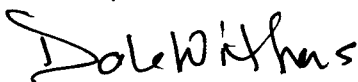
1. The entire stormwater retention area has to be constructed during Phase I along with both entrances to Main St. and Railroad Ave. Therefore, the entire roadway also needs to be constructed between both entrances for Emergency Services Access. Phase I roadway will front on 38 lots, so our request is to allow 38 lots to be recorded in Phase I.
2. Additional EDU Sewer Request.  
It's my understanding that 6 EDU's that were previously "Reserved" for another project, was returned to the Town, as the Project is not moving forward at this time.

Since the roadway will have to be installed along with each house, utility hookups in Phase I, we are requesting those 6 EDU's for Phase I for a total of 36 EDU's.

These two requests will greatly help in the overall financing and completion in a timely manner of the Phase I homes.

We appreciate your consideration to these two request.

Thank you



Dale Withers