

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

**TOWN MEETING AGENDA
January 22, 2024
7:00 PM**

- 1.) Call to order
-Pledge of Allegiance
- 2.) Minutes of Meeting on December 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
-SOS/Quarterly WTP Operations Report
- 6) Town Engineer Report – Robert Duma
- 7) Old Business:
- 8) New Business
 - 1) Consideration of Approval for Town Clerk Appointment
 - 2) Consideration of Approval of Installation of Signs for Cul-de-Sac Roads
- 9.) Town Commission/Committee Reports and Commissioner/Public Comments
- 10.) Adjournment of Meeting. Next meeting date- February 26, 2024

TOWN OF PITTSVILLE
Town Commissioners Reorganization/ Meeting Minutes
December 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 December 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, Town Attorney Erica Witz, Chief Bob Harris and Town Engineer Rob Duma.

Pledge of Allegiance was recited by all.

Town Commissioner Miller was administered the oath of office by Town Attorney Erica Witz.

REORGANIZATIONAL MEETING

Town Commissioner Miller nominated Town Commission President Sean McHugh to serve another term as Town Commission President with a second by Town Commission Vice President Roland Adkins. Nomination was approved.

Town Commission President Sean McHugh nominated Town Commission Vice President Roland Adkins to serve another term as Town Commission Vice President with a second by Town Commissioner John Palmer. Nomination was approved.

MINUTES

The minutes of the regular meeting of November 20, 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 \$32,261.12 and ending balance of \$52,971.27. Motion to approve by Town Commissioner Carozza and seconded by Town Commissioner Palmer. Motion approved.

Town Commission President McHugh read into the record the Utility Fund Operating Account with a beginning balance of \$35,960.93 and ending balance of \$43,055.53 Motion to approve by Town Commissioner Carozza and seconded by Town Commission President McHugh. Motion approved.

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

General Fund:

- a) Operating: \$325,054.00
- b) Capital Improvement: \$81,000.00
- c) Highway User Fee Account: \$107,362.00
- d) Speed Camera: \$4,716.00
- e) Reserve Account: \$439,329.00

TOTAL: \$957,461.00

AMERICAN RESCUE PLAN FUND: \$363,618.00

MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/ earned since April 18, 2023):
\$77,005.25

- a) General Fund: \$42,352.89 55%
- b) Water Fund: \$10,010.68 13%
- c) Sewer Fund: \$24,641.68 32%

WATER FUND

- a) Operating Account: \$54,300.00
- b) Capital Improvement Account: \$138,467.00
- c) Reserve Account: \$69,707.00

TOTAL: \$262,474.00

Water Loan Debt: (\$394,573.00)

SEWER FUND

- a) Operating Account: \$54,300.00
- b) Capital Improvement Account: \$362,192.00
- c) Reserve Account: \$177,810.00

TOTAL: \$594,302.00

Total Available Municipal Funds: \$2,254,860.20

PUBLIC SAFETY REPORTS

PVFD/EMS

Tad Farlow presented the PVFD statistics: fire alarms to date is 207, EMS calls to date is 435. There is an ongoing SWOT analysis regarding the EMS services being provided in the County. There was much discussion regarding the availability of emergency services in the area with an emphasis on paramedical issues.

Town Commission Vice President Adkins reminded all of the PVFD's annual Banquet to be held on Saturday January 20, 2024 commencing at 6:00 pm

Police

Chief Harris provided his monthly activities report to include the issuance of 222 speed camera citations, and various calls for services by fire/ems and other police agencies

Code Enforcement

The Town Manager reported that there was nothing to report this month

TOWN MANAGER'S REPORT*

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

TOWN ENGINEER'S REPORT

Rob Duma, Town Engineer reported on the following:

- WTP Phase IV Upgrade Project bid proposals were presented to the Town Commissioners with a recommendation of approving M2 Construction's bid of \$2,153,589.00 contingent upon receiving additional funding from MDE. After discussion, Town Commission President McHugh motion to approve the M2 Construction bid as recommended by the Town Engineer with a second by Town Commissioner Palmer. Motion was approved.
- WWTP sludge bed project is now completed and working great.
- Utility Mapping Project to be completed soon.
- Storm Water Management Study should be completed by the spring 2024
- Working on the responses to the MDE WWTP inspection report.
- Solomon's Village subdivision infrastructure plans have been reviewed and look good.
- Working with Dale and Sean regarding the WWTP operations

OLD BUSINESS

None

NEW BUSINESS

- Motion by Town Commission President McHugh to appoint Kevin Bailey to a 5 year term as a member of the Planning/Zoning Commission. Second by Town Commissioner Palmer. Motion approved.

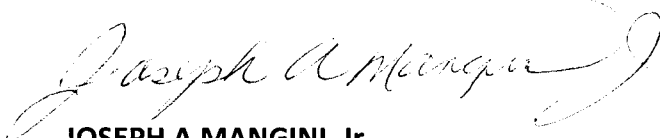
TOWN COMMISSION REPORTS/TOWN COMMISSIONERS/PUBLIC COMMENTS

Town Commissioner Miller thanked all for voting to reelect her and stated she was looking forward to another great term on the Town Commission.

With the next 2 town meetings falling on federal designated holidays, Town Commission President McHugh motioned that the January meeting be held on January 22, 2024 and the February meeting be held on February 26, 2024. Motion was seconded by Town Commissioner Carozza. Motion approved.

Meeting was then adjourned.

Respectfully Submitted,



JOSEPH A MANGINI, Jr.
Town Manager

The next regular monthly town meeting will be on Monday, January 22, 2024 at 7:00 pm at Town Hall.

APPROVED:

X _____
Sean McHugh
President

X _____
Roland Adkins, Vice President

X _____
Bethany Miller, Town Commissioner

X _____
John Palmer, Town Commissioner

X _____
David Carozza, Town Commissioner

TOWN MANAGER MONTHLY MEETING REPORT
20 Nov 23

- On the agenda tonight is RESOLUTION * 2023-06 which will extend the Cannabis legislation moratorium for another 6 months to enable the Planning/Zoning Commission to complete its work on the amending zoning ordinance.
- Since July 1, the Town has issued 20 building permits with \$4,866.06 in building fees collected.
- Bulk Trash pick up day was a success with little issues to deal with AND due to the THANKSGIVING DAY HOLIDAY regular trash pick up for PITTSVILLE will be on the SATURDAY after Thanksgiving!
- The PEDC will not be meeting again until January 2024. I will let the Vice Chair report on its latest activities.
- The Planning/Zoning Commission met on November 2, 2023 and approved the sketch plan of 7 new lots for the "addition to the Sandyfield Subdivision". Applicant has filed all required applications and paid required fees to continue to the preliminary stage process. Next P/Z Commission meeting will be December 7, 2023.
- The Board of Zoning Appeals approved Mitchell's Auto for their removal of the present structure and the proposal to build a new one in its place.
- MDE WTP water loan of \$29,158.02 has been paid off leaving us with only one loan left to retire.
- The State Board of Public Works has approved our Community Parks/Playground grant application for PHASE III of the Pittsville Park's capital improvement program. I want to thank Erika, Dale, And Brian Lewis for all the assistance they provided in this very worthwhile endeavor. I anticipate the new equipment to be installed this coming spring 2024!
- The Town's "Secret Squirrel Society" will be hosting a CHRISTMAS "HOT DOGS with Santa" event on Saturday December 9, 2023 at the Town Hall for our children who want to meet SANTA and share their requests with him. With the year coming to a close, I want to request the Town Commissioners to revisit establishing a small "parks/recreation committee" to help assist the town staff in developing community activities & special events for the town and its people. Next month, I plan to present several community event topics that have been discussed among them the Town's signature "Strawberry Festival."
 - I will be submitting the TMCR request for reimbursement of \$14,496.12 for my past services rendered for the months of July, August, September.
 - Also, apparently we never got reimbursed from DNR for the remaining \$3,619.69 for PHASE II of the Pittsville Park capital improvement program. This was submitted in February and not sure WHY we have not received already, but have contacted DNR to see what happened.
 - Lyla from SOS has requested that I remind the Town Commissioners of a new water program SOS is endorsing. Earlier I had given you copies, but have printed out additional ones for you to review.

-I plan to begin activating the 'Pittsville Façade Improvement Program" the beginning of the new year. We have until July 2025 to complete. The grant award is for \$25,000 to be awarded to approved applicants for façade improvements. We will discuss this more in detail in January 2024.

- Next Town meeting is "REORGANIZATION NIGHT for the Town Commissioners" and per the Town Charter will begin at 7:30 pm on December 18, 2023

- Ad for a TOWN CLERK has been prepared and will be advertised for two weeks in the paper, town web page & face book.

-Total project costs not including engineering services for the FY 23 "Street Improvement Program" is \$228,676.30 which included additional street work that was needed. Rob & Dale can explain the additions. This will leave the balance in the Town's Highway User Fund at \$105,449.70 excluding engineering expenses. This FY 24 the Town is receiving \$135,206.35 part of which already received and in FY25 the estimated amount to be allocated is \$153,684.50

- I have also prepared a revised WWTP Sewer Allocation Policy sheet that includes the reduction in the residential EDU"s of the 7 for the Sandyfield project. You have before you tonight a request for 6 (8) additional EDU's from Dale Withers for his project on Railroad Avenue/Main Street. We will discuss this when we come to that item on the agenda

- During their work installing fiber optic along the state roadways, TALKIE COMMUNICATIONS has already compelled us to fix three breaks in our utility lines (their fault). Public Works has repaired and we will bill them for services rendered. Dale can explain more in detail.

- CHRISTMAS HOLIDAY SCHEDULE will be that the Town Offices will be closed December 22 & December 25, 2023 & for NEW YEARS HOLIDAY SCHEDULE Town Offices will be closed December 29, 2023 & January 1, 2024!

HAPPY THANKSGIVING!

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
100 · CASH & EQUIVALENTS							57,354.59
110 · General Fund							57,354.59
128 · FBW - General Operating 1541							57,354.59
General Jour...	12/01/2023	6215	Deposit	3772	142 · ...	293.72	57,648.31
General Jour...	12/05/2023	6241	Deposit	3786	142 · ...	297.13	57,945.44
Bill Pmt -Che...	12/07/2023	3558	ABC Printers Inc	Inv # 63516, 63530	310 · ...	-80.00	57,865.44
Bill Pmt -Che...	12/07/2023	3559	Ana Ketterman	Christmas Bonus	310 · ...	-250.00	57,615.44
Bill Pmt -Che...	12/07/2023	3560	DP Chatham Mnr 8081...	5501 0728 081	310 · ...	-80.82	57,534.62
Bill Pmt -Che...	12/07/2023	3561	DP Town Lights 578-G	5501 0728 578	310 · ...	-3,578.30	53,956.32
Bill Pmt -Che...	12/07/2023	3562	DP Town Warehouse 7...	5500 6957 678	310 · ...	-104.94	53,851.38
Bill Pmt -Che...	12/07/2023	3563	Frank Dale Monroe	Christmas Bonus	310 · ...	-250.00	53,601.38
Bill Pmt -Che...	12/07/2023	3564	Kelly & Associates Ins...	January 2024 Health Insur...	310 · ...	-1,581.66	52,019.72
Bill Pmt -Che...	12/07/2023	3565	Lisa Tubbs	Inv # 1051	310 · ...	-700.00	51,319.72
Bill Pmt -Che...	12/07/2023	3566	Michael Richardson	Christmas Bonus	310 · ...	-250.00	51,069.72
Bill Pmt -Che...	12/07/2023	3567	Prentice Lyons	Christmas Bonus	310 · ...	-250.00	50,819.72
Bill Pmt -Che...	12/07/2023	3568	Robert D. Harris	Christmas Bonus	310 · ...	-250.00	50,569.72
Bill Pmt -Che...	12/07/2023	3569	Sean Triplett	Christmas Bonus	310 · ...	-250.00	50,319.72
Bill Pmt -Che...	12/07/2023	3570	Terry Forsythe	Christmas Bonus	310 · ...	-250.00	50,069.72
General Jour...	12/08/2023	6229	Deposit	3787	142 · ...	484.15	50,553.87
Bill Pmt -Che...	12/15/2023	3571	Anderson Fence Comp...	Inv # 48622 / Police Fence	310 · ...	-9,950.00	40,603.87
Bill Pmt -Che...	12/15/2023	3572	Atlantic Tactical	SI-80816772	310 · ...	-384.99	40,218.88
Bill Pmt -Che...	12/15/2023	3573	Baker's Hardware	Inv # 78465,78566	310 · ...	-577.24	39,641.64
Bill Pmt -Che...	12/15/2023	3574	Cash	Cash Reimb.	310 · ...	-55.80	39,585.84
Bill Pmt -Che...	12/15/2023	3575	Cheryl Tyndall	Dec. 7, 2023 P/Z Meeting	310 · ...	-25.00	39,560.84
Bill Pmt -Che...	12/15/2023	3576	Choptank Electric - G	9912566701	310 · ...	-123.00	39,437.84
Bill Pmt -Che...	12/15/2023	3577	Colonial Life	5277330-1103771	310 · ...	-112.28	39,325.56
Bill Pmt -Che...	12/15/2023	3578	Dwayne Mattox	Dec. 7, 2023 P/Z Meeting	310 · ...	-25.00	39,300.56
Bill Pmt -Che...	12/15/2023	3579	Heather Frazier	Dec. 7, 2023 P/Z Meeting	310 · ...	-25.00	39,275.56
Bill Pmt -Che...	12/15/2023	3580	Jennifer Keener	Dec. 7, 2023	310 · ...	-25.00	39,250.56
Bill Pmt -Che...	12/15/2023	3581	Joseph A. Mangini Jr	Pay Nov 26- Dec 6	310 · ...	-2,850.00	36,400.56
Bill Pmt -Che...	12/15/2023	3582	Kevin Bailey	Dec. 7, 2023 P/Z Meeting	310 · ...	-25.00	36,375.56
Bill Pmt -Che...	12/15/2023	3583	Mediacom - Town Hall	8384500090090174	310 · ...	-229.95	36,145.61
Bill Pmt -Che...	12/15/2023	3584	Selbyville Tractor & Eq...	Inv # R64384	310 · ...	-231.50	35,914.11
Bill Pmt -Che...	12/15/2023	3585	ShoreScan - G&U	Inv # 8735	310 · ...	-95.00	35,819.11
Bill Pmt -Che...	12/15/2023	3586	Simple Computing LLC	Inv # 1099,1100	310 · ...	-1,150.00	34,669.11
Bill Pmt -Che...	12/15/2023	3587	Valerie J. Mann	Completion of SAPP	310 · ...	-225.00	34,444.11
General Jour...	12/18/2023	6252	Deposit	3806	142 · ...	298.43	34,742.54
Bill Pmt -Che...	12/20/2023	3588	Bethany Miller	Town Meet. 12/18/23	310 · ...	-75.00	34,667.54
Bill Pmt -Che...	12/20/2023	3589	David Carozza	Town Meet. 12/18/23	310 · ...	-75.00	34,592.54
Bill Pmt -Che...	12/20/2023	3590	DPSCS - ITCD	Inv # AB3-11-485	310 · ...	-14.00	34,578.54
Bill Pmt -Che...	12/20/2023	3591	Edward John Palmer	Town Meet. 12/18/23	310 · ...	-75.00	34,503.54
Bill Pmt -Che...	12/20/2023	3592	Lincoln National Life In...	January 2023 LT/ST/Life I...	310 · ...	-326.32	34,177.22
Bill Pmt -Che...	12/20/2023	3593	Roland Adkins	Town Meet. 12/18/23	310 · ...	-75.00	34,102.22
Bill Pmt -Che...	12/20/2023	3594	Sean and Kristin McLaren	34339 Old Oc Tax Reimb...	310 · ...	-350.13	33,752.09
Bill Pmt -Che...	12/20/2023	3595	Sean McHugh	Town Meet. 12/18/23	310 · ...	-100.00	33,652.09
Bill	12/20/2023	Transfer	Town of Pittsville- G	Transfer	310 · ...	40,000.00	73,652.09
General Jour...	12/20/2023	6304	Deposit	3816	142 · ...	-350.13	73,301.96
General Jour...	12/21/2023	6297	Deposit	3809	142 · ...	76.76	73,378.72
General Jour...	12/21/2023	6307	Deposit	3819	145 · ...	714.60	74,093.32
General Jour...	12/21/2023	6308	Deposit	3820	142 · ...	10,226.81	84,320.13
Bill Pmt -Che...	12/27/2023	3596	ABC Printers Inc	Inv # 63577	310 · ...	-598.00	83,722.13
Bill Pmt -Che...	12/27/2023	3597	Alarm Engineering, Inc ...	Inv # 693145	310 · ...	-222.36	83,499.77
Bill Pmt -Che...	12/27/2023	3598	Joseph A. Mangini Jr	Pay Dec 10-23	310 · ...	-2,660.00	80,839.77
Bill Pmt -Che...	12/27/2023	3599	Verizon-G&U	Inv # 9951797211	310 · ...	-816.14	80,023.63
Bill Pmt -Che...	12/31/2023	3600	Bethany Miller	meetings	310 · ...	-350.00	79,673.63
Total 128 · FBW - General Operating 1541						22,319.04	79,673.63
Total 110 · General Fund						22,319.04	79,673.63
Total 100 · CASH & EQUIVALENTS						22,319.04	79,673.63
TOTAL						22,319.04	79,673.63

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 December 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
100 · CASH & EQUIVALENTS							46,715.53
120 · Water & Sewer Fund							46,715.53
129 · FBW UTILITY OPERATING ACC 1996							46,715.53
General Journal	12/01/2023	6214	Deposit	3771	152 · W...	3,156.72	49,872.25
General Journal	12/01/2023	6219	Deposit	3776	152 · W...	251.40	50,123.65
General Journal	12/01/2023	6220	Deposit	3777	152 · W...	498.75	50,622.40
General Journal	12/01/2023	6332	Deposit	8 Sewer Allocation Reservation F...	154 · Mi...	800.00	51,422.40
General Journal	12/04/2023	6225	Deposit	3783	152 · W...	83.73	51,506.13
General Journal	12/05/2023	6240	Deposit	3785	152 · W...	752.95	52,259.08
General Journal	12/06/2023	6230	Deposit	3789	152 · W...	338.00	52,597.08
General Journal	12/06/2023	6231	Deposit	3790	-SPLIT-	662.11	53,259.19
General Journal	12/07/2023	6226	Deposit	Transfer to pay for sludge beds	105 · ML...	70,790.25	124,049.44
Bill Pmt -Check	12/07/2023	3862	Belair Road Supply Co	Inv # 544993	320 · W...	-182.00	123,867.44
Bill Pmt -Check	12/07/2023	3863	Board of WaterWorks/...	Sean Triplett Temp	320 · W...	-50.00	123,817.44
Bill Pmt -Check	12/07/2023	3864	Bruce Lewis	Inv # 870,867	320 · W...	-1,125.00	122,692.44
Bill Pmt -Check	12/07/2023	3865	Davis, Bowen & Fridel...	Inv # 179845,179849,179846	320 · W...	-9,140.25	113,552.19
Bill Pmt -Check	12/07/2023	3866	DP LS#1 White Richa...	5501 4225 615	320 · W...	-88.28	113,463.91
Bill Pmt -Check	12/07/2023	3867	DP LS#2 Old Ocean ...	5501 1246 422	320 · W...	-130.76	113,333.15
Bill Pmt -Check	12/07/2023	3868	DP LS#3_ Friendship ...	5500 6957 173	320 · W...	-148.93	113,184.22
Bill Pmt -Check	12/07/2023	3869	DP LS#4 Gumboro 62...	5501 1296 278	320 · W...	-44.04	113,140.18
Bill Pmt -Check	12/07/2023	3870	DP LS#5 Railroad 744...	5501 1317 447	320 · W...	-31.43	113,108.75
Bill Pmt -Check	12/07/2023	3871	DP LS#6 Legacy Lane...	5501 1316 936	320 · W...	-78.30	113,030.45
Bill Pmt -Check	12/07/2023	3872	DP WTP 0821-U	5501 1810 821	320 · W...	-352.83	112,677.62
Bill Pmt -Check	12/07/2023	3873	DP WWTP 3731-U	5501 1013 731	320 · W...	-2,452.81	110,224.81
Bill Pmt -Check	12/07/2023	3874	Kelly & Associates Ins...	January 2024 Health Insurance - U	320 · W...	-556.80	109,668.01
Bill Pmt -Check	12/07/2023	3875	Lowe's	Inv # 998848	320 · W...	-285.66	109,382.35
Bill Pmt -Check	12/07/2023	3876	One Call Concepts Inc...	0001040	320 · W...	-23.55	109,358.80
Bill Pmt -Check	12/07/2023	3877	Terra Firma of Delmar...	WWTP Sludge Beds	320 · W...	-61,650.00	47,708.80
Bill Pmt -Check	12/07/2023	3878	USA Blue Book - U	143290	320 · W...	-220.35	47,488.45
General Journal	12/07/2023	6232	Deposit	3791	-SPLIT-	311.29	47,799.74
General Journal	12/07/2023	6233	Deposit	3792	152 · W...	305.40	48,105.14
General Journal	12/08/2023	6228	Deposit	3784	152 · W...	2,276.51	50,381.65
General Journal	12/08/2023	6234	Deposit	3793	152 · W...	551.43	50,933.08
General Journal	12/08/2023	6235	Deposit	3794	152 · W...	238.85	51,171.93
General Journal	12/11/2023	6236	Deposit	3795	152 · W...	475.94	51,647.87
General Journal	12/11/2023	6237	Deposit	3796	152 · W...	2,165.45	53,813.32
General Journal	12/12/2023	6243	Deposit	3797	-SPLIT-	909.28	54,722.60
General Journal	12/13/2023	6246	Deposit	3800	-SPLIT-	1,799.43	56,522.03
General Journal	12/13/2023	6247	Deposit	3801	152 · W...	251.40	56,773.43
General Journal	12/14/2023	6248	Deposit	3802	-SPLIT-	798.53	57,571.96
General Journal	12/14/2023	6249	Deposit	3803	-SPLIT-	1,039.35	58,611.31
Bill Pmt -Check	12/15/2023	3879	Chesapeake Employe...	Workers Comp	320 · W...	-870.00	57,741.31
Bill Pmt -Check	12/15/2023	3880	Link Computer Corpor...	17679	320 · W...	-436.96	57,304.35
Bill Pmt -Check	12/15/2023	3881	Napa Auto Parts - New	Inv # 473819,475312	320 · W...	-246.99	57,057.36
Bill Pmt -Check	12/15/2023	3882	Sean Triplett	Reimb Cleaning Supplies	320 · W...	-84.54	56,972.82
Bill Pmt -Check	12/15/2023	3883	Shorite Controls	Inv # 34060	320 · W...	-560.00	56,412.82
Bill Pmt -Check	12/15/2023	3884	U.F.U., Inc.	Inv # 2023-0150	320 · W...	-800.00	55,612.82
Bill Pmt -Check	12/15/2023	3885	Wicomico County Soli...	3020	320 · W...	-377.21	55,235.61
General Journal	12/15/2023	6242	Deposit	3788	-SPLIT-	2,913.84	58,149.45
General Journal	12/15/2023	6244	Deposit	3798	-SPLIT-	9,671.08	67,820.53
General Journal	12/15/2023	6250	Deposit	3804	-SPLIT-	1,046.54	68,867.07
General Journal	12/15/2023	6251	Deposit	3805	-SPLIT-	1,820.14	70,687.21
General Journal	12/18/2023	6253	Deposit	3807	-SPLIT-	994.11	71,681.32
General Journal	12/19/2023	6300	Deposit	3812	152 · W...	-261.66	71,419.66
Bill Pmt -Check	12/20/2023	3886	Intercoastal Trading-U	1068	320 · W...	-2,990.00	68,429.66
Bill Pmt -Check	12/20/2023	3887	Simple Computing LLC	Computers for WWTP	320 · W...	-4,876.00	63,553.66
Bill Pmt -Check	12/20/2023	3888	Water Testing Laborat...	Inv # SAL6946	320 · W...	-158.00	63,395.66
Bill Pmt -Check	12/20/2023	3889	WEX Bank	0496-00-587961-4	320 · W...	-96.97	63,298.69
Bill Pmt -Check	12/20/2023	3890	WEX Bank Valero Fle...	0496-00-633067-4	320 · W...	-345.81	62,952.88
General Journal	12/20/2023	6302	Deposit	3814	152 · W...	-329.16	62,623.72
General Journal	12/20/2023	6305	Deposit	3817	152 · W...	264.90	62,888.62
General Journal	12/20/2023	6338	Deposit	Gordy's Payment Aflac Reimb.	154 · Mi...	29.44	62,918.06
General Journal	12/21/2023	6296	Deposit	3808	-SPLIT-	816.95	63,735.01
General Journal	12/21/2023	6298	Deposit	3810	152 · W...	315.70	64,050.71
General Journal	12/21/2023	6309	Deposit	3821	-SPLIT-	690.82	64,741.53
General Journal	12/26/2023	6311	Deposit	3823	152 · W...	278.40	65,019.93
Bill Pmt -Check	12/27/2023	3891	Atlantic Pumping Inc -U	Inv # 362880	320 · W...	-1,125.00	63,894.93
Bill Pmt -Check	12/27/2023	3892	Bruce Lewis	Inv # 871	320 · W...	-375.00	63,519.93
Bill Pmt -Check	12/27/2023	3893	Dennis Sales & Servic...	Inv # 23-4466	320 · W...	-100.20	63,419.73
Bill Pmt -Check	12/27/2023	3894	Shorite Controls	Inv # 34107, 34106	320 · W...	-1,212.50	62,207.23
Bill Pmt -Check	12/27/2023	3895	Town of Ocean City -U	178/178	320 · W...	-475.00	61,732.23
Bill Pmt -Check	12/27/2023	3896	Wicomico County Soli...	3025	320 · W...	-376.54	61,355.69
General Journal	12/27/2023	6295	PNC Bank	Credit Card Pmt 12/27/23	351 · PN...	-22,517.85	38,837.84
General Journal	12/28/2023	6310	Deposit	3822	152 · W...	265.17	39,103.01
General Journal	12/28/2023	6313	Deposit	3825	-SPLIT-	144.00	39,247.01
						-7,468.52	39,247.01

Total 129 · FBW UTILITY OPERATING ACC 1996

12:41 PM

01/17/24

Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 120 · Water & Sewer Fund						-7,468.52	39,247.01
Total 100 · CASH & EQUIVALENTS						-7,468.52	39,247.01
TOTAL						-7,468.52	39,247.01

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 17 Jan 24

GENERAL FUND

1) Operating Account: \$291,781.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 81,000.00

3) Highway User Fee Account: \$106,962.00

4) Speed Camera Account: \$12,810.00

5) Reserve Account: \$ 439,329.00

TOTAL: \$931,882.00

AMERICAN RESCUE PLAN FUND: \$335,933.00

MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP (interest earned as of 18 Apr 23) \$87,347.09

a) General Fund:	\$48,040.90	55%
b) Water Fund:	\$11,355.12	13%
c) Sewer Fund:	\$27,951.07	32%

WATER FUND

1) Operating Account; \$74,488.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 138,467.00

3) Reserve Account: \$ 69,707.00.

TOTAL: \$282,662.00

Water/Loan Debt: (\$ 394,573.00)

SEWER FUND

1) Operating Account: \$ 74,488.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 362,192.00

3) Reserve Account: \$ 177,810.00

TOTAL: \$ 614,490.00

TOTAL AVAILABLE MUNICIPAL FUNDS: \$2,302,314.00

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

Revenues	Budget	Actual
Real Estate Taxes	\$ 285,000.00	\$ 225,422.00
Corporate Property Taxes	\$ 60,000.00	\$ 21,710.00
State Income Tax	\$ 140,000.00	\$ 66,959.00
Franchise Fees	\$ 20,000.00	\$ 2,514.00
County Shared Taxes	\$ 350.00	\$ 350.00
Business Licenses / Permits	\$ 7,500.00	\$ 5,271.00
Interest Income/MLGIP	\$ 45,000.00	\$ 34,819.72
Miscellaneous Income	\$ 5,000.00	\$ 3,500.00
State Police Aid	\$ 9,000.00	\$ 2,019.00
Traffic Violations	\$ 6,000.00	\$ -
CDBG Grant/ TMCR	\$ 50,000.00	\$ 15,146.00
Speed Camera Program	\$ 70,000.00	\$ 33,741.00
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>\$ 851,380.80</u>
-------------------------------	-----------------------------

Expenses

Salaries	\$ 138,955.00	\$ 50,562.00
FICA	\$ 10,630.00	\$ 3,867.00
Health Insurance	\$ 25,000.00	\$ 8,760.00
Operating Expense	\$ 6,000.00	\$ 1,882.00
Retirement Expense	\$ 15,102.00	\$ 2,231.00
Office Expense/Postage	\$ 20,000.00	\$ 7,715.00
Telephone/Internet	\$ 8,000.00	\$ 3,394.00
Equipment/Building Mtns/Repair	\$ 7,500.00	\$ 3,872.00
Insurance	\$ 8,000.00	\$ 7,371.00
Workers Comp	\$ 2,300.00	
Accounting Audit	\$ 13,000.00	\$ 12,500.00
Single Audit	\$ 3,000.00	
Legal Retainer	\$ 25,000.00	\$ 15,056.00
Public Notices	\$ 3,000.00	\$ 3,723.00
Miscellaneous Expenses	\$ 12,500.00	\$ 5,449.00
Council Allowances	\$ 7,500.00	\$ 2,500.00
IT Development + Expenses	\$ 10,000.00	\$ 1,750.00
Dues & Subscription	\$ 10,000.00	\$ 6,412.00
CDBG/ TMCR Expense	\$ 50,000.00	\$ 34,815.00
Parks/Rec/Community Affairs	\$ 10,000.00	\$ 9,767.00
Planning and Zoning Expense	\$ 2,000.00	\$ 550.00

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	\$	182,176.00
-----------------------	-----------	-------------------	-----------	-------------------

Police	\$	318,886.88	\$	98,779.86
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	\$	98,779.86
----------------------------	-----------	-------------------	-----------	------------------

Street Lighting	\$	47,000.00	\$	22,577.00
Vehicle Main./ Repair/ Fuel	\$	5,000.00	\$	1,228.00
Mosquito Control	\$	2,000.00		
Ditch Cutting Expenses	\$	12,000.00	\$	11,365.00

Total Public Works	\$	66,000.00	\$	35,170.00
---------------------------	-----------	------------------	-----------	------------------

Reserve Contingency Fund	\$	254,805.20	\$	535,254.94
--------------------------	-----------	-------------------	-----------	-------------------

**General Fund
Highway User Revenue
July 1, 2023 To June 30, 2024**

Revenue

Highway User Revenue (carry over from previous years)	\$	180,000.00	\$	316,149.00
Highway User Revenue FY 2024	\$	135,000.00	\$	39,345.78
Total	\$	315,000.00	\$	355,494.78

Expenses

FY 2024 Street Projects	\$	150,000.00	\$	240,000.00
Roads/ Equipment Maint.	\$	20,000.00	\$	8,533.00

Remaining Balance HUR	\$	145,000.00	\$	106,961.78
------------------------------	-----------	-------------------	-----------	-------------------

Trash Removal Enterprise Fund
July 1, 2023 To June 30, 2024

Trash Removal Revenue	\$ 92,000.00	\$ 46,100.00
Trash Removal Expenses	\$ 92,000.00	\$ 45,576.00
Remaining Balance	<u>\$ -</u>	<u>\$ 524.00</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	\$ 123,819.00	\$ 269,812.00	\$ 129,972.00
Front Footage Assessment	\$ 60,113.00	\$ 29,930.00	\$ 31,137.00	\$ 15,508.00
Availability of Use	\$ 3,800.00	\$ 2,250.00	\$ 4,510.00	\$ 1,982.00
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	\$ 8,230.12	\$ 23,000.00	\$ 20,258.75
Misc. Income	\$ 1,000.00	\$ 750.00	\$ 1,000.00	\$ 8,250.00
MDE Grant/WTP Upgrade/WWTP Study	\$ 1,106,000.00		\$ 20,000.00	
Total Revenues	\$ 1,658,506.00	\$ 172,479.12	\$ 579,459.00	\$ 183,470.75

Expenses				
Salaries	\$ -		\$ 90,000.00	\$ 50,692.00
FICA	\$ -		\$ 6,885.00	\$ 3,852.00
Health Insurance	\$ -		\$ 11,000.00	\$ 3,340.00
Workers Comp	\$ -		\$ 5,800.00	\$ 1,743.00
Education	\$ -		\$ 1,000.00	\$ 275.00
Retirement Expense	\$ -		\$ 13,500.00	\$ 5,107.00
Engineering	\$ 1,000.00	\$ 37.50	\$ 1,000.00	\$ 6,521.00
Equipment/Building Mnts/Repair	\$ 40,000.00	\$ 14,792.00	\$ 30,000.00	\$ 33,831.00
Supplies	\$ 7,000.00		\$ 5,000.00	\$ 6,408.00
Chemicals	\$ 23,000.00	\$ 20,180.00	\$ 9,000.00	\$ 3,265.00
Accounting-Audit	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Electricity	\$ 10,000.00	\$ 2,428.00	\$ 35,000.00	\$ 16,705.00
Testing Fees	\$ 12,000.00	\$ 4,170.00	\$ 5,000.00	\$ 2,470.00
Sludge Removal	\$ 9,000.00	\$ 4,839.00	\$ 40,000.00	\$ 4,527.00
Vehicle Expenses	\$ 2,000.00	\$ 1,099.00	\$ 3,500.00	\$ 3,050.00
Dues & Subscriptions	\$ 2,500.00	\$ 778.00	\$ 2,500.00	\$ 437.00
Single Audit	\$ 3,000.00		\$ 3,000.00	
SOS Operations	\$ 175,000.00	\$ 82,581.00	\$ -	
Debt Payments	\$ 28,000.00	\$ 14,176.00	\$ -	
Bank Fees and Misc. Charges	\$ 1,000.00	\$ 220.00	\$ 1,000.00	\$ 184.00
Insurance	\$ 2,421.00	\$ 2,421.00	\$ 5,000.00	\$ 3,577.00
Capital Improvement	\$ 1,106,000.00		\$ 10,000.00	\$ 13,587.00
Total Expenses	\$ 1,427,921.00	\$ 153,721.50	\$ 284,185.00	\$ 165,571.00
Reserve Contingency Fund	\$ 230,585.00	\$ 18,757.62	\$ 295,274.00	\$ 17,899.75

Police Budget 2023-2024

	Actual Chief	Remaining Chief	Actual Admin	Remaining Admin
Salary	\$ 36,743.20		\$ 13,022.00	
FICA	\$ 2,810.86		\$ 996.26	
Workers Comp	\$ 3,492.00		\$ -	
Health Insurance	\$ 5,964.71		\$ -	
LT/ST Disability	\$ 636.05		\$ -	
Retirement	\$ 2,204.59		\$ -	
Overtime	\$ -		\$ -	
Total Salary Related Costs	\$ 51,851.41	\$ -	\$ 14,018.26	
Liability Insurance	\$ 961.00		\$ -	
Vehicle Insurance	\$ 2,048.00		\$ -	
Total Insurance	\$ 3,009.00	\$ -	\$ -	
Uniforms	\$ 598.49		\$ 424.93	
Firearms	\$ -		\$ -	
Vest	\$ -		\$ -	
Duty Gear	\$ -		\$ -	
Pistol	\$ -		\$ -	
Patrol Rifle/ Mags/ Equip	\$ 1,835.00		\$ -	
Ammo	\$ -		\$ -	
Radio	\$ -		\$ -	
Computer Replacement	\$ 4,984.63		\$ -	
Computer Eq.&Repair/IT Developme	\$ 5,400.00		\$ -	
Subscriptions, Dues & Travel	\$ 2,248.23		\$ -	
Training	\$ 200.00		\$ 95.00	
Supplies	\$ 1,226.15		\$ -	
Total Uniforms & Equipment	\$ 16,492.50	\$ -	\$ 519.93	
Fuel	\$ 812.75		\$ -	
Vehicle Maint.	\$ 461.60		\$ -	
Total Vehicle Costs	\$ 1,274.35	\$ -	\$ -	
Grants	\$ 625.00		\$ -	
Bldg Maint.	\$ 1,612.29		\$ -	
Utilities	\$ 1,831.20		\$ -	
Special Events	\$ 1,612.17		\$ -	
Total Misc. Expenses	\$ 5,680.66		\$ -	
Total Police Base Expenses	\$ 78,307.92	\$ -	\$ 14,538.19	
Total Police Department	\$ 98,779.86			

Police Budget 2023-2024

	Actual	Remaining	Total Remaining
	New Officer	New Officer	Police Department
Salary	\$ -		
FICA	\$ -		
Workers Comp	\$ -		
Health Insurance	\$ -		
LT/ST Disability	\$ -		
Retirement	\$ -		
Overtime	\$ -		
Total Salary Related Costs	\$ -	\$ -	
Liability Insurance	\$ -		
Vehicle Insurance	\$ -		
Total Insurance	\$ -	\$ -	
Uniforms	\$ 110.67		
Firearms	\$ -		
Vest	\$ -		
Duty Gear	\$ -		
Pistol	\$ 384.99		
Patrol Rifle/ Mags/ Equip	\$ 567.39		
Ammo	\$ 3,682.99		
Radio	\$ -		
Computer Replacement	\$ -		
Computer Eq.&Repair/IT Developme	\$ -		
Subscriptions, Dues & Travel	\$ -		
Training	\$ 65.00		
Supplies	\$ 1,122.71		
Total Uniforms & Equipment	\$ 5,933.75	\$ -	
Fuel	\$ -		
Vehicle Maint.	\$ -		
Total Vehicle Costs	\$ -	\$ -	
Grants	\$ -		
Bldg Maint.	\$ -		
Utilities	\$ -		
Special Events	\$ -		
Total Misc. Expenses	\$ -		
Total Police Base Expenses	\$ 5,933.75	\$ -	
Total Police Department	\$ 5,933.75		

American Rescue Plan Expense Sheet

Beginning Balance :	1st Payment American Rescue Plan	<u>\$ 713,680.50</u>
	2nd Payment American Rescue Plan	<u>\$ 713,680.50</u>
	Total	<u>\$ 1,427,361.00</u>

Expenses :

	Date	Project		
Completed	5/4/2021	WWTP Steel Roof Sludge Beds	\$	19,750.00
Completed	10/28/2021	WWTP Sludge Bed Resurfacing	\$	19,129.00
Completed	11/16/2021	WTP Removal and disposal of insulation	\$	8,190.00
Completed	12/3/2021	WTP Replacement of Electrical Panel	\$	5,795.00
Completed	2/21/2022	WTP to Replace 4 Exhaust Fans (up to)	\$	29,963.60
Issued check	1/19/2022	Cameras at the park	\$	3,714.49
Initial set up	4/11/2022	New Computer for Live Stream	\$	2,064.00
1st draw	4/11/2022	Police Building	\$	242,233.54
		Solar Panels Police Building	\$	29,610.00
		Solar Panels Fence	\$	9,950.00
Transformer	5/24/2022	WTP Repairs	\$	88,162.92
In Progress	5/24/2022	WWTP Mini Upgrade	\$	76,413.50
Engineering		WWTP Pole Building	\$	164,891.48
1st draw		Utility Infrastructure Mapping	\$	31,525.00
Engineering	6/8/2022	Town Hall Addition	\$	11,924.70
Engineering	8/1/2022	WWTP Sludge Bed Project	\$	155,576.10
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
	10/26/2023	Test Well	\$	15,227.05
Total Completed :				<u>\$ 1,091,427.53</u>

Ending Balance :		<u>\$ 335,933.47</u>
-------------------------	--	-----------------------------

In Progress	WWTP Pole Building	\$	108.52
In Progress	Utility Infrastructure Mapping	\$	1,375.00
In Progress	WWTP Sludge Bed Resurfacing	\$	(2,237.15)
Projected	Live Streaming	\$	-
Projected	Storm Water Management Study	\$	40,000.00
Projected	WTP Repairs	\$	46,887.08
Projected	WWTP Mini Upgrade	\$	197,260.61
Projected	Test Well	\$	44,772.95
Projected	Police Building	\$	7,766.46

Total Projected :		<u>\$ 335,933.47</u>
--------------------------	--	-----------------------------

Total Expenses :		<u>\$ 1,427,361.00</u>
-------------------------	--	-------------------------------

Remaining Balance :		<u>\$ -</u>
----------------------------	--	--------------------