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_____ X_____
Roland Adkins, Vice President **Bethany Miller, Town Commissioner**

X_____ X_____
John Palmer, Town Commissioner **David Carozza, Town Commissioner**