

**TOWN OF PITTSVILLE**  
**Town Commissioners Meeting Minutes**  
**January 22, 2024**

The regular monthly meeting of the Town Commissioners of Pittsville was convened by Town Commission President Sean McHugh at 7:00 pm on January 22, 2024 at Town Hall. Present were Town Commission Vice President Roland Adkins and Town Commissioners Bethany Miller and John Palmer. Town Commissioner David Carozza later attended during the meeting after fire training classes. Also attending were Town Manager Joe Mangini, Town Attorney Erica Witz, and Town Engineer Rob Duma. Chief Harris was excused by Town Commission President McHugh.

Pledge of Allegiance was recited by all.

Town Commission President McHugh introduced Judy Jones, his nomination for the position of Town Clerk. Town Commissioner Palmer seconded the nomination. Nomination was approved. After which positive comments were offered for the new Town Clerk.

**MINUTES**

The minutes of the reorganization/ regular meeting of December 18, 2023 were reviewed with a motion to approve by Town Commission Vice President Adkins and seconded by Town Commissioner Palmer. 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 \$57,354.59 and ending balance of \$79,673.63. Motion to approve by Town Commissioner Miller and seconded by Town Commission Vice President Adkins. Motion approved.

Town Commission President McHugh read into the record the Utility Fund Operating Account with a beginning balance of \$48,715.53 and ending balance of \$39,247.01. Motion to approve by Town Commissioner Miller 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: \$291,781.00
- b) Capital Improvement: \$81,000.00
- c) Highway User Fee Account: \$106,962.00
- d) Speed Camera: \$12,810.00
- e) Reserve Account: \$439,329.00

TOTAL: \$931,882.00

**AMERICAN RESCUE PLAN FUND: \$335,933.00**

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

- a) Operating Account: \$74,488.00
- b) Capital Improvement Account: \$138,467.00
- c) Reserve Account: \$69,707.00

TOTAL: \$282,662.00

Water Loan Debt: (\$394,573.00)

#### **SEWER FUND**

- a) Operating Account: \$74,488.00
- b) Capital Improvement Account: \$362,192.00
- c) Reserve Account: \$177,810.00

TOTAL: \$614,490.00

**Total Available Municipal Funds: \$2,302,314.00**

#### **PUBLIC SAFETY REPORTS**

##### *PVFD/EMS*

Town Commission Vice President Adkins reported on behalf of the PVFD/EMS on the following

- Annual training being undertaken at the fire hall that night
- AFG grant availability for fire hydrants. Chief Powell has the information
- Requested that the PVFD conduct a walk thru of municipal buildings to ensure public safety methods and familiarly with town properties
- Implementation of town policy to address the length of time allowed when a fire hydrant is out of service
- Calling of central to notify when a town fire hydrant is "out of service"
- Remember to always maintain safety when working on the roadways thru town

### *Police*

There was no report with Chief Harris being excused for the meeting.

### *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**

Also, Chandra Singh and Chris Gee reported on the quarterly activities relating to the operation/maintenance of the WTP (Water Treatment Plant)

### **TOWN ENGINEER'S REPORT**

Rob Duma, Town Engineer reported on the following:

- Utility Mapping is almost complete. Utility Map presented to the Town which can be revised and updated as we go along.
- Storm Water Management Study is ongoing with mapping to be included. Explained how DBF went about preparing the study and mapping on the drainage issues to include the major culvert work being done by the County on Maple Street (town) and Poplar Neck Road (county). There was much discussion regarding the major drainage issues and ditch running underneath Gumboro Road (state), Maple Street (town), and Poplar Neck Road (county).. Rob also spoke about the drainage issues within the town proper (Pitts Avenue, Main Street).
- Test well project being completed. Pursuing the use of the Manokin Aquifer for new well and looking at the town's parcel property on the corner of Railroad Avenue and Perdue Street. This project being funded by ARP money.
- Request for additional grant funds (\$1,000,000) already filed with MDE to assist with Phase IV of the WTP Upgrade.
- Proposal of \$9,800 to undertake survey of the WWTP and adjoining properties for annexation purposes
- Finishing up final infrastructure review of Solomon's Village major subdivision.
- Town working on completing necessary repairs at the WWTP as well as installation of alarm systems for the pumping stations and WWTP.
- Looking at new doors for the old storage warehouse next to WTP
- Looking into electronic locking security gates for town owned property with buildings and enclosed by fences.

### **OLD BUSINESS**

None

## **NEW BUSINESS**

Town Commission President McHugh explained the reasoning for installing the new signs at each cul-de-sac road in Town mainly to alert drivers that the road was not a thru road. Town Commission President McHugh made a motion to install the signs pursuant to MDOT safety required regulations on the following streets: Parker Place, Legacy Lane, Truitt Street, Heartland Drive, Chatham Manor Way, Sandyfield Drive, and Moskov Court. Motion was seconded by Town Commissioner Carozza. Motion passed.

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

Dale Littleton expressed his displeasure that at the recently held Aydelotte Drainage Association annual meeting, the Association was blaming the Town for the drainage issues. Dale recommended that the Town contact the Association to clarify any misconceptions. There was much "intense" discussion regarding this matter along with comments on the ability of the Association to maintain its ditches.

Erika Moore Lecates updated the Town Commissioners and public on the activities of the MML. Erika is the Town's representative to the MML.

Town Commissioner Palmer expressed his appreciation to the Town and PVFD volunteers for their dedication and commitment in serving the community.

Town Commission President McHugh advised that possibly in April, the Town will conduct smoke testing of the utility infrastructure to identify any possible locations of infiltration/inflow into the town's sewer system that directly affect our sewer flow capacity.

Meeting was then adjourned.

**Respectfully Submitted,**

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

***The next regular monthly town meeting will be on Monday, March 18, 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**