

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

**TOWN MEETING AGENDA**

**March 18, 2024**

**7:00 PM**

- 1.) Call to order
  - Pledge of Allegiance
- 2.) Minutes of Meeting on February 26, 2024.
- 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:
  - 1) Request for Residential Sewer Allocation for a Major Subdivision-Chase Dykes/Bay to Beach Home Services Exteriors LLC
- 8.) New Business
  - 1) Consideration of Ordinance #2024-01 “ Cannabis Zoning Regulations”(Introduction)
  - 2) Request for Rezoning/Mitchell Automotive & Towing LLC
  - 3) Consideration of Request to MDE for Additional Funds to Finance the WTP PHASE IV Upgrade
- 9.) Town Commission/Committee Reports and Commissioner/Public Comments
  - a) Erika Moore-Lecates- MML Activities
  - b) PEDC Report
- 10.) Adjournment of Meeting. Next meeting date- April 15, 2024

**TOWN OF PITTSVILLE**  
**Town Commissioners Meeting Minutes**  
**February 26, 2024**

The regular monthly meeting of the Town Commissioners of Pittsville was convened by Town Commission President Sean McHugh at 7:00 pm on February 26, 2024 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, and Chief Bob Harris. Town Engineer Rob Duma was unable to attend.

Pledge of Allegiance was recited by all.

Town Commission President Sean McHugh administered the oath of office to Judy Jones as the new Town Clerk.

Town Commission President Sean McHugh administered the oath of office to Jason Dimitri as the new Pittsville police officer.

**MINUTES**

The minutes of the regular meeting of January 22, 2024 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 \$79,673.63 and ending balance of \$57,707.10. 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 \$39,197.01 and ending balance of \$82,344.42. Motion to approve by Town Commissioner Carozza and seconded by Town Commissioner Miller. Motion approved.

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

**General Fund:**

- a) Operating: \$282,877.00
- b) Capital Improvement: \$81,000.00
- c) Highway User Fee Account: \$129,788.00
- d) Speed Camera: \$16,984.00
- e) Reserve Account: \$439,329.00

TOTAL: \$949,978.00

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

**MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/** earned since April 18, 2023):  
\$97,356.19 (daily interest rate as of 21 Feb 24: 5.37%)

- a) General Fund: \$53,545.90 55%
- b) Water Fund: \$12,656.31 13%
- c) Sewer Fund: \$31,153.98 32%

**WATER FUND**

- a) Operating Account: \$80,358.00
- b) Capital Improvement Account: \$145,967.00
- c) Reserve Account: \$69,707.00

TOTAL: \$296,032.00

Water Loan Debt: (\$390,122.00)

**SEWER FUND**

- a) Operating Account: \$80,358.00
- b) Capital Improvement Account: \$369,692.00
- c) Reserve Account: \$177,810.00

TOTAL: \$627,860.00

**Total Available Municipal Funds: \$2,307,159.19.00**

**PUBLIC SAFETY REPORTS**

*PVFD/EMS*

Tad Farlow presented the statistics for services to the Town Commissioners (attached) and also stated the SWOT analysis of FIRE/EMS services was still ongoing.

*Police*

Chief Harris presented his monthly activities report which included 285 citations and 22 calls for service. He also requested that the Town Commissioners consider the purchase of an additional police vehicle (used) for our new officer. The purchase would be from Chicago Motors since the company in Florida where we obtained our other vehicles had none available Also, Chief Harris advised about the Emergency Operations plan the Town needed o adopt and put in place. He

and Officer Dimitri have been attending emergency operations classes . The department may need to find another grants writer in the future as well as an IT technician as the one presently being used by the department will be leaving the area by July.

Motion to allocate funds from the surplus revenue line item account not to exceed \$28,000 to purchase the additional police vehicle made by Town Commission President McHugh with a second by Town Commissioner Carozza. Motion carried.

#### *Code Enforcement*

The Town Manager reported that there was one letter sent out regarding the erection of a shed without a building permit and the property owner obtained a permit.

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

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

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

- **Attached is the Town Engineer's Report**

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

Town Commission President McHugh explained the request for a donation from the Pittsville Band Boosters for their fund raiser. Town Commissioner McHugh proposed donating gift cards in the amount of \$250. Town Commissioner Miller recommended adding a check for \$250 as well. Town Commissioner Carozza motioned to approve the gift cards and check with a second by Town Commission Vice President Adkins. Motion approved

Motion made by Town Commission President McHugh to allocate \$10,000 from the revenue surplus line item account to assist with the expenses for the Strawberry Festival. Town Commissioner Palmer seconded. Motion carried.

Beth Palmer reported to the Town Commissioners on the Community Garden project proposal (attached) All Town Commissioners were supportive Town Commission President McHugh proposed adding a new email to the town web page specifically for town events. All Town Commissioners were in favor.

Chase Dykes of Bay to Beach Home Services Exteriors LLC presented to the Town Commissioners his proposal to build a major residential subdivision in town between Old Ocean City Road and Main Street consisting of 11 single family lots. However, in order to do so, he would need the Town Commissioners to release a portion of the sewer allocation presently being reserved for business/commercial use. The Town Commissioners will consider after further review and comments from the Town Manager.

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

Robyn Carozza updated the Town Commissioners on the progress of the Town's Strawberry Festival to be held on Saturday, June 8, 2024 from 10:00 am to 4:00 pm. Still looking to form a citizens committee to assist with the planning and workings of the festival.

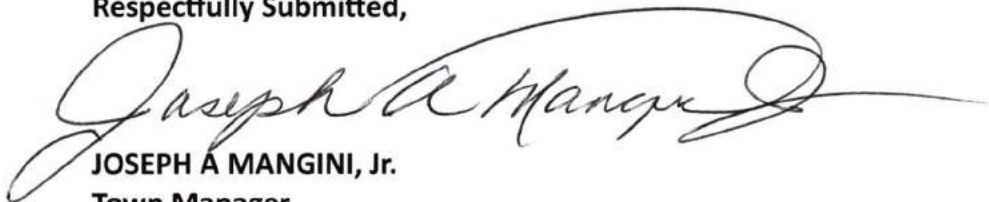
Erika Moore-Lecates updated the Town Commissioners on the activities of the MML which has expanded other activities/events for the summer conference in Ocean City. Also, the fall legislative conference will be held in November this year instead of October.. The Town now belongs in the National League of Cities due to its membership in MML.

Town Commission Vice-President Adkins reminded all that the PVFD wanted to do a "walk thru" of the Town's facilities on April 22, 2024 beginning at 7:00 pm

Town Commission President McHugh reported on his meeting along with other municipalities with the County Executive and her staff.

With no further business to conduct, the meeting was then adjourned.

**Respectfully Submitted,**

A handwritten signature in black ink, reading "Joseph A. Mangini, Jr.", with a long, sweeping underline that extends to the right.

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

***The next regular monthly town meeting will be on Monday, April 15, 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

# Pittsville Volunteer Fire Department

Monthly Report 02/26/2024

Month of February

Fire alarms for the year to date – 44

EMS alarms for the year to date – 67

Alarms for the year 2023

Fire alarms for the year 2023 – 217

EMS alarms for the year 2023 – 454

**TOWN MANAGER MONTHLY MEETING REPORT**  
**26 Feb 24**

- On the agenda tonight is consideration to approve \$10,000 from the surplus revenue budget line item to fund the expenses for the TOWN STRAWBERRY FESTIVAL and consideration of a town donation to the Pittsville Band Boosters  
To date, the Town has issued 25 building permits with \$8,424.34 in building fees collected.
- The PEDC will be meeting on February 28, 2024 @ 5:30 pm. On the agenda is discussion regarding the old warehouse property located between Railroad Avenue & Main Street next to BoxCar 40.
- The Planning/Zoning Commission will be meeting on March 7, 2024 @ 6:00 pm in Town Hall.
  - The Town has received the reimbursement of \$14,135.52 for my past services rendered for the months of October, November and December
  - Still waiting to hear from DNR regarding our past due reimbursement of \$3,619.69 for Phase II of the "capital park project"
  - - We have been approved as you know for the next phase of our Pittsville Park Capital Improvement Program in the amount of \$287,500 to erect the new playground structure and work has begun this morning (26 Feb 24). I would anticipate that the project will be completed long before the Strawberry Festival is to be held
  - The CY24 WWTP Sewer Allocation Policy is presented to you tonight indicating 2,550 gpd available for commercial use only.
  - As for the preparation on the FY 25 Budget, I have already begun my part will be working with the Town Treasurer in March to fully prepare. Once in draft form, we will meet with the Town Commission President for his review and input before presentation to all Town Commissioners at the April town meeting. This will give us two months to consider, comment, change before adoption. Now along with that, the MD General Assembly has completely eliminated the requirements of the CONSTANT YIELD. Though, a constant yield is still required by the State for reporting, there is no requirement for a special Constant Yield public hearing and thus NO RESTRICTION on a real property tax rate. A public hearing is still required which we do because it is a requirement of our own Town Charter. More on this when we begin the FY 25 budget process. Our estimated net assessable real property tax base is 107,534,359 and increase of 7%!
  - MDOT has reported our estimated highway user funding for FY24 at \$136,553.81 and for FY25 at \$157,725.73.

AND with Rob being on vacation, I will give his report!



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

**February 26, 2024**

Ring W. Lordner, P.E.  
W. Zachary Crouch, P.E.  
Michael E. Wheelaton, AIA, LEED GA  
Jason P. Loar, P.E.  
Jamie L. Sechler, P.E.

**UTILITY INFRASTRUCTURE MAPPING**

Digital files delivered to Sean and Dale on February 22<sup>nd</sup> in Google Earth .kmz format.

**SOLOMON'S VILLAGE SUBDIVISION**

Final engineering comments submitted to the developer and design engineer. Few changes then ready for final approval pending public works agreement.

**TOWNWIDE STORMWATER STUDY**

Assessed the branch and culverts in and around the wastewater treatment plant prior to entering the Aydelotte Branch with Dale. In progress.

**SOURCE WATER AND TEST WELL**

Final coordination with MDE in progress prior to drilling test well.

**BOUNDARY SURVEY**

Survey proposal provided for WWTP, cemetery, and the adjacent farm.

**WATER TREATMENT PLANT UPGRADE – PHASE 4**

Providing additional information to MDE as we await project approval.

**SANDYFIELD SUBDIVISION – LOTS 8-14, BLOCK “B”**

Preliminary engineering review comments provided regarding subdivision. Lots 10-14, total of five (5) lots are unable to be served by gravity sanitary sewer.

**WASTEWATER TREATMENT PLANT OPERATIONS**

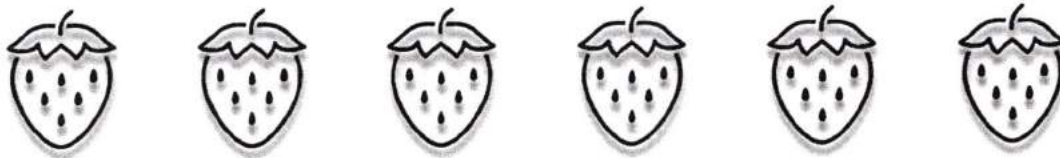
Performed a site visit to assess the sand filter at the wastewater treatment plant over the previous month. A technician was on-site to attempt to start-up the sand filter but many components require repair or replacement. We are currently putting together costs and replacement parts to get the filter operational.

1. The purpose of the garden is needed and wanted for multiple reasons. First, with today's economy, many in the community are struggling. Ayres has a food pantry give away so we would like to provide some fresh local produce options for those in need. Secondly, we wanted to be able to provide the children in the community with the opportunity to obtain community service hours within our own community. Third, many have expressed interest in learning how to garden properly as well as can and freeze.
2. I have obtained a soil sample test from a lab in Harrington Delaware. I will be having the soil tested now so we can have the results for the first meeting.
3. The plot has been marked at the Train Station where the garden will be located. Bratten Lawn Services will be donating it's time to till up the garden when it is time.
4. I am working on having a representative from the soil conservation office, a meteorologist and someone from wildlife conversation for the first meeting.

Things we are still in progress of doing:

1. Finding pricing or donation of weed block.
2. Finalizing a list of all supplies needed with pricing.
3. Finding out if we can create a separate Facebook Page for the garden to be able to share videos and updates.
4. I am working on a sponsorship flyer; however, need to determine how the Town wants to handle the funds. Do you want the checks made payable to Pittsville Community Garden?
5. I am also hoping on getting a separate committee formed for activities for the Town. I will be asking for volunteers for that committee at the first garden meeting. Hopefully we can stir up some additional interest.
6. Possible community yard sale the week before bulk pickup. When is next bulk trash pickup?

The Town of Pittsville & Ayres United Methodist Church  
Proudly Present  
The Pittsville Community Garden & Farmers



Have you ever wanted to start a garden and didn't know where to start? Have you ever tried a garden only to have it not produced the way it should? Have you ever wanted to learn how to can and freeze produce? If so, we have a great community activity for you!!

The Town of Pittsville and Ayres United Methodist Church have partnered to create the Pittsville Community Garden and Farmers Market. It will be located at the Train Station on Maple and Main Street. We are very excited to present this opportunity for our community. This garden is being created for multiple reasons. First, we wanted to be able to provide fresh produce for those in need. Secondly, we wanted to have a fun and unique opportunity for the children in the community to be able to get credit for community hours. Third, we want to share our knowledge with others so they can learn to create their own gardens. Finally, we wanted to teach others how to can and freeze produce properly.

We will be starting the garden in March with an exact date yet to be determined. We will be announcing our first meeting date soon so look for details. This is a very exciting opportunity for our community, and we look forward to seeing you soon.

**Town of Pittsville**  
**General Operating Account**  
**As of February 29, 2024**

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>100 · CASH &amp; EQUIVALENTS</b>							57,707.10
<b>110 · General Fund</b>							57,707.10
<b>128 · FBW - General Operating 1541</b>							57,707.10
Bill Pmt -Che...	02/01/2024	3636	Johnsons Seed & Feed	Inv # 339578	310 · ...	-630.00	57,077.10
Bill Pmt -Che...	02/01/2024	3637	Mediacom - Police	Internet	310 · ...	-270.40	56,806.70
Bill Pmt -Che...	02/01/2024	3638	Quadiant, Inc	Inv # 60782303	310 · ...	-72.00	56,734.70
Bill Pmt -Che...	02/01/2024	3639	Verizon-G&U	Inv # 9954269462	310 · ...	-746.93	55,987.77
Bill Pmt -Che...	02/01/2024	3640	Wicomico County MD -...	54069	310 · ...	-1,786.40	54,201.37
General Jour...	02/02/2024	6413	Deposit	3884	142 · ...	3,322.87	57,524.24
General Jour...	02/02/2024	6416	Deposit	3887	142 · ...	194.35	57,718.59
General Jour...	02/02/2024	6418	Deposit	3889	148 · ...	1,500.00	59,218.59
General Jour...	02/02/2024	6419	Deposit	3890	145 · ...	7,113.42	66,332.01
General Jour...	02/02/2024	6428	Deposit	3896	142 · ...	27.72	66,359.73
General Jour...	02/02/2024	6430	Deposit	3898	148 · ...	400.00	66,759.73
General Jour...	02/06/2024	6435	Deposit	3903	142 · ...	118.57	66,878.30
Bill Pmt -Che...	02/08/2024	3641	Choctank Electric - G	9912566701	310 · ...	-123.00	66,755.30
Bill Pmt -Che...	02/08/2024	3642	Colonial Life	Inv 3 5277330-0105663	310 · ...	-112.28	66,643.02
Bill Pmt -Che...	02/08/2024	3643	Davis, Bowen & Fridel ...	Inv # 181496	310 · ...	-1,837.50	64,805.52
Bill Pmt -Che...	02/08/2024	3644	DP Chatham Mnr 8081...	5501 0728 081	310 · ...	-83.61	64,721.91
Bill Pmt -Che...	02/08/2024	3645	DP Town Lights 578-G	5501 0728 578	310 · ...	-3,738.26	60,983.65
Bill Pmt -Che...	02/08/2024	3646	DP Town Warehouse ...	5500 6957 678	310 · ...	-159.72	60,823.93
Bill Pmt -Che...	02/08/2024	3647	DPSCS - ITCD	Inv # AB4-01-486	310 · ...	-14.00	60,809.93
Bill Pmt -Che...	02/08/2024	3648	Inacom Information Sy...	58872	310 · ...	-302.33	60,507.60
Bill Pmt -Che...	02/08/2024	3649	Joseph A. Mangini Jr	Pay Jan 21- Feb 3	310 · ...	-2,850.00	57,657.60
Bill Pmt -Che...	02/08/2024	3650	Lisa Tubbs	January Cleaning / Inv # 10...	310 · ...	-600.00	57,057.60
Bill Pmt -Che...	02/08/2024	3651	Mediacom - Town Hall	8384500090090174	310 · ...	-229.95	56,827.65
General Jour...	02/08/2024	6439	Deposit	3907	142 · ...	50.00	56,877.65
Bill Pmt -Che...	02/15/2024	3652	American Public Safety	Inv # SI-113992	310 · ...	-695.50	56,182.15
Bill Pmt -Che...	02/15/2024	3653	Axon Enterprise, Inc	Q-550993-45334.645NR	310 · ...	-342.54	55,839.61
Bill Pmt -Che...	02/15/2024	3654	Cheryl Tyndall	P/Z Meet 02/08/24	310 · ...	-25.00	55,814.61
Bill Pmt -Che...	02/15/2024	3655	Dwayne Mattox	P/Z Meet 02/08/24	310 · ...	-25.00	55,789.61
Bill Pmt -Che...	02/15/2024	3656	Heather Krazier	P/Z Meet 02/08/24	310 · ...	-25.00	55,764.61
Bill Pmt -Che...	02/15/2024	3657	Jennifer Keener	P/Z Meet 02/08/24	310 · ...	-25.00	55,739.61
Bill Pmt -Che...	02/15/2024	3658	Kelly & Associates Ins...	Health Insurance	310 · ...	-1,581.86	54,157.75
Bill Pmt -Che...	02/15/2024	3659	Kevin Bailey	P/Z Meet 02/08/24	310 · ...	-25.00	54,132.75
Bill Pmt -Che...	02/15/2024	3660	Lincoln National Life In...	March 2023 / LT/ST/Life Ins...	310 · ...	-326.84	53,805.91
Bill Pmt -Che...	02/15/2024	3661	ShoreScan - G&U	Inv # 8882	310 · ...	-95.00	53,710.91
Bill Pmt -Che...	02/15/2024	3662	Simple Computing LLC	Inv # 1105,1106,1107	310 · ...	-9,950.00	43,760.91
General Jour...	02/16/2024	6431	Deposit	3899	142 · ...	0.73	43,761.64
General Jour...	02/16/2024	6445	Deposit	3913	148 · ...	2,600.00	46,361.64
General Jour...	02/16/2024	6446	Deposit	3914	142 · ...	1,960.04	48,321.68
General Jour...	02/16/2024	6448	Deposit	3916	145 · ...	148.41	48,470.09
General Jour...	02/16/2024	6509	Deposit	Escrow Fee / Withers	148 · ...	1,500.00	49,970.09
General Jour...	02/16/2024	6511	Deposit	Minor Subdivision Fee / Bro...	148 · ...	1,500.00	51,470.09
General Jour...	02/21/2024	6456	Deposit	LGYC Business License FY...	148 · ...	25.00	51,495.09
General Jour...	02/21/2024	6460	Deposit	Jan 1, 2023 - Dec 31, 2023 ...	148 · ...	12,657.93	64,153.02
General Jour...	02/21/2024	6462	Deposit	Dividend Workers Comp. Y...	148 · ...	1,379.00	65,532.02
General Jour...	02/21/2024	6565	Deposit	3925	148 · ...	1,050.00	66,582.02
Bill Pmt -Che...	02/22/2024	3663	Cash	Cash Drawer Reimb.	310 · ...	-38.95	66,543.07
Bill Pmt -Che...	02/22/2024	3664	Joseph A. Mangini Jr	Pay Feb 4- Feb 17	310 · ...	-3,210.00	63,333.07
General Jour...	02/23/2024	6568	Deposit	3928	142 · ...	206.00	63,539.07
General Jour...	02/26/2024	6560	PNC Bank	Credit Card Pmt 2/26/24	351 · ...	-3,426.61	60,112.46
General Jour...	02/28/2024	6581	Deposit	3941	142 · ...	1,177.29	61,289.75
<b>Total 128 · FBW - General Operating 1541</b>						<b>3,582.65</b>	<b>61,289.75</b>
<b>Total 110 · General Fund</b>						<b>3,582.65</b>	<b>61,289.75</b>
<b>Total 100 · CASH &amp; EQUIVALENTS</b>						<b>3,582.65</b>	<b>61,289.75</b>
<b>TOTAL</b>						<b>3,582.65</b>	<b>61,289.75</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 February 29, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>100 - CASH &amp; EQUIVALENTS</b>							82,868.69
<b>120 - Water &amp; Sewer Fund</b>							82,868.69
<b>129 - FBW UTILITY OPERATING ACC 1996</b>							82,868.69
Bill Pmt -Check	02/01/2024	3932	Atlantic Pumping Inc -U	Inv # 363154	320 · W...	-495.00	82,373.69
Bill Pmt -Check	02/01/2024	3933	Elzey's Septic Services	Inv # I2029	320 · W...	-4,200.00	78,173.69
Bill Pmt -Check	02/01/2024	3934	Grainger	Inv # 9964196043	320 · W...	-539.91	77,633.78
Bill Pmt -Check	02/01/2024	3935	USA Blue Book - U	143290	320 · W...	-3,148.86	74,484.92
General Journal	02/01/2024	6420	Deposit	3891	152 · W...	2,118.07	76,602.99
General Journal	02/01/2024	6421	Deposit	3892	152 · W...	2,509.47	79,112.46
General Journal	02/02/2024	6405	Deposit	3875	-SPLIT-	1,386.35	80,498.81
General Journal	02/02/2024	6406	Deposit	3877	-SPLIT-	31,555.54	112,054.35
General Journal	02/02/2024	6422	Deposit	3893	152 · W...	977.78	113,032.13
General Journal	02/02/2024	6427	Deposit	3895	152 · W...	298.10	113,330.23
General Journal	02/02/2024	6429	Deposit	3897	152 · W...	3,275.63	116,605.86
General Journal	02/06/2024	6433	Deposit	3901	152 · W...	1,649.02	118,254.88
General Journal	02/06/2024	6434	Deposit	3902	152 · W...	644.95	118,899.83
Bill Pmt -Check	02/08/2024	3936	Bruce Lewis	Inv # 874	320 · W...	-650.00	118,249.83
Bill Pmt -Check	02/08/2024	3937	Chesapeake Environ...	Inv # 18468	320 · W...	-3,491.66	114,758.17
Bill Pmt -Check	02/08/2024	3938	Davis, Bowen & Fridel...	Inv # 181497,181498,181501,181...	320 · W...	-10,035.40	104,722.77
Bill Pmt -Check	02/08/2024	3939	DP LS#1 White Richa...	5501 4225 615	320 · W...	-130.05	104,592.72
Bill Pmt -Check	02/08/2024	3940	DP LS#2 Old Ocean ...	5501 1246 422	320 · W...	-175.12	104,417.60
Bill Pmt -Check	02/08/2024	3941	DP LS#3_ Friendship ...	5500 6957 173	320 · W...	-270.14	104,147.46
Bill Pmt -Check	02/08/2024	3942	DP LS#4 Gumboro 62...	5501 1296 278	320 · W...	-64.17	104,083.29
Bill Pmt -Check	02/08/2024	3943	DP LS#5 Railroad 744...	5501 1317 447	320 · W...	-86.21	103,997.08
Bill Pmt -Check	02/08/2024	3944	DP LS#6 Legacy Lane...	5501 1316 936	320 · W...	-115.24	103,881.84
Bill Pmt -Check	02/08/2024	3945	DP WTP 0821-U	5501 1810 821	320 · W...	-4,325.77	99,556.07
Bill Pmt -Check	02/08/2024	3946	DP WWTP 3731-U	5501 1013 731	320 · W...	-3,521.37	96,034.70
Bill Pmt -Check	02/08/2024	3947	Ferguson Waterworks...	Inv # 0206975	320 · W...	-49.47	95,985.23
Bill Pmt -Check	02/08/2024	3948	Kuhne's Stationary En...	Inv # 1014	320 · W...	-4,288.91	91,696.32
Bill Pmt -Check	02/08/2024	3949	One Call Concepts Inc...	0001040	320 · W...	-15.69	91,680.63
Bill Pmt -Check	02/08/2024	3950	Shafer, Troxell & How...	Inv # 22270	320 · W...	-4,100.00	87,580.63
Bill Pmt -Check	02/08/2024	3951	U.F.U., Inc.	Inv # 2024-0104	320 · W...	-3,900.00	83,680.63
Bill Pmt -Check	02/08/2024	3952	Wicomico County Soli...	3020	320 · W...	-302.17	83,378.46
Bill Pmt -Check	02/08/2024	3953	Wicomico County Soli...	3025	320 · W...	-322.94	83,055.52
General Journal	02/08/2024	6438	Deposit	3906	152 · W...	372.51	83,428.03
General Journal	02/08/2024	6440	Deposit	3908	152 · W...	246.27	83,674.30
General Journal	02/13/2024	6441	Deposit	3909	152 · W...	476.35	84,150.65
General Journal	02/14/2024	6442	Deposit	3910	-SPLIT-	387.65	84,538.30
General Journal	02/15/2024	6426	Deposit	Transfer to reimb. utility account fo...	105 · ML...	32,698.50	117,236.80
Bill Pmt -Check	02/15/2024	3954	Belair Road Supply Co	Inv # 554941	320 · W...	-534.72	116,702.08
Bill Pmt -Check	02/15/2024	3955	Freemire & Associate...	ARP WWTP Upgrade/ Alarms Lift...	320 · W...	-32,698.50	84,003.58
Bill Pmt -Check	02/15/2024	3956	Kelly & Associates Ins...	Health Insurance	320 · W...	-556.80	83,446.78
Bill Pmt -Check	02/15/2024	3957	Link Computer Corpor...	17679	320 · W...	-436.96	83,009.82
Bill Pmt -Check	02/15/2024	3958	Napa Auto Parts - New	Supplies	320 · W...	-294.52	82,715.30
General Journal	02/15/2024	6443	Deposit	3911	152 · W...	244.65	82,959.95
General Journal	02/15/2024	6444	Deposit	3912	152 · W...	405.46	83,365.41
General Journal	02/16/2024	6432	Deposit	3900	152 · W...	1,119.12	84,484.53
General Journal	02/16/2024	6436	Deposit	3904	-SPLIT-	10,384.00	94,868.53
General Journal	02/16/2024	6447	Deposit	3915	152 · W...	493.89	95,362.42
General Journal	02/16/2024	6505	Deposit	8 Sewer Allocation Reservation F...	154 · Mi...	800.00	96,162.42
General Journal	02/16/2024	6507	Deposit	30 Sewer Allocation Reservation ...	154 · Mi...	3,000.00	99,162.42
General Journal	02/20/2024	6449	Deposit	3918	-SPLIT-	391.66	99,554.08
General Journal	02/20/2024	6450	Deposit	3919	152 · W...	247.35	99,801.43
General Journal	02/21/2024	6451	Deposit	3920	152 · W...	238.51	100,039.94
General Journal	02/21/2024	6458	Deposit	Air Compressor Disposal WTP	154 · Mi...	1,200.00	101,239.94
General Journal	02/21/2024	6484	Deposit	3922	-SPLIT-	15,000.00	116,239.94
General Journal	02/21/2024	6484	Deposit	3922	129 · FB...	5,000.00	121,239.94
Bill Pmt -Check	02/22/2024	3959	Bob's Siding & Roofin...	Stairs and Deck WWTP	320 · W...	-8,600.00	112,639.94
Bill Pmt -Check	02/22/2024	3960	Davis, Bowen & Fridel...	Inv # 182540,182541,182542,182...	320 · W...	-12,970.75	99,669.19
Bill Pmt -Check	02/22/2024	3961	Grainger	Inv # 9017680506	320 · W...	-402.56	99,266.63
Bill Pmt -Check	02/22/2024	3962	Kuhne's Stationary En...	Inv # 1021,1019,1020	320 · W...	-10,942.45	88,324.18
Bill Pmt -Check	02/22/2024	3963	Town of Ocean City -U	178/178	320 · W...	-475.00	87,849.18
Bill Pmt -Check	02/22/2024	3964	USA Blue Book - U	143290	320 · W...	-590.45	87,258.73
Bill Pmt -Check	02/22/2024	3965	Water Testing Laborat...	Inv # SAL7256	320 · W...	-897.00	86,361.73
General Journal	02/22/2024	6566	Deposit	3926	152 · W...	513.33	86,875.06
General Journal	02/23/2024	6557	PNC Bank	Utility Credit Card Pmt 02/23/24	351 · PN...	-28,042.19	58,832.87
General Journal	02/23/2024	6563	Deposit	3917	-SPLIT-	8,187.73	67,020.60
General Journal	02/23/2024	6567	Deposit	3927	152 · W...	527.85	67,548.45
General Journal	02/23/2024	6569	Deposit	3929	152 · W...	499.29	68,047.74
General Journal	02/26/2024	6571	Deposit	3931	152 · W...	238.34	68,286.08
General Journal	02/26/2024	6573	Deposit	3933	152 · W...	247.35	68,533.43
General Journal	02/26/2024	6574	Muni-Link	3934	152 · W...	-260.58	68,272.85
General Journal	02/26/2024	6576	Muni-Link	3936	152 · W...	-239.19	68,033.66
General Journal	02/27/2024	6579	Deposit	3939	152 · W...	258.42	68,292.08
General Journal	02/27/2024	6580	Deposit	3940	-SPLIT-	2,192.39	70,484.47
General Journal	02/28/2024	6582	Deposit	3942	152 · W...	665.83	71,150.30

8:18 AM

03/14/24

Accrual Basis

**Town of Pittsville**  
**Utility Operating Account**  
 As of February 29, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 129			FBW UTILITY OPERATING ACC 1996			-11,718.39	71,150.30
Total 120			Water & Sewer Fund			-11,718.39	71,150.30
Total 100			CASH & EQUIVALENTS			-11,718.39	71,150.30
<b>TOTAL</b>						<b>-11,718.39</b>	<b>71,150.30</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 14 Mar 24**

**GENERAL FUND**

1) Operating Account: \$246,204.00

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

2) Capital Improvement Account: \$ 81,000.00

3) Highway User Fee Account: \$129,788.00

4) Speed Camera Account: \$17,024.00

5) Reserve Account: \$ 439,329.00

**TOTAL: \$913,345.00**

**AMERICAN RESCUE PLAN FUND: \$223,109.00**

**MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP (interest earned as of 18 Apr 23) \$106,609.76 (daily interest as of 21 Feb 24: 5.35%)**

a) General Fund:	\$58,635.36	55%
b) Water Fund:	\$13,859.27	13%
c) Sewer Fund:	\$34,115.13	32%



**WATER FUND**

1) Operating Account; \$84,942.00

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

2) Capital Improvement Account: \$ 145,967.00

3) Reserve Account: \$ 69,707.00.

**TOTAL: \$300,616.00**

**Water/Loan Debt: (\$ 390,122.00)**

**SEWER FUND**

1) Operating Account: \$84,942.00

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

2) Capital Improvement Account: \$ 369,692.00

3) Reserve Account: \$ 177,810.00

**TOTAL: \$ 632,444.00**

**TOTAL AVAILABLE MUNICIPAL FUNDS: \$2,176,123.76**

**TOWN OF PITTSVILLE**

**ZONING ORDINANCE AMENDMENT NO 2024 – 01**

AN ORDINANCE OF THE TOWN OF PITTSVILLE, MARYLAND, TO AMEND ZONING ORDINANCE NO. 2022 – 04 BY AMENDING THE PROVISIONS THEREOF FOR THE PURPOSES OF INCORPORATING AMENDMENTS TO REGULATE THE CANNABIS BUSINESSES TO INCLUDE THE GROWING, PROCESSING, DISPENSING, AND ON-SITE CONSUMPTION ESTABLISHMENTS IN THE TOWN OF PITTSVILLE.

WHEREAS, on November 8, 2022, Maryland voters passed "Question 4" by ballot referendum, making it legal for individuals aged 21 and older to possess and consume cannabis in Maryland on or after July 1, 2023; and

WHEREAS, on April 8, 2023, the Maryland General Assembly passed the Cannabis Reform Act (HB556/ SB516) which allowed for cannabis sales to adults 21 and older from licensed dispensaries and established a framework for adult-use cannabis sales beginning July 1, 2023, including the conversion of existing medical cannabis business licenses to both medical and adult- use cannabis, and created a new Maryland Cannabis Administration to oversee see both medical and adult- use program; and

WHEREAS, on May 3, 2023, the Governor of Maryland signed the Cannabis Reform Act into law; and

WHEREAS, the Cannabis Reform Act provides political subdivisions with the power to establish zoning requirements for and otherwise regulate cannabis subject to certain limitations to include on-site consumption establishments; and

WHEREAS, the Commissioners of the Town of Pittsville are authorized by MD Code, Local Government § 4-204, as amended, to amend zoning regulations, as the Town of Pittsville ("the Town") deem necessary to assure the purposes set forth in MD Code, Local Government § 4-202(b) are satisfied;

WHEREAS, pursuant to Section 131 of the Pittsville Zoning Ordinance, the Planning Commission reviewed the matter and provided a favorable recommendation on the amendments;

WHEREAS, the Commissioners of the Town of Pittsville find that amendments to Zoning Ordinance No. 2022-04 are desirable to establish new provisions governing cannabis businesses in the Town.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED, by the Commissioners of the Town of Pittsville, Maryland that Ordinance No. 2022-04 entitled "Zoning" of the Town of Pittsville be amended as herein after set forth:

Section 1.

**Article II. Definitions**

**§ 12. Terms Defined.**

As used in this chapter, the following terms shall have the meaning indicated:

(Note: Added definitions are to be inserted in alphabetical order with the terms already defined)

**CANNABIS** - The plant Cannabis Sativa L. and any part of the plant, including all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9-tetrahydrocannabinol concentration greater than 0.3% on a dry weight basis. Cannabis includes cannabis products. Cannabis does not include hemp or hemp products, as defined in § 14-101 of the Agriculture Article of the Annotated Code of Maryland.

**CANNABIS ADMINISTRATION** - The Maryland Cannabis Administration established under Title 36 of the Alcoholic Beverages and Cannabis Article of the Annotated Code of Maryland.

**CANNABIS BUSINESS** - A business licensed or registered by the Cannabis Administration to operate in the cannabis industry. This includes, but is not limited to, a grower, processor, or dispensary, to include an on-site consumption establishment, licensed under Title 36 of the Alcoholic Beverages and Cannabis Article of the Annotated Code of Maryland.

**CANNABIS DELIVERY SERVICE** - A cannabis licensee authorized to deliver cannabis in accordance with a cannabis micro license to operate a cannabis dispensary.

**CANNABIS DISPENSARY** - An entity licensed under Title 36 of the Alcoholic Beverages and Cannabis Article of the Annotated Code of Maryland that acquires, possesses, repackages, transfers, repackages, transports, sells, distributes, or dispenses cannabis or cannabis products, including tinctures, aerosols, oils, and ointments, related supplies, and educational materials for use by qualifying patients, caregivers, or consumers through a storefront or through a delivery service, based on license type.

**CANNABIS GROWER** - An entity licensed under Title 36 of the Alcoholic Beverages and Cannabis Article of the Annotated Code of Maryland that cultivates, or packages, cannabis and is authorized by the Cannabis Administration to provide cannabis to other cannabis licensees and registered independent testing laboratories.

**CANNABIS MICRO LICENSE** - A micro license issued in accordance with § 36-401(c)(2) of the Alcoholic Beverages and Cannabis Article of the Annotated Code of Maryland.

**CANNABIS ON-SITE CONSUMPTION ESTABLISHMENT** - An entity licensed under § 36-401(c)(4) of the Alcoholic Beverages and Cannabis Article of the annotated code of Maryland to distribute cannabis or cannabis products for on-site consumption other than consumption by smoking indoors.

CANNABIS PROCESSOR - A licensed entity that:

- (1) Transforms cannabis into another product or an extract and packages and labels the cannabis product; and
- (2) Is authorized by the Administration to provide cannabis to licensed dispensaries and registered independent testing laboratories.

**Article VII. Permitted Uses**

**§ 48. Permissible Uses Tables.**

(Note: the added Permissible Use category “Cannabis Business” is to be inserted after the “Agriculture” category and before the “Other” category.)

A. Table of Permissible Uses (see following)

<b>§ 48. Permissible Uses Tables</b>							
<b>Permitted Use Categories and Subcategories</b>	<b>ZONING DISTRICT</b>						
	<b>SR</b>	<b>CR</b>	<b>CM</b>	<b>MH</b>	<b>CBD</b>	<b>RC</b>	<b>MUE</b>
<b>Agriculture</b>							
Agriculture, crop production	P	P	P	P	P	P	P
<del>Crop production, medical cannabis</del>	SE						
Agriculture, buildings, and structures	SE	SE	SE	SE	SE	SE	SE
Community Garden	P	P	P				
Indoor plant cultivation						P	P
<b>Cannabis Business</b>							
Cannabis Grower	SE					SE	SE
Cannabis Processor						SE	SE
Cannabis Dispensary					SE	SE	SE

**Article IX. Supplemental Use Regulations.**

**§ 66. Cannabis Businesses**

A. Cannabis On-Site Consumption

Cannabis on-site consumption establishments are prohibited within the Town of Pittsville.

(Note: The subsequent sections shall be renumbered in numerical order, beginning with § 67).

Section 2. It is the intention of the Town of Pittsville that each provision of this Ordinance shall be deemed independent of all other provisions herein.

Section 3. It is further the intention of the Town of Pittsville that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

Section 4. The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 4.

Section 5. This Ordinance shall take effect from and after the date of its final passage.

AND BE IT FURTHER RESOLVED, ENACTED, AND ORDAINED by the Town of Pittsville, Maryland, that this Ordinance shall take effect from and after the date of its final passage.

THE ABOVE ORDINANCE WAS INTRODUCED AND READ by the Commissioners of the Town of Pittsville, Maryland, at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, advertised on \_\_\_\_\_, 2024, and \_\_\_\_\_, 2024, and finally passed by the Commissioners of the Town of Pittsville on \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
Erica M. Witz, Town Attorney

\_\_\_\_\_  
Sean McHugh, President (SEAL)

\_\_\_\_\_  
Roland Adkins, Vice President (SEAL)

\_\_\_\_\_  
Bethany Miller, Commissioner (SEAL)

\_\_\_\_\_  
John Palmer, Commissioner (SEAL)

\_\_\_\_\_  
David Carozza, Commissioner (SEAL)

# Town of Pittsville

P.O. Drawer A  
7505 Gumboro Road  
Pittsville, Maryland 21850  
410-835-8872 • Fax 410-835-8461

## APPLICATION FOR REZONING REQUEST

### TOWN OF PITTSVILLE

Property Owner Name: Mitchell's Automotive & Towing LLC

Address: 34590 Railroad Ave Pittsville MD 21850

Phone Number 443-880-7354

Current Zoning: Residential Request Change to: Commercial Business District (CBD)

Property Location: \_\_\_\_\_

911 Address: Mill St ? Tax Map: 301 Parcel: 1460 Lot: \_\_\_\_\_  
TAX ID 04017722

Reason for Request: Change to Central Business District (CBD) for automotive, towing and storage needs

Signed: Michael Pals Date: 2-22-24

Application Fee: \$500.00 Date Paid: 2/22/24 Receipt Number 431844

\*\*\*\*COPY OF PLAT MUST ACCOMPANY APPLICATION\*\*\*\*

- Application must prove according to Maryland Code:
- 1.) Change in neighborhood
  - 2.) Mistake in original zoning

# Town of Pittsville

P.O. Drawer A

7505 Gumbo Road

Pittsville, Maryland 21850

410-835-8872 • Fax 410-835-8461

## REZONING PROCEDURES

- 1.) An application must be completed and a \$500.00 fee must be prepaid by the applicant.
- 2.) The Planning & Zoning Board will place the application on their agenda at the next regular meeting for a Public Hearing which must be advertised pursuant to Maryland Annotated Code.
- 3.) The applicant shall be notified of the place, date and time of the Public Hearing by mail.
- 4.) A Public Notice shall be posted in a conspicuous place on the property indicating the same information as above.
- 5.) At the conclusion of the Planning & Zoning Board hearing, their recommendation is forwarded to the Town Commissioners to be placed on their agenda for a Public Hearing at the next regular meeting and advertised pursuant to Maryland Annotated Code to consider a Zoning Map Amendment in which the basis for justifying change is:
  - A. There has been a change in the neighborhood
  - B. There was a mistake made on the original zoning map

MITCHELL'S AUTOMOTIVE & TOWING  
 MITCHELL I PARKS  
 4438807354  
 29071 BRYAN BROOKE LN  
 SALISBURY, MD 21801

65-166/521 10693  
 DATE 2.22.24

PAY TO THE ORDER OF Mr. Taxon of pittsulle \$ 500.00  
four hundred  
Dollars \_\_\_\_\_ DOLLARS

HEBRON SAVINGS BANK  
 WWW.HEBRONSAVINGSBANK.COM

MEMO 2nd Lt [Signature]

⑆05210166910693 ⑆300641601⑆

**RECEIPT** DATE 2.22.24 No. 431844

RECEIVED FROM Mitchell Parks \$ 500.00

Fee for rezoning request \_\_\_\_\_ DOLLARS

FOR RENT  
 FOR Rezoning five hundred dollars

ACCOUNT		<input type="radio"/> CASH
PAYMENT		<input checked="" type="radio"/> CHECK
BAL. DUE		<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM 10693 TO \_\_\_\_\_  
 BY [Signature]

3-11



PERDUE STREET

P.443

2

N 53°27'00" E  
209.74'

Top of Ditch  
Top of Ditch

20' WIDE MAINTENANCE  
AREA FROM TOP OF  
BANK

S 09°01'00" W  
220.54'



PLAT REF.  
9/191-762

P.1460

AREA=  
1.30 Acres ±  
56,773 Sq. Ft. ±

S 82°09'07" E  
IPF

55.00'

S 09°00'53" W  
74.05'

55.00'

N 81°32'52" W

S 09°01'00" W  
150.00'

P.441

P.440

30' Right of Way

Top of Ditch

N 06°56'00" E

295.78'

136.09'

55.00'

RAILROAD AVENUE 30' Right of Way

N 81°32'52" W

PROPOSED FENCE  
IRON PIPE FOUND 1"=50'

o IPF

20' WIDE AREA FOR  
MAINTENANCE OF  
THE DITCH.

**OFFICIAL ZONING MAP  
PITTSVILLE, MARYLAND**

**Zoning Districts**

-  CBD Central Business District
-  CM Core Mixed-Use District\*
-  CR Central Residential District\*
-  SR Single-family Residential District
-  MH Mobile Home Residential District
-  RC Regional Commercial
-  MUJ Mixed-Use Employment District
-  CRD Overlay District
-  Corporate Boundary

\* Included in the CHD overlay district

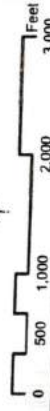
This is to certify that this is the official Zoning Map referred to in Section 8 of the Pittsville Zoning Ordinance.

ORDINANCE# \_\_\_\_\_ DATE ADOPTED \_\_\_\_\_

TOWN COMMISSIONER \_\_\_\_\_ DATE \_\_\_\_\_

TOWN COMMISSIONER \_\_\_\_\_ DATE \_\_\_\_\_

TOWN COMMISSIONER \_\_\_\_\_ DATE \_\_\_\_\_



Version 11-16-22

*Handwritten notes:*  
 KTR  
 M. P. P. P.  
 P. P. P. P.  
 R. E. R. E. R. E.

