

**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.

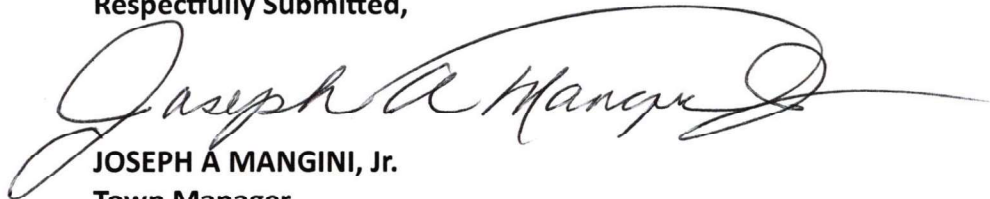
Erika Moore-Lecates updated the Town Commissioners on the activities of the MML which has expanded other activities/events for the summer conference in Ocean City. Also, the fall legislative conference will be held in November this year instead of October.. The Town now belongs in the National League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



**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