

**TOWN OF PITTSVILLE**  
**Town Commissioners Meeting Minutes**  
**March 18, 2024**

The regular monthly meeting of the Town Commissioners of Pittsville was convened by Town Commission President Sean McHugh at 7:00 pm on March 18, 2024 at Town Hall. Present were Town Commissioners Bethany Miller and David Carozza. Town Commission Vice President Roland Adkins and Town Commissioner John Palmer were unable to attend. Also attending were Town Manager Joe Mangini, Town Attorney Erica Witz, and Town Engineer Rob Duma. Chief Harris was excused.

Pledge of Allegiance was recited by all.

**MINUTES**

The minutes of the regular meeting of February 26 2024 were reviewed with a motion to approve by Town Commissioner Carozza and seconded by Town Commissioner Miller. 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 \$57,707.10 and ending balance of \$61,289.75 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 \$82,868.69 and ending balance of \$71,150.30. Motion to approve by Town Commission President McHugh and seconded by Town Commissioner Carozza. Motion approved.

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

**General Fund:**

- a) Operating: \$246,204.00
- b) Capital Improvement: \$81,000.00
- c) Highway User Fee Account: \$129,788.00
- d) Speed Camera: \$17,024.00
- e) Reserve Account: \$439,329.00

TOTAL: \$913,345.00

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

**MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/** earned since April 18, 2023):  
\$106,609.76 (daily interest rate as of 18 Mar 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**

- a) Operating Account: \$84,942.00
- b) Capital Improvement Account: \$145,967.00
- c) Reserve Account: \$69,707.00

TOTAL: \$300,616.00

Water Loan Debt: (\$390,122.00)

**SEWER FUND**

- a) Operating Account: \$84,942.00
- b) Capital Improvement Account: \$369,692.00
- c) Reserve Account: \$177,810.00

TOTAL: \$632,444.00

**Total Available Municipal Funds: \$2, 176,123.76**

**PUBLIC SAFETY REPORTS**

*PVFD/EMS*

There was no report given

*Police*

With Chief Harris being excused, there was no report given

*Code Enforcement*

The Town Manager reminded everyone of the Town's municipal code regulations regarding permits and grass cutting along with the Department of Code Enforcement's policies in addressing code violations..

**TOWN MANAGER'S REPORT\***

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

## **TOWN ENGINEER'S REPORT**

Rob Duma updated the Town Commissioners on the following:

- Utility mapping project is complete and maps are available
- Waiting for final plans to review of the Solomon's Village major residential subdivision
- Storm Water Management Study should be completed within the next 2 months
- Discussed the various repairs being undertaken at the WWTP to include repair/replacement of the sand filter which treats the influent before discharge into the stream.
- Railroad Avenue sewer pumping station redesign completed for Solomon's Village subdivision project. Developer will bear the costs since upgrade is required to service the development.
- Smoke Testing to begin April 15.

## **OLD BUSINESS**

Chase Dykes of Bay to Beach Home Exteriors presented his request for the Town to have sewer allocation for his eleven lot major subdivision located between Old Ocean City Road and Main Street. At present, there are no available "residential" sewer allocations but the Town has in reserve commercial allocations that could be transferred. Both the Town's Planning/Zoning Commission and Economic Development Commission supported the request.

There was much discussion amongst the Town Commissioners regarding the request to transfer the sewer allocation. Town Commission President McHugh made a motion to transfer the commercial sewer allocation to Bay to Beach so the project could continue with the caveat that any further sewer allocations that became available would be used for commercial purposes and a residential moratorium be placed on any additional residential development. Town Commissioner Miller seconded. Town Commission President McHugh and Town Commissioner Miller voted "yes". Town Commissioner Carozza voted "no". Since a majority of the Town Commissioners elected was required for passage per the Town Charter, the motion failed.

## **NEW BUSINESS**

Ordinance # 2024-01 an ordinance to amend the Town's zoning code to establish regulations regarding Cannabis operations in the Town was introduced with a public hearing to be scheduled before consideration of adoption at the next regular scheduled town meeting in April. Town Attorney Witz reviewed and explained the reasoning for the ordinance which has been prompted by the new state legislation. Discussion was held on the workings of the ordinance .

Mitchell's Autonotive and Towing is requesting a rezoning of property they recently purchased adjoining their present land in order to expand their business which is operating as a "special exception". The Planning/Zoning Commission is supporting the request. The Town Manager

explained that even if rezoning request is approved, Mitchell Auto and Towing will still need to go before the Board of Zoning Appeals for another “special exception” use since it would be extending the business operation onto another site. Town Commission President McHugh motion to prepare a rezoning amendment ordinance with Town Commissioner Carozza seconded. Motion approved. The Town Attorney and Town Manager will work on preparing an amending rezoning ordinance for a possible introduction and further action.

The Town Manager and Town Engineer updated the Town Commissioners on the issue of requesting additional funding from MDE for the financing of the WTP Phase IV Upgrade. Total cost of the project is \$2,719,007 with only \$1,500,000 being grant funded. The remaining \$1,219,007 must be local funded by the Town. Since this is a project that must be done, the Town needs to request the additional financing from MDE. Town Commission President McHugh made a motion to approve the additional funding being offered by MDE with a second by Town Commissioner Carozza. Motion approved. The Town Manager informed the Town Commissioners that he is going to solicit and check other possible grant funding sources for the Town including the CDBG program which the Town is still eligible for.

Becky Smith, Vice Chair for the PEDC updated the Town Commissioners on the last PEDC meeting plus other activities. The primary “issue” is the old warehouse owned by Robert Riccio that has been abandoned for years, is in major disrepair, an “eyesore” hurting the economic development goals of the Town and must be addressed. Mr Riccio has met with the PEDC , made a basic proposal to turn the warehouse into a crab restaurant but offered very little supportive material. Both the PEDC and the Town Manager do not feel this proposal will be acted on and a more stronger approach needs to be made to obtain the property by the Town or pursue condemnation. The Town Manager proposed drafting a letter to the property owner indicating the Town’s desire to purchase the abandoned property with repercussions to follow if nothing done. The letter will need to be reviewed by the Town Attorney before being sent out.

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

Town resident Dale Littleton requested clarification on some of the bills (which he received), thought an annual police report of activities would be nice to see, and requested assistance from the Town in maintaining/cleaning out the ditches on Pitts Avenue

Town Commission President McHugh discussed the meeting with Talkie Communications due to their damaging of the Town’s utility service lines while they were installing fiber optic.

Town Commissioner Carozza updated on the Strawberry Festival scheduled for June 8, 2024.

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, May 20, 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