

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

**TOWN COMMISSIONERS BUDGET WORK SESSION**

**May 20, 2024**

**6:00 PM**

**TOWN MEETING AGENDA**

**May 20, 2024**

**7:00 PM**

- 1.) Call to order  
-Pledge of Allegiance
- 2.) Minutes of Meeting on April 15, 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:
- 8.) New Business
  - 1) Ordinance # 2024-02 “An Ordinance to Amend the Town’s Zoning Map” for Introduction
  - 2) Ordinance # 2024-03 “An Ordinance To adopt the Town’s FY 25 Municipal Operating Budget & Establish a Fee Schedule” for Introduction
  - 3) Resolution # 2024-01 “A Resolution to Authorize the Submission for the Town Manager/Circuit Rider Grant” for Consideration of Adoption
  - 4) Consideration of Authorization to Work on Sewer Pumping Stations- Requested by WWTP Superintendent & Public Works Director
- 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- Jun 17, 2024

**TOWN OF PITTSVILLE**  
**Town Commissioners Public Hearing & Town Meeting Minutes**  
**April 15, 2024**

The Public Hearing and regular Town Meeting was called to order by Town Commission President Sean McHugh at 7:00 pm on April 15, 2024. In attendance were Town Commission members Bethany Miller, John Palmer, and David Carozza. Also attending were Town Manager, Joe Mangini, Town Attorney, Erica Witz, Town Engineer Rob Duma and Chief of Police Bob Harris. Town Commission Vice President Roland Adkins was unable to attend.

The Pledge of Allegiance was recited by all.

**PUBLIC HEARING**  
**“Ordinance # 2024-01”**  
**Cannabis Zoning Regulations**

Town Commission President McHugh opened the public hearing for Ordinance #2024-01 which established zoning regulations for the regulation of any potential Cannabis business activity within the town limits. The purpose of the ordinance and adoption procedure was explained to the public attending and for public input. There being none, Town Commission president closed the public hearing and the Town Commissioners went into regular session.

**MINUTES**

The minutes of the regular meeting of March 18, 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 \$61,329.78 and ending balance of \$107,580.78. Motion to approve by Town Commissioner Miller with a second by Town Commissioner Carozza. Motion was approved.

Town Commission President McHugh read into the record the Utility Fund Operating Account with a beginning balance of \$75,190.30 and ending balance of \$50,667.34. Motion to approve by Town Commissioner Miller and seconded by Town Commissioner Carozza. Motion was approved.

Town Commission President then read into the record the Town Bank Fund Balances and Maryland Local Government Investment Pool Interest amount (both which are attached to the minutes).

## **PUBLIC SAFETY REPORTS**

### *Fire/EMS*

Tad Farlow presented the monthly activities numbers for the PVFD/EMS (attached) and also discussed the fund raisers being held for the PVFD/EMS department.

### *Police*

Chief Harris presented his monthly activities report to include the issuance of 225 speed camera violations along with other services and calls provided by the department.

### *Code Enforcement*

The Town Manager reported no violations this period and reviewed the enforcement policy for code enforcement with the public.

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

\*Attached is the Town Manager's monthly activities report.

Chris Gee on behalf of SOS Operations provided the quarterly operations report on the WTP.

## **TOWN ENGINEER'S REPORT**

Rob Duma provided an update on all the capital projects and items he is working on

- Solomon's Village subdivision is almost completely reviewed and waiting final approval once County has completed its review of the storm water management portion of the plans
- Moving forward with the new well project with MDE
- WTP Phase IV upgrade waiting for final approval of the Town's financial package to begin work
- Working with WWTP Superintendent Sean on those necessary repairs to improve the efficiency of the plant
- Reviewed the very old infrastructure plans for the Fox Run Village duplex project and noted to the Town Manager some concerns on the plans.
- Still working on the Storm Water Management Study with additional information being collected and received.

## **OLD BUSINESS**

Ordinance # 2024-01 "Ordinance to Regulate Cannabis Business Activity within the Town Limits per the Town's Zoning Code" motion to approve by Town Commissioner Miller with a second by Town Commissioner Carozza. Motion was approved.

Tim Ramey discussed with the Town Commissioners his request to install grinder pumps to handle the sewage from his "Addition to SandyField" subdivision. The Town has forwarded Mr Ramey an official letter rejecting the grinder pump suggestion but after much discussion back and forth, Mr Ramey stated he would provide the Town an alternative proposal for review in place of the grinder pumps.

## **NEW BUSINESS**

Joe White discussed his new recreation proposal which would involve using the ball field at the Pittsville Middle School to expand the Pittsville Jammers youth activities to include softball and tee ball. WCBOE is requesting an MOU be prepared by the Town of Pittsville in support of the new youth activities on school property. The Town Commissioners as a consensus support this endeavor.

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

There were no public comments.


Town Commissioner Miller announced that today was her 5<sup>th</sup> anniversary of being appointed to the Town Commission and expressed her appreciation for all for the support she has received .

Town Commissioner Carozza updated all on the upcoming Town Strawberry Festival and discussed with the Town Commissioners the importance of obtaining the necessary equipment for the employees working at the WTP due to the recent incident regarding chlorine. Commissioners approved the equipment purchase as well as storage cabinets to house said equipment.

With there being no further business to conduct or discussed, motion to adjourn by Town Commissioner Carozza and seconded by Town Commissioner Miller.

Meeting adjourned.

**Respectfully Submitted,**

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

***The next regular monthly meeting will be on Monday, June 17, 2024 commencing at 7:00 pm at Town Hall***

**APPROVED:**

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**Sean McHugh, President**

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**Roland Adkins, Vice President**

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**Bethany Miller, Town Commissioner**

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**John Palmer, Town Commissioner**

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**David Carozza, Town Commissioner**

**TOWN OF PITTSVILLE**  
**Fund Balances**  
**As of 15 Apr 24**

**GENERAL FUND**

1) Operating Account: \$216,488.00

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

2) Capital Improvement Account: \$ 81,000.00

3) Highway User Fee Account: \$152,447.00

4) Speed Camera Account: \$25,033.00

5) Reserve Account: \$ 439,329.00

**TOTAL: \$914,297.00**

**AMERICAN RESCUE PLAN FUND: \$190,035.00**

**MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP (interest earned as of 18 Apr 23) \$116,019.76 (daily interest as of 15 Apr 24: 5.35%)**

a) General Fund:	\$63,810.86	55%
b) Water Fund:	\$15,082.57	13%
c) Sewer Fund:	\$37,126.33	32%

**WATER FUND**

1) Operating Account; \$79,693.00

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

2) Capital Improvement Account: \$ 145,967.00

3) Reserve Account: \$ 69,707.00.

**TOTAL: \$295,367.00**

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

**SEWER FUND**

1) Operating Account: \$79,693.00

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

2) Capital Improvement Account: \$ 369,692.00

3) Reserve Account: \$ 177,810.00

**TOTAL: \$ 627,195.00**

**TOTAL AVAILABLE MUNICIPAL FUNDS: \$2,142,913.76**

MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP  
As of 5 Apr 24

INTEREST RATE: 5.35% as of 5 Apr 24

INVESTMENT INCOME

<i>FY23 (since 18 Apr 23)</i>	<i>FY24 (since 1 Jul 23)</i>	<i>Since Inception date</i>
General Fund: \$13,221.18	\$50,589.68	\$63,810.86
Water Fund: \$3,125.00	\$ 11,957.57	\$15,082.57
Sewer Fund: \$7,692.32	\$29,434.01	\$37,126.33
Grand Total: \$24,038.50	\$91,981.26	\$116,019.76

**GENERAL FUND: 55%**

**WATER FUND: 13%**

**SEWER FUND: 32%**



## American Rescue Plan Expense Sheet

Beginning Balance :	1st Payment American Rescue Plan	<u>\$ 713,680.50</u>
	2nd Payment American Rescue Plan	<u>\$ 713,680.50</u>
	<b>Total</b>	<u><b>\$ 1,427,361.00</b></u>

**Expenses :**

	Date	Project		
Completed	5/4/2021	WWTP Steel Roof Sludge Beds	\$	19,750.00
Completed	10/28/2021	WWTP Sludge Bed Resurfacing	\$	19,129.00
Completed	11/16/2021	WTP Removal and disposal of insulation	\$	8,190.00
Completed	12/3/2021	WTP Replacement of Electrical Panel	\$	5,795.00
Completed	2/21/2022	WTP to Replace 4 Exhaust Fans (up to)	\$	29,963.60
Issued check	1/19/2022	Cameras at the park	\$	5,198.49
Initial set up	4/11/2022	New Computer for Live Stream	\$	2,064.00
1st draw	4/11/2022	Police Building	\$	242,233.54
		Solar Panels Police Building	\$	29,610.00
		Solar Panels Fence	\$	9,950.00
Transformer	5/24/2022	WTP Repairs	\$	107,250.52
In Progress	5/24/2022	WWTP Mini Upgrade	\$	165,563.99
Engineering		WWTP Pole Building	\$	164,891.48
1st draw		Utility Infrastructure Mapping	\$	33,170.00
Engineering	6/8/2022	Town Hall Addition	\$	11,924.70
Engineering	8/1/2022	WWTP Sludge Bed Project	\$	171,934.30
Purchase	8/22/2022	Police Vehicle	\$	32,635.23
Purchase	8/24/2022	WWTP Tractor	\$	25,509.00
	6/12/2023	Water/wastewater to park	\$	19,162.92
	7/18/2023	Fire Truck Engine	\$	100,000.00
	10/26/2023	Test Well	\$	22,880.00
	2/22/2024	Storm Water Management Study	\$	10,470.00
<b><u>Total Completed :</u></b>			<b><u>\$ 1,237,275.77</u></b>	

<b>Ending Balance :</b>	<b><u>\$ 190,085.23</u></b>
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In Progress	WWTP Pole Building	\$	-
In Progress	Utility Infrastructure Mapping	\$	-
In Progress	WWTP Sludge Bed Resurfacing	\$	-
Projected	Live Streaming	\$	-
Projected	Storm Water Management Study	\$	29,530.00
Projected	WTP Repairs	\$	27,799.48
Projected	WWTP Mini Upgrade	\$	87,869.29
Projected	Test Well	\$	37,120.00
Projected	Police Building	\$	7,766.46

<b><u>Total Projected :</u></b>	<b><u>\$ 190,085.23</u></b>
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<b><u>Total Expenses :</u></b>	<b><u>\$ 1,427,361.00</u></b>
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# Pittsville Volunteer Fire Department

Monthly Report 04/15/2024

Month of April

Fire alarms for the year to date – 74

EMS alarms for the year to date – 119

## TOWN MANAGER MONTHLY MEETING REPORT

15 Apr 24

On the agenda tonight is the consideration of adoption of Ordinance # 2024-01, affectionately known as the CANNABIS ORDINANCE. Also, Mr Tim Ramey is here to discuss the letter he received from the Town regarding his request to use grinder pumps in his proposed SANDYFIELD subdivision.

- Smoke Testing of the sanitary sewer begun today with assistance from MRWA.
- I have contacted DNR regarding our late reimbursement of \$3,619.69. Our program manager has affirmed that he received it, approved the payment, but somewhere in the state orbit it is among the missing. He will check again to see what happened. In the meantime, as you all can see work constructing our new playground equipment is well underway. Dale is obtaining painting quotes so I can review for the pavilion painting. We should be able to have this and the new park equipment ready for the STRAWBERRY FESTIVAL. Along with that letters are going out very soon soliciting corporate sponsorships to help the Town defray the festival expenses. I have asked Mr JOE WHITE of "International soccer fame" to attend tonight's meeting to propose a new venture for the Town to sponsor for our children.
- You all have the 3<sup>rd</sup> quarterly financial report prepared by ANA and this weekend, I have completed my draft FY 25 budget so ANA and I can begin the budget process and review before presenting to the Town Commission President. I am shooting for a target date for completion by 1 May so we can get to the Town Commissioners as soon as possible.
- P/Z meeting is May 2 @ 6:00 pm
- PEDC meeting is scheduled for April 24 @ 5:30 pm
- BULK TRASH PICK UP DAY is this Thursday 18 Apr!