

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

**TOWN MEETING AGENDA**

**September 16, 2024**

**7:00 PM**

- 1.) Call to order  
-Pledge of Allegiance
- 2.) Minutes of Meeting of August 19, 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:
  - a) Ordinance # 2024-04 “An Ordinance to Amend the FY 24 Municipal Operating Budget/Consideration of ADOPTION
  - b) Ordinance # 2024-05 “An Ordinance to amend the FY 25 Municipal Operating Budget & Fee Schedule/Consideration of Adoption
- 8.) New Business  
-Re-Appointment of the Members of the Town's Zoning Board of Appeals
- 9.) Town Commission/Committee Reports and Commissioner/Public Comments
- 10.) Adjournment of Meeting.

*Next Meeting Date- October 21, 2024*

**Please note that Under Public Comments, limit all public comments to three (3) minutes or less, any written material may be presented to the Town Commissioners. Any derogatory remarks, personal attacks, obscene language, or disruptive behavior will not be tolerated and will upon order from the Presiding Officer be grounds for removal of the individual from the meeting.**

7:58 AM

09/13/24

Accrual Basis

**Town of Pittsville**  
**General Operating Account**  
**As of August 31, 2024**

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill Pmt -Check	08/28/2024	3937	Cheryl Tyndall	P/Z Meeting 8/14	310 · ...	-25.00	66,887.15
Bill Pmt -Check	08/28/2024	3938	Dale Littleton	EDC Meeting 7/24	310 · ...	-25.00	66,862.15
Bill Pmt -Check	08/28/2024	3939	Fogle's	Inv # 170421	310 · ...	-200.00	66,662.15
Bill Pmt -Check	08/28/2024	3940	Heather Riekert	P/Z Meeting 8/14	310 · ...	-25.00	66,637.15
Bill Pmt -Check	08/28/2024	3941	Ivory Smith	EDC Meeting 7/24	310 · ...	-25.00	66,612.15
Bill Pmt -Check	08/28/2024	3942	Jennifer Keener	P/Z Meeting 8/14	310 · ...	-25.00	66,587.15
Bill Pmt -Check	08/28/2024	3943	Kelly Jeter	EDC Meeting 7/24	310 · ...	-25.00	66,562.15
Bill Pmt -Check	08/28/2024	3944	Kevin Bailey	P/Z Meeting 8/14	310 · ...	-25.00	66,537.15
Bill Pmt -Check	08/28/2024	3945	Rebecca Smith	EDC Meeting 7/24	310 · ...	-25.00	66,512.15
Bill Pmt -Check	08/28/2024	3946	Robert D. Harris	Per Diem Training/ Alexandria	310 · ...	-316.00	66,196.15
Bill Pmt -Check	08/28/2024	3947	The Gun Shop	Ammo	310 · ...	-5,679.73	60,516.42
Bill Pmt -Check	08/28/2024	3948	Trent Molnar	EDC Meeting 7/24	310 · ...	-25.00	60,491.42
Bill Pmt -Check	08/28/2024	3949	Verizon-G&U	Inv # 9971503957	310 · ...	-929.05	59,562.37
Bill Pmt -Check	08/28/2024	3950	Zuhra Septefrati	Inv # 00010	310 · ...	-600.00	58,962.37
General Journal	08/28/2024	7447	Deposit	4292	-SPLIT-	50.00	59,012.37
General Journal	08/30/2024	7445	Deposit	4289	-SPLIT-	5,523.00	64,535.37
General Journal	08/30/2024	7449	Deposit	4294	145 · ...	351.50	64,886.87
Total 128 · FBW - General Operating 1541						-24.85	64,886.87
Total 110 · General Fund						-24.85	64,886.87
Total 100 · CASH & EQUIVALENTS						-24.85	64,886.87
<b>TOTAL</b>						<b>-24.85</b>	<b>64,886.87</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 Utility Operating Account As of August 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>100 · CASH &amp; EQUIVALENTS</b>							50,579.83
<b>120 · Water &amp; Sewer Fund</b>							50,579.83
<b>129 · FBW UTILITY OPERATING ACC 1996</b>							50,579.83
General Journal	08/01/2024	7276	Deposit	4217	152 · W...	965.77	51,545.60
General Journal	08/01/2024	7277	Deposit	4218	152 · W...	1,007.10	52,552.70
General Journal	08/02/2024	7191	Transfer	Payroll 08/02/24	112 · FB...	-3,000.00	49,552.70
Bill Pmt -Check	08/02/2024	4134	Colby Phippin and Co...	34378 Parker Place Reimburse...	320 · W...	-449.30	49,103.40
Bill Pmt -Check	08/02/2024	4135	Davis, Bowen & Fridel...	Inv # 186042,186044	320 · W...	-1,370.00	47,733.40
Bill Pmt -Check	08/02/2024	4136	DP LS#1 White Richa...	5501 4225 615	320 · W...	-78.81	47,654.59
Bill Pmt -Check	08/02/2024	4137	DP LS#2 Old Ocean ...	5501 1246 422	320 · W...	-72.92	47,581.67
Bill Pmt -Check	08/02/2024	4138	DP LS#3 Friendship ...	5500 6957 173	320 · W...	-131.56	47,450.11
Bill Pmt -Check	08/02/2024	4139	DP LS#4 Gumboro 62...	5501 1296 278	320 · W...	-38.51	47,411.60
Bill Pmt -Check	08/02/2024	4140	DP LS#5 Railroad 744...	5501 1317 447	320 · W...	-32.00	47,379.60
Bill Pmt -Check	08/02/2024	4141	DP LS#6 Legacy Lane...	5501 1316 936	320 · W...	-56.20	47,323.40
Bill Pmt -Check	08/02/2024	4142	DP WTP 0821-U	5501 1810 821	320 · W...	-232.60	47,090.80
Bill Pmt -Check	08/02/2024	4143	DP WWTP 3731-U	5501 1013 731	320 · W...	-3,876.84	43,213.96
Bill Pmt -Check	08/02/2024	4144	Intercoastal Trading-U	1068	320 · W...	-2,770.50	40,443.46
Bill Pmt -Check	08/02/2024	4145	Kuhne's Stationary En...	Inv # 1125	320 · W...	-292.50	40,150.96
Bill Pmt -Check	08/02/2024	4146	Pittsville Motors Inc	Inv # 238375	320 · W...	-126.93	40,024.03
Bill Pmt -Check	08/02/2024	4147	USA Blue Book - U	143290	320 · W...	-289.99	39,734.04
Bill Pmt -Check	08/02/2024	4148	Water Testing Laborat...	Inv # SAL7978	320 · W...	-681.00	39,053.04
General Journal	08/02/2024	7295	Deposit	4222	152 · W...	363.71	39,416.75
General Journal	08/02/2024	7296	Deposit	4223	152 · W...	758.76	40,175.51
General Journal	08/05/2024	7299	Deposit	4226	-SPLIT-	581.37	40,756.88
General Journal	08/05/2024	7301	Deposit	4229	152 · W...	782.82	41,539.70
General Journal	08/06/2024	7302	Deposit	4230	152 · W...	513.60	42,053.30
General Journal	08/07/2024	7289	Deposit	4185	-SPLIT-	3,966.86	46,020.16
General Journal	08/07/2024	7291	Deposit	4211	-SPLIT-	23,489.26	69,509.42
General Journal	08/07/2024	7303	Deposit	4231	152 · W...	544.92	70,054.34
General Journal	08/07/2024	7304	Deposit	4232	152 · W...	264.90	70,319.24
General Journal	08/07/2024	7306	Deposit	4234	152 · W...	63.75	70,382.99
General Journal	08/07/2024	7322	Town of Pittsville - Tra...	Payroll 08/09/24	112 · FB...	-3,000.00	67,382.99
Bill Pmt -Check	08/08/2024	4149	Belair Road Supply Co	2 Fire Hydrants Replacemnt	320 · W...	-11,042.94	56,340.05
Bill Pmt -Check	08/08/2024	4150	Kelly & Associates Ins...	September 2024 Health Insurance	320 · W...	-1,147.41	55,192.64
Bill Pmt -Check	08/08/2024	4151	One Call Concepts Inc...	0001040	320 · W...	-9.80	55,182.84
Bill Pmt -Check	08/08/2024	4152	Wicomico County Soli...	3025	320 · W...	-230.48	54,952.36
General Journal	08/08/2024	7362	Deposit	4240	152 · W...	230.35	55,182.71
General Journal	08/12/2024	7367	Deposit	4245	152 · W...	103.73	55,286.44
General Journal	08/12/2024	7368	Deposit	4246	152 · W...	244.65	55,531.09
Bill Pmt -Check	08/14/2024	4153	Griffith Energy Svcs, Inc	Fuel for generators	320 · W...	-963.13	54,567.96
Bill Pmt -Check	08/14/2024	4154	Kuhne's Stationary En...	Valves Repair/ Replacement	320 · W...	-22,500.00	32,067.96
Bill Pmt -Check	08/14/2024	4155	Lincoln National Life I...	September 2024 LT/ST/Life Insur...	320 · W...	-214.30	31,853.66
Bill Pmt -Check	08/14/2024	4156	Momar, Incorporated -U	Edger/Grass Cutting	320 · W...	-3,905.64	27,948.02
Bill Pmt -Check	08/14/2024	4157	USA Blue Book - U	143290	320 · W...	-1,405.33	26,542.69
Bill Pmt -Check	08/14/2024	4158	Water Testing Laborat...	Inv # SAL8099	320 · W...	-166.00	26,376.69
General Journal	08/14/2024	7327	Transfer	Payroll 08/16/24	112 · FB...	-3,000.00	23,376.69
General Journal	08/14/2024	7371	Deposit	4249	152 · W...	181.78	23,558.47
General Journal	08/14/2024	7372	Deposit	4250	152 · W...	264.27	23,822.74
General Journal	08/15/2024	7373	Deposit	4251	152 · W...	246.81	24,069.55
General Journal	08/15/2024	7378	Deposit	4256	154 · Mi...	6,500.00	30,569.55
General Journal	08/15/2024	7384	Deposit	4262	154 · Mi...	6,500.00	37,069.55
General Journal	08/16/2024	7359	Deposit	4237	152 · W...	1,430.70	38,500.25
General Journal	08/16/2024	7365	Deposit	4243	152 · W...	4,162.35	42,662.60
General Journal	08/16/2024	7370	Deposit	4248	152 · W...	268.12	42,930.72
General Journal	08/16/2024	7386	Deposit	4264	-SPLIT-	359.11	43,289.83
General Journal	08/16/2024	7412	Deposit	4267	152 · W...	1,019.68	44,309.51
General Journal	08/19/2024	7413	Deposit	4268	152 · W...	238.00	44,547.51
General Journal	08/19/2024	7414	Deposit	4270	152 · W...	523.86	45,071.37
General Journal	08/20/2024	7416	Deposit	4274	152 · W...	481.91	45,553.28
Bill Pmt -Check	08/21/2024	4159	Matheson Tri-Gas	Fire Extinguishers annual inspecti...	320 · W...	-166.58	45,386.70
Bill Pmt -Check	08/21/2024	4160	Napa Auto Parts - New	Inv # 496551	320 · W...	-39.18	45,347.52
Bill Pmt -Check	08/21/2024	4161	WEX Bank	0496-00-587961-4	320 · W...	-308.17	45,039.35
General Journal	08/21/2024	7409	Transfer	Payroll 08/23/24	112 · FB...	-3,000.00	42,039.35
General Journal	08/21/2024	7417	Deposit	4276	152 · W...	100.00	42,139.35
General Journal	08/23/2024	7420	PNC Bank	Payment Utility	351 · PN...	-22,864.64	19,274.71
General Journal	08/23/2024	7422	Deposit	4272	152 · W...	4,056.49	23,331.20
General Journal	08/23/2024	7423	Deposit	4273	152 · W...	768.36	24,099.56
General Journal	08/23/2024	7426	Deposit	4278	152 · W...	-229.16	23,870.40
General Journal	08/23/2024	7428	Deposit	4280	152 · W...	246.81	24,117.21
General Journal	08/23/2024	7441	Deposit	4283	152 · W...	528.20	24,645.41
General Journal	08/26/2024	7437	Transfer	Payroll 08/30/24	112 · FB...	-3,000.00	21,645.41
General Journal	08/26/2024	7443	Deposit	4285	152 · W...	552.75	22,198.16
General Journal	08/27/2024	7442	Deposit	4284	152 · W...	244.65	22,442.81
Bill Pmt -Check	08/28/2024	4162	Intercoastal Trading-U	1068	320 · W...	-3,484.80	18,958.01
Bill Pmt -Check	08/28/2024	4163	J & M Generator Servi...	Inv # 1536	320 · W...	-2,390.00	16,568.01
Bill Pmt -Check	08/28/2024	4164	Rick's Auto Clinic	Inv # 19962	320 · W...	-703.25	15,864.76
Bill Pmt -Check	08/28/2024	4165	Town of Ocean City -U	178/178	320 · W...	-475.00	15,389.76
General Journal	08/28/2024	7446	Deposit	4291	152 · W...	83.00	15,472.76

7:57 AM

09/13/24

Accrual Basis

**Town of Pittsville**  
**Utility Operating Account**  
**As of August 31, 2024**

Type	Date	Num	Name	Memo	Split	Amount	Balance
General Journal	08/30/2024	7444	Deposit	4288	152 · W...	1,776.09	17,248.85
General Journal	08/30/2024	7448	Deposit	4293	152 · W...	232.05	17,480.90
General Journal	08/30/2024	7450	Deposit	4295	152 · W...	241.57	17,722.47
Total 129 · FBW UTILITY OPERATING ACC 1996						-32,857.36	17,722.47
Total 120 · Water & Sewer Fund						-32,857.36	17,722.47
Total 100 · CASH & EQUIVALENTS						-32,857.36	17,722.47
<b>TOTAL</b>						<b>-32,857.36</b>	<b>17,722.47</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**  
**General Operating Account**  
**As of August 31, 2024**

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>100 · CASH &amp; EQUIVALENTS</b>							64,911.72
<b>110 · General Fund</b>							64,911.72
<b>128 · FBW - General Operating 1541</b>							64,911.72
General Journal	08/02/2024	7191	Transfer	Payroll 08/02/24	112 · ...	-6,500.00	58,411.72
Bill Pmt -Check	08/02/2024	3893	Davis, Bowen & Fridel Inc	Inv # 186043,186045	310 · ...	-590.00	57,821.72
Bill Pmt -Check	08/02/2024	3894	DP Chatham Mnr 8081-G	5501 0728 081	310 · ...	-86.10	57,735.62
Bill Pmt -Check	08/02/2024	3895	DP Lions 2539-(LC) - G	5501 8592 539	310 · ...	-61.44	57,674.18
Bill Pmt -Check	08/02/2024	3896	DP Town Lights 578-G	5501 0728 578	310 · ...	-3,856.44	53,817.74
Bill Pmt -Check	08/02/2024	3897	Fogle's	Inv # 169417,169375	310 · ...	-275.00	53,542.74
Bill Pmt -Check	08/02/2024	3898	Inacom Information Syste...	58872	310 · ...	-974.65	52,568.09
Bill Pmt -Check	08/02/2024	3899	Jason Dimitri	Reimb. Jason	310 · ...	-38.67	52,529.42
Bill Pmt -Check	08/02/2024	3900	Lisa Tubbs	Inv # 1060	310 · ...	-600.00	51,929.42
Bill Pmt -Check	08/02/2024	3901	Mediacom - Police	Police Mediacom	310 · ...	-310.40	51,619.02
Bill Pmt -Check	08/02/2024	3902	Sean McHugh	Meeting with Duma	310 · ...	-25.00	51,594.02
General Journal	08/02/2024	7294	Deposit	4221	-SPLIT-	1,377.03	52,971.05
General Journal	08/05/2024	7297	Deposit	4224	142 · ...	-643.90	52,327.15
General Journal	08/05/2024	7300	Deposit	4227	-SPLIT-	382.20	52,709.35
General Journal	08/07/2024	7290	Deposit	4188	-SPLIT-	1,020.40	53,729.75
General Journal	08/07/2024	7292	Deposit	4212	-SPLIT-	15,640.40	69,370.15
General Journal	08/07/2024	7305	Deposit	4233	-SPLIT-	29,853.00	99,223.15
General Journal	08/07/2024	7307	Deposit	4235	-SPLIT-	153.50	99,376.65
General Journal	08/07/2024	7322	Town of Pittsville - Transfer	Payroll 08/09/24	112 · ...	-6,400.00	92,976.65
General Journal	08/07/2024	7324	Deposit	2024-2025 County Shared Taxes	148 · ...	356.69	93,333.34
General Journal	08/07/2024	7361	Deposit	4239	148 · ...	25.00	93,358.34
Bill Pmt -Check	08/08/2024	3903	Baker's Hardware	Inv # 83106/1	310 · ...	-35.18	93,323.16
Bill Pmt -Check	08/08/2024	3904	Choptank Electric - G	9912566701	310 · ...	-123.00	93,200.16
Bill Pmt -Check	08/08/2024	3905	Colonial Life	Inv#5277330-0705350	310 · ...	-112.28	93,087.88
Bill Pmt -Check	08/08/2024	3906	DP Park 1649	5503 6071 649	310 · ...	-30.33	93,057.55
Bill Pmt -Check	08/08/2024	3907	DP Town Warehouse 767...	5500 6957 678	310 · ...	-71.50	92,986.05
Bill Pmt -Check	08/08/2024	3908	Joseph A. Mangini Jr	Pay 07/20 -08/03	310 · ...	-2,250.00	90,736.05
Bill Pmt -Check	08/08/2024	3909	Kelly & Associates Insura...	Acct 12880	310 · ...	-3,513.16	87,222.89
Bill Pmt -Check	08/08/2024	3910	Link Computer Corporation	17679	310 · ...	-451.82	86,771.07
Bill Pmt -Check	08/08/2024	3911	Mark Bishop Roofing	ARP-Police Building/ Roof	310 · ...	-2,500.00	84,271.07
Bill Pmt -Check	08/08/2024	3912	Maryland Municipal League	MML FY25 Annual Dues	310 · ...	-2,500.00	81,771.07
Bill Pmt -Check	08/08/2024	3913	Mediacom - Town Hall	8384500090090174	310 · ...	-229.95	81,541.12
Bill Pmt -Check	08/08/2024	3914	Quadiant, Inc	Inv # 61232323	310 · ...	-72.00	81,469.12
Bill Pmt -Check	08/08/2024	3915	Tree Surgeon LLC	Tree Removal	310 · ...	-1,950.00	79,519.12
Bill Pmt -Check	08/08/2024	3916	Webb, Wilber, Douse, Ma...	Legal Fees	310 · ...	-9,450.00	70,069.12
Bill Pmt -Check	08/08/2024	3917	Wicomico County Taxes	County Taxes	310 · ...	-601.94	69,467.18
General Journal	08/08/2024	7363	Deposit	4241	-SPLIT-	521.30	69,988.48
General Journal	08/09/2024	7364	Deposit	4242	-SPLIT-	276.60	70,265.08
General Journal	08/12/2024	7366	Deposit	4244	-SPLIT-	637.70	70,902.78
Bill Pmt -Check	08/14/2024	3918	Chesapeake Employers I...	Workers Comp	310 · ...	-868.00	70,034.78
Bill Pmt -Check	08/14/2024	3919	DPSCS - ITCD	Inv # AB4-07-483	310 · ...	-21.00	70,013.78
Bill Pmt -Check	08/14/2024	3920	Econo Signs LLC	Inv # 10-991377	310 · ...	-381.22	69,632.56
Bill Pmt -Check	08/14/2024	3921	Game Time	Repair park equipment / Inv # PJI-024...	310 · ...	-673.07	68,959.49
Bill Pmt -Check	08/14/2024	3922	Lewis Landscaping	Ditch Clearing	310 · ...	-14,500.00	54,459.49
Bill Pmt -Check	08/14/2024	3923	Lincoln National Life Insur...	September 2024 LT/ST/Life Insurance	310 · ...	-423.96	54,035.53
Bill Pmt -Check	08/14/2024	3924	Momar, Incorporated -U	Inv # PSI 573282, PSI 573229	310 · ...	-1,952.82	52,082.71
Bill Pmt -Check	08/14/2024	3925	ShoreScan - G&U	Inv # 9331	310 · ...	-95.00	51,987.71
General Journal	08/14/2024	7327	Transfer	Payroll 08/16/24	112 · ...	-6,200.00	45,787.71
General Journal	08/15/2024	7376	Deposit	4254	148 · ...	1,750.00	47,537.71
General Journal	08/15/2024	7380	Deposit	4258	148 · ...	66.00	47,603.71
General Journal	08/15/2024	7382	Deposit	4260	148 · ...	1,750.00	49,353.71
Bill Pmt -Check	08/16/2024	3926	SkyShooter Displays by Z...	Fireworks 8/15/24	310 · ...	-2,000.00	47,353.71
General Journal	08/16/2024	7357	Deposit	4228	145 · ...	132.50	47,486.21
General Journal	08/16/2024	7358	Deposit	4236	-SPLIT-	16,153.28	63,639.49
General Journal	08/16/2024	7369	Deposit	4247	-SPLIT-	500.80	64,140.29
General Journal	08/16/2024	7374	Deposit	4252	148 · ...	100.00	64,240.29
General Journal	08/16/2024	7387	Deposit	4265	-SPLIT-	76.30	64,316.59
General Journal	08/16/2024	7411	Deposit	4266	-SPLIT-	19,817.80	84,134.39
General Journal	08/19/2024	7415	Deposit	4271	-SPLIT-	596.70	84,731.09
Bill Pmt -Check	08/21/2024	3927	Joseph A. Mangini Jr	Pay Aug 4-17	310 · ...	-2,460.00	82,271.09
Bill Pmt -Check	08/21/2024	3928	Matheson Tri-Gas	Fire Extinguishers annual inspection / ...	310 · ...	-166.58	82,104.51
Bill Pmt -Check	08/21/2024	3929	Simple Computing LLC	Website Development 1st pmt/ Inv # 1...	310 · ...	-2,600.00	79,504.51
Bill Pmt -Check	08/21/2024	3930	SkyShooter Displays by Z...	Permit/ Inv # 1640	310 · ...	-50.00	79,454.51
Bill Pmt -Check	08/21/2024	3931	WEX Bank Valero Fleet ...	0496-00-633067-4	310 · ...	-821.25	78,633.26
Bill Pmt -Check	08/21/2024	3932	Bethany Miller	Town Meeting 8/19/24	310 · ...	-75.00	78,558.26
Bill Pmt -Check	08/21/2024	3933	David Carozza	Town Meeting 8/19/24	310 · ...	-75.00	78,483.26
Bill Pmt -Check	08/21/2024	3934	Roland Adkins	Town Meeting 8/19/24	310 · ...	-75.00	78,408.26
Bill Pmt -Check	08/21/2024	3935	Sean McHugh	Town Meeting 8/19/24	310 · ...	-100.00	78,308.26
General Journal	08/21/2024	7409	Transfer	Payroll 08/23/24	112 · ...	-7,000.00	71,308.26
General Journal	08/23/2024	7421	Deposit	4269	-SPLIT-	4,364.35	75,672.61
General Journal	08/23/2024	7424	Deposit	4275	145 · ...	12.50	75,685.11
General Journal	08/23/2024	7425	Deposit	4277	-SPLIT-	772.80	76,457.91
General Journal	08/26/2024	7433	PNC Bank	Credit Card Pmt 8/26/24	351 · ...	-2,765.62	73,692.29
General Journal	08/26/2024	7437	Transfer	Payroll 08/30/24	112 · ...	-6,550.00	67,142.29
Bill Pmt -Check	08/28/2024	3936	Alarm Engineering, Inc -U	Inv # 712317	310 · ...	-230.14	66,912.15

**TOWN OF PITTSVILLE**  
**Fund Balances**  
**As of 13 Sep 24**

**GENERAL FUND**

1) Operating Account: \$158,801.00

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

2) Capital Improvement Account: \$ 81,000.00

3) Highway User Fee Account: \$197,387.00

4) Speed Camera Account: \$21,940.00

5) Reserve Account: \$ 457,549.00

**TOTAL: \$ 916,677.00**

**AMERICAN RESCUE PLAN FUND: \$145,803.00**

**WATER FUND**

1) Operating Account; \$46,594.00

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

2) Capital Improvement Account: \$ 100,967.00

3) Reserve Account: \$ 69,707.00.

**TOTAL: \$217,268.00**

**Water/Loan Debt: (\$381,113.00)**

**SEWER FUND**

1) Operating Account: \$46,594.00

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

2) Capital Improvement Account: \$ 369,692.00

3) Reserve Account: \$ 177,810.00

**TOTAL: \$ 594,096.00**

**TOTAL AVAILABLE MUNICIPAL FUNDS: \$1,873,844.00**

**MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP  
As of 11 Sep 24**

**INTEREST RATE: 5.28% as of 11 Sep 24**

**INVESTMENT INCOME/FY 25**

General Fund: \$8,024.21  
Water Fund: \$2,407.26  
Sewer Fund: \$5,616.94  
Grand Total: \$16,048.01

**GENERAL FUND: 50%**

**WATER FUND: 15%**

**SEWER FUND: 35%**

**Total Interest Income since Inception (18 Apr 23): \$157,673.80**



**TOWN OF PITTSVILLE  
AMENDED BUDGET ORDINANCE  
July 1, 2023-June 30, 2024  
Ordinance No. 2024-04**

**AN ORDINANCE OF THE TOWN OF PITTSVILLE TO AMEND THE FY 24 MUNICIPAL OPERATING  
BUDGET of the period July 1, 2023 to June 30, 2024**

**WHEREAS**, the Commissioners of Pittsville have reviewed the revenues and expenditures projected for the July 1, 2023 to June 30, 2024 fiscal year, in order to amend the municipal operating budget for that period, and

**WHEREAS**, the Commissioners of Pittsville have determined the final actual revenues and expenditures of the FY 24 Municipal Operating Budget for adjustment.

**NOW, THEREFORE BE IT HEREBY ORDAINED** by the Commissioners of the Town of Pittsville, Maryland that the Municipal Operating Budget for the period of July 1, 2023 to June 30, 2024 attached here to shall be and is hereby amended.

**AND BE IT FURTHER RESOLVED , ENACTED, AND ORDAINED** by the Commissioners of the Town of Pittsville that this amended budget ordinance shall take effect from and after date of passage.

The above ordinance was introduced and read by the Commissioners of the Town of Pittsville, Maryland at a meeting held on the 19<sup>th</sup> day of August, 2024, and by the Town Charter duly published twice in a newspaper of general circulation within the Town was finally adopted and passed on the 16<sup>th</sup> day of September, 2024

**ATTEST:**

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

\_\_\_\_\_  
**Sean McHugh, President  
Town Commissioners**

\_\_\_\_\_  
**Roland Adkins, Vice President**

\_\_\_\_\_  
**Bethany Miller, Town Commissioner**

\_\_\_\_\_  
**John Palmer, Town Commissioner**

\_\_\_\_\_  
**David Carozza, Town Commissioner**

**Town of Pittsville  
General Operating Budget  
July 1, 2023 To June 30, 2024**

<b>Revenues</b>	<b>Budget</b>	<b>Actual</b>
Real Estate Taxes	\$ 285,000.00	\$ 290,197.00
Corporate Property Taxes	\$ 60,000.00	\$ 62,377.00
State Income Tax	\$ 140,000.00	\$ 170,643.00
Franchise Fees	\$ 20,000.00	\$ 18,767.00
County Shared Taxes	\$ 350.00	\$ 350.00
Business Licenses / Permits	\$ 7,500.00	\$ 15,031.00
Interest Income/MLGIP	\$ 45,000.00	\$ 64,672.00
Miscellaneous Income	\$ 5,000.00	\$ 15,685.00
State Police Aid	\$ 9,000.00	\$ 8,424.00
Traffic Violations	\$ 6,000.00	\$ -
CDBG Grant/ TMCR	\$ 50,000.00	\$ 50,000.00
Speed Camera Program	\$ 70,000.00	\$ 59,197.00
Rental Housing Licenses	\$ 15,000.00	\$ 15,000.00
FY 23 Surplus	\$ 439,329.08	\$ 439,329.08

**Total Revenues**

<b>\$ 1,152,179.08</b>	<b>\$ 1,209,672.08</b>
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**Expenses**

Salaries	\$ 138,955.00	\$ 142,042.00
FICA	\$ 10,630.00	\$ 10,866.00
Health Insurance	\$ 25,000.00	\$ 22,964.00
Operating Expense	\$ 6,000.00	\$ 4,000.00
Retirement Expense	\$ 15,102.00	\$ 15,109.00
Office Expense/Postage	\$ 20,000.00	\$ 16,423.00
Telephone/Internet	\$ 8,000.00	\$ 6,629.00
Equipment/Building Mtns/Repair	\$ 7,500.00	\$ 9,870.00
Insurance	\$ 8,000.00	\$ 8,114.00
Workers Comp	\$ 2,300.00	\$ 1,694.00
Accounting Audit	\$ 13,000.00	\$ 12,500.00
Single Audit	\$ 3,000.00	\$ -
Legal Retainer	\$ 25,000.00	\$ 32,113.00
Public Notices	\$ 3,000.00	\$ 4,954.00
Miscellaneous Expenses	\$ 12,500.00	\$ 21,018.00
Council Allowances	\$ 7,500.00	\$ 5,975.00
IT Development + Expenses	\$ 10,000.00	\$ 2,250.00
Dues & Subscription	\$ 10,000.00	\$ 9,767.00
CDBG/ TMCR Expense	\$ 50,000.00	\$ 50,000.00
Parks/Rec/Community Affairs	\$ 10,000.00	\$ 18,123.00
Planning and Zoning Expense	\$ 2,000.00	\$ 1,000.00

Admin Training	\$	1,000.00		
MD State Retirement Actuary	\$	5,000.00		
EDC	\$	5,000.00	\$	425.00
Town Manager	\$	90,000.00	\$	15,000.00
<b>Total Expenses</b>	<b>\$</b>	<b>488,487.00</b>	<b>\$</b>	<b>410,836.00</b>

Police	\$	318,886.88	\$	257,028.00
Fire Company	\$	10,000.00	\$	10,000.00
EMS	\$	10,000.00	\$	10,000.00
Code Enforcement	\$	3,000.00		
Rental Housing Inspection	\$	1,000.00		
<b>Total Public Safety</b>	<b>\$</b>	<b>342,886.88</b>	<b>\$</b>	<b>277,028.00</b>

Street Lighting	\$	47,000.00	\$	45,767.00
Vehicle Main./ Repair/ Fuel	\$	5,000.00	\$	3,000.00
Mosquito Control	\$	2,000.00	\$	1,786.00
Ditch Cutting Expenses	\$	12,000.00	\$	13,706.00
<b>Total Public Works</b>	<b>\$</b>	<b>66,000.00</b>	<b>\$</b>	<b>64,259.00</b>

<b>Reserve Contingency Fund</b>	<b>\$</b>	<b>254,805.20</b>	<b>\$</b>	<b>457,549.08</b>
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**General Fund  
Highway User Revenue  
July 1, 2023 To June 30, 2024**

**Revenue**

Highway User Revenue (carry over from previous years)	\$	180,000.00	\$	316,149.00
Highway User Revenue FY 2024	\$	135,000.00	\$	132,006.00
<b>Total</b>	<b>\$</b>	<b>315,000.00</b>	<b>\$</b>	<b>448,155.00</b>

**Expenses**

FY 2024 Street Projects	\$	150,000.00	\$	230,389.00
Roads/ Equipment Maint.	\$	20,000.00	\$	20,000.00

<b>Remaining Balance HUR</b>	<b>\$</b>	<b>145,000.00</b>	<b>\$</b>	<b>197,766.00</b>
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**Trash Removal Enterprise Fund**  
**July 1, 2023 To June 30, 2024**

Trash Removal Revenue	\$ 92,000.00	\$ 92,000.00
Trash Removal Expenses	\$ 92,000.00	\$ 92,000.00
Remaining Balance	<u>\$ -</u>	<u>\$ -</u>

**Town of Pittsville**  
**Utility Operating Budget**  
**July 1, 2023 To June 30, 2024**

<b>Revenues</b>	<b>Water</b>		<b>Wastewater</b>	
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
User Fees	\$ 247,593.00	\$ 250,646.00	\$ 269,812.00	\$ 259,055.00
Front Footage Assessment	\$ 60,113.00	\$ 60,115.00	\$ 31,137.00	\$ 31,282.00
Availability of Use	\$ 3,800.00	\$ 4,882.00	\$ 4,510.00	\$ 4,366.00
Impact Fees	\$ 225,000.00	\$ 15,000.00	\$ 225,000.00	\$ 28,100.00
Connection Fees	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Interest Income/MLGIP	\$ 10,000.00	\$ 15,286.00	\$ 23,000.00	\$ 37,626.00
Misc. Income	\$ 1,000.00	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00
MDE Grant/WTP Upgrade/WWTP Study	\$ 1,106,000.00		\$ 20,000.00	
<b>Total Revenues</b>	<b>\$ 1,658,506.00</b>	<b>\$ 352,429.00</b>	<b>\$ 579,459.00</b>	<b>\$ 366,929.00</b>

<b>Expenses</b>				
Salaries	\$ -		\$ 90,000.00	\$ 85,392.00
FICA	\$ -		\$ 6,885.00	\$ 6,529.00
Health Insurance	\$ -		\$ 11,000.00	\$ 8,219.00
Workers Comp	\$ -		\$ 5,800.00	\$ 5,800.00
Education	\$ -		\$ 1,000.00	\$ 275.00
Retirement Expense	\$ -		\$ 13,500.00	\$ 10,329.00
Engineering	\$ 1,000.00	\$ 2,592.00	\$ 1,000.00	\$ 9,141.00
Equipment/Building Mnts/Repair	\$ 40,000.00	\$ 50,819.00	\$ 30,000.00	\$ 68,996.00
Supplies	\$ 7,000.00	\$ 2,577.00	\$ 5,000.00	\$ 13,860.00
Chemicals	\$ 23,000.00	\$ 44,129.00	\$ 9,000.00	\$ 3,265.00
Accounting-Audit	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Electricity	\$ 10,000.00	\$ 15,546.00	\$ 35,000.00	\$ 33,623.00
Testing Fees	\$ 12,000.00	\$ 8,354.00	\$ 5,000.00	\$ 5,530.00
Sludge Removal	\$ 9,000.00	\$ 12,274.00	\$ 40,000.00	\$ 9,046.00
Vehicle Expenses	\$ 2,000.00	\$ 1,388.00	\$ 3,500.00	\$ 6,595.00
Dues & Subscriptions	\$ 2,500.00	\$ 2,096.00	\$ 2,500.00	\$ 1,536.00
Single Audit	\$ 3,000.00		\$ 3,000.00	\$ -
SOS Operations	\$ 175,000.00	\$ 172,243.00	\$ -	\$ -
Debt Payments	\$ 28,000.00	\$ 25,000.00	\$ -	\$ -
Bank Fees and Misc. Charges	\$ 1,000.00	\$ 2,477.00	\$ 1,000.00	\$ 11,262.00
Insurance	\$ 2,421.00	\$ 2,421.00	\$ 5,000.00	\$ 3,672.00
Capital Improvement	\$ 1,106,000.00		\$ 10,000.00	\$ 17,500.00
<b>Total Expenses</b>	<b>\$ 1,427,921.00</b>	<b>\$ 347,916.00</b>	<b>\$ 284,185.00</b>	<b>\$ 306,570.00</b>
Reserve Contingency Fund	<b>\$ 230,585.00</b>	<b>\$ 4,513.00</b>	<b>\$ 295,274.00</b>	<b>\$ 60,359.00</b>

## Police Budget 2023-2024

	Budget Officer	Budget Admin	Budget New Officer
Salary	\$ 73,500.00	\$ 27,456.00	\$ 53,000.00
FICA	\$ 5,622.75	\$ 2,100.38	\$ 4,054.50
Workers Comp	\$ 4,814.25	\$ 50.00	\$ 3,471.50
Health Insurance	\$ 12,024.00		\$ 7,200.00
LT/ST Disability	\$ 1,836.90		\$ 1,380.00
Retirement	\$ 8,820.00		\$ 4,770.00
Overtime	\$ 2,500.00		\$ 6,000.00
<b>Total Salary Related Costs</b>	<b>\$ 109,117.90</b>	<b>\$ 29,606.38</b>	<b>\$ 79,876.00</b>
Liability Insurance	\$ 807.00		
Vehicle Insurance	\$ 1,686.00		\$ 843.00
<b>Total Insurance</b>	<b>\$ 2,493.00</b>	<b>\$ -</b>	<b>\$ 843.00</b>
Uniforms	\$ 1,000.00	\$ 500.00	\$ 1,000.00
<b>Firearms</b>			
Vest			\$ 1,000.00
Duty Gear			\$ 750.00
Pistol	\$ 250.00		\$ 1,000.00
Patrol Rifle/ Mags/ Equip	\$ 500.00		\$ 2,500.00
Ammo	\$ 3,000.00		\$ 1,500.00
Radio	\$ -		\$ -
Computer Replacement	\$ 5,000.00		
Computer Eq.&Repair/IT Development	\$ 16,000.00		
Subscriptions, Dues & Travel	\$ 7,000.00	\$ 700.00	\$ 700.00
Training	\$ 4,250.00	\$ 500.00	\$ 500.00
Supplies	\$ 3,800.00		
<b>Total Uniforms &amp; Equipment</b>	<b>\$ 40,800.00</b>	<b>\$ 1,700.00</b>	<b>\$ 8,950.00</b>
Fuel	\$ 5,000.00		\$ 6,000.00
Vehicle Maint.	\$ 2,500.00		\$ 3,500.00
<b>Total Vehicle Costs</b>	<b>\$ 7,500.00</b>	<b>\$ -</b>	<b>\$ 9,500.00</b>
Grants	\$ 5,000.00		
Bldg Maint.	\$ 7,500.00		
Utilities	\$ 12,000.00		
Special Events	\$ 4,000.00		
<b>Total Misc. Expenses</b>	<b>\$ 28,500.00</b>		<b>\$ -</b>
<b>Total Police Base Expenses</b>	<b>\$ 188,410.90</b>	<b>\$ 31,306.38</b>	<b>\$ 99,169.00</b>
<b>Total Police Department</b>	<b>\$ 318,886.28</b>		

## Police Budget 2023-2024

	Actual	Remaining	Actual	Remaining
	Chief	Chief	Admin	Admin
Salary	\$ 73,486.40	\$ 13.60	\$ 25,276.00	\$ 2,180.00
FICA	\$ 5,621.72	\$ 1.03	\$ 1,933.76	\$ 166.62
Workers Comp	\$ 3,492.00	\$ 1,322.25	\$ -	\$ 50.00
Health Insurance	\$ 12,042.94	\$ (18.94)	\$ -	\$ -
LT/ST Disability	\$ 1,272.10	\$ 564.80	\$ -	\$ -
Retirement	\$ 9,022.61	\$ (202.61)	\$ -	\$ -
Overtime	\$ -	\$ 2,500.00	\$ -	\$ -
<b>Total Salary Related Costs</b>	<b>\$ 104,937.77</b>	<b>\$ 4,180.13</b>	<b>\$ 27,209.76</b>	<b>\$ 2,396.62</b>

Liability Insurance	\$ 961.00	\$ (154.00)	\$ -	\$ -
Vehicle Insurance	\$ 2,048.00	\$ (362.00)	\$ -	\$ -
<b>Total Insurance</b>	<b>\$ 3,009.00</b>	<b>\$ (516.00)</b>	<b>\$ -</b>	<b>\$ -</b>

Uniforms	\$ 598.49	\$ 401.51	\$ 424.93	\$ 75.07
<b>Firearms</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Vest	\$ -	\$ -	\$ -	\$ -
Duty Gear	\$ -	\$ -	\$ -	\$ -
Pistol	\$ -	\$ 250.00	\$ -	\$ -
Patrol Rifle/ Mags/ Equip	\$ 2,451.79	\$ (1,951.79)	\$ -	\$ -
Ammo	\$ -	\$ 3,000.00	\$ -	\$ -
Radio	\$ -	\$ -	\$ -	\$ -
Computer Replacement	\$ 4,984.63	\$ 15.37	\$ -	\$ -
Computer Eq.&Repair/IT Developme	\$ 14,170.20	\$ 1,829.80	\$ -	\$ -
Subscriptions, Dues & Travel	\$ 8,468.85	\$ (1,468.85)	\$ -	\$ 700.00
Training	\$ 200.00	\$ 4,050.00	\$ 95.00	\$ 405.00
Supplies	\$ 3,475.17	\$ 324.83	\$ -	\$ -
<b>Total Uniforms &amp; Equipment</b>	<b>\$ 34,349.13</b>	<b>\$ 6,450.87</b>	<b>\$ 519.93</b>	<b>\$ 1,180.07</b>

Fuel	\$ 1,924.06	\$ 3,075.94	\$ -	\$ -
Vehicle Maint.	\$ 1,065.58	\$ 1,434.42	\$ -	\$ -
<b>Total Vehicle Costs</b>	<b>\$ 2,989.64</b>	<b>\$ 4,510.36</b>	<b>\$ -</b>	<b>\$ -</b>

Grants	\$ 1,930.00	\$ 3,070.00	\$ -	\$ -
Bldg Maint.	\$ 4,478.93	\$ 3,021.07	\$ -	\$ -
Utilities	\$ 4,620.18	\$ 7,379.82	\$ -	\$ -
Special Events	\$ 2,685.64	\$ 1,314.36	\$ -	\$ -
<b>Total Misc. Expenses</b>	<b>\$ 13,714.75</b>	<b>\$ 14,785.25</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Chief/Admin Actual and Remaining</b>	<b>\$ 159,000.29</b>	<b>\$ 29,410.61</b>	<b>\$ 27,729.69</b>	<b>\$ 3,576.69</b>
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**Total Police Department Spent \$ 257,028.38**

**Total Police Department Left \$ 61,857.90**

## Police Budget 2023-2024

	Actual	Remaining	Total Remaining
	New Officer	New Officer	Police Department
Salary	\$ 49,341.84	\$ 3,658.16	\$ 5,851.76
FICA	\$ 1,636.40	\$ 2,418.10	\$ 2,585.75
Workers Comp	\$ -	\$ 3,471.50	\$ 4,843.75
Health Insurance	\$ 3,269.31	\$ 3,930.69	\$ 3,911.75
LT/ST Disability	\$ 104.68	\$ 1,275.32	\$ 1,840.12
Retirement	\$ 2,828.94	\$ 1,941.06	\$ 1,738.45
Overtime	\$ -	\$ 6,000.00	\$ 8,500.00
<b>Total Salary Related Costs</b>	<b>\$ 57,181.17</b>	<b>\$ 22,694.83</b>	<b>\$ 29,271.58</b>
Liability Insurance	\$ -	\$ -	\$ (154.00)
Vehicle Insurance	\$ -	\$ 843.00	\$ 481.00
<b>Total Insurance</b>	<b>\$ -</b>	<b>\$ 843.00</b>	<b>\$ 327.00</b>
Uniforms	\$ 1,502.41	\$ (502.41)	\$ (25.83)
Firearms	\$ -	\$ -	\$ -
Vest	\$ 1,145.72	\$ (145.72)	\$ (145.72)
Duty Gear	\$ 695.50	\$ 54.50	\$ 54.50
Pistol	\$ 865.99	\$ 134.01	\$ 384.01
Patrol Rifle/ Mags/ Equip	\$ 982.66	\$ 1,517.34	\$ (434.45)
Ammo	\$ 4,330.03	\$ (2,830.03)	\$ 169.97
Radio	\$ -	\$ -	\$ -
Computer Replacement	\$ -	\$ -	\$ 15.37
Computer Eq.&Repair/IT Developme	\$ -	\$ -	\$ 1,829.80
Subscriptions, Dues & Travel	\$ 456.04	\$ 243.96	\$ (524.89)
Training	\$ 1,064.99	\$ (564.99)	\$ 3,890.01
Supplies	\$ 1,122.71	\$ (1,122.71)	\$ (797.88)
<b>Total Uniforms &amp; Equipment</b>	<b>\$ 12,166.05</b>	<b>\$ (3,216.05)</b>	<b>\$ 4,414.89</b>
Fuel	\$ 720.20	\$ 5,279.80	\$ 8,355.74
Vehicle Maint.	\$ 230.98	\$ 3,269.02	\$ 4,703.44
<b>Total Vehicle Costs</b>	<b>\$ 951.18</b>	<b>\$ 8,548.82</b>	<b>\$ 13,059.18</b>
Grants	\$ -	\$ -	\$ 3,070.00
Bldg Maint.	\$ -	\$ -	\$ 3,021.07
Utilities	\$ -	\$ -	\$ 7,379.82
Special Events	\$ -	\$ -	\$ 1,314.36
<b>Total Misc. Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,785.25</b>
<b>New Offc. Actual and Remaining</b>	<b>\$ 70,298.40</b>	<b>\$ 28,870.60</b>	<b>\$ 61,857.90</b>



## American Rescue Plan Expense Sheet

<b>Beginning Balance :</b>	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 :**

	<b>Date</b>	<b>Project</b>	
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	\$ 244,733.54
		Solar Panels Police Building	\$ 29,610.00
		Solar Panels Fence	\$ 9,950.00
Transformer	5/24/2022	WTP Repairs	\$ 108,763.02
In Progress	5/24/2022	WWTP Mini Upgrade	\$ 202,853.99
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	\$ 23,040.00
	2/22/2024	Storm Water Management Study	\$ 10,470.00
<b>Total Completed :</b>			<u><b>\$ 1,278,738.27</b></u>

<b>Ending Balance :</b>		<u><b>\$ 148,622.73</b></u>
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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	\$ 26,286.98
Projected	WWTP Mini Upgrade	\$ 50,579.29
Projected	Test Well	\$ 36,960.00
Projected	Police Building	\$ 5,266.46
<b>Total Projected :</b>		
		<u><b>\$ 148,622.73</b></u>
<b>Total Expenses :</b>		
		<u><b>\$ 1,427,361.00</b></u>

**TOWN OF PITTSVILLE  
AMENDED BUDGET ORDINANCE  
July 1, 2024-June 30, 2025  
Ordinance No. 2024-05**

**AN ORDINANCE OF THE TOWN OF PITTSVILLE TO AMEND THE FY 25 MUNICIPAL OPERATING  
BUDGET of the period July 1, 2024 to June 30, 2025**

**WHEREAS**, the Commissioners of Pittsville have reviewed the revenues and expenditures projected for the July 1, 2024 to June 30, 2025 fiscal year, in order to amend the municipal operating budget for that period, and

**WHEREAS**, the Commissioners of Pittsville have determined that due to the final actual revenues and expenditures of the FY 24 Municipal Operating Budget having been received that the FY 25 Municipal Operating Budget also must be amended.

**NOW, THEREFORE BE IT HEREBY ORDAINED** by the Commissioners of the Town of Pittsville, Maryland that the Municipal Operating Budget for the period of July 1, 2024 to June 30, 2025 attached here to shall be and is hereby amended.

**AND BE IT FURTHER RESOLVED , ENACTED, AND ORDAINED** by the Commissioners of the Town of Pittsville that this amended budget ordinance shall take effect from and after date of passage.

The above ordinance was introduced and read by the Commissioners of the Town of Pittsville, Maryland at a meeting held on the 19<sup>th</sup> day of August, 2024, and by the Town Charter duly published twice in a newspaper of general circulation within the Town was finally adopted and passed on the 16<sup>th</sup> day of September, 2024

**ATTEST:**

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

\_\_\_\_\_  
**Sean McHugh, President  
Town Commissioners**

\_\_\_\_\_  
**Roland Adkins, Vice President**

\_\_\_\_\_  
**Bethany Miller, Town Commissioner**

\_\_\_\_\_  
**John Palmer, Town Commissioner**

\_\_\_\_\_  
**David Carozza, Town Commissioner**

**Town of Pittsville  
General Operating Budget  
July 1, 2024 To June 30, 2025**

**Revenues**

Real Estate Taxes	\$ 325,000.00
Corporate Property Taxes	\$ 70,000.00
State Income Tax	\$ 145,000.00
Franchise Fees	\$ 19,000.00
County Shared Taxes	\$ 350.00
Business Licenses / Permits	\$ 12,000.00
Interest Income/MLGIP	\$ 70,000.00
Miscellaneous Income	\$ 10,000.00
State Police Aid	\$ 16,000.00
Traffic Violations	\$ 1,000.00
CDBG Grant/ TMCR	\$ 52,000.00
Speed Camera Program	\$ 50,000.00
Rental Housing Licenses	\$ 21,000.00
Community Events	\$ 5,000.00
FY 24 Surplus	\$ 457,549.00

**Total Revenues**

\$ 1,253,899.00

**Expenses**

Salaries	\$ 168,100.00
FICA	\$ 12,860.00
Health Insurance	\$ 30,000.00
Operating Expense	\$ 6,000.00
Retirement Expense	\$ 17,600.00
Office Expense/Postage	\$ 20,000.00
Telephone/Internet	\$ 8,000.00
Equipment/Building Mtns/Repair	\$ 15,000.00
Insurance	\$ 10,000.00
Workers Comp	\$ 3,500.00
Accounting Audit	\$ 12,500.00
Single Audit	\$ 2,500.00
Legal Retainer	\$ 35,000.00
Public Notices	\$ 5,000.00
Miscellaneous Expenses	\$ 15,000.00
Council Allowances	\$ 7,500.00
IT Development + Expenses	\$ 10,000.00
Dues & Subscription	\$ 12,000.00
CDBG/ TMCR Expense	\$ 50,000.00
Parks/Rec/Community Affairs	\$ 25,000.00
Planning and Zoning Expense	\$ 2,500.00
Admin Training	\$ 1,000.00

MD State Retirement Actuary	\$ 5,000.00
EDC	\$ 2,500.00
Town Manager	\$ 90,000.00
<b>Total Expenses</b>	<b>\$ 566,560.00</b>

Police	\$ 344,352.00
Fire Company	\$ 12,500.00
EMS	\$ 12,500.00
Code Enforcement	\$ 1,000.00
Rental Housing Inspection	\$ 4,500.00
<b>Total Public Safety</b>	<b>\$ 374,852.00</b>

Street Lighting	\$ 48,000.00
Vehicle Main./ Repair/ Fuel	\$ 5,000.00
Mosquito Control	\$ 2,000.00
<b>Total Public Works</b>	<b>\$ 55,000.00</b>

Reserve Contingency Fund	<b>\$ 257,487.00</b>
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**General Fund  
Highway User Revenue  
July 1, 2024 To June 30, 2025**

**Revenue**

Highway User Revenue	\$ 197,766.00
(carry over from previous years) Highway User Revenue FY 2024	\$ 158,000.00
<b>Total</b>	<b>\$ 355,766.00</b>

**Expenses**

FY 2024 Street Projects	\$ 250,000.00
Roads/ Equipment Maint.	\$ 50,000.00

<b>Remaining Balance HUR</b>	<b>\$ 55,766.00</b>
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**Trash Removal Enterprise Fund  
July 1, 2024 To June 30, 2025**

Trash Removal Revenue	\$ 92,000.00
Trash Removal Expenses	\$ 92,000.00
Remaining Balance	<u>\$ -</u>

**Stormwater Management Enterprise Fund  
July 1, 2024 to June 30, 2025**

Stormwater Management Fees	\$ 24,000.00
Ditch Maint. and Stormwater Projects	\$ 24,000.00
Remaining Balance	<u>\$ -</u>

**Water Fund Capital Projects Budget  
July 1, 2024 to June 30, 2025**

<b>Project:</b>	WTP / Phase IV	
<b>Revenue:</b>	MDE Grant/ Loan Forgiveness	\$ 1,500,000.00
	Town Local Share	\$ 1,219,016.00
	Grants	\$ -
	<b>Total</b>	<u><b>\$ 2,719,016.00</b></u>
<b>Expense:</b>	Total Project Cost Expense	\$ 2,719,016.00
	Remaining Balance	\$ -

**Town of Pittsville**  
**Utility Operating Budget**  
**July 1, 2024 To June 30, 2025**

<b>Revenues</b>	<b>Water</b>	<b>Wastewater</b>
User Fees	\$ 255,000.00	\$ 277,900.00
Front Footage Assessment	\$ 69,632.00	\$ 39,200.00
Availability of Use	\$ 5,000.00	\$ 4,500.00
Impact Fees	\$ 75,000.00	\$ 375,000.00
Connection Fees	\$ 25,000.00	\$ 25,000.00
Interest Income/MLGIP	\$ 16,000.00	\$ 39,000.00
Misc. Income	\$ 1,000.00	\$ 1,000.00
WWTP Study		\$ 20,000.00
<b>Total Revenues</b>	<b><u>\$ 446,632.00</u></b>	<b><u>\$ 781,600.00</u></b>

<b>Expenses</b>		
Salaries	\$ -	\$ 106,740.00
FICA	\$ -	\$ 8,166.00
Health Insurance	\$ -	\$ 11,000.00
Workers Comp	\$ -	\$ 7,000.00
Education	\$ -	\$ 1,000.00
Retirement Expense	\$ -	\$ 12,900.00
Engineering	\$ 2,500.00	\$ 10,000.00
Equipment/Building Mnts/Repair	\$ 50,000.00	\$ 85,000.00
Supplies	\$ 7,000.00	\$ 16,000.00
Chemicals	\$ 35,000.00	\$ 9,000.00
Accounting-Audit	\$ 6,000.00	\$ 6,000.00
Electricity	\$ 18,000.00	\$ 35,000.00
Testing Fees	\$ 12,000.00	\$ 5,000.00
Sludge Removal	\$ 11,000.00	\$ 12,000.00
Vehicle Expenses	\$ 2,000.00	\$ 6,000.00
Dues & Subscriptions	\$ 2,500.00	\$ 2,500.00
Single Audit	\$ 3,000.00	\$ 3,000.00
SOS Operations	\$ 190,000.00	\$ -
Debt Payments	\$ 25,000.00	\$ -
Bank Fees and Misc. Charges	\$ 1,500.00	\$ 1,500.00
Insurance	\$ 3,000.00	\$ 6,000.00
Impact Fee Fund	\$ 75,000.00	\$ 375,000.00

<b>Total Expenses</b>	<b><u>\$ 443,500.00</u></b>	<b><u>\$ 718,806.00</u></b>
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Reserve Contingency Fund	<u>\$ 3,132.00</u>	<u>\$ 62,794.00</u>
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## Police Budget 2024-2025

Description	Budget		
	Chief	Officer	Admin
Salary	\$ 81,000.00	\$ 56,774.00	\$ 32,994.00
FICA	\$ 6,388.00	\$ 4,802.00	\$ 2,524.00
Workers Comp	\$ 4,860.00	\$ 3,653.00	\$ 528.00
Health Insurance	\$ 12,027.00	\$ 6,802.00	
LT/ST Disability	\$ 1,527.00	\$ 1,476.00	
Retirement	\$ 10,020.00	\$ 7,533.00	
Overtime	\$ -	\$ 8,500.00	
<b>Total Salary Related Costs</b>	<b>\$ 115,822.00</b>	<b>\$ 89,540.00</b>	<b>\$ 36,046.00</b>
Liability Insurance	\$ 1,922.00		
Vehicle Insurance	\$ 3,072.00		
<b>Total Insurance</b>	<b>\$ 4,994.00</b>		
Uniforms	\$ 2,500.00		
Firearms		\$ 500.00	
Pistol		\$ 500.00	
Patrol Rifle / Mags/ Equip		\$ 1,000.00	
Ammo		\$ 7,000.00	
Duty Gear	\$ 500.00		
Computer Replacement	\$ 3,000.00		
Computer Eq. & Repair/IT Development	\$ 16,000.00		
Subscription, Dues & Travel	\$ 7,800.00		
Travel, lodging	\$ 9,950.00		
Training	\$ 6,000.00		
Supplies	\$ 3,500.00		
<b>Total Uniforms &amp; Equipment</b>	<b>\$ 57,750.00</b>		
Fuel	\$ 7,000.00		
Vehicle Maint.	\$ 4,500.00		
<b>Total Vehicle Costs</b>	<b>\$ 11,500.00</b>		
Grants	\$ 5,000.00		
Building Maint.	\$ 7,500.00		
Utilities	\$ 8,200.00		
Special Events	\$ 8,000.00		
<b>Total Misc. Expenses</b>	<b>\$ 28,700.00</b>		
<b>Total Police Base Expenses</b>	<b>\$ 344,352.00</b>		

**TOWN OF PITTSVILLE**  
**Town Meeting Minutes**  
**August 19, 2024**

The August 19, 2024 meeting of the Town Commissioners of Pittsville was convened at 7:00 pm by Town Commission President Sean McHugh. Attending were Town Commission Vice-President Roland Adkins, and Commission Members Bethany Miller and David Carozza. Also in attendance were Joe Mangini, Town Manager, Paul Wilber, Town Attorney and Town Engineer Rob Duma. Town Commission Member John Palmer and Chief Bob Harris were unable to attend.

Pledge of Allegiance was recited by all.

**MINUTES**

The minutes of the town meetings held on June 24, 2024 and July 15, 2024 were reviewed. Motion to approve both was made by Town Commission Vice-President Adkins with Town Commissioner Carozza seconding. Motion approved.

**TOWN TREASURER'S REPORTS**

Town Commission President McHugh read into the record the General Fund Operating Account with a beginning balance of \$67,367.34 and ending balance of \$64,911.72. Motion to approve by Town Commissioner Miller, seconded by Town Commissioner Carozza. Motion carried.

Town Commission President McHugh read into the record the Utility Fund Operating Account with a beginning balance of \$60,488.43 and ending balance of \$50,579.83. Motion to approve by Town Commissioner Miller. Seconded by Town Commissioner Carozza. Motion carried.

Town Commission President McHugh read into the record the Town's Bank Fund Balances (attached).

**PUBLIC SAFETY REPORTS**

*Fire/EMS*

Town Commission Vice-President Adkins reported that the 2<sup>nd</sup> Annual Allan Richardson car show will be held on September 29 and "Trunk Or Treat" event will be October 26. Bingo is continuing every Friday night.

*Police*

Chief Harris was on vacation and no report available.



### *Code Enforcement*

The Town Manager issued three letters for grass cutting. No other violations noticed or cited.

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

The Town Manager gave his report (attached).

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

Rob Duma presented the following:

- 1) WWTP Pre-Engineering Report for the new WWTP has been submitted to USDA for final consideration/ comments so the Town can receive the \$20,000 reimbursement grant funds. Rob also provided the Town Commissioners with estimated costs to construct the new WWTP anticipated to be within the next five to seven years.
- 2) Pittsville Ford Pro Elite almost ready to go. The project is receiving 1,000 gpd of sewer the equivalent of 4 EDU's and will be paying the Town the required fees to obtain sewer allocation.
- 3) Solomon's Village- all is in order except final approval of the PWA and required bond for construction.
- 4) WTP Phase IV Upgrade just waiting to complete environmental review required by CDBG.
- 5) Storm Water Management Study progressing well
- 6) Water Service Line Inventory will be completed by due date of October 16.
- 7) Chase Dykes subdivision just needs clearance from County storm water management division
- 8) County is moving on the Parsonsburg sewer project so the Town and County need to begin initial talks on funding for the Town's new WWTP.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Motion approve Resolution # 2024-02 "Resolution to Extend Thanks and Appreciation to Robyn Carozza for her work in managing the Town's Strawberry Festival" by Town Commission President McHugh and seconded by Town Commission Vice-President Adkins. After some discussion, motion carried.

Ordinances #2024-04 "Amending the Town's FY 24 Budget" was introduced for first reading.

Ordinance #2024-05 "Amending the Town's FY 25 Budget" was introduced for first reading.

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

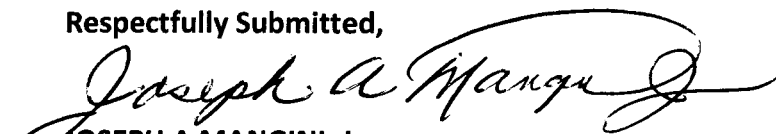
Town Commissioner Carozza commented on the very successful "Pittsville Night Out" event and updated the members on the equipment for the WTP chlorine room. Town Commission President McHugh expressed thanks to Commissioner Carozza for his diligent work on obtaining the equipment for the WTP.

Public comments expressed concern on speeding on the western end of Railroad Avenue near the Town Park. Town Commissioners will address the issue. There was discussion about the Town's WWTP and new proposed operations.

Town Commission President requested to go into closed executive session before formal adjournment.

After closed executive session, with no further business to conduct, meeting was adjourned.

Respectfully Submitted,



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

*The next regular monthly meeting will be on Monday, October 21, 2024 commencing at 7:00 pm in Town Hall.*

APPROVED:

\_\_\_\_\_  
Sean McHugh, President

\_\_\_\_\_  
Roland Adkins, Vice President

\_\_\_\_\_  
Bethany Miller, Town Commissioner

\_\_\_\_\_  
John Palmer, Town Commissioner

\_\_\_\_\_  
David Carozza, Town Commissioner