

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

**October 20, 2025**

**7:00 PM**

**AGENDA**

- 1.) Call to Order
  - Pledge of Allegiance
- 2.) Minutes of Meeting of September 15, 2025
- 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 Report
  - SOS Quarterly WTP Report
- 6.) Town Engineer Report – Robert Duma
- 7.) Old Business:
  - a) Consideration of Ordinance #2025-03 “An Ordinance to Amend the Town of Pittsville FY 25 Budget”/ADOPTION
  - b) Consideration of Ordinance #2025-04 “An Ordinance to Amend the Town of Pittsville FY 26 Budget”/ADOPTION
  - c) Consideration of Re-Appointment of Jeff Willey as a member of the Board of Zoning Appeals for a term of three (3) years
  - d) Municipal Elections/November 4, 2025
- 8.) New Business
  - a) Town of Pittsville “Social Media Policy”/Discussion
  - b) Town of Pittsville “Communication Plan”/Discussion
- 9.) Town Commission/Committee Reports and Commissioner/Public Comments
- 10.) Adjournment of Meeting.

**The Town Commissioners reserve the right to close a portion of this meeting as authorized by Section 3-305(b) and Section 3-104 of the General Provisions Article of the Annotated Code of Maryland**

*Next Meeting Date- November 17, 2025*

**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.**

**TOWN OF PITTSVILLE**  
**Town Commissioners Town Meeting Minutes**  
**September 15, 2025**

The regular Town Meeting for September 15, 2025 was called to order by Town Commission President Sean McHugh at 7:00 pm, followed by the Pledge of Allegiance . In attendance were Town Commission Vice-President Roland Adkins, as well as Commissioners Bethany Miller, David Carozza, and Michael O'Brien. Also in attendance were Town Manager Joe Mangini, Town Attorney Erica Witz, Chief of Police Bob Harris and Town Engineer Rob Duma. Dale Monroe, Director of Public Works was in attendance, as well as Chris Gee representing Singh Operational Services.

**MINUTES**

The minutes of the town meeting held on August 18, 2025 were reviewed with a motion by Town Commission Vice President Adkins to approve with a second by Town Commissioner Carozza. Motion approved.

**TOWN TREASURER'S REPORT**

Town Commission President McHugh read into the record the General Fund Operating bank balance with a starting balance of \$53,854.70 and ending balance of \$216,341.18. Motion to approve was made by Town Commissioner Miller with a caveat of getting more information on the credit cards. Motion to second by Town Commissioner Carozza. Motion carried.

Town Commission President McHugh read into the record the Utility Fund bank balance with a starting balance of \$103,304.68 and ending balance of \$114,743.56. Motion to approve by Town Commissioner Miller with same caveat as General Operating Account, with a second by Commissioner O'Brien. Motion carried.

Town Commission President McHugh then read into the record the total bank fund balances and MLGIP investment account. (both attached)

**PUBLIC SAFETY REPORTS**

*Fire/EMS*

Town Commission Vice President Adkins reported that the fire department will have Trunk or Treat on Saturday October 25, 2025 from 6-8 pm. He also issued a reminder that October is Fire Prevention Month, so remember to replace the batteries in your smoke detectors, or the whole

detector, they have a lifespan of approximately 10 years. The Allen Richardson car show is scheduled for September 28, 2025, with a rain date of October 5, 2025. Registration is \$10.00. The Sportsmen's Raffle is still ongoing.

### *Police*

Chief Harris reported on his department's monthly activities to include 163 speed violations. The police department received a \$12,700.00 grant for mental health. He also reminded everyone that the Speed Camera Violation fines will increase significantly, as the State of Maryland is adopting a tiered system for fines. This goes into effect October 1, 2025. The police department will be uploading app for push notifications.

### *Code Enforcement*

Town Manager, Joe Mangini reported that 1 high grass letter was sent out, as well as 2 Stormwater Maintenance letters. There was discussion on how to handle the maintenance of ditches, and who bears responsibility.

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

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

Chris Gee from Singh Operational Services gave an update on the water plant upgrade progress. He gave verbal information on the different levels in the water, iron etc. In order to keep those involved apprised of current situations, he offered to send daily or weekly reports. Weekly reports were assented to by Commission President Sean McHugh. Chris Gee also said there was a faulty well meter that needs replacing.

Dale Monroe gave an update on Public Works, including completion of the fence at the park. Since the last meeting they have had 87 Miss Utility calls, and 4 water leaks. There was some discussion about new meters with electronics. All hydrants are currently operational, Commission President Sean McHugh made a motion to buy 2 fire hydrants to have in reserve, and was seconded by Vice-President Adkins. All voted in favor. Motion carried.

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

Town Engineer Rob Duma gave an update on the Water Treatment Plant Upgrade- Phase IV is approximately 75% completed. He said that within the next month they will replace the aerators, and filter media in filter number #2, and that the backwash tank needs cleaning out. Mr. Duma stated that they are making very good progress, and that all involved parties are working cohesively.

The WWTP UV System project should start next week. The roadway improvement project is moving along well.



## **OLD BUSINESS**

Commission President McHugh stated that there is no old business.

## **NEW BUSINESS**

President McHugh announced that new business would be the first reading of Ordinance #2025-03, "An Ordinance to Amend FY 25 Municipal Operating Budget for the period ending June 30, 2025".

It is also the first reading of Ordinance #2025-04 "An Ordinance to Amend the FY 26 Municipal Operating Budget for the period ending June 30, 2026".

This is due to the reserve contingency for the General Fund.

Town Manager Mangini explained in detail why this was necessary.

Next was consideration of resolution #2025-04, a resolution to purchase 34836 Old Ocean City Road. After some discussion regarding outlay of funds, Commission Vice-President Adkins made a motion to proceed with the acquisition of the property, it was seconded by Commissioner Miller. The motion was unanimously carried.

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

There was discussion about the upcoming election, and ways to make the forms, and process more accessible to the voters, and that notarization can be done elsewhere.

After discussion about bids for the gate for the WWTP, it was decided to use Anderson Fence.

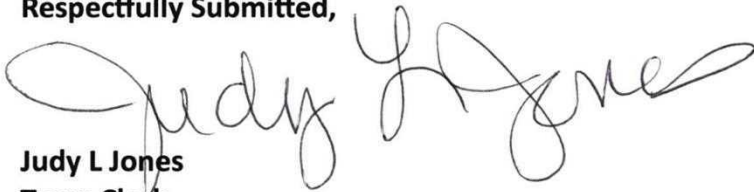
Commissioner Carozza made a motion to accept the bid, and was seconded by Commissioner O'Brien, with follow ups to possible bidding companies in the future. Motion carried up to \$25,000.00

The upcoming elections were discussed, and Laura Basile needs to be called as here time is expiring to make sure, she wants to participate. Dave Carozza would like for us to work on the Strawberry Festival. Commissioner Miller asked about PFD website, and was informed that it is in the process of upgrade by Vice-President Adkins.

President McHugh made a motion to go into closed session, and was seconded by Commissioner O'Brien.

After the closed session, the meeting was adjourned.

Respectfully Submitted,



Judy L Jones  
Town Clerk

*The next regular monthly meeting will be on August 18, 2025 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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Michael O' Brien Town Commissioner

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David Carozza, Town Commissioner

The Town Commissioner reserve the right to close apportion of this meeting as authorized by Section 3-305(b) and Section 3-104 of the General Provisions Article of the Annotated Code of Maryland.

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.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")**  
**UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**  
*with Instructions*

**Instructions to presiding officer:** To meet in a closed session under the Act, the public body must first meet in open session, after providing proper notice. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.<sup>1</sup> If the public body has never designated a member for training, it must do so **before closing the session**.

Before closing the session, take two steps: (1) conduct a recorded vote on a motion to close; and (2) make a written "closing" statement. If the public body might return to open session afterwards, be sure to tell the public that. During the closed session, keep the discussion topics within the confines of the closing statement. After the closed session, the events of the closed session must be disclosed in the next open-session minutes.

The top part of this form is a model closing statement. **It has two sides. Before closing the open session, complete items 1 through 4 on this form or in any writing with the same information.** If someone pre-prepared the form for you, make sure it reflects the public body's own intended topics and reasons for closing the meeting. A member of the public may inspect the closing statement at the time of the closing and may object to the decision to close the meeting. Once the meeting is closed, the closing statement sets the agenda and may not be changed.

The bottom part of the form is a worksheet that provides a checklist of the disclosures that must be made in the next open-session minutes. The worksheet is not part of the closing statement.

**1. Recorded vote to close the meeting:** Date: 9/15/2025; Time: 9:10 pm; Location: Pittsville Town Hall;  
Motion to close meeting made by: President McHugh; Seconded by Cmsr Adkins;  
Members in favor: All; Opposed: n/a;  
Abstaining: n/a; Absent: n/a

**2. Statutory authority to close session (check all provisions that apply):**

**This meeting will only be closed under the provision or provisions checked below, all from General Provisions Art. § 3-305(b):**

- (1) ☐ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) ☐ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) ☐ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) ☐ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) ☐ "To consider the investment of public funds"; (6) ☐ "To consider the marketing of public securities"; (7) ☒ "To consult with counsel to obtain legal advice"; (8) ☐ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) ☐ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) ☐ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) ☐ "To prepare, administer, or grade a scholastic, licensing, or qualifying

<sup>1</sup> [http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE\\_CHECKLIST%20.pdf](http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf)



examination"; (12) ☐ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) ☐ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) ☐ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process"; (15) ☐ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to" (i) "security assessments or deployments relating to information resources technology"; (ii) "network security information," such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) "deployments or implementation of security personnel, critical infrastructure, or security devices."

3. For *each* provision checked above, the corresponding topic to be discussed and the public body's reason for discussing that topic in closed session, in as much detail as possible without disclosing the information that may be discussed behind closed doors:

Citation (insert # from above)	Topic <i>We expect to discuss these matters:</i>	Reason for closed-session discussion of topic - <i>We are closing the meeting to discuss this topic because:</i>
§ 3-305(b) <input checked="" type="checkbox"/>	Singh Operational Services contract	Discussion relates to the negotiations related to the Singh Operational Services contract
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		
§ 3-305(b) <input type="checkbox"/>		

4. This statement is made by Sean McHugh, Presiding Officer.

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**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE  
DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)(c)(2) or § 3-104**

**For meetings closed under an exception, as disclosed above:**

Time of closed session: 9:10 pm - 9:25 pm Place: Pittsville Town Hall

Purpose(s): Discuss contract status

Members who voted to meet in closed session: Commissioners McHugh, Adkins, Miller, Carozza and O'Brien

Persons attending closed session: Commissioners noted above as well as Town Manager Joe Mangini and  
Town Attorney Erica Witz. SOS employee Chris Gee was present for the beginning portion of the closed session.

Authority under § 3-305 for the closed session (see chart above): 3-305 (b)(7).

Topics actually discussed: SOS Contract

Each action Taken: No formal action taken.



## **TOWN MANAGER MONTHLY MEETING REPORT**

**15 Sep 25**

### **LEGISLATION**

- There are several items on the agenda for tonight. Ordinance #2025-03 amends the FY 25 Town Budget and Ordinance #2025-04 amends the FY 26 Town Budget both due to the increase in the surplus funds being carried over. Both ordinances are for INTRODUCTION only with consideration of adoption at the October 20, 2025 town meeting. Both ordinances need to be published twice in the newspaper after introduction and before final adoption. Also, Resolution #2025-04 is to authorize the Town to purchase 34836 Old Ocean City Road, infamously called the "Smith" property. The Town has been wanting to obtain this property for over 5 years and now the opportunity has arrived! And there is a proposal from ANDERSON FENCE to install and construct a security gate and fence at the WWTP which is needed to maintain internal security at the plant. Funding for this will be from the Sewer Impact Fee Fund.

### **CODE ENFORCEMENT**

- I have issued three (3) code violation letters this month. One for high grass and two for storm water ditch maintenance. Dale and I will be meeting with the property owners regarding the storm water ditch maintenance issues to resolve the problems. These are in the Sandy Field subdivision and though the enforcement of this is the developer's since there is no HOA, the Town is taking the lead on this.

### **CITIZEN COMPLAINTS**

- Judy and I have revised a "citizen complaint form" that will be used to note citizen complaints, refer to the proper town department for investigation and resolve the issue. To date, we have received 10 "official" complaints. 4 have been rectified, 6 still outstanding but being worked on.

### **FINANCE**

- I have already mentioned the 2 amending budget ordinances that need to be considered. Also, we have FINALLY received \$532, 055 in grant funds from MDE to reimburse what we already have spent from town local funds and these funds have already been transferred for deposit into our MLGIP investment fund.

### **PLANNING/ZONING**

- The Planning/Zoning Commission met on 9 Sep to give final approval to Bay to Beach's two subdivisions. One for 11 lots, and one for 3 lots. You may have noticed that work on the infrastructure is beginning for the 7 lots already approved for the "Addition to Sandy Field". We are pending the water/sewer impact fees to be

received by the Town before final sign off on two Bay to Beach subdivisions. With this being done we will have 21 single family homes in the pipeline to be built.

- Also, the Planning/Zoning Commission approved the CY 24 Final Planning Report required by the State and prepared by the Planning/Zoning Administrator which has already been submitted.
- So far this FY, we have issued 5 building permits with fees received of \$606.81.

#### **ECONOMIC DEVELOPMENT**

- The PEDC will meet on 24 Sep commencing at 5:30 pm to hear an update from the Town Manager on potential economic development projects. Bear in mind, that presently, there is limited sewer allocation available for business/commercial use.

#### **PUBLIC WORKS**

- The Director of Public Works is here to report on his activities and plans for the future.

#### **WATER/SEWER**

- I will let the Town Engineer review the capital improvement projects for water, sewer, roads, and storm water.
- Wicomico County Planning/Zoning staff will be meeting with Town Officials on Friday, 19 Sep at 1:00 pm here in Town Hall to discuss/review the County master water/sewer plan and get informed on our local projects as well

#### **PERSONNEL**

- The grant contract for the TMCR circuit of Pittsville, Sharptown, and Willards has been executed and received. The TMCR monitoring visit on 15 Aug by DHCD went very well. However, there is a new form I need to complete in order to request reimbursement funds for my services for PITTSVILLE as the sponsoring agency which also requires notation of what local funding the participating towns are contributing. This year, only Pittsville is contributing any local funds to the circuit.
- Tomorrow, our Town Treasurer will be celebrating her ninth year of working for the Town and what a great asset she has been for us during that entire time!

#### **COMMUNITY ACTIVITIES**

- I have submitted to DNR our grant request to completely rebuild the basketball court at the park and hopefully we will receive approval by May next year.
- We have informed DNR that the Town is using the remaining \$19,000 from our present Community Park/Playground grant with work commencing on the fence replacement and a few more activity play items for the children.

**A final note: Monday October 13 is COLUMBUS DAY, a federal, state, town holiday so Town Offices will be closed!**

**TOWN OF PITTSVILLE**  
**Fund Balances**  
**As of 15 Sep 25**

**GENERAL FUND**

1) Operating Account: \$359,227.00

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

2) Capital Improvement Account: \$ 81,000.00

3) Highway User Fee Account: \$304,436.00

4) Speed Camera Account: \$6,505.00

5) Reserve Account: \$ 535,387.00

**TOTAL: \$ 1,286,555.00**



#### **WATER FUND**

- 1) Operating Account; \$63,683.00

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

- 2) Capital Improvement Account: \$ 138,467.00
- 3) Reserve Account: \$ 12,704.00

**TOTAL: \$214,854.00**

**Water/Loan Debt: (\$362,929.00)**

#### **SEWER FUND**

- 1) Operating Account: \$63,683.00

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

- 2) Capital Improvement Account: \$ 784,492.00
- 3) Reserve Account: \$ 183,765.00

**TOTAL: \$ 1,031,940.00**

**TOTAL AVAILABLE MUNICIPAL FUNDS: \$2,533,349.00**

Daily Times

1 Oct 25

8 Oct 25

**Public Notices**

**Public Notices**

**TOWN OF PITTSVILLE  
"Public Notice"  
Introduction of Ordinances**

At the regular Town Meeting held on September 15, 2025, the Town Commissioners of Pittsville introduced the following ordinances for consideration:

- 1) Ordinance # 2025- 03 "An Ordinance to Amend the FY 25 Municipal Operating Budget for the period Ending June 30, 2025"**
- 2) Ordinance # 2025- 04 "An Ordinance to Amend the FY 26 Municipal Operating Budget for the period ending June 30, 2026"**

Both ordinances are available for public review at the Pittsville Town Hall during normal business and can be viewed on the Town's website. The ordinances will be on the agenda for consideration of adoption at the next scheduled monthly town meeting on October 20, 2025 at the Pittsville Town Hall commencing at 7:00 pm

Any questions concerning these ordinances should be directed to the Pittsville Town Manager at 410- 835- 8872.

**JOSEPH A MANGINI, Jr.**  
**Town Manager**  
10/1, 10/8, 2025

9:18 AM

10/17/25

Accrual Basis

**Town of Pittsville**  
**General Operating Account**  
**As of September 30, 2025**

Date	Name	Memo	Amount	Balance
<b>100 · CASH &amp; EQUIVALENTS</b>				216,341.18
<b>110 · General Fund</b>				216,341.18
<b>128 · FBW - General Operating 1541</b>				216,341.18
09/02/2025	Deposit	5023	316.50	216,657.68
09/03/2025	Colonial Life	Inv#5277330-0701821	-140.35	216,517.33
09/03/2025	DP Chatham Mnr 8081-G	5501 0728 081	-87.41	216,429.92
09/03/2025	DP Lions 2539-(LC) - G	5501 8592 539	-183.60	216,246.32
09/03/2025	DP Town Lights 578-G	5501 0728 578	-3,901.11	212,345.21
09/03/2025	DP Town Warehouse 7678-G	5500 6957 678	-115.13	212,230.08
09/03/2025	Fogle's	Inv # 185253	-200.00	212,030.08
09/03/2025	Joseph A. Mangini Jr	Pay Aug 17-30	-3,450.00	208,580.08
09/03/2025	Lisa Tubbs	Inv # 1073	-200.00	208,380.08
09/03/2025	Deposit	5026	380.10	208,760.18
09/04/2025	Deposit	5015	10,371.00	219,131.18
09/04/2025	Deposit	5020	149.30	219,280.48
09/05/2025	Deposit	2 years of rental licensing / 7636 Gum...	300.00	219,580.48
09/05/2025	Deposit	7804 Gumboro Business License Fee	25.00	219,605.48
09/05/2025	Deposit	Minor Subdivision / 3 lots / Bay to bay...	2,500.00	222,105.48
09/05/2025	Deposit	5033	245.70	222,351.18
09/05/2025	Deposit	5057	528.81	222,879.99
09/08/2025	Town of Pittsville- G	Transfer MDE Reimb	600,000.00	822,879.99
09/08/2025	Deposit	5040	39.90	822,919.89
09/10/2025	Baker's Hardware	Inv # 254573	-879.39	822,040.50
09/10/2025	Chesapeake Employers Insur...	Workers Comp	-1,822.00	820,218.50
09/10/2025	Choptank Electric - G	9912566701	-124.00	820,094.50
09/10/2025	DP Park 1649	5503 6071 649	-41.60	820,052.90
09/10/2025	Fogle's	Inv # 183878	-200.00	819,852.90
09/10/2025	Kelly & Associates Insurance ...	Health Insurance	-4,310.25	815,542.65
09/10/2025	Lowe's	VOID: lowes credit	0.00	815,542.65
09/10/2025	Mediacom - Town Hall	8384500090090174	-240.45	815,302.20
09/10/2025	ShoreScan - G&U	Inv # 10304	-95.00	815,207.20
09/10/2025	Valerie J. Mann	Grant Application	-375.00	814,832.20
09/11/2025	Deposit	5027	801.20	815,633.40
09/11/2025	Deposit	5036	9,445.95	825,079.35
09/12/2025	Deposit	5059	33.00	825,112.35
09/15/2025	Deposit	5060	24,324.45	849,436.80
09/16/2025	Town of Pittsville-Payroll	Transfer to fund the payroll	-70,000.00	779,436.80
09/17/2025	Alarm Engineering, Inc -U	Inv # 6864074	-230.14	779,206.66
09/17/2025	Anderson Fence Company, Inc	Fence at the park / Inv # 49724 / Gra...	-9,731.00	769,475.66
09/17/2025	Bethany Miller	Town Meetings	-225.00	769,250.66
09/17/2025	Cheryl Tyndall	09/10/25 PZ Meeting	-25.00	769,225.66
09/17/2025	David Carozza	9/15/25 Town Meeting	-75.00	769,150.66
09/17/2025	DPSCS - ITCD	Inv # AB5-08-483	-14.00	769,136.66
09/17/2025	Dwayne Mattox	09/10/25 PZ Meeting	-25.00	769,111.66
09/17/2025	Erika Moore Lecates	Meetings	-50.00	769,061.66
09/17/2025	Fogle's	Inv # 186063	-310.00	768,751.66
09/17/2025	Gannett Delaware LocalIQ	Public Notice	-246.25	768,505.41
09/17/2025	GreatAmerica Financial Svcs.	Inv # 40062633	-60.00	768,445.41
09/17/2025	Heather Frazier	09/10/25 PZ Meeting	-25.00	768,420.41
09/17/2025	Jennifer Keener	09/10/25 PZ Meeting	-25.00	768,395.41
09/17/2025	Johnsons Seed & Feed	11266	-712.73	767,682.68
09/17/2025	Joseph A. Mangini Jr	Pay Aug 31- Sep13	-2,550.00	765,132.68
09/17/2025	Kevin Bailey	09/10/25 PZ Meeting	-25.00	765,107.68
09/17/2025	Mark Whitelock	11/21 Meeting	-25.00	765,082.68
09/17/2025	Michael O'Brien	9/15/25 Town Meeting	-75.00	765,007.68
09/17/2025	Muni-Link, LLC	Inv # 1296	-466.28	764,541.40
09/17/2025	Roland Adkins	9/15/25 Town Meeting	-75.00	764,466.40
09/17/2025	Sean McHugh	9/15/25 Town Meeting	-100.00	764,366.40
09/17/2025	Deposit	5069	938.70	765,305.10
09/18/2025	Deposit	5065	76,694.56	841,999.66
09/18/2025	Deposit	5072	517.50	842,517.16
09/18/2025	Deposit	Health Insurance Reimburesment Ye...	732.01	843,249.17
09/18/2025	Deposit	5067	75.00	843,324.17
09/19/2025	MLGIP	Transfer to MLGIP Account	-750,015.00	93,309.17
09/23/2025		Transfer to purchase Man Suk Property	136,000.00	229,309.17
09/23/2025	Griffith Energy Svcs, Inc	Inv # 56840	-253.98	229,055.19
09/23/2025	Lincoln National Life Insuranc...	October 2025 LT/ST/Life Insurance	-567.94	228,487.25
09/23/2025	Sean McHugh	Meeting with county / Parsonsburg	-75.00	228,412.25



9:18 AM

10/17/25

Accrual Basis

**Town of Pittsville**  
**General Operating Account**  
**As of September 30, 2025**

Date	Name	Memo	Amount	Balance
09/23/2025	WEX Bank	0496-00-587961-4	-328.88	228,083.37
09/23/2025	WEX Bank Valero Fleet Gas	0496-00-633067-4	-110.02	227,973.35
09/23/2025	Wicomico County	Purchase of Man Suk Property / 0400...	-135,589.23	92,384.12
09/23/2025	Wigglesworth, Layton, Moyer...	Inv # 43524	-11,000.00	81,384.12
09/23/2025	MML	MML Registration	-500.00	80,884.12
09/23/2025	Deposit	5073	6,636.82	87,520.94
09/25/2025	Deposit	5081	148.80	87,669.74
09/25/2025	Deposit	5085	1,049.10	88,718.84
09/26/2025	PNC Bank	Credit Card pmt 9/26/25	-3,985.74	84,733.10
09/26/2025	Deposit	5088	375.00	85,108.10
09/29/2025	Deposit	5079	21,883.66	106,991.76
09/29/2025	Deposit	5089	490.50	107,482.26
09/29/2025	Deposit	5090	1,189.80	108,672.06
09/29/2025	Deposit	Energy Rebate 9/29/25	392.00	109,064.06
09/30/2025	Dale Littleton	EDC 9/24/25	-25.00	109,039.06
09/30/2025	DP Chatham Mnr 8081-G	5501 0728 081	-83.49	108,955.57
09/30/2025	DP Lions 2539-(LC) - G	5501 8592 539	-116.96	108,838.61
09/30/2025	DP Town Lights 578-G	5501 0728 578	-3,682.65	105,155.96
09/30/2025	Ivory Smith	EDC 9/24/25	-25.00	105,130.96
09/30/2025	Joseph A. Mangini Jr	Pay Sep14-27	-3,262.50	101,868.46
09/30/2025	Mediacom - Police	Mediacom-Police	-499.99	101,368.47
09/30/2025	Phillip J. White	Soccer	-4,175.93	97,192.54
09/30/2025	Rebecca Smith	EDC 9/24/25	-25.00	97,167.54
09/30/2025	Trent Molnar	EDC 9/24/25	-25.00	97,142.54
09/30/2025	Verizon-G&U	Inv # 6123563262	-966.78	96,175.76
09/30/2025	Zuhra Septefrati	Inv # 23	-600.00	95,575.76
09/30/2025	Deposit	5091	12.50	95,588.26
09/30/2025	Deposit	5094	1,993.50	97,581.76
Total 128 · FBW - General Operating 1541			-118,759.42	97,581.76
Total 110 · General Fund			-118,759.42	97,581.76
Total 100 · CASH & EQUIVALENTS			-118,759.42	97,581.76
<b>TOTAL</b>			<b>-118,759.42</b>	<b>97,581.76</b>

**Approved :****X**

Sean McHugh  
President

**X**

Roland Adkins  
Vice President

**X**

Bethany Miller  
Commissioner

**X**

Michael O'Brien  
Commissioner

**X**

David Carozza  
Commissioner

9:13 AM

10/17/25

Accrual Basis

# Town of Pittsville

## Utility Operating Account

### As of September 30, 2025

Date	Name	Memo	Amount	Balance
<b>100 · CASH &amp; EQUIVALENTS</b>				114,743.56
<b>120 · Water &amp; Sewer Fund</b>				114,743.56
<b>129 · FBW UTILITY OPERATING ACC 1996</b>				114,743.56
09/02/2025	Deposit	5021	253.56	114,997.12
09/02/2025	Deposit	5022	138.38	115,135.50
09/02/2025	Deposit	5024	1,295.90	116,431.40
09/03/2025	Coyne Chemical	Inv # 460464	-1,152.50	115,278.90
09/03/2025	DP LS#1 White Richardson 56...	5501 4225 615	-79.31	115,199.59
09/03/2025	DP LS#2 Old Ocean City 1980...	5503 869 1980	-96.76	115,102.83
09/03/2025	DP LS#3_ Friendship 7173-U	5500 6957 173	-134.61	114,968.22
09/03/2025	DP LS#4 Gumboro 6278-U	5501 1296 278	-38.15	114,930.07
09/03/2025	DP LS#5 Railroad 7447-U	5501 1317 447	-32.58	114,897.49
09/03/2025	DP LS#6 Legacy Lane 6936-U	5501 1316 936	-58.45	114,839.04
09/03/2025	DP WTP 0821-U	5501 1810 821	-171.06	114,667.98
09/03/2025	DP WWTP 3731-U	5501 1013 731	-3,776.09	110,891.89
09/03/2025	Hawkins, Inc.	Inv # 7181720	-6,197.78	104,694.11
09/03/2025	Hills Electric Motor Inc - U	Inv # 0162809	-1,510.70	103,183.41
09/03/2025	USA Blue Book - U	143290	-1,654.13	101,529.28
09/03/2025	Deposit	5025	524.82	102,054.10
09/04/2025	Deposit	5029	514.02	102,568.12
09/04/2025	Deposit	5013	3,813.67	106,381.79
09/04/2025	Deposit	5028	253.86	106,635.65
09/04/2025	Deposit	5030	241.66	106,877.31
09/05/2025	Deposit	5031	785.28	107,662.59
09/05/2025	Deposit	5034	260.46	107,923.05
09/08/2025	Deposit	5035	1,911.02	109,834.07
09/08/2025	Deposit	5038	513.12	110,347.19
09/08/2025	Deposit	5039	255.06	110,602.25
09/08/2025	Deposit	5041	287.39	110,889.64
09/09/2025	Deposit	5042	259.56	111,149.20
09/09/2025	Deposit	5043	265.26	111,414.46
09/10/2025	Grainger	Inv # 9619796130	-1,337.08	110,077.38
09/10/2025	Johnsons Seed & Feed	Cold Patch	-176.25	109,901.13
09/10/2025	Kelly & Associates Insurance ...	Health Insurance	-583.64	109,317.49
09/10/2025	One Call Concepts Inc - U	0001040	-18.09	109,299.40
09/10/2025	Water Testing Laboratories of ...	Inv # SAL10101	-174.00	109,125.40
09/10/2025	Wicomico County Solid Waste...	3025	-334.62	108,790.78
09/10/2025	Deposit	5044	578.52	109,369.30
09/11/2025	Deposit	5032	1,322.12	110,691.42
09/11/2025	Deposit	5037	5,072.63	115,764.05
09/11/2025	Deposit	5045	1,476.89	117,240.94
09/11/2025	Deposit	5046	267.36	117,508.30
09/11/2025	Deposit	5047	894.18	118,402.48
09/11/2025	Deposit	5052	5,083.44	123,485.92
09/12/2025	Deposit	5049	3,363.14	126,849.06
09/12/2025	Deposit	5053	18.56	126,867.62
09/12/2025	Deposit	5054	497.52	127,365.14
09/15/2025	Deposit	5048	1,706.91	129,072.05
09/15/2025	Deposit	5051	1,950.64	131,022.69
09/15/2025	Deposit	5055	821.28	131,843.97
09/15/2025	Deposit	5061	252.06	132,096.03
09/15/2025	Deposit	5062	259.56	132,355.59
09/15/2025	Singh Operational Services, Inc	Additional Work/ SOS / Inv # 30202-2723	-416.41	131,939.18
09/15/2025	Singh Operational Services, Inc	September 2025 SOS / Inv # 30202-2666	-14,691.34	117,247.84
09/16/2025	Town of Pittsville-Payroll	Transfer to fund the payroll	-20,000.00	97,247.84
09/16/2025	Deposit	5063	336.56	97,584.40
09/17/2025	Flagger Force, LLC	Inv # 293932	-2,600.52	94,983.88
09/17/2025	L.Serman Excavating	Water Leak 7345 Gumboro Rd / Inv # 1534	-2,475.00	92,508.88
09/17/2025	Napa Auto Parts - New	Inv # 531512	-37.67	92,471.21
09/17/2025	Deposit	5068	240.00	92,711.21
09/17/2025	Deposit	5070	-237.96	92,473.25
09/18/2025	Deposit	5066	150.00	92,623.25
09/23/2025	Deposit	7609 Gumboro/ Fire Hydrant Hit/ Root Ins...	13,514.00	106,137.25
09/23/2025	Chesapeake Environmental S...	Inv # 21989	-5,249.27	100,887.98
09/23/2025	Davis, Bowen & Fridel Inc	Inv # 196060	-572.50	100,315.48
09/23/2025	J & M Generator Service LLC	Inv # 1649	-1,800.00	98,515.48
09/23/2025	Lincoln National Life Insuranc...	October 2025 LT/ST/Life Insurance	-122.51	98,392.97
09/23/2025	WEX Bank Valero Fleet Gas	0496-00-633067-4	-402.15	97,990.82

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10/17/25

Accrual Basis

**Town of Pittsville**  
**Utility Operating Account**  
**As of September 30, 2025**

Date	Name	Memo	Amount	Balance
09/23/2025	WG Malden	Inv # 24733	-4,888.00	93,102.82
09/23/2025	Deposit	5077	355.59	93,458.41
09/25/2025	PNC Bank	Credit Card Pmt 09/25/25	-8,334.90	85,123.51
09/25/2025	Deposit	5080	267.06	85,390.57
09/25/2025	Deposit	5084	244.56	85,635.13
09/26/2025	Deposit	5086	588.92	86,224.05
09/26/2025	Deposit	5087	99.58	86,323.63
09/30/2025	Bruce Lewis	Inv # 907	-450.00	85,873.63
09/30/2025	DP LS#1 White Richardson 56...	5501 4225 615	-71.81	85,801.82
09/30/2025	DP LS#2 Old Ocean City 1980...	5503 869 1980	-91.43	85,710.39
09/30/2025	DP LS#3_ Friendship 7173-U	5500 6957 173	-129.27	85,581.12
09/30/2025	DP LS#4 Gumboro 6278-U	5501 1296 278	-36.86	85,544.26
09/30/2025	DP LS#5 Railroad 7447-U	5501 1317 447	-32.88	85,511.38
09/30/2025	DP LS#6 Legacy Lane 6936-U	5501 1316 936	-57.57	85,453.81
09/30/2025	DP WTP 0821-U	5501 1810 821	-171.06	85,282.75
09/30/2025	DP WWTP 3731-U	5501 1013 731	-2,739.29	82,543.46
09/30/2025	Deposit	5093	325.15	82,868.61
Total 129 - FBW UTILITY OPERATING ACC 1996			-31,874.95	82,868.61
Total 120 - Water & Sewer Fund			-31,874.95	82,868.61
Total 100 - CASH & EQUIVALENTS			-31,874.95	82,868.61
<b>TOTAL</b>			<b>-31,874.95</b>	<b>82,868.61</b>

**Approved :****X**

Sean McHugh  
President

**X**

Roland Adkins  
Vice President

**X**

Bethany Miller  
Commissioner

**X**

Michael O'Brien  
Commissioner

**X**

David Carozza  
Commissioner



**TOWN OF PITTSVILLE**  
**Fund Balances**  
**As of 17 Oct 25**

**GENERAL FUND**

1) Operating Account: \$264,651.00

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

2) Capital Improvement Account: 0

3) Highway User Fee Account: \$332,934.00

4) Speed Camera Account: \$6,585.00

5) Reserve Account: \$ 480,387.00

**TOTAL: \$ 1,084,557.00**

#### **WATER FUND**

- 1) Operating Account; \$79,650.00

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

- 2) Capital Improvement Account: \$ 190,967.00
- 3) Reserve Account: \$ 12,704.00

**TOTAL: \$283,321.00**

**Water/Loan Debt: (\$362,929.00)**

#### **SEWER FUND**

- 1) Operating Account: \$79,650.00

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

- 2) Capital Improvement Account: \$ 731,992.00
- 3) Reserve Account: \$ 183,765.00

**TOTAL: \$ 995,407.00**

**TOTAL AVAILABLE MUNICIPAL FUNDS: \$2,363,285.00**

**MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP**  
**As of 10 Oct 25**

**INTEREST RATE: 4.11 % as of 10 Oct 25**

**INVESTMENT INCOME/FY 26**

	<b>Monthly</b>	<b>Year to Date/YTD</b>
General Fund:	\$3,319.10	\$10,012.94
Water Fund:	\$ 995.73	\$3,063.88
Sewer Fund:	\$2,323.37	\$7,009.05
Grand Total:	\$6,638.20	\$20,085.87

**Interest Earned Per Month:**

July 2025: \$7,383.34  
August 2025: \$6,004.33  
September 2025: \$6,638.20

1<sup>st</sup> Quarter/FY26: \$20,085.87

**Total Interest Income since Inception (18 Apr 23): \$249,111.85**



**TOWN OF PITTSVILLE**  
**AMENDED BUDGET ORDINANCE**  
**July 1, 2024-June 30, 2025**  
**Ordinance No. 2025-03**

**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 the final actual revenues and expenditures of the FY 25 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, 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 15th day of September 2025 and by the Town Charter duly published twice in a newspaper of general circulation within the Town was finally adopted and passed on the 20<sup>th</sup> day of October, 2025

**ATTEST:**

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

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

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

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

\_\_\_\_\_  
**Michael O'Brien, Town Commissioner**

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

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

**Revenues**

	Budget	Actual
Real Estate Taxes	\$ 325,000.00	\$ 338,541.00
Corporate Property Taxes	\$ 70,000.00	\$ 131,066.00
State Income Tax	\$ 145,000.00	\$ 181,878.00
Franchise Fees	\$ 19,000.00	\$ 18,500.00
County Shared Taxes	\$ 350.00	\$ 356.00
Business Licenses / Permits	\$ 12,000.00	\$ 68,930.00
Interest Income/MLGIP	\$ 70,000.00	\$ 47,883.00
Miscellaneous Income	\$ 10,000.00	\$ 12,500.00
State Police Aid	\$ 21,000.00	\$ 15,853.00
Traffic Violations	\$ 1,000.00	\$ -
CDBG Grant/ TMCR	\$ 52,000.00	\$ 52,000.00
Speed Camera Program	\$ 50,000.00	\$ 50,885.00
Rental Housing Licenses	\$ 21,000.00	\$ 21,000.00
Community Events	\$ 5,000.00	\$ 7,600.00
FY 24 Surplus	\$ 457,549.00	\$ 454,254.00

**Total Revenues**

<b>\$ 1,258,899.00</b>	<b>\$ 1,401,246.00</b>
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**Expenses**

Salaries	\$ 168,100.00	\$ 185,191.00
FICA	\$ 12,860.00	\$ 14,167.10
Health Insurance	\$ 30,000.00	\$ 40,232.02
Operating Expense	\$ 6,000.00	\$ 4,818.75
Retirement Expense	\$ 17,600.00	\$ 21,122.08
Office Expense/Postage	\$ 20,000.00	\$ 17,510.45
Telephone/Internet	\$ 8,000.00	\$ 6,180.42
Equipment/Building Mtns/Repair	\$ 15,000.00	\$ 13,355.12
Insurance	\$ 10,000.00	\$ 11,879.47
Workers Comp	\$ 3,500.00	\$ 3,254.00
Accounting Audit	\$ 12,500.00	\$ 12,500.00
Single Audit	\$ 2,500.00	\$ -
Legal Retainer	\$ 35,000.00	\$ 39,106.25
Public Notices	\$ 5,000.00	\$ 3,835.00
Miscellaneous Expenses	\$ 15,000.00	\$ 6,443.62
Council Allowances	\$ 7,500.00	\$ 5,025.00
IT Development + Expenses	\$ 10,000.00	\$ 9,182.73
Dues & Subscription	\$ 12,000.00	\$ 10,393.72
CDBG/ TMCR Expense	\$ 50,000.00	\$ 50,000.00
Parks/Rec/Community Affairs	\$ 25,000.00	\$ 29,004.56
Planning and Zoning Expense	\$ 2,500.00	\$ 1,050.00
Admin Training	\$ 1,000.00	\$ 95.00

MD State Retirement Actuary	\$ 5,000.00	\$ -
EDC	\$ 2,500.00	\$ 625.00
Town Manager	\$ 90,000.00	\$ 6,190.00
<b>Total Expenses</b>	<b>\$ 566,560.00</b>	<b>\$ 491,161.29</b>

Police	\$ 344,352.00	\$ 290,950.00
Fire Company	\$ 12,500.00	\$ 12,500.00
EMS	\$ 12,500.00	\$ 12,500.00
Code Enforcement	\$ 1,000.00	\$ 225.00
Rental Housing Inspection	\$ 4,500.00	\$ 1,375.00
<b>Total Public Safety</b>	<b>\$ 374,852.00</b>	<b>\$ 317,550.00</b>

Street Lighting	\$ 48,000.00	\$ 46,770.00
Vehicle Main./ Repair/ Fuel	\$ 5,000.00	\$ 5,412.16
Mosquito Control	\$ 2,000.00	\$ 1,786.00
<b>Total Public Works</b>	<b>\$ 55,000.00</b>	<b>\$ 53,968.16</b>

<b>Reserve Contingency Fund</b>	<b>\$ 262,487.00</b>	<b>\$ 535,386.55</b>
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**General Fund**  
**Highway User Revenue**  
**July 1, 2024 To June 30, 2025**

**Revenue**

Highway User Revenue	\$ 197,766.00	\$ 197,766.00
(carry over from previous years)		
Highway User Revenue FY 2024	\$ 158,000.00	\$ 152,701.58
<b>Total</b>	<b>\$ 355,766.00</b>	<b>\$ 350,467.58</b>

**Expenses**

FY 2025 Street Projects	\$ 250,000.00	\$ -
Roads/ Equipment Maint.	\$ 50,000.00	\$ 46,032.00

<b>Remaining Balance HUR</b>	<b>\$ 55,766.00</b>	<b>\$ 304,435.58</b>
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**Trash Removal Enterprise Fund**  
**July 1, 2024 To June 30, 2025**

Trash Removal Revenue	\$	92,000.00	\$	92,643.00
Trash Removal Expenses	\$	92,000.00	\$	91,152.00
Remaining Balance	\$	<u>-</u>	\$	<u>1,491.00</u>

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

Stormwater Management Fees	\$	24,000.00	\$	24,000.00
Ditch Maint. and Stormwater Projects	\$	24,000.00	\$	27,180.00
Remaining Balance	\$	<u>-</u>	\$	<u>(3,180.00)</u>

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

Project: WTP / Phase IV

Revenue:	MDE Grant/ Loan Forgiveness	\$	1,500,000.00	\$	532,055.00
	Town Local Share	\$	419,016.00	\$	130,835.00
	CDBG	\$	800,000.00	\$	800,000.00
	<b>Total</b>	<b>\$</b>	<b><u>2,719,016.00</u></b>	<b>\$</b>	<b><u>1,462,890.00</u></b>

Expense:	Total Project Cost Expense	\$	1,462,890.00	
	Remaining Balance	\$	<b>1,256,126.00</b>	\$ -



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

<b>Revenues</b>	<b>Water</b>		<b>Wastewater</b>	
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
User Fees	\$ 255,000.00	\$ 254,731.00	\$ 277,900.00	\$ 265,385.00
Front Footage Assessment	\$ 69,632.00	\$ 66,392.00	\$ 39,200.00	\$ 40,256.00
Availability of Use	\$ 5,000.00	\$ 5,714.00	\$ 4,500.00	\$ 5,267.00
Impact Fees	\$ 75,000.00	\$ 45,000.00	\$ 375,000.00	\$ 424,300.00
Connection Fees	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Interest Income/MLGIP	\$ 16,000.00	\$ 14,364.97	\$ 39,000.00	\$ 33,518.00
Misc. Income	\$ 1,000.00	\$ 13,592.00	\$ 1,000.00	\$ 3,000.00
WWTP Study			\$ 20,000.00	\$ -
<b>Total Revenues</b>	<b>\$ 446,632.00</b>	<b>\$ 424,793.97</b>	<b>\$ 781,600.00</b>	<b>\$ 796,726.00</b>

<b>Expenses</b>				
Salaries	\$ -		\$ 106,740.00	\$ 118,445.00
FICA	\$ -		\$ 8,166.00	\$ 9,061.00
Health Insurance	\$ -		\$ 11,000.00	\$ 11,910.00
Workers Comp	\$ -		\$ 7,000.00	\$ 5,378.00
Education	\$ -		\$ 1,000.00	\$ 535.00
Retirement Expense	\$ -		\$ 12,900.00	\$ 14,178.00
Engineering	\$ 2,500.00	\$ 1,730.00	\$ 10,000.00	\$ 4,482.00
Equipment/Building Mnts/Repair	\$ 50,000.00	\$ 167,703.00	\$ 85,000.00	\$ 74,853.00
Supplies	\$ 7,000.00	\$ 2,914.00	\$ 16,000.00	\$ 10,996.00
Chemicals	\$ 35,000.00	\$ 41,993.00	\$ 9,000.00	\$ 356.00
Accounting-Audit	\$ 6,000.00	\$ 6,375.00	\$ 6,000.00	\$ 6,375.00
Electricity	\$ 18,000.00	\$ 8,163.00	\$ 35,000.00	\$ 41,369.00
Testing Fees	\$ 12,000.00	\$ 10,127.00	\$ 5,000.00	\$ 4,940.00
Sludge Removal	\$ 11,000.00	\$ 9,462.00	\$ 12,000.00	\$ 2,827.00
Vehicle Expenses	\$ 2,000.00	\$ 2,114.00	\$ 6,000.00	\$ 7,296.00
Dues & Subscriptions	\$ 2,500.00	\$ 1,589.00	\$ 2,500.00	\$ 1,939.00
Single Audit	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
SOS Operations	\$ 190,000.00	\$ 183,519.00	\$ -	
Debt Payments	\$ 25,000.00	\$ 26,205.00	\$ -	
Bank Fees and Misc. Charges	\$ 1,500.00	\$ 1,210.00	\$ 1,500.00	\$ 1,697.00
Insurance	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00	\$ 7,141.00
Impact Fee Fund	\$ 75,000.00	\$ -	\$ 375,000.00	\$ 424,300.00
<b>Total Expenses</b>	<b>\$ 443,500.00</b>	<b>\$ 466,104.00</b>	<b>\$ 718,806.00</b>	<b>\$ 748,078.00</b>

Reserve Contingency Fund	<u>\$ 3,132.00</u>	<u>\$ (41,310.03)</u>	<u>\$ 62,794.00</u>	<u>\$ 48,648.00</u>
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**TOWN OF PITTSVILLE**  
**AMENDED BUDGET ORDINANCE**  
**July 1, 2025-June 30, 2026**  
**Ordinance No. 2025-04**

**AN ORDINANCE OF THE TOWN OF PITTSVILLE TO AMEND THE FY 26 MUNICIPAL OPERATING  
BUDGET of the period July 1, 2025 to June 30, 2026**

**WHEREAS**, the Commissioners of Pittsville have reviewed the revenues and expenditures projected for the July 1, 2025 to June 30, 2026 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 26 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, 2025 to June 30, 2026 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 15th day of September, 2025, and by the Town Charter duly published twice in a newspaper of general circulation within the Town was finally adopted and passed on the 20th day of October, 2025

**ATTEST:**

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

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**Sean McHugh, President**  
**Town Commissioners**

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

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

\_\_\_\_\_  
**Michael O'Brien, Town Commissioner**

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

**Town of Pittsville**  
**General Operating Budget**  
**July 1, 2025 To June 30, 2026**

**Revenues**

Real Estate Taxes	\$ 350,000.00
Corporate Property Taxes	\$ 100,000.00
State Income Tax	\$ 170,000.00
Franchise Fees	\$ 19,000.00
County Shared Taxes	\$ 350.00
Business Licenses / Permits	\$ 25,000.00
Interest Income/MLGIP	\$ 50,000.00
Miscellaneous Income	\$ 10,000.00
State Police Aid	\$ 8,000.00
Traffic Violations	\$ 1,000.00
CDBG Grant/ TMCR	\$ 45,000.00
Speed Camera Program	\$ 45,000.00
Rental Housing Licenses	\$ 21,000.00
Community Events	\$ 5,000.00
FY 25 Surplus	\$ 535,387.00

**Total Revenues**

**\$ 1,384,737.00**

**Expenses**

Salaries	\$ 182,914.00
FICA	\$ 13,993.00
Health Insurance	\$ 38,000.00
Operating Expense	\$ 7,500.00
Retirement Expense	\$ 21,950.00
Office Expense/Postage	\$ 20,000.00
Telephone/Internet	\$ 7,500.00
Equipment/Building Mtns/Repair	\$ 20,000.00
Insurance	\$ 15,000.00
Workers Comp	\$ 5,000.00
Accounting Audit	\$ 12,500.00
Single Audit	\$ -
Legal Services	\$ 35,000.00
Public Notices	\$ 3,000.00
Miscellaneous Expenses	\$ 10,000.00
Council Allowances	\$ 7,500.00
IT Development + Expenses	\$ 10,000.00
Dues & Subscription	\$ 12,000.00
CDBG/ TMCR Expense	\$ 45,000.00
Parks/Rec/Community Affairs	\$ 30,000.00
Planning and Zoning Expense	\$ 2,500.00
Admin Training	\$ 1,000.00

MD State Retirement Actuary	\$ 7,500.00
EDC	\$ 2,000.00
Town Manager	\$ 95,000.00
<b>Total Expenses</b>	<b>\$ 604,857.00</b>

Police	\$ 357,296.19
Fire Company	\$ 16,000.00
EMS	\$ 16,000.00
Code Enforcement	\$ 1,000.00
Rental Housing Inspection	\$ 5,000.00
<b>Total Public Safety</b>	<b>\$ 395,296.19</b>

Street Lighting	\$ 50,000.00
Vehicle Main./ Repair/ Fuel	\$ 6,000.00
Mosquito Control	\$ 2,000.00
<b>Total Public Works</b>	<b>\$ 58,000.00</b>

Reserve Contingency Fund	<b>\$ 326,583.81</b>
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**General Fund**  
**Highway User Revenue**  
**July 1, 2025 To June 30, 2026**

**Revenue**

Highway User Revenue	\$ 304,436.00
(carry over from previous years)	
Highway User Revenue FY 2025	\$ 175,000.00
<b>Total</b>	<b>\$ 479,436.00</b>

**Expenses**

FY 2026 Street Projects	\$ 300,000.00
Roads/ Equipment Maint.	\$ 25,000.00

<b>Remaining Balance HUR</b>	<b>\$ 154,436.00</b>
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**Trash Removal Enterprise Fund**  
**July 1, 2025 To June 30, 2026**

Trash Removal Revenue	\$ 98,000.00
Trash Removal Expenses	\$ 95,000.00
Remaining Balance	<u>\$ 3,000.00</u>

**Stormwater Management Enetrprise Fund**  
**July 1, 2025 to June 30, 2026**

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, 2025 to June 30, 2026**

<b>Project:</b>	WTP / Phase IV	
<b>Revenue:</b>	MDE Grant/ Loan Forgiveness	\$ 967,945.00
	Town Local Share	\$ 288,181.00
	Grants	\$ -
	<b>Total</b>	<b><u>\$ 1,256,126.00</u></b>
<b>Expense:</b>	Total Project Cost Expense	\$ 1,256,126.00
	<b>Remaining Balance</b>	<b>\$ -</b>

**Town of Pittsville**  
**Utility Operating Budget**  
**July 1, 2025 To June 30, 2026**

<b>Revenues</b>	<b>Water</b>	<b>Wastewater</b>
User Fees	\$ 280,500.00	\$ 277,900.00
Front Footage Assessment	\$ 69,632.00	\$ 39,200.00
Availability of Use	\$ 5,000.00	\$ 4,500.00
Impact Fees	\$ 157,500.00	\$ 157,500.00
Connection Fees	\$ 52,500.00	\$ 52,500.00
Interest Income/MLGIP	\$ 15,000.00	\$ 35,000.00
Misc. Income	\$ 1,000.00	\$ 1,000.00
WWTP Study	\$ -	\$ 20,000.00
<b>Total Revenues</b>	<b>\$ 581,132.00</b>	<b>\$ 587,600.00</b>
<b>Expenses</b>		
Salaries	\$ -	\$ 142,208.00
FICA	\$ -	\$ 10,879.00
Health Insurance	\$ -	\$ 15,000.00
Workers Comp	\$ -	\$ 9,000.00
Education	\$ -	\$ 3,000.00
Retirement Expense	\$ -	\$ 17,065.00
Engineering	\$ 2,500.00	\$ 10,000.00
Equipment/Building Mnts/Repair	\$ 50,000.00	\$ 90,000.00
Supplies	\$ 7,000.00	\$ 16,000.00
Chemicals	\$ 35,000.00	\$ 5,000.00
Accounting-Audit	\$ 6,000.00	\$ 6,000.00
Electricity	\$ 15,000.00	\$ 45,000.00
Testing Fees	\$ 12,000.00	\$ 5,000.00
Sludge Removal	\$ 10,000.00	\$ 10,000.00
Vehicle Expenses	\$ 2,000.00	\$ 7,500.00
Dues & Subscriptions	\$ 2,500.00	\$ 2,500.00
Single Audit	\$ -	\$ -
SOS Operations	\$ 190,000.00	\$ -
Debt Payments	\$ 40,000.00	\$ 81,000.00
Bank Fees and Misc. Charges	\$ 1,500.00	\$ 1,500.00
Insurance	\$ 4,500.00	\$ 8,000.00
Impact Fee Fund	\$ 157,500.00	
Lift Station Maint.	\$ -	\$ 10,000.00
Infrastructure Repair	\$ 40,000.00	\$ -
<b>Total Expenses</b>	<b>\$ 575,500.00</b>	<b>\$ 494,652.00</b>
<b>Reserve Contingency Fund</b>	<b>\$ 5,632.00</b>	<b>\$ 92,948.00</b>

## Police Budget 2025-2026

Description	Budget		
	Chief	Officer	Admin
Salary	\$ 85,050.00	\$ 65,000.00	\$ 34,644.00
FICA	\$ 6,506.33	\$ 5,431.50	\$ 2,650.27
Workers Comp	\$ 5,103.00	\$ 4,260.00	\$ 2,078.64
Health Insurance	\$ 12,757.50	\$ 10,650.00	
LT/ST Disability	\$ 1,615.95	\$ 1,349.00	
Retirement	\$ 10,206.00	\$ 8,520.00	
Overtime	\$ -	\$ 6,000.00	
<b>Total Salary Related Costs</b>	<b>\$ 121,238.78</b>	<b>\$ 101,210.50</b>	<b>\$ 39,372.91</b>
Liability Insurance	\$ 2,112.00		
Vehicle Insurance	\$ 4,362.00		
<b>Total Insurance</b>	<b>\$ 6,474.00</b>		
Vest	\$ 1,300.00		
Uniforms	\$ 2,500.00		
Firearms	\$ 500.00		
Pistol	\$ 500.00		
Patrol Rifle / Mags/ Equip	\$ 1,000.00		
Ammo	\$ 5,000.00		
Duty Gear	\$ 1,000.00		
Computer Replacement	\$ 6,000.00		
Computer Eq.& Repair/IT Development	\$ 16,000.00		
Subscription, Dues & Travel	\$ 10,200.00		
Travel, lodging	\$ 5,000.00		
Training	\$ 3,000.00		
Supplies	\$ 2,500.00		
<b>Total Uniforms &amp; Equipment</b>	<b>\$ 54,000.00</b>		
Fuel	\$ 5,000.00		
Vehicle Maint.	\$ 4,500.00		
<b>Total Vehicle Costs</b>	<b>\$ 9,500.00</b>		
Grants	\$ 3,500.00		
Building Maint.	\$ 7,500.00		
Utilities	\$ 9,500.00		
Special Events	\$ 5,000.00		
<b>Total Misc. Expenses</b>	<b>\$ 25,500.00</b>		
<b>Total Police Base Expences</b>	<b>\$ 357,296.19</b>		

The Town of Pittsville ("Town") uses social media to interact with residents, businesses, and visitors about public issues related to our Town. Please note that the Town's Facebook page is an official Town social media account and is moderated and subject to the Maryland Public Information Act. All comments and content shared on our official social media sites must pertain to items within the jurisdictional control or authority of the Town.

The Town reserves the right to delete submissions that do not meet the purpose as set out above. The following are examples of unacceptable content and comments. Please note this list is not intended to be all-inclusive:

1. Any content or comments that do not relate to the jurisdiction or authority of the Town.
2. Profane or obscene language or content.
3. Content that promotes, fosters, or perpetrates discrimination on the basis of race, creed, color, age, religion, gender, national origin, disability, sexual orientation, or any other protected class of people.
4. Name-calling and/or personal attacks.
5. Duplicate posts by the same author (the original post will be left intact assuming it follows the guidelines of acceptable comments or content).
6. Solicitations of commerce and/or content that contain gratuitous links (links or references to other relevant governmental webpages or official government sites are acceptable).
7. Promotions or content related to political organizations of any type.
8. Promotion or advocacy of illegal activity.
9. Content or comments that compromise safety or security of the public.
10. Confidential or non-public information, including but not limited to any personally identifiable medical information and any content that violates the legal rights of the owner of said content.

The Town disclaims any and all responsibility and liability for any unacceptable content that cannot be removed in a timely manner. Opinions and content expressed on official Town of Pittsville social media sites do not reflect the opinions of the Town of Pittsville, its officers, and employees.

Submissions to the Town's social media page(s) do not satisfy requirements for legal notice or service, and shall not be construed as an official request for records pursuant to the Maryland Public Information Act.

Social media is not an official channel for contacting the Town, its officials, or employees. While the Town may respond to inquiries or comments, staffing for that purpose is not 24/7.



# Pittsville Communication Plan

## What Is the Goal?

While the recent Facebook posts are an improvement in communicating with citizens, it also shows the impact of proactive communication. This plan is an intentional push for increasing that consistent communication. Celebrating and highlighting wins via the town's website and Facebook page will improve perceived transparency, plus it's another opportunity to get in front of potential upcoming issues. Helping citizens feel informed and connected will increase confidence in the council being on top of any and all issues.

## What Is the Communication Plan?

Primarily a monthly update from the Town Council via the President's message to the community sharing news, progress updates, upcoming events, and any potential challenges or needs.

## Core Strategy:

- I. Monthly President's Report
- II. Annual President's Report - State of Pittsville Report
- III. Update key communication components of the town website

### I. Monthly President's Report:

- a. Published on the 4th Friday of the month (week after Council Meeting) on the Town website and linked to Facebook page.
- b. 2-3 short paragraph recap of the monthly meeting highlights and any positive updates
- c. Include any new challenges or needs from the past month (or for the upcoming month)
- d. *Optional quarterly - Highlight businesses and long time residents with a short bio (there's been some issues finding interested businesses)*
- e. List of upcoming events (link to events in updated calendar) with one to two-sentence description
- f. Call To Action (CTA)s:
  - i. Next month's meeting date (link to event on calendar)
  - ii. "Submit your questions" form link; allows residents to share questions for the upcoming Town Council meeting

### II. Annual President's Report - State of Pittsville Report:

- a. Published in January on the website and Facebook.
- b. A comprehensive recap of the year (a longer version of the monthly report)
- c. Goals for the upcoming year

### III. Town Website Updates:

- a. Monthly/Annual President's Report page

- b. Events Calendar
  - i. All Town Council Meetings for the quarter
  - ii. Town Events (Night Out, etc.) for the next 3 months
- c. Important news (continue posting water updates, events, etc.)
- d. Update History Page (medium term)
- e. Business Directory (longer term)
- f. Town Employees and Bios