

**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 her 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.

## **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**



**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.