

**TOWN OF PITTSVILLE**  
**Town Commissioners Town Meeting Minutes**  
**January 21, 2026**

The regular Town Meeting for January 21, 2026 was called to order by Town Commission President Sean McHugh at 7:00 pm. In attendance were Town Commission Vice-President Roland Adkins as well as Commissioners Bethany Miller, Michael O'Brien and David Carozza. Also in attendance were Town Manager Joe Mangini, Town Attorney Erica Witz, Chief of Police Bob Harris, and Town Engineer Rob Duma. Singh Operational Services was represented by Chris Gee. The Director of Public Works, Dale Monroe, was also in attendance. Pledge of Allegiance was recited by all.

**MINUTES**

The minutes of the town meeting held on December 15, 2025 were reviewed, with a motion by Town Commissioner Carozza to approve and a second by Commission Vice-President Adkins. Motion was approved.

**TOWN TREASURER'S REPORT**

Town Commission President McHugh read into the record the General Fund Operating bank balance with a starting balance of \$129,054.53 and ending balance of \$172,426.35. Motion to approve by Commission Vice-President Adkins with a second by Commissioner O'Brien. Motion carried.

Town Commission President McHugh read into the record the Utility Fund bank balance with a starting balance of \$81,611.68 and ending balance of \$25,187.21. Motion to approve by Commission Vice-President Adkins with a second by Commissioner Miller. 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 Fire Department Annual Banquet is scheduled for January 24, 2026, however it may be postponed due to inclement weather. It starts at 6:00 pm, with dinner at 7:00 pm, and awards are immediately after dinner. Vice-President Adkins noted that the new fire engine is schedule to be built in March.

## Police

Chief Harris reported on his department's monthly activities. This included the monthly camera citation report, 7 traffic stops, and assisting the Dagsboro Police Department.

## *Code Enforcement*

Town Manager Mangini reported on the progress of the Aydelotte ditch meeting as well as the mold issues that the Town has addressed at the Apartments. It is supposed to be in remediation, and the Town will be following up to see that this was done properly, with a follow up inspection to be performed on February 2, 2026. MDE has been notified.

## **PUBLIC WORKS**

Public Works Director Dale Monroe reported that the UV system is complete at the Waste Water Treatment Plant. He also stated that we are set up with salt, and plows for the impending snow storm. We are going to start taking bids for the street improvement project running from Railroad to Maple Street. The Town is looking for a backhoe to bid on or buy.

## **SOS**

Chris Gee from Singh Operational Services gave a detailed update on water usage, bacteria levels, and the current status of each well. He supplied this in a handout also.

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

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

## **TOWN ENGINEER'S REPORT**

The Town Engineer discussed the Water Treatment Plant Upgrade project. The work is nearly complete with the only remaining work being the repairs to filter #3, which were not originally in the project contract. The engineer discussed the Wastewater Treatment Plant Upgrade Preliminary Engineering Report and Environmental Assessment. The senior environmental scientist will be on-site this week to observe wetlands on the mowed and maintained wastewater site. The Roadway improvements project will bid next month. The wastewater treatment plant upgrade grant application to MDE is due at the end of the month. The engineer discussed the Aydelotte Drainage Association meeting that also occurred this month.

## **OLD BUSINESS**

The letter from Chesapeake Waste Industries regarding the rate increase in the Wicomico County Landfill Fees was discussed, however Chesapeake Waste chose to rebill us at the

previous rate instead of meeting to discuss the increase. This was taken as an affirmation that they will not be increasing rates until the next renewal of the Town's contract.

## **NEW BUSINESS**

The first item up for discussion was for Consideration of Resolution # 2026-01 "A Resolution to Approve General Obligation Borrowing from Maryland Water Infrastructure Financing Administration for the Water Treatment Plant Phase IV Upgrade Project". The Resolution was discussed, and then adopted. Commission Vice-President Adkins made a motion to adopt, with Commissioner O'Brien seconding the motion. Resolution #2026-01 was unanimously approved.

The second item up for consideration was Resolution #2026-02, "Extending Thanks and Appreciation to Ivory Smith for Service to the Town". Vice-President Adkins made a motion to approve this Resolution, and Commissioner O'Brien seconded this Resolution. All members voted in favor.

There was a request from the Pittsville Band Boosters for a donation. This was discussed, then Commission President McHugh motioned to approve a donation up to \$500.00. Commissioner Carozza seconded the motion. Motion carried.

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

Commissioner Carozza said that we are working on sponsorships for the Strawberry Festival, and we will be putting the Strawberry Festival information in our next water bill.

The Town Commission went into "Closed Session" at 8:15 pm. At 8:45 pm a motion to end the "Closed Session" was made by Commissioner Carozza, and seconded by Vice-President Adkins. The Town Commissioners, Police Chief Robert Harris, Town Manager Joe Mangini, Town Attorney Erica Witz were all present for the "Closed Session".

The meeting was reopened, Vice-President Adkins made a motion for adjournment, seconded by Commissioner Miller. Meeting was adjourned.

**TOWN OF PITTSVILLE**  
**Town Commissioners Town Meeting Minutes**  
**January 21, 2026**

**Respectfully Submitted,**



**JUDY L. JONES**  
**Town Clerk**

***The next regular monthly meeting will be on February 17, 2026 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**

**TOWN OF PITTSVILLE**  
**Fund Balances**  
**As of 21 Jan 26**

**GENERAL FUND**

1) Operating Account: \$355,472.00

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

2) Capital Improvement Account: \$35,180

3) Highway User Fee Account: \$360,616.00

4) Speed Camera Account: \$18,259.00

5) Reserve Account: \$ 535,387.00

**TOTAL: \$ 1,304,914.00**

#### **WATER FUND**

- 1) Operating Account; \$32,114.00

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

- 2) Capital Improvement Account: \$ 273,467.00
- 3) Reserve Account: \$ 12,704.00

**TOTAL: \$318,285.00**

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

#### **SEWER FUND**

- 1) Operating Account: \$32,114.00

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

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

**TOTAL: \$ 947,871.00**

**TOTAL AVAILABLE MUNICIPAL FUNDS: \$2,571,070.00**



## **TOWN MANAGER MONTHLY MEETING REPORT**

**21 Jan 26**

### **LEGISLATION**

- There are two resolutions for consideration tonight. 1) Resolution #2026-01 will authorize the Town of Pittsville to obtain an MDE Loan to complete the financing of the WTP PHASE IV Upgrade project. The total borrowing of funds is \$918,616, of which 50% or \$459,308 will be considered "loan forgiveness, thus a grant after a ten (10) year period. 2) Resolution # 2026-02, is a resolution expressing thanks and appreciation to Ivory Smith for his service to the Town

### **BOARDS/COMMISSIONS/COMMITTEES APPOINTMENTS**

- None

### **CODE ENFORCEMENT**

- Both the Sandy Field subdivision drainage issue and the Pitts Avenue drainage ditches are being scheduled for work by the Director of Public Works. The re-inspection of the apartment complex where the mold issues were will be rescheduled due to the incoming winter storm.
- The Town Clerk is scheduling with FIRST STATE INSPECTION AGENCY this year's coming rental housing inspections. We are looking at completing the apartment complexes, then next year doing the remaining residential dwelling units. This will complete our three (3) cycle thru CY 27!

### **CITIZEN COMPLAINTS**

- None

### **FINANCE**

- Our Town Treasurer has completed the 2<sup>nd</sup> Quarter Budget Report which you have in your packets. Also, the Town has received \$9,521.37 grant reimbursement from DNR for the final work in the park completing PHASE IV of our "Capital Park Improvement Program." We will hear in the spring about our last grant application to redo the basketball court.

### **PLANNING/ZONING**

- The Planning/Zoning Commission met on January 14, 2026 to hear updates from the Planning/Zoning Administrator and to approve a minor subdivision on Maple Street. Next scheduled meeting is February 11, 2026 in Town Hall commencing at 6:00 pm
- Building permits issued to this date are 11 with permit fees received at \$1,207.20.

- Dollar General will soon be submitting a building permit application for the installation of roof solar panels which since it is commercial I will refer to the Planning/Zoning Commission for approval.

#### **ECONOMIC DEVELOPMENT**

- The PEDC's next scheduled meeting will be January 27, 2026 at 5:30 pm in Town Hall
- I will be making my "first" business visitation to EAST COAST TILE, this coming Friday. My plan is to visit at least one town business a week work permitting. The Town Clerk schedules these visits by phone so there are no surprises!!! BLUE TECH is scheduled for next week.

#### **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.

#### **PERSONNEL**

- Nothing new to report on personnel

#### **COMMUNITY ACTIVITIES**

- The Pittsville Band Boosters have submitted a request for donation to help defray the costs of bus transportation for a school trip to New York City to see the musical "THE LION KING".

#### **OTHER ITEMS OF INTEREST**

- I will be participating in the annual "CONGRESSIONALLY DIRECTED SPENDING" Webinar held by Senators Van Hollen and Alsobrooks regarding federal funding opportunities for local governments and non-profit organizations on January 22, 2026.
- Today, I held my first monthly staff meeting in the Town Hall Conference/Meeting Room with discussion being shared regarding town work activities and what we need to be accomplishing. I will be having these monthly staff meetings so we can all share our work progress and ideas, preferably before every scheduled monthly Town Meeting. The Town Commission President attended our first one and offered his comments. Staff meetings are called by the Town Manager.
- Monday, February 16 is the federal, state, and municipal PRESIDENTS DAY holiday so Town Offices will be closed. Since it is also our regular monthly meeting night, the Town Commissioners need to select another night for scheduling.



**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: 1/21/2026; Time: 8:15 pm; Location: Pittsville Town Hall;  
Motion to close meeting made by: Cmsr Carozza; 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 type="checkbox"/> (1)	Review of proposed pension plan	Discussion relates to employee compensation
§ 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: 8:15 pm - 8:45 pm Place: Pittsville Town Hall

Purpose(s): Review of proposed pension plan

Members who voted to meet in closed session: All members

Persons attending closed session: Commissioners, Chief Robert Harris, Joe Mangini, Erica Witz

Authority under § 3-305 for the closed session (see chart above): 3-305 (b)(1)

Topics actually discussed: Proposed pension plan

Each action Taken: no formal action