

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

March 16, 2026

7:00 PM

AGENDA

- 1) Call to Order
 - Pledge of Allegiance
- 2) Approval of the Minutes of February 17, 2026
- 3) Town Treasurer's Report of Balances of General and Utility Accounts
- 4) Department of Public Safety
 - a.) Fire/EMS Report
 - b.) Police Report
 - c.) Code Enforcement Report
- 5) Department of Public Administration
 - a) Town Manager's Report
 - b) Department of Public Works
 - c) Department of Public Utilities
- 6) Town Engineer Report – Robert Duma
- 7) Old Business
 - None
- 8) New Business
 - Consideration of Resolution #2026-04 "A Resolution of the Town of Pittsville Authorizing Participation in the Maryland Employees Pension System/ADOPTION
 - Consideration of Resolution #2026-05 "A Resolution of the Town of Pittsville Authorizing Participation in the Maryland Law Enforcement Officers Pension System/ADOPTION
 - Consideration of Resolution #2026-06 "A Resolution of the Town of Pittsville Certification Not To Participate In Employee Pick Up Program of The Maryland State Retirement and Pension System-ADOPTION
 - Consideration of Award for the Water Meter Replacement Program
 - Consideration of Award for the FY 26 "Road/Street Capital Improvement Project"

- 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- April 20, 2026

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
February 17, 2026

The regular Town Meeting for February 17, 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, 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. 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 January 21, 2026 were reviewed, with a motion by Town Commissioner Carozza to approve and a second by Commissioner O'Brien. 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 \$172,426.35 and ending balance of \$164,649.29. Motion to approve by Commissioner Carozza, with a second by Commission Vice-President Adkins. Motion carried.

Town Commission President McHugh read into the record the Utility Fund bank balance with a starting balance of \$25,187.21 and ending balance of \$139,670.86. Motion to approve by Commission Vice-President Adkins 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 Fire Department Annual Banquet is scheduled for February 28, 2026. 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/April. Delivery should happen in the fall. The Wild Game Dinner is slated for March 21, 2026. Tickets are available, the cost is \$50.00 per ticket.

Police

Chief Harris reported on his department's monthly activities. Chief Harris has had a very busy month attending mandatory trainings. There were 8 traffic stops, 1 fraud, a missing person report, fortunately this person has been located. There was also a motorist assist by Chief Harris.

Code Enforcement

Town Manager Mangini reported that the Sandyfield Subdivision, and Pitts Avenue drainage ditches are being scheduled for work by the Public Works Director, Dale Monroe. The reinspection of the apartments was conducted; the results were not good. No remediation has taken place. We have reached out to the County government, as well as the Federal government, with no results. Senator Carozza's office has been responsive; however, we are not sure what the results of that will be. We will be consulting further with the Town Attorney, Erica Witz. The Town Clerk will be scheduling regular rental inspections through First State Inspection Agency in April and May.

PUBLIC WORKS

Public Works Director Dale Monroe reported that fire hydrants have been fixed. Railroad Avenue was changed to a one-way street, as previously approved. The doors that have defective locks are being addressed by Alarm Engineering, and will be fixed. Director Monroe presented pictures and descriptions of four backhoes that he was interested for the Town of Pittsville. After some discussion of the pros and cons of each machine, Commission President McHugh made a motion to purchase the **2000 Case Backhoe**, for up to \$25,000.00 to include any costs associated with the backhoe. Vice-President Adkins made a motion to second. It was approved unanimously.

TOWN MANAGER'S REPORT*

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

TOWN ENGINEER'S REPORT

Town Engineer Rob Duma gave his report. The Water Treatment Plant is in the final stages of painting. Things are looking good; the pre-treatment building was painted; they are moving to the filter gallery to paint that. The colors used will be following the national standard: Dark Blue-you can drink, Aqua-half treated, and Brown-backwash. The access hatch in filter three media is scheduled for this month, once that is done, the project will be essentially complete. The Waste Water Treatment Plant UV System is complete, and elevated above flood level. Bids for the meter project ranged between \$184,000.00-\$410,000.00. After some discussion Vice-President Adkins recommended that the meter decision should be tabled until next month. Commissioner Carozza seconded this motion. Roadway Project bids will start on March 11, 2026. The WWTP study was submitted to USDA on January 30, 2026, we are waiting for response.

OLD BUSINESS

Commission President McHugh announced that there was no old business.

NEW BUSINESS

The first item up for discussion was for Consideration of Resolution # 2026-03, "A RESOLUTION TO EXPAND THE BOUNDARIES OF ENFORCEMENT FOR THE TOWN'S SPEED CAMERA PROGRAM". Motion to accept the Resolution was made by Commissioner Carozza, and seconded by Vice-President Adkins. No discussion, the motion was approved. Next up was discussion to award for the Water Meter replacement project. There were 7 bids, low bid was \$184,000.00 and the highest bid was \$410,000.00. Town Engineer Rob Duma went over each bid, and the companies offering them, and the features involved. A motion to table this subject until next month was made, and approved.

There was a request for a donation for Life Crisis Center for \$5000.00, no motion to give was made.

Willards PTA requested a donation, \$250.00 was the previous donated amount. Vice-President Adkins made a motion to accept this donation amount, Commissioner Carozza seconded, motion was approved.

TOWN COMMISSION/COMMITTEE REPORTS/TOWN COMMISSIONERS/PUBLIC COMMENTS

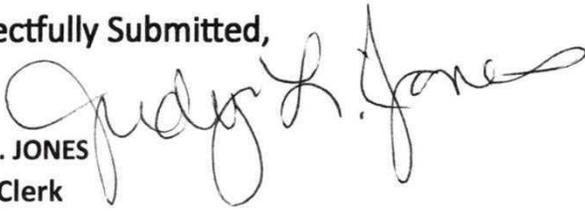
Daniel Nicholson and his wife Jeanne from Railroad Avenue were in attendance. They were very unhappy with the one-way street change on Railroad Ave. They are 28 year residents. There were other residents with similar complaints that do not live on Railroad Ave. After a lengthy discussion, Commission President McHugh recommended that the one-way be adjusted from Gumboro Road to Collins Street, reverting back from Collins to Parker being a two-way. Motion to pull back the one-way to Collins was made by Commissioner Carozza, and seconded by Vice-President Adkins. All were in favor. President McHugh recapped the meeting that took place at Town Hall with representatives from Congressman Andy Harris' office. Most of the funding is for shovel-ready projects. Vice-President Adkins stated that Eastern Shore Mission of Mercy will be doing pre-screening at the Fire Department on February 26, 2026 from 4-6 pm. The actual event for the free dental care takes place at the Wicomico Youth and Civic Center March 27-28, 2026. Commissioner Carozza updated on the Strawberry Festival, volunteers are needed. Commissioner O'Brien brought up the Town sign being unsightly, and that perhaps the Town can purchase a new one, as the Chamber of Commerce paid for the current sign.

Vice-President Adkins made a motion for adjournment, seconded by Commissioner Carozza. Meeting was adjourned.

TOWN OF PITTSVILLE
Town Commissioners Town Meeting Minutes
February 17, 2026

Respectfully Submitted,

JUDY L. JONES
Town Clerk



The next regular monthly meeting will be on March 16, 2026 commencing at 7:00 pm at Town Hall

APPROVED:

Sean McHugh, President

Roland Adkins, Vice President

Bethany Miller, Town Commissioner

Michael O'Brien, Town Commissioner

David Carozza, Town Commissioner

TOWN OF PITTSVILLE
Fund Balances
As of 13 Feb 26

GENERAL FUND

1) Operating Account: \$257,031.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$35,180

3) Highway User Fee Account: \$358,074.00

4) Speed Camera Account: \$23,214.00

5) Reserve Account: \$ 535,387.00

TOTAL: \$ 1,208,886.00

GENERAL FUND: 48%
WATER FUND: 13.5%
SEWER FUND: 38.5%

WATER FUND

1) Operating Account; \$53,994.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 273,467.00

3) Reserve Account: \$ 12,704.00

TOTAL: \$340,165.00

Water/Loan Debt: (\$354,348.00)

SEWER FUND

1) Operating Account: \$53,994.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 731,992.00

3) Reserve Account: \$ 183,765.00

TOTAL: \$ 969,751.00

TOTAL AVAILABLE MUNICIPAL FUNDS: \$2,518,802.00

MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP
As of 9 Feb 26

INTEREST RATE: 3.71 as of 9 Feb 26

INVESTMENT INCOME/FY 26

	Monthly	Year to Date/YTD
General Fund:	\$3,332.38	\$24,220.39
Water Fund:	\$ 999.71	\$7,236.11
Sewer Fund:	\$2,332.66	\$16,954.26
Grand Total:	\$6,664.75	\$48,410.76

Interest Earned Per Month:

July 2025:	\$7,383.34	January 2026: \$6,664..75
August 2025:	\$6,004.33	
September 2025:	\$6,638.20	

1st Quarter/FY26: \$20,085.87

October 2025:	\$7,593.53
November 2025:	\$7,075.05
December 2025:	\$7,081.56

2ND Quarter/FY26: \$21,750.14

1ST Half/FY26: \$41,836.01

Total Interest Income since Inception (18 Apr 23): \$277,526.74

TOWN MANAGER MONTHLY MEETING REPORT
17 Feb 26

LEGISLATION

- Resolution # 2026-03 is on the agenda for consideration which extends the Boundaries of the Town's Speed Camera Monitoring Zone

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. Dale will discuss more in his report. The re-inspection of the apartment complex where the mold issues are present was conducted and the results are not good. I will need to confer more with the Town Attorney on our next course of action BEFORE advising the Town Commissioners on what needs to be done. Our efforts to enlist the assistance of the federal and county governments have come up empty, neither wanting to get involved at this point. I have reached out to Senator Carozza and we will see where that goes!
- The Town Clerk will be scheduling rental housing units inspections with FIRST STATE INSPECTION AGENCY probably for the April/May time frame.

CITIZEN COMPLAINTS

- There has been several residents concerns regarding the one way traffic pattern on West Railroad Avenue which you have in your packets.

FINANCE

- I have submitted the 2nd quarter "request for reimbursement to DHCD for the Town Manager/Circuit Rider grant services for \$2,752.50 which is way smaller than usual due to the State reimbursing us twice for the 1st quarter. After this reimbursement is received our grant funds available will be reduced to only \$14,450.77 after which the Town's portion will begin.
- I will begin my initial work on the FY 27 budget in March. Then, Ana and I will work together on the budget after the 3rd quarter financial totals are in before presenting to the Town Commission President for his approval. I anticipate the FY 27 budget to be ready for introduction in May!

PLANNING/ZONING

- The Planning/Zoning Commission will meet on February 18, 2026 at 6:00 pm in Town Hall to hear updates from the Planning/Zoning Administrator and to consider approval of roof top solar panels for the Dollar General store and a request for rezoning of property from residential to commercial.
- Building permits issued to this date are 11 with permit fees received at \$1,207.20.
- Legislation has been introduced into the General Assembly that if enacted will drastically curtail local governments ability to control and manage planning/zoning matters within their jurisdictions. My personal, professional, and planning opinion would be that if the State wants to dictate how we plan and manage our communities perhaps they should just do it all plus absorb the stress and costs that it takes.

ECONOMIC DEVELOPMENT

- The PEDC's next scheduled meeting will be February 25, 2026 commencing at 5:30 pm in Town Hall. The first business visitations went very well and Judy and I will be scheduling two more for this month.

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 to include our grant applications for the new WWTP and where we stand with the USDA paperwork

PERSONNEL

- In a very new program, the Maryland Municipal League is reaching out to qualified municipalities to serve as the sponsoring agency for those who are interested in having a "circuit rider". MML will serve as the sponsoring agency. I have already recommended to the State and MML a new circuit that does not include JOE! With that in mind, and being I plan to be here for another 4 years at least, we will need to revisit how the Town plans to fund a Town Manager since I expect our grant funds to be continually decreasing!

COMMUNITY ACTIVITIES

- Two request for donations on the agenda. One from the Life Crisis Center and the other from the Willards Elementary School PTA.

OTHER ITEMS OF INTEREST

- Monthly staff meetings are going well and issues being addressed
- I will be applying to the "Congressional Direct Spending" federal grant program to submit projects for funding of town capital projects. I have requested that Rob, Dale, and Sean forward to me what they believe we need to address.
- MDE Loan on the WTP Upgrade Project/Phase IV has closed and hopefully the funding will soon be coming in to help replenish our town accounts which we have had to use waiting for this to happen
- The Waste Water Capacity Management Plan has been submitted to MDE and in your packets is the Town Manager's "Sewer Allocation Report" which indicates that there are only 650 gallons of sewer available as of 1 Feb 26 and that amount is reserved for business/commercial purposes.
- Finally, I contacted Karen Hoy, Public Drainage Coordinator, to arrange a meeting for the Town Commissioners to discuss our storm water ditches matters.

Town of Pittsville General Operating Account As of February 28, 2026

Date	Name	Memo	Amount	Balance
100 · CASH & EQUIVALENTS				159,927.21
110 · General Fund				159,927.21
128 · FBW - General Operating 1541				159,927.21
02/01/2026	Lincoln National Life Insuranc...	March 2026 LT/ST/Life Insurance	-690.45	159,236.76
02/02/2026	Deposit	5350	837.09	160,073.85
02/04/2026	Deposit	5360	355.67	160,429.52
02/04/2026	DP Chatham Mnr 8081-G	5501 0728 081	-85.96	160,343.56
02/04/2026	DP Lions 2539-(LC) - G	5501 8592 539	-480.86	159,862.70
02/04/2026	DP Town Lights 578-G	5501 0728 578	-3,847.00	156,015.70
02/04/2026	DP Town Warehouse 7678-G	5500 6957 678	-197.06	155,818.64
02/04/2026	Johnsons Seed & Feed	Inv # 000958	-310.00	155,508.64
02/04/2026	Joseph A. Mangini Jr	Pay 01/18-01/31	-3,400.00	152,108.64
02/04/2026	Lisa Tubbs	Inv # 1078	-200.00	151,908.64
02/04/2026	Pye-Barker Fire & Safety	Inv # 7727965	-241.65	151,666.99
02/04/2026	Quadient, Inc	Inv # 62586004	-72.00	151,594.99
02/04/2026	Deposit	Franchise fees Mediacom / 01/01/202...	8,900.57	160,495.56
02/04/2026	Deposit	5355	1,613.18	162,108.74
02/04/2026	Deposit	5359	29.50	162,138.24
02/11/2026	Bennett Termite & Pest Soluti...	Inv # 904804	-82.40	162,055.84
02/11/2026	Choptank Electric - G	9912566701	-124.00	161,931.84
02/11/2026	Colonial Life	Inv # 5277330-0102603	-140.35	161,791.49
02/11/2026	DP Park 1649	5503 6071 649	-37.33	161,754.16
02/11/2026	Fogle's	Inv # 191509	-200.00	161,554.16
02/11/2026	Inacom Information Systems ...	58872	-382.04	161,172.12
02/11/2026	Jeffrey Willey	02/04/26 BZA Meeting	-25.00	161,147.12
02/11/2026	Kelly & Associates Insurance ...	March 2026 Health Insurance	-3,127.52	158,019.60
02/11/2026	LGIT	Inv # 126431	-198.00	157,821.60
02/11/2026	Mark Whitelock	02/04/26 BZA Meeting	-25.00	157,796.60
02/11/2026	Mediacom - Town Hall	8384500090090174	-229.95	157,566.65
02/11/2026	Pittsville Band Boosters	Donation	-250.00	157,316.65
02/11/2026	ShoreScan - G&U	Inv # 10689	-95.00	157,221.65
02/11/2026	Simple Computing LLC	Inv # 1138, 1139	-443.17	156,778.48
02/11/2026	Webb, Wilber, Douse, Mather...	Legal	-10,192.50	146,585.98
02/11/2026	Deposit	5375	550.54	147,136.52
02/13/2026	Deposit	5356	306.79	147,443.31
02/13/2026	Deposit	5362	9,600.00	157,043.31
02/13/2026	Deposit	5368	1,352.18	158,395.49
02/18/2026	Baker's Hardware	Inv # 93550	-291.58	158,103.91
02/18/2026	David Carozza	Town Meeting 2/17/26	-75.00	158,028.91
02/18/2026	Gannett Delaware LocaliQ	Public Notice/Inv # 7556140	-513.00	157,515.91
02/18/2026	GreatAmerica Financial Svcs.	Inv # 41201297	-60.00	157,455.91
02/18/2026	Joseph A. Mangini Jr	Pay 02/01-02/14	-4,320.00	153,135.91
02/18/2026	Michael O'Brien	Town Meeting 2/17/26	-75.00	153,060.91
02/18/2026	Roland Adkins	Town Meeting 2/17/26	-75.00	152,985.91
02/18/2026	Simple Computing LLC	Inv # 1140	-378.17	152,607.74
02/20/2026	Deposit	5392	387.20	152,994.94
02/25/2026	Cheryl Tyndall	PZ Meeting 02/18/26	-25.00	152,969.94
02/25/2026	Davis, Bowen & Fridel Inc	Inv # 199530	-240.00	152,729.94
02/25/2026	Dwayne Mattox	PZ Meeting 02/18/26	-25.00	152,704.94
02/25/2026	Heather Frazier	PZ Meeting 02/18/26	-25.00	152,679.94
02/25/2026	Jennifer Keener	PZ Meeting 02/18/26	-25.00	152,654.94
02/25/2026	Kevin Bailey	PZ Meeting 02/18/26	-25.00	152,629.94
02/25/2026	Pye-Barker Fire & Safety	Inv # 7883972	-241.65	152,388.29
02/25/2026	Showalter Property Consultants	Inv # 26391	-475.00	151,913.29
02/25/2026	WEX Bank Valero Fleet Gas	0496-00-633067-4	-713.37	151,199.92
02/25/2026	Zuhra Septefrati	Inv # 28	-600.00	150,599.92
02/25/2026	Deposit	2026 Strawberry Festival Vendor Pmts	170.00	150,769.92
02/25/2026	Deposit	5383	4,950.00	155,719.92
02/25/2026	Deposit	5384	735.40	156,455.32
02/25/2026	Deposit	5388	7,254.30	163,709.62
02/25/2026	Deposit	5398	355.52	164,065.14
Total 128 · FBW - General Operating 1541			4,137.93	164,065.14
Total 110 · General Fund			4,137.93	164,065.14
Total 100 · CASH & EQUIVALENTS			4,137.93	164,065.14

11:38 AM
03/13/26
Accrual Basis

Town of Pittsville
General Operating Account
As of February 28, 2026

	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
TOTAL				<u>4,137.93</u>	<u>164,065.14</u>

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
Utility Operating Account
As of February 28, 2026

Date	Name	Memo	Amount	Balance
100 · CASH & EQUIVALENTS				263,603.86
120 · Water & Sewer Fund				263,603.86
129 · FBW UTILITY OPERATING ACC 1996				263,603.86
02/02/2026	Deposit	5351	100.00	263,703.86
02/02/2026	Deposit	5352	559.00	264,262.86
02/02/2026	Deposit	5353	7,043.49	271,306.35
02/03/2026	Deposit	5357	1,156.54	272,462.89
02/04/2026	Deposit	5358	818.25	273,281.14
02/04/2026	Atlantic Pumping Inc -U	Inv # 372227	-495.00	272,786.14
02/04/2026	Chesapeake Environmental S...	Inv # 22724	-3,040.35	269,745.79
02/04/2026	Funk & Bolton, P.A.	2025-2026 MWIFA Drinking Water Loan	-21,408.80	248,336.99
02/04/2026	Griffith Energy Svcs, Inc	Generators Fuel	-1,582.12	246,754.87
02/04/2026	Hawkins, Inc.	Inv # 7321691	-3,310.50	243,444.37
02/04/2026	Hills Electric Motor Inc - U	Inv # 0166654	-654.84	242,789.53
02/04/2026	Lowes	Inv # 993203	-89.21	242,700.32
02/04/2026	One Call Concepts Inc - U	0001040	-23.58	242,676.74
02/04/2026	Deposit	11 Lot Chase Dykes Sewer Impact Fees	77,000.00	319,676.74
02/04/2026	Deposit	5348	15,807.20	335,483.94
02/04/2026	Deposit	5361	279.26	335,763.20
02/05/2026	Deposit	5366	267.35	336,030.55
02/06/2026	Deposit	5367	571.30	336,601.85
02/09/2026	Deposit	5369	534.10	337,135.95
02/09/2026	Deposit	5371	370.65	337,506.60
02/10/2026	Deposit	5374	355.65	337,862.25
02/11/2026	DP LS#1 White Richardson 56...	5501 4225 615	-138.36	337,723.89
02/11/2026	DP LS#2 Old Ocean City 1980...	5503 869 1980	-180.11	337,543.78
02/11/2026	DP LS#3_Friendship 7173-U	5500 6957 173	-207.58	337,336.20
02/11/2026	DP LS#4 Gumboro 6278-U	5501 1296 278	-46.62	337,289.58
02/11/2026	DP LS#5 Railroad 7447-U	5501 1317 447	-32.57	337,257.01
02/11/2026	DP LS#6 Legacy Lane 6936-U	5501 1316 936	-115.47	337,141.54
02/11/2026	DP WTP 0821-U	5501 1810 821	-1,548.97	335,592.57
02/11/2026	DP WWTP 3731-U	5501 1013 731	-3,390.56	332,202.01
02/11/2026	Kelly & Associates Insurance ...	March 2026 Health Insurance	-1,766.37	330,435.64
02/11/2026	The Farmers Bank of Willards	Loan Pmt WWTP	-2,933.05	327,502.59
02/11/2026	Water Testing Laboratories of ...	Inv # SAL10912	-194.00	327,308.59
02/11/2026	Wicomico County Solid Waste...	3025	-202.40	327,106.19
02/11/2026	Deposit	5372	637.00	327,743.19
02/11/2026	Deposit	5373	905.45	328,648.64
02/11/2026	Deposit	5376	271.55	328,920.19
02/12/2026	Deposit	5377	385.65	329,305.84
02/12/2026	Deposit	5378	264.65	329,570.49
02/12/2026	Deposit	5379	-100.00	329,470.49
02/13/2026	Deposit	5354	1,526.95	330,997.44
02/13/2026	Deposit	5363	6,253.94	337,251.38
02/13/2026	Deposit	5380	924.50	338,175.88
02/16/2026	Singh Operational Services, Inc	February 2026 SOS Operations /InV # 3020...	-15,425.91	322,749.97
02/17/2026	Deposit	5386	667.60	323,417.57
02/18/2026	Davis, Bowen & Fridel Inc	WTP Phase 4 Upgrade / Engineering	-56,231.88	267,185.69
02/18/2026	Fortiline, Inc	Inv # 7245659	-1,144.46	266,041.23
02/18/2026	The Hardware Store	Snow Supplies	-1,403.28	264,637.95
02/18/2026	Muni-Link, LLC	Inv # 3839	-466.28	264,171.67
02/18/2026	Deposit	5381	562.90	264,734.57
02/18/2026	Deposit	5385	169.02	264,903.59
02/18/2026	Deposit	5390	553.60	265,457.19
02/20/2026	Deposit	5393	204.23	265,661.42
02/24/2026	Deposit	5396	620.65	266,282.07
02/25/2026	Hawkins, Inc.	Chemicals / Inv # 7342958	-2,882.78	263,399.29
02/25/2026	WEX Bank	0496-00-587961-4	-384.55	263,014.74
02/25/2026	WEX Bank Valero Fleet Gas	0496-00-633067-4	-112.09	262,902.65
02/25/2026	Deposit	5382	4,187.61	267,090.26
02/25/2026	Deposit	5389	482.35	267,572.61
02/25/2026	Deposit	5391	263.15	267,835.76
02/25/2026	Deposit	5394	532.30	268,368.06
02/25/2026	Deposit	5395	972.95	269,341.01
02/25/2026	Deposit	5397	532.90	269,873.91
02/27/2026	Deposit	5387	371.25	270,245.16
02/27/2026	Deposit	5399	300.65	270,545.81
02/27/2026	Deposit	5400	1,499.27	272,045.08

11:37 AM

03/13/26

Accrual Basis

Town of Pittsville
Utility Operating Account
As of February 28, 2026

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
02/27/2026	Deposit	5401	419.15	272,464.23
02/27/2026	Deposit	5403	313.15	272,777.38
02/27/2026	Deposit	5405	-282.05	272,495.33
Total 129 · FBW UTILITY OPERATING ACC 1996			8,891.47	272,495.33
Total 120 · Water & Sewer Fund			8,891.47	272,495.33
Total 100 · CASH & EQUIVALENTS			8,891.47	272,495.33
TOTAL			8,891.47	272,495.33

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 13 Mar 26

GENERAL FUND

1) Operating Account: \$235,898.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$35,180

3) Highway User Fee Account: \$352,678.00

4) Speed Camera Account: \$26,805.00

5) Reserve Account: \$ 535,387.00

TOTAL: \$ 1,185,948.00

WATER FUND

1) Operating Account; \$114,066.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 295,967.00

3) Reserve Account: \$ 12,704.00

TOTAL: \$ 422,737.00

Water/Loan Debt: (\$354,348.00)

SEWER FUND

1) Operating Account: \$114,066.00

The following accounts are restricted for designated, specific purposes

2) Capital Improvement Account: \$ 830,892.00

3) Reserve Account: \$ 183,765.00

TOTAL: \$ 1,128,723.00

TOTAL AVAILABLE MUNICIPAL FUNDS: \$2,737,408.00

MARYLAND LOCAL GOVERNMENT INVESTMENT POOL/MLGIP
As of 11 Mar 26

INTEREST RATE: 3.68 as of 11 Mar 26

INVESTMENT INCOME/FY 26

	Monthly	Year to Date/YTD
General Fund:	\$2,774.46	\$26,994.85
Water Fund:	\$ 832.34	\$8,068.45
Sewer Fund:	\$1,942.12	\$18,896.38
Grand Total:	\$5,548.92	\$53,959.68

Interest Earned Per Month:

July 2025:	\$7,383.34	January 2026: \$6,664.75
August 2025:	\$6,004.33	February 2026: \$5,548.92
September 2025:	\$6,638.20	

1st Quarter/FY26: \$20,085.87

October 2025:	\$7,593.53
November 2025:	\$7,075.05
December 2025:	\$7,081.56

2ND Quarter/FY26: \$21,750.14

1ST Half/FY26: \$41,836.01

Total Interest Income since Inception (18 Apr 23): \$283,075.66

**RESOLUTION # 2026-04
OF THE TOWN OF PITTSVILLE
AUTHORIZING PARTICIPATION IN THE
MARYLAND EMPLOYEES' PENSION SYSTEM**

A RESOLUTION OF THE TOWN OF PITTSVILLE, A POLITICAL SUBDIVISION OF THE STATE OF MARYLAND, AUTHORIZING PARTICIPATION IN THE EMPLOYEES' PENSION SYSTEM ("EPS") OF THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM ("MSRPS").

WHEREAS, the Town of Pittsville is a municipal corporation of the State of Maryland, and is eligible to participate in the Employees' Pension System ("EPS") in accordance with the Annotated Code of Maryland, State Personnel and Pensions Article ("SPP"), § 31-102;

WHEREAS, the Town of Pittsville provides for compensation and benefits to its employees in exchange for their service to the citizens; and

WHEREAS, the Town of Pittsville has determined it would be in the best interests of the Town of Pittsville and its citizens, and the eligible employees of the Town of Pittsville, to participate in the EPS;

WHEREAS, in accordance with SPP § 31-109(a)(1), a Resolution of the Town of Pittsville is required by the System to approve and effectuate participation of eligible employees in the EPS;

WHEREAS, the Town of Pittsville desires to participate in the EPS effective on July 1, 2026; and

WHEREAS, State law provides that the Town of Pittsville shall purchase 100% of the service credit for employment prior to July 1, 2026 for employees eligible for participation in the Employees' Pension System of the MSRPS who elect to participate before the effective date.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Pittsville hereby authorizes, approves, and agrees to implement participation in the Employees' Pension System of the MSRPS effective on July 1, 2026 at 12:00 a.m., pursuant to SPP § 31-109(a); and

BE IT FURTHER RESOLVED, by the Town of Pittsville, that in accordance with SPP §§ 23-204(a)(1)(vi) and 23-204(a)(3), eligible employees hired on or before June 30, 2026 shall have a one-time irrevocable election to join and participate in EPS effective July 1, 2026, by submitting a written application to the State Retirement Agency prior to the effective date of participation on July 1, 2026; and

The above Resolution was introduced and passed at the regularly scheduled meeting of the Town of Pittsville, on March 16, 2026, and shall become effective on July 1, 2026.

INTRODUCED by the Town of Pittsville, at a Regular Meeting on March 16, 2026, at which meeting copies were available to the public for inspection.

ADOPTED by the Town of Pittsville, at a Regular Meeting on March 16, 2026, at which meeting copies were available to the public for inspection.

Adopted: _____

Attest: _____

Sean McHugh
Commissioner

Roland Adkins
Commissioner

David Carozza
Commissioner

Michael O'Brien
Commissioner

Bethany Miller
Commissioner

**RESOLUTION #2026-05
OF THE TOWN OF PITTSVILLE
AUTHORIZING PARTICIPATION IN THE
MARYLAND LAW ENFORCEMENT OFFICERS' PENSION SYSTEM**

A RESOLUTION OF THE TOWN OF PITTSVILLE, A POLITICAL SUBDIVISION OF THE STATE OF MARYLAND, AUTHORIZING PARTICIPATION IN THE LAW ENFORCEMENT OFFICERS PENSION SYSTEM ("LEOPS") OF THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM ("MSRPS").

WHEREAS, the Town of Pittsville is a municipal corporation of the State of Maryland, and is eligible to participate in the Law Enforcement Officers Pension System ("LEOPS") in accordance with the Annotated Code of Maryland, State Personnel and Pensions Article ("SPP"), § 31-2A-02

WHEREAS, the Town of Pittsville provides for compensation and benefits to its law enforcement officers in exchange for their service to the citizens; and

WHEREAS, the Town of Pittsville has determined it would be in the best interests of the Town of Pittsville and its citizens, and the eligible law enforcement officers of the Town of Pittsville, to participate in the LEOPS;

WHEREAS, in accordance with SPP § 31-2A-03(a)(1), a Resolution of the Town of Pittsville is required by the System to approve and effectuate participation of eligible employees in the LEOPS;

WHEREAS, the Town of Pittsville desires to participate in the LEOPS effective on July 1, 2026; and

WHEREAS, State law provides that the Town of Pittsville shall purchase 100% of the service credit for employment prior to July 1, 2026 for law enforcement officers eligible for participation in the Law Enforcement Officers' Pension System of the MSRPS who elect to participate before the effective date.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Pittsville hereby authorizes, approves, and agrees to implement participation in the Law Enforcement Officers' Pension System of the MSRPS effective on July 1, 2026 at 12:00 a.m., pursuant to SPP § 31-2A-03(a)(1); and

BE IT FURTHER RESOLVED, by the Town of Pittsville, that in accordance with SPP §§ 26-202(b)(1)(vi) and 26-202(b)(2) eligible employees hired on or before June 30, 2026 shall have a one-time irrevocable election to join and participate in LEOPS effective July 1, 2026, by submitting a written application to the State Retirement Agency prior to the effective date of participation on July 1, 2026; and

The above Resolution was introduced and passed at the regularly scheduled meeting of the Town of Pittsville, on March 16, 2026, and shall become effective on July 1, 2026.

INTRODUCED by the Town of Pittsville, at a Regular Meeting on March 16, 2026, at which meeting copies were available to the public for inspection.

ADOPTED by the Town of Pittsville, at a Regular Meeting on March 16, 2026, at which meeting copies were available to the public for inspection.

Adopted: _____

Attest: _____

Sean McHugh
Commissioner

Roland Adkins
Commissioner

David Carozza
Commissioner

Michael O'Brien
Commissioner

Bethany Miller
Commissioner

RESOLUTION
OF THE TOWN OF PITTSVILLE
CERTIFICATION NOT TO PARTICIPATE IN EMPLOYER PICKUP PROGRAM OF
THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM
RESOLUTION #2026-06

The Town Commissioners met at a duly called and authorized meeting on the date set forth below, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all Commissioners, and the following resolutions were made, seconded, and adopted by those present at the meeting.

WHEREAS, Town of Pittsville is municipal corporation of the State of Maryland, and is eligible to participate in the Employees' Pension System ("EPS") and the Law Enforcement Officers Pension System ("LEOPS") of the Maryland State Retirement and Pension System ("System"), and has elected to become a participating governmental unit in the EPS and LEOPS effective on July 1, 2026;

WHEREAS, employees of the Town of Pittsville will be eligible to participate in the EPS effective July 1, 2026, and all new employees hired on or after July 1, 2026 will be enrolled in EPS;

WHEREAS, law enforcement officers employed by the Town of Pittsville ("officers") will be eligible to participate in the LEOPS effective July 1, 2026, and all new officers hired on or after July 1, 2026 will be enrolled in LEOPS;

WHEREAS, the Commissioners have the authority to adopt this resolution on behalf of the Town of Pittsville;

WHEREAS, the State Retirement Agency has adopted procedures for reporting pick-up contributions in order to provide consistency in the administration of State law;

WHEREAS, in accordance with Annotated Code of Maryland, State Personnel and Pensions Article ("SPP"), § 21-313, an approved employer may pick-up all of the mandatory employee contributions for its employees participating in the Maryland State Retirement and Pension System;

WHEREAS, the Town of Pittsville currently operates a Simplified Employee Pension Plan ("SEP-IRA Plan") for their eligible employees and law enforcement officers, organized under Section 408(k) of the Internal Revenue Code;

WHEREAS, the SEP-IRA Plan operated by the Town of Pittsville does not require employee contributions;

WHEREAS, the Town of Pittsville does not provide for the employer pick-up of employee contributions to the SEP-IRA Plan within the meaning of § 414(h)(2) of the Internal Revenue Code; and

WHEREAS, in accordance with SPP §§ 31-109(b)(2)(ii) and 31-2A-03(b)(2)(ii), the Town of Pittsville will not become an approved employer under SPP § 21-313 on or after the effective date of participation and all employee contributions will be made on an after-tax basis.

NOW, THEREFORE, BE IT RESOLVED, that beginning on and after July 1, 2026, which is the effective date of Pittsville's participation in the EPS and the LEOPS, the Town of Pittsville certifies that it (a) will not become an approved employer under SPP § 21-313 on or after the effective date of participation, and (b) will not pick up any of the mandatory contributions by the employees who are members of the EPS and the LEOPS through a payroll reduction; and

BE IT FURTHER RESOLVED, that said mandatory contributions will be made on an after-tax basis.

Dated this 16 day of March, 2026, and effective July 1, 2026.

Sean McHugh
Commissioner

Roland Adkins
Commissioner

David Carozza
Commissioner

Michael O'Brien
Commissioner

Bethany Miller
Commissioner

Water Meter Replacement - Vendor Selection

From: Robert J. Duma <rjd@dbfinc.com>
To: Joe Mangini <bluehen1@peoplepc.com>, Dale Monroe <dmonroe@pittsvillemd.gov>, Sean/WWTP <stripzett@pittsvillemd.gov>
Cc: N. Linden Carey <nlc@dbfinc.com>
Subject: Water Meter Replacement - Vendor Selection
Date: Mar 9, 2026 10:49 AM
Attachments: [2026-03-09 Pittsville Water Meters-Selection.pdf](#)

Good morning,

Please see attached for the draft selection criterion for the Water Meter Replacement project.

Let me know if you have any changes. Based on the attached, we would recommend award to Exeter using the Badger meters.

Ranking based on selection criteria:

1. Exeter – Badger
2. Core & Main – Neptune
3. Fortiline – Kamstrup
4. Dover – Zenner
5. Ferguson – Master
6. Subeca – various
7. United - Diehl

Thanks,
Rob

Robert J. Duma, P.E.

Associate | Senior Civil Engineer
Department of Municipal Public Works

Davis, Bowen & Friedel, Inc.

Email: rjd@dbfinc.com
Office: 410-543-9091 | Fax: 410-543-4172
601 E. Main Street, Suite 100, Salisbury, MD 21804
dbfinc.com | [Facebook](#) | [LinkedIn](#) | [Instagram](#) | [Twitter](#) | [Youtube](#)



SELECTION CRITERIA (1-5)
Pittsville Water Meter Replacement Project
Town of Pittsville, Wicomico County, Maryland
3/9/2026
DBF #0841A019

Company Name	Subeca	United Systems	Exeter Supply	Ferguson	Core & Main	Fortiline	Dover Plumbing
Meter Name	Kamstrup, Badger, Neptune	Diehl	Badger Meter	Master Meter	Neptune	Kamstrup	Zenner
Meter Quality	1	1	5	1	4	5	3
Technology	1	3	5	3	3	5	3
Supplier Location	1	1	5	5	4	5	5
References	1	1	5	1	5	5	4
Annual Costs	5	1	3	1	5	1	5
Initial Costs	5	4	4	4	3	2	1
Sum of Criteria	14	11	27	15	24	23	21