

ORDINANCE 2-2018

Introduced by: Chase

**AN ORDINANCE OF THE TOWN OF TRAPPE ADOPTING A GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019, AND ESTABLISHING A TAX RATE OF \$.33 PER \$100 OF ASSESSED REAL PROPERTY VALUE AND A TAX RATE OF \$.54 PER \$100 ON ALL COMMERCIAL OR BUSINESS PERSONAL PROPERTY AND PUBLIC UTILITIES; AND ESTABLISHING AN ANNUAL FEE OF \$150 PER RESIDENTIAL HOUSEHOLD FOR TRASH COLLECTION SERVICES, AND ALSO ADOPTING AN ENTERPRISE BUDGET FOR THE TOWN'S WATER AND SEWER OPERATIONS**

WHEREAS, Article VI, Section 603 of the Trappe Town Charter requires the Town to operate on an annual budget; and

WHEREAS, Article VI, Section 604 of the Trappe Town Charter requires submission of a budget at least thirty-two days prior to the beginning of the fiscal year containing estimates of anticipated revenues and proposed expenditures for the coming year;

WHEREAS, the budget for the fiscal year beginning on July 1, 2018 and ending June 30, 2019, was submitted at the Town Council meeting on April 4, 2018, and is attached hereto as Exhibit "A" ("General Budget");

WHEREAS, the Town has determined that it is desirable and in the public interest, and consistent with state law, to establish an annual fee of \$150.00 per residential household for trash collection services; and

WHEREAS, the Town is authorized to establish rates, fees and charges necessary to cover the expenses associated with the operation of its water and wastewater system; and

WHEREAS, the Town has determined that is desirable and in the public interest, and consistent with state law, to adopt an enterprise budget for the Town's water and sewer operations, which is attached hereto as Exhibit "B" ("Enterprise Budget"); and

WHEREAS, Article VI, Section 605 of the Trappe Town Charter requires, prior to the adoption of the budget, the holding of a public hearing after two weeks notice in a newspaper, and the Town, having held a public hearing on the General Budget and the Enterprise Budget on May 2, 2018; and

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF TRAPPE AS FOLLOWS:

**Section 1.** That the Council of Trappe hereby adopts, for the fiscal year beginning July 1, 2018, and ending June 30, 2019, the General Budget attached hereto as Exhibit A and incorporated by reference herein.

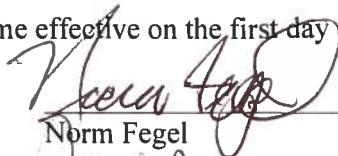
**Section 2.** That the tax rate for the Town of Trappe for the fiscal year beginning July 1, 2018, and ending on June 30, 2019, shall be \$.33 per \$100 of assessed real property value and \$.54 per \$100 of assessed value on all commercial business, personal property and public utilities.

**Section 3.** That the Council of Trappe hereby establishes an annual fee of \$150.00 per residential household for trash collection services.


**Section 4.** That the Council of Trappe hereby adopts an Enterprise Budget for the operation of the Town's water and wastewater system, attached hereto as Exhibit B, which are incorporated by reference herein.


**Section 5.** If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unlawful or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town Council hereby declares that they would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unlawful or unconstitutional.

This ordinance shall become effective on the first day of July, 2018.

  
Norm Fegel

  
Robert Diefenderfer, Jr.

  
Walter Chase

  
Tonya Pritchett

  
Nicholas Newnam

I hereby certify that the above Ordinance was adopted by a yea and nay vote of the Council this 2<sup>nd</sup> day of May, 2018.

  
Erin Braband, Town Administrator/Town Clerk

## Income

## Rental Income

4080 - Rental Income	18,000.00
	18,000.00

## Grant Income

4470 - Planning Dept.	55,000.00
	55,000.00

## Tax Income

4000 - Real Property Taxes	228,990.00
4010 - Real Property Tax Discount	(300.00)
4030 - Corporation & Unincorporated Taxes	34,000.00
4050 - Local Income Tax	60,000.00
4060 - Highway User Revenue	
4060.1 - Highway User Grant Revenue	28,859.00
4060 - Highway User Revenue - Other	10,682.00
	362,231.00

## Licenses and Permits Income

4122 - Rental License	4,625.00
4110 - Building Permits & Inspections	4,500.00
4160 - Franchise Fee - Cable	2,500.00
4180 - State Share - Business License	750.00
	12,375.00

## Interest Income

4200 - Interest on Investments	550.00
	550.00

## Other Income

4300 - Regular Trash Pick-up	58,800.00
	58,800.00

**Total Income****\$ 506,956.00**

## Expense

## Property Rentals

5609.2 - Rental Property Insurance	120.00
5608 - Sullivan St Mortgage - Principal	3,600.00
5609 - Sullivan St Mortgage - Interest	3,000.00
5609.1 - Property Maintenance	1,000.00
5027.1 - Water & Sewer - Sullivan Apts	2,500.00
5028.1 - Property Tax - Sullivan Apts.	1,400.00
	11,620.00

## Debt Service - Interest

5617 - Line of Credit - Acct. ***860	5,660.00
	5,660.00

## Debt Service - Principal

5605 - Line of Credit - Acct. ***860	15,000.00
	15,000.00

## Code Enforcement

6410 - Other Code Enforcement Expense	750.00
6420 - MDIA Inspections	5,500.00
	6,250.00

## Capital Improvement

5700.1 - Reserve Funds	10,770.00
9532 - Street improvements	25,500.00
9531 - Project Engineering Costs	2,000.00
	38,270.00

## Administrative Expenses

5053 - Mileage Reimbursement	300.00
5037 - Health/Safety	500.00
5001.5 - Retirement - Employer Contribution	1,896.00
5000.1 - Town Office Wages & Salaries	63,180.00
5009.1 - Insurance Employee Disability	1,500.00
5010.1 - MD Sales & Use Tax Paid	10.00
5015.1 - Insurance - Fire, Liability & Bonding	2,800.00
5018.1 - Workman's Compensation	8,500.00
5020 - Insurance - Health - Employer Contribution	18,000.00
5021.1 - Advertising	2,500.00
5022.1 - Office Expense	20,000.00
5026.1 - Telephone/Internet	3,600.00
5030 - Accounting & Auditing	20,000.00
5032 - Legal Fees	20,000.00
5034 - Electric - Town Hall	1,900.00
5041 - Employee Recognition & Awards	500.00
5042 - Hospitality & Sympathy	100.00
5045 - Computers - IT and maintenance	15,500.00
5050 - Professional Growth & Education	
5050.2 - Office Staff	3,000.00
5050.1 - Council Members	3,000.00
5051.1 - Other Administrative Expense	1,500.00
5052 - Christmas Decorations	500.00
6210 - Volunteer Fire Dept. Contribution	10,000.00
	198,786.00

## Legislation

6010 - Town Commissioners Salary	10,000.00
6020 - Planning Commissioners Salary	5,000.00
6030 - Board of Appeals Salary	600.00
6040 - Election Board Salary	400.00
	<b>16,000.00</b>

## Payroll Expenses

6561.1 - Christmas Bonus	200.00
5013.1 - Fica	8,000.00
5014.1 - Medicare	2,000.00
6560.1 - MD Unemployment Tax	1,500.00
	<b>11,700.00</b>

## Planning Department

6152 - Retirement - Employer Contribution	880.00
6100 - Fees & Dues	200.00
6110 - Other Planning Expenses	15,000.00
6120 - Travel Expenses	450.00
6150 - Salary	29,325.00
6160 - Professional Growth & Education	1,500.00
	<b>47,355.00</b>

## Public Safety

6245 - Liability Insurance	800.00
6250 - Vehicle Insurance	500.00
6291 - Allied Agencies Assistance	20,800.00
	<b>22,100.00</b>

## Stormwater Management

6320 - Stormwater Repairs & Maintenance	2,000.00
	<b>2,000.00</b>

## Public Works

6310 - Park Maintenance	5,000.00
6350 - Mosquito Control	1,400.00
6301 - Enterprise Reimbursed Salaries	10,835.00
6395 - Grass Cutting & Lawn Maintenance	2,000.00
6360 - Garbage Collection	58,200.00
	<b>77,435.00</b>

## Streets

6391 - Snow Removal	10,000.00
6392 - Repairs & Maintenance	4,500.00
6393 - Street Lights	40,000.00
6396 - Fire Siren	280.00
	<b>54,780.00</b>

**Total Expense****\$ 506,956.00**

Income

Interest Income

4250 - Interest on Investments	75.00
	75.00

Other Income

4390.2 - Miscellaneous	500.00
4405 - Bad Check Fee	100.00
	600.00

Bay Restoration Fee Income

4700 - Bay Restoration	29,000.00
4710 - Bay Restoration Septic Fee	1,750.00
4720 - Bay Restoration Late Charge	200.00
4730 - Bay Restoration Sewer Late charge	10.00
	30,960.00

Water & Sewer Services Income

4810 - Basic Sewer Service (BSS)	307,200.00
4820 - Basic Water Service (BWS)	101,340.00
4830 - Metered Admin Commerical (MAC)	4,550.00
4840 - Metered Admin Residential (MAR)	39,200.00
4850 - Water Usage Charge (WATER)	99,305.00
4860 - Sewer Usage Charge (SEWER)	228,100.00
4870 - Late Charges	3,500.00
4871 - Turn On/Turn Off Fee	3,000.00
	786,195.00

**Total Income 817,830.00**

Expense

Debt Service - Interest

5614 - Well 6 interim financing	40,000.00
5610 - DHCD Loan	88,200.00
5611 - Line of Credit - Acct. ***7887	2,000.00
	130,200.00

Debt Service - Principal

5602 - DHCD Loan	87,000.00
5604 - Line of Credit - Acct. ***7887	20,000.00
	107,000.00

Capital Improvement

5700.1 - Capital Imp./Depreciation	162,540.00
	162,540.00

Administrative Expenses

5032.1 - Legal Fees	5,000.00
5015.2 - Insurance - Fire/Liability	3,500.00
5051.2 - Other Admin Expense	700.00
5026.2 - Telephone & Internet	2,800.00
5022.2 - Office Expense	1,250.00
5021.2 - Advertising	500.00
5018.2 - Workman's Comp	8,500.00
5009.2 - Insurance Employee Disability	1,000.00
5036 - Maintenance (WWTP, Office, Lab)	500.00
5043 - Computers - IT and Maintenance	1,000.00
5046 - Meter Reading/Billing & Replacement	15,000.00
5050.4 - Professional Growth - Enterprise	2,000.00
5061 - Employee Uniform Allowances	1,000.00
	42,750.00

Payroll Expenses

6151 - Retirement - Employer Contribution	4,440.00
5013.1 - Fica	9,000.00
5014.1 - Medicare	2,000.00
6560.1 - MD Unemployment Tax	1,800.00
	17,240.00

Water & Sewer Expenses

5021 - Water Tower Maintenance	16,365.00
5002 - Supervisory Services	5,000.00
5003 - Grass Cutting - Enterprise locations	750.00
5004 - Repairs & Maintenance	50,000.00
5047 - Consumable Supplies - Tr. Process	40,000.00
5049 - Tools & Equipment	6,000.00
5063 - Scheduled Preventative Maintenance	
Jetting/Camering of Sewer Lines	3,000.00
PM Maintenance for Gas Chlorinator	2,000.00
Quarterly Pumping Station Cleaning	5,200.00
Aux. Generator Maintenance Contract	2,460.00
5066 - Contracted Lab Services	10,000.00
5070 - Other Water & Sewer Expense	500.00
5071 - Electricity	46,000.00
5073 - Fees & Dues	525.00
5074 - Health & Safety	400.00
5075 - Truck Expenses	1,000.00
5078 - Bay Restoration Payment	30,750.00
	219,950.00

Enterprise Wages & Benefits

9004.1 - Enterprise Wages & Salaries	62,995.00
9004.2 - Enterprise Wages & Salaries OT	1,000.00
9010.1 - Enterprise Hourly Wages	74,155.00

138,150.00

**Total Expense**

**817,830.00**

5001 - Employee Uniform Allowances	1,000.00
5004 - Professional Growth - Enterprise	2,000.00
5008 - Meter Reading/ Billing & Replacement	15,000.00
5043 - Computers - IT and Maintenance	1,000.00
5048 - Maintenance (WWT, Office Lab)	200.00
5068 - Insurance Employee Disability	1,000.00
5078 - Workman's Comp	8,200.00
5079 - Advertising	200.00
5079 - Office Expense	1,250.00
5079 - Telephone & Internet	2,800.00
5082 - Other Admin Expenses	700.00
5082 - Insurance - Fire/Liability	2,500.00
5083 - Legal Fees	2,000.00

5501 - MD Unemployment Tax	1,800.00
5041 - Medicare	2,000.00
5013 - FICA	9,000.00
5181 - Retirement - Employer Contribution	4,440.00

5078 - Other Water & Sewer Expenses	200.00
5071 - Electricity	45,000.00
5073 - Fees & Gues	725.00
5074 - Health & Safety	400.00
5072 - Truck Expenses	1,000.00
5078 - Bay Restoration Payment	30,750.00
5065 - Contracted Lab Services	10,000.00
Aux Generator Maintenance Contract	2,450.00
Generator Pumping Station Cleaning	2,200.00
PM Maintenance for Gas Chlorinator	2,000.00
Testing/Commissioning of Sewer Lines	1,000.00
5003 - Scheduled Preventive Maintenance	
5095 - Tools & Equipment	6,000.00
5047 - Consumable Supplies - IT Process	40,000.00
5004 - Repairs & Maintenance	20,000.00
5003 - Grass Cutting - Enterprise Locations	750.00
5003 - Supervisory Services	2,000.00
5031 - Water Tower Maintenance	16,550.00