

**ORDINANCE 1-2023**

Introduced by: Chase

**AN ORDINANCE OF THE TOWN OF TRAPPE ADOPTING A GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024, AND ESTABLISHING A TAX RATE OF \$.33 PER \$100 OF ASSESSED REAL PROPERTY VALUE AND A TAX RATE OF \$.75 PER \$100 ON ALL COMMERCIAL OR BUSINESS PERSONAL PROPERTY AND PUBLIC UTILITIES; AND ESTABLISHING AN ANNUAL FEE OF \$182.00 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, 2023 and ending June 30, 2024, was submitted at the Town Council meeting on April 5, 2023, 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 \$182.00 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 3, 2023; 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, 2023, and ending June 30, 2024, 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, 2023, and ending on June 30, 2024, shall be \$.33 per \$100 of assessed real property value and \$.75 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 \$182.00 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, 2023.

  
\_\_\_\_\_  
Nicholas Newnam  
\_\_\_\_\_  
Brian Schmidt  
\_\_\_\_\_  
Walter Chase  
\_\_\_\_\_  
Tonya Pritchett  
\_\_\_\_\_  
Michael Sullivan

I hereby certify that the above Ordinance was adopted by a ye and nay vote of

the Council this 3<sup>rd</sup> day of May, 2023.

Erin Braband  
Erin Braband, Town Administrator/Town Clerk



**Town of Trappe  
General Fund  
July 2023 through June 2024**

	<b>Jul '23 - Jun 24</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Grant Income</b>	
4450 · Grant from Rocks Engineering	
4470 · Planning Department	65,000.00
<b>Total 4450 · Grant from Rocks Engineering</b>	<b>65,000.00</b>
<b>Interest Income</b>	
4200 · Interest on Investments	20,000.00
<b>Total Interest Income</b>	<b>20,000.00</b>
<b>Licenses and Permits Income</b>	
4110 · Building Permits & Inspections	16,000.00
4122 · Rental License	6,000.00
4160 · Franchise Fee - Cable	3,000.00
4180 · State Share - Business License	1,000.00
<b>Total Licenses and Permits Income</b>	<b>26,000.00</b>
<b>Other Income</b>	
4300 · Regular Trash Pick-up	91,000.00
<b>Total Other Income</b>	<b>91,000.00</b>
<b>Tax Income</b>	
4000 · Real/Personal Prop. Taxes	283,113.00
4030 · Corporation Taxes	47,500.00
4050 · Local Income Tax	75,000.00
4060 · Highway User Revenue	72,518.00
<b>Total Tax Income</b>	<b>458,131.00</b>
<b>Total Income</b>	<b>680,131.00</b>

<b>Expense</b>	
<b>Administrative Expenses</b>	
5000.1 · Town Office Wages & Salaries	89,610.00
5001.5 · Retirement Employer Contributi	3,760.00
5009.1 · Insurance Employee Disability G	1,400.00
5010.1 · MD Sales and Use Tax Paid	10.00
5015.1 · Insurance - fire liab/bonding G	3,500.00
5018.1 · Workman's Comp - G	7,000.00
5020 · Insurance Employee Health	21,500.00
5021.1 · Advertising - G	2,000.00
5022.1 · Office Expense - G	20,000.00
5026.1 · Telephone & Internet - G	2,200.00
5030 · Accounting & Auditing	22,000.00
5032 · Legal Fees - G	18,000.00
5034 · Electric (Town Hall)	1,800.00
5041 · Employee Recognition & Awards	500.00
5043 · Computer Related Equipment	8,000.00
5050 · Profession Growth & Ed.(office)	

**Town of Trappe  
General Fund  
July 2023 through June 2024**

	<b>Jul '23 - Jun 24</b>
<b>5050.1 · Council Members</b>	500.00
<b>5050.2 · Office Staff</b>	1,500.00
<b>Total 5050 · Profession Growth &amp; Ed.(office)</b>	2,000.00
<b>5051.1 · Other Administrative Expense G</b>	1,600.00
<b>5052 · Christmas Decorations</b>	500.00
<b>5053 · Travel Reimbursement</b>	150.00
<b>6210 · Volunteer Fire Dept.</b>	20,000.00
<b>Total Administrative Expenses</b>	225,530.00
<b>Code Enforcement</b>	
<b>6410 · Other Code Enforcement Expense</b>	300.00
<b>6420 · MDIA Inspection</b>	10,000.00
<b>Total Code Enforcement</b>	10,300.00
<b>Debt Service - Interest</b>	
<b>5617 · Line of Credit - Acct. ***860</b>	0.00
<b>Total Debt Service - Interest</b>	0.00
<b>Debt Service Principal</b>	
<b>5605 · Line of Credit - Acct. ***860</b>	32,500.00
<b>Total Debt Service Principal</b>	32,500.00
<b>Legislation</b>	
<b>6010 · Town Commissioners Salary (5)</b>	10,000.00
<b>6020 · Planning Commission (5)</b>	5,000.00
<b>6030 · Board of Appeals (4)</b>	600.00
<b>6040 · Election Expense</b>	400.00
<b>Total Legislation</b>	16,000.00
<b>Payroll Expenses</b>	
<b>5013.1 · Fica - G</b>	8,400.00
<b>5014.1 · Medicare - G</b>	2,700.00
<b>6560.1 · MD Unemployment Tax - G</b>	1,700.00
<b>6561.1 · Bonus - G</b>	600.00
<b>Total Payroll Expenses</b>	13,400.00
<b>Planning Department</b>	
<b>6100 · Fees &amp; Dues</b>	200.00
<b>6110 · Other Planning Expenses (NR)</b>	20,000.00
<b>6120 · Travel Expenses</b>	0.00
<b>6150 · Reimbursable Salary and Ins (Expenses)</b>	40,000.00
<b>6152 · Retirement employer contributio</b>	1,025.00
<b>6160 · Pro. Growth &amp; Ed (Planning)</b>	0.00
<b>Total Planning Department</b>	61,225.00
<b>Public Works</b>	
<b>Garbage Collection</b>	
<b>6360 · Garbage Collection</b>	91,000.00
<b>Total Garbage Collection</b>	91,000.00

**Town of Trappe  
General Fund  
July 2023 through June 2024**

	<b>Jul '23 - Jun 24</b>
<b>Streets</b>	
6391 · Snow Removal	7,000.00
6392 · Repairs & Maintenance	10,000.00
6393 · Street Lighting	32,000.00
<b>Total Streets</b>	49,000.00
6301 · Enterprise Reimbursed Salaries	13,480.00
6302 · Public Works - Hourly	25,465.00
6310 · Park Maintenance (except grass)	6,500.00
6350 · Mosquito Control	2,300.00
6395 · Grass Cutting & Lawn Maintenanc	3,000.00
6396 · Fire Siren	315.00
<b>Total Public Works</b>	191,060.00
<b>Stormwater Management</b>	
6320 · Stormwater Repairs & Maintenanc	2,000.00
<b>Total Stormwater Management</b>	2,000.00
<b>5700.1 · Capital Improvement</b>	
Other	
Reserve Funds	33,116.00
9532 · Street Improvements	75,000.00
<b>Total 5700.1 · Capital Improvement</b>	108,116.00
<b>Total Expense</b>	<b>660,131.00</b>





**Town of Trappe**  
**Enterprise Budget**  
 July 2023 through June 2024

	<b>Jul '23 - June 24</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Bay Restoration Fees Income</b>	
4700 · Bay Restoration	36,757.00
4710 · Bay Restoration Septic Fee	1,990.00
4720 · Bay Restoration (LC) (Late Charge)	200.00
4730 · Bay Restoration Sewer (LC)	5.00
<b>Total Bay Restoration Fees Income</b>	<b>38,952.00</b>
<b>Interest Income</b>	
4250 · Interest on Investments-W/S	10,000.00
<b>Total Interest Income</b>	<b>10,000.00</b>
<b>Other Income</b>	
4390.2 · Miscellaneous Other - E	500.00
4405 · Bad Checks Fee	100.00
<b>Total Other Income</b>	<b>600.00</b>
<b>Water &amp; Sewer Services Income</b>	
4810 · Basic Sewer Service Charge (BSS)	412,452.00
4820 · Basic Water Service (BWS)	155,280.00
4830 · Metered Adm. Commercial (MAC)	5,000.00
4840 · Metered Adm. Residential (MAR)	45,400.00
4850 · Water Usage Charge (WATER)	124,550.00
4860 · Sewer Usage Charge (SEWR)	279,990.00
4870 · Late Charges	4,000.00
4871 · Turn on Turn off fees (ONF)	7,000.00
<b>Total Water &amp; Sewer Services Income</b>	<b>1,033,672.00</b>
<b>Total Income</b>	<b>1,083,224.00</b>
<b>Expense</b>	
<b>Administrative Expenses</b>	
5009.2 · Insurance Employee Disability E	1,500.00
5015.2 · Insurance - fire liab/bonding E	10,000.00
5018.2 · Workman's Comp - E	7,000.00
5020 · Insurance Employee Health	27,000.00
5021.2 · Advertising - E	500.00
5022.2 · Office Expense - E	1,500.00
5026.2 · Telephone & Internet - E	3,200.00
5032.1 · Legal Fees - E	1,500.00
5036 · Maintenance (WWTP Office Lab)	500.00
5043 · Computer Related Equipment	1,500.00
5046 · Meter Reading/Billing Sys. Fees	20,000.00
5050 · Profession Growth & Ed.(office)	
5050.4 · Enterprise	1,000.00
<b>Total 5050 · Profession Growth &amp; Ed.(office)</b>	<b>1,000.00</b>
5051.2 · Other Administrative Expense E	3,400.00

**Town of Trappe  
Enterprise Budget  
July 2023 through June 2024**

	<b>Jul '23 - June 24</b>
5061 · Employee Uniform Allowances	1,500.00
<b>Total Administrative Expenses</b>	<b>80,100.00</b>
<b>Debt Service - Interest</b>	
5610 · DHCD Loan	78,859.00
5614 · Well 6	1,831.00
<b>Total Debt Service - Interest</b>	<b>80,690.00</b>
<b>Debt Service Principal</b>	
5602 · DHCD Loan	96,500.00
5605 · Line of Credit - Acct. ***860	32,500.00
5614.2 · Well 6	15,566.00
<b>Total Debt Service Principal</b>	<b>144,566.00</b>
<b>Enterprise Wages &amp; Benefits</b>	
9004.1 · Enterprise Wages & Salaries	77,400.00
9004.2 · Enterprise Wages & Salary OT	6,000.00
9010.1 · Enterprise Hourly Wages	103,711.00
<b>Total Enterprise Wages &amp; Benefits</b>	<b>187,111.00</b>
<b>Payroll Expenses</b>	
5013.1 · Fica - G	8,700.00
5014.1 · Medicare - G	2,100.00
6151 · Retirement - employer contribut	5,511.00
6560.1 · MD Unemployment Tax - G	1,600.00
<b>Total Payroll Expenses</b>	<b>17,911.00</b>
<b>Water and Sewer Expenses</b>	
5002 · Supervisory Ser.	
5002 · Supervisory Ser. - Other	8,000.00
<b>Total 5002 · Supervisory Ser.</b>	<b>8,000.00</b>
5003 · Grass Cutting - Enterprise Lo.	1,500.00
5004 · Repairs and Maintenance	80,000.00
5021 · Water Tower Maintenance	18,849.00
5047 · Consumable Supplies-Tr. Process	100,000.00
5049 · Tools & Equipment	10,000.00
5063 · Scheduled Preventative Maint.	
PM Maintenance for gas chlor. Service	0.00
Aux. Generator Maint. Contract	3,500.00
Jetting/Camering of sewer line	5,000.00
Quarterly Pump Station Cleaning	5,200.00
<b>Total 5063 · Scheduled Preventative Maint.</b>	<b>13,700.00</b>
5066 · Contracted Lab Services	12,500.00
5070 · Other Water & Sewer Expense	500.00
5071 · Electricity - W/S operations	62,000.00
5073 · Fees & Dues	250.00
5074 · Health & Safety	500.00
5075 · Truck Expenses	12,000.00
5078 · Bay Restoration Payment	38,747.00

**Town of Trappe  
Enterprise Budget  
July 2023 through June 2024**

	<u>Jul '23 - June 24</u>
<b>Total Water and Sewer Expenses</b>	<b>358,546.00</b>
<b>5700.1 · Capital Improvement</b>	
<b>Other/Depreciation</b>	<b>214,300.00</b>
<b>Total 5700.1 · Capital Improvement</b>	<b>214,300.00</b>
<b>Total Expense</b>	<b>1,083,224.00</b>

