

**ORDINANCE 4-2020**

Introduced by: Comm. Fegel

**AN ORDINANCE OF THE TOWN OF TRAPPE ADOPTING A GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021, 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 \$130 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, 2020 and ending June 30, 2021, was submitted at the Town Council meeting on April 1, 2020, 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 \$130.00 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 June 3, 2020; 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, 2020, and ending June 30, 2021, 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, 2020, and ending on June 30, 2021, 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 \$130.00 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, 2020.

absent  
Nicholas Newnam

[Signature]  
Robert Diefenderfer, Jr.

Walter Chase  
Walter Chase

Tonya Pritchett  
Tonya Pritchett

Norm Fegel  
Norm Fegel

I hereby certify that the above Ordinance was adopted by a ye and nay vote of the Council this 3rd day of June, 2020.

Erin Braband  
Erin Braband, Town Administrator/Town Clerk

**Town of Trappe  
General  
FY 20/21 Budget**

Jul' 20 - Jun 21

**Ordinary Income/Expense**

**Income**

**Grant Income**

4450 · Grant from Rocks Engineering	
4470 · Planning Department	65,000.00
<b>Total 4450 · Grant from Rocks Engineering</b>	<u>65,000.00</u>

**Total Grant Income** 65,000.00

**Interest Income**

4200 · Interest on Investments	3,000.00
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**Total Interest Income** 3,000.00

**Licenses and Permits Income**

4110 · Building Permits & Inspections	10,000.00
4122 · Rental License	4,625.00
4160 · Franchise Fee - Cable	2,500.00
4180 · State Share - Business License	750.00

**Total Licenses and Permits Income** 17,875.00

**Other Income**

4300 · Regular Trash Pick-up	51,480.00
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**Total Other Income** 51,480.00

**Tax Income**

4000 · Real/Personal Prop. Taxes	235,600.00
4010 · Real/Personal Prop. Taxes Dis.	-150.00
4030 · Corporation Taxes	33,000.00
4050 · Local Income Tax	60,000.00
4060 · Highway User Revenue	55,186.00

**Total Tax Income** 383,636.00

**Total Income** 520,991.00

**Expense**

**Administrative Expenses**

5000.1 · Town Office Wages & Salaries	67,017.00
5001.5 · Retirement Employer Contributi	2,916.00
5009.1 · Insurance Employee Disability G	750.00
5010 · Bad Checks and Charges	
5010.1 · MD Sales and Use Tax Paid	10.00
<b>Total 5010 · Bad Checks and Charges</b>	<u>10.00</u>
5015.1 · Insurance - fire lab/bonding G	3,000.00
5018.1 · Workman's Comp - G	4,000.00
5020 · Insurance Employee Health	16,700.00
5021.1 · Advertising - G	2,500.00
5022.1 · Office Expense - G	19,000.00
5026.1 · Telephone & Internet - G	3,900.00
5030 · Accounting & Auditing	20,000.00
5032 · Legal Fees - G	20,000.00

**Town of Trappe  
General  
FY 20/21 Budget**

	<u>Jul' 20 - Jun 21</u>
5034 · Electric (Town Hall)	1,300.00
5037 · Health/Safety	300.00
5041 · Employee Recognition & Awards	750.00
5042 · Hospitality & Sympathy	100.00
5045 · Computer Rel Upgradess & Ma.	8,000.00
5050 · Profession Growth & Ed.(office)	
5050.1 · Council Members	2,000.00
5050.2 · Office Staff	3,000.00
<b>Total 5050 · Profession Growth &amp; Ed.(office)</b>	<b>5,000.00</b>
5051.1 · Other Administrative Expense G	1,600.00
5052 · Christmas Decorations	500.00
5053 · Travel Reimbursement	300.00
6210 · Volunteer Fire Dept.	20,000.00
<b>Total Administrative Expenses</b>	<b>197,643.00</b>
<b>Code Enforcement</b>	
6410 · Other Code Enforcement Expense	300.00
6420 · MDIA Inspection	10,000.00
<b>Total Code Enforcement</b>	<b>10,300.00</b>
<b>Debt Service - Interest</b>	
5617 · Line of Credit - Acct. ***860	5,500.00
<b>Total Debt Service - Interest</b>	<b>5,500.00</b>
<b>Debt Service Principal</b>	
5605 · Line of Credit - Acct. ***860	15,000.00
<b>Total Debt Service Principal</b>	<b>15,000.00</b>
<b>Legislation</b>	
6010 · Town Commissioners Salary (5)	10,000.00
6020 · Planning Commission (5)	5,000.00
6030 · Board of Appeals (4)	600.00
6040 · Election Expense	400.00
<b>Total Legislation</b>	<b>16,000.00</b>
<b>Payroll Expenses</b>	
5013.1 · Fica - G	8,000.00
5014.1 · Medicare - G	2,500.00
6560.1 · MD Unemployment Tax - G	1,500.00
6561.1 · Bonus - G	600.00
<b>Total Payroll Expenses</b>	<b>12,600.00</b>
<b>Planning Department</b>	
6100 · Fees & Dues	200.00
6110 · Other Planning Expenses (NR)	30,000.00
6120 · Travel Expenses	300.00
6150 · Reimbursable Salary and Ins (Expenses)	28,470.00
6152 · Retirement employer contributio	855.00
6160 · Pro. Growth & Ed (Planning)	1,500.00
<b>Total Planning Department</b>	<b>61,325.00</b>

**Town of Trappe  
General  
FY 20/21 Budget**

	<b>Jul' 20 - Jun 21</b>
<b>Public Works</b>	
<b>Garbage Collection</b>	
6380 · Garbage Collection	51,480.00
<b>Total Garbage Collection</b>	51,480.00
<b>Streets</b>	
6391 · Snow Removal	10,000.00
6392 · Repairs & Maintenance	4,500.00
6393 · Street Lighting	37,000.00
<b>Total Streets</b>	51,500.00
6301 · Enterprise Reimbursed Salaries	11,690.00
**** - Public Works Salary	21,112.00
6310 · Park Maintenance (except grass)	5,000.00
6350 · Mosquito Control	1,500.00
6395 · Grass Cutting & Lawn Maintenananc	2,000.00
6396 · Fire Siren	280.00
<b>Total Public Works</b>	144,562.00
<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>	
Reserve Funds	9,061.00
9531 · Project Engineering Costs	2,000.00
9532 · Street Improvements	45,000.00
<b>Total 5700.1 · Capital Improvement</b>	56,061.00
<b>Total Expense</b>	520,991.00



**Town of Trappe  
Enterprise  
FY 20/21 Budget**

Jul'20 - Jun'21

**Ordinary Income/Expense**

**Income**

**Bay Restoration Fees Income**

4700 · Bay Restoration	29,000.00
4710 · Bay Restoration Septic Fee	1,700.00
4720 · Bay Restoration (LC) (Late Charge)	200.00
4730 · Bay Restoration Sewer (LC)	5.00

**Total Bay Restoration Fees Income** 30,905.00

**Interest Income**

4250 · Interest on Investments-W/S	2,400.00
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**Total Interest Income** 2,400.00

**Other Income**

4390.2 · Miscellaneous Other - E	500.00
4405 · Bad Checks Fee	100.00

**Total Other Income** 600.00

**Water & Sewer Services Income**

4810 · Basic Sewer Service Charge (BSS)	342,540.00
4820 · Basic Water Service (BWS)	103,140.00
4830 · Metered Adm. Commercial (MAC)	4,550.00
4840 · Metered Adm. Residential (MAR)	39,800.00
4850 · Water Usage Charge (WATER)	96,800.00
4860 · Sewer Usage Charge (SEWR)	215,880.00
4870 · Late Charges	4,000.00
4871 · Turn on Turn off fees (ONF)	5,700.00

**Total Water & Sewer Services Income** 812,410.00

**Total Income** 846,315.00

**Expense**

**Administrative Expenses**

5009.2 · Insurance Employee Disability E	500.00
5015.2 · Insurance - fire liab/bonding E	4,800.00
5018.2 · Workman's Comp - E	4,000.00
5020 · Insurance Employee Health	0.00
5021.2 · Advertising - E	500.00
5022.2 · Office Expense - E	1,300.00
5026.2 · Telephone & Internet - E	3,100.00
5032.1 · Legal Fees - E	2,500.00
5036 · Maintenance (WWTP Office Lab)	500.00
5043 · Computer Related Equipment	1,000.00
5046 · Meter Reading/Billing Sys. Fees	15,000.00
5050 · Profession Growth & Ed.(office)	
5050.4 · Enterprise	1,500.00
<b>Total 5050 · Profession Growth &amp; Ed.(office)</b>	<u>1,500.00</u>

**Town of Trappe  
Enterprise  
FY 20/21 Budget**

	<u>Jul'20 - Jun'21</u>
5051.2 · Other Administrative Expense E	1,000.00
5061 · Employee Uniform Allowances	1,500.00
<b>Total Administrative Expenses</b>	<b>37,200.00</b>
<b>Debt Service - Interest</b>	
5610 · DHCD Loan	84,558.00
5611 · Line of Credit - Acct. ***7887	2,500.00
5614 · Well 6 - Interim Financing	9,000.00
<b>Total Debt Service - Interest</b>	<b>96,058.00</b>
<b>Debt Service Principal</b>	
5602 · DHCD Loan	91,000.00
5604 · Line of Credit - Acct. ***7887	20,000.00
5614.2 · Well 6	12,500.00
<b>Total Debt Service Principal</b>	<b>123,500.00</b>
<b>Enterprise Wages &amp; Benefits</b>	
9004.1 · Enterprise Wages & Salaries	66,832.00
9004.2 · Enterprise Wages & Salary OT	3,000.00
9010.1 · Enterprise Hourly Wages	80,545.00
<b>Total Enterprise Wages &amp; Benefits</b>	<b>150,377.00</b>
<b>Payroll Expenses</b>	
5013.1 · Fica - G	8,500.00
5014.1 · Medicare - G	2,000.00
6151 · Retirement - employer contribut	4,500.00
6560.1 · MD Unemployment Tax - G	1,500.00
<b>Total Payroll Expenses</b>	<b>16,500.00</b>
<b>Water and Sewer Expenses</b>	
5002 · Supervisory Ser.	
Lakeside Expenses	
5002 · Supervisory Ser. - Other	8,000.00
<b>Total 5002 · Supervisory Ser.</b>	<b>8,000.00</b>
5003 · Grass Cutting - Enterprise Lo.	1,000.00
5004 · Repairs and Maintenance	75,000.00
5021 · Water Tower Maintenance	17,500.00
5047 · Consumable Supplies-Tr. Process	50,000.00
5049 · Tools & Equipment	7,500.00
5063 · Scheduled Preventative Maint.	
Aux. Generator Maint. Contract	2,800.00
Jetting/Camering of sewer line	5,000.00
PM Maintenance for gas Chlor. S	1,750.00
Quarterly Pump Station Cleaning	5,200.00
<b>Total 5063 · Scheduled Preventative Maint.</b>	<b>14,750.00</b>
5066 · Contracted Lab Services	10,000.00
5070 · Other Water & Sewer Expense	500.00
5071 · Electricity - W/S operations	40,000.00
5073 · Fees & Dues	525.00



**Town of Trappe  
Enterprise  
FY 20/21 Budget**

	<u>Jul'20 - Jun'21</u>
<b>5074 · Health &amp; Safety</b>	500.00
<b>5075 · Truck Expenses</b>	5,000.00
<b>5078 · Bay Restoration Payment</b>	<u>30,700.00</u>
<b>Total Water and Sewer Expenses</b>	260,975.00
<b>5700.1 · Capital Improvement</b>	
<b>Other</b>	<u>161,705.00</u>
<b>Total 5700.1 · Capital Improvement</b>	<u>161,705.00</u>
<b>Total Expense</b>	<u>846,315.00</u>

