

ORDINANCE 1-2025

Introduced by: Comm. Chase

AN ORDINANCE OF THE TOWN OF TRAPPE ADOPTING A GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026, 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 \$189.80 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, 2025 and ending June 30, 2026, was submitted at the Town Council meeting on March 18, 2025, 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 \$189.80 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 7, 2025; 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, 2025, and ending June 30, 2026, 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, 2026, and ending on June 30, 2026, 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 \$189.80 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, 2025.


Brian Schmidt


Walter Chase


Jeremy Newnam


Rose Potter


Michael Sullivan

I hereby certify that the above Ordinance was adopted by a ye and nay vote of the Council this 7th day of May, 2025.



Erin Braband, Town Administrator/Town Clerk

EXHIBIT A

General Budget

FY 25/26

Jul' 25 - Jun' 26

Income

Grant Income

4450 - Rocks Engineering - Planning Dept.	\$	65,000.00
Total Grant Income	\$	65,000.00

Interest Income

4200 - Interest on Investments	\$	40,000.00
Total Interest Income	\$	40,000.00

Licenses and Permits Income

4110 - Building Permits & Inspections	\$	18,000.00
4122 - Rental License	\$	7,000.00
4160 - Franchise Fee - Cable	\$	2,500.00
4180 - State Share - Buisness License	\$	1,000.00
Total Licenses and Permits Income	\$	28,500.00

Other Income

4300 - Residential Trash Pick-up	\$	113,880.00
4301 - Reserve Funds from Previous FY	\$	6,500.00
Total Other Income	\$	120,380.00

Tax Income

4000 - Real Property Tax	\$	447,666.00
4030 - Corporation/Personal Property Tax	\$	50,000.00
4050 - Local Income Tax	\$	110,000.00
4060 - Highway User Revenue (HUR)	\$	114,953.00
Total Tax Income	\$	722,619.00

Total	\$	976,499.00
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Expense

Administrative Expense

5000.1 - Town Office Wages & Salary	\$	100,000.00
5001.5 - Retirement - Employer Contribution	\$	3,000.00
5009.1 - Insurance - Employee Disability	\$	710.00
5010.1 - MD Sales and Use Tax Paid	\$	-
5015.1 - Insurance - Fire/Liability	\$	3,500.00
5018.1 - Workman's Comp	\$	4,000.00
5020 - Insurance - Employee Health	\$	25,320.00
5021.1 - Advertising	\$	2,000.00
5022.1 - Office Expense	\$	20,000.00
5026.1 - Telephone & Internet	\$	2,340.00
5030 - Accounting & Auditing	\$	23,000.00

EXHIBIT A

General Budget

FY 25/26

5032 - Legal Fees	\$	18,000.00
5034 - Electric - Town Hall	\$	3,000.00
5041 - Employee Recognition & Awards	\$	500.00
5043 - Computer Related Equipment/IT Services	\$	14,000.00
5050 - Professional Growth & Education	\$	2,000.00
5051.1 - Other Administrative Expense	\$	2,300.00
5052 - Christmas Decorations	\$	500.00
5053 - Travel Reimbursement	\$	500.00
6210 - Volunteer Fire Dept Donation	\$	20,000.00
Total Administrative Expense	\$	244,670.00

Code Enforcement

6410 - Other Code Enforcement Expense	\$	300.00
6420 - MDIA Inspection	\$	10,000.00
Total Code Enforcement Expense	\$	10,300.00

Legislation

6010 - Town Commissioners Salary	\$	15,000.00
6020 - Planning Commissioners Salary	\$	6,500.00
6030 - Board of Appeals	\$	600.00
6040 - Election Board	\$	400.00
Total Legislation Expense	\$	22,500.00

Payroll Expenses

5013.1 - FICA	\$	8,900.00
5014.1 - Medicare	\$	3,100.00
6560.1 - MD Unemployment Tax	\$	1,900.00
6561.1 - Employee Bonus	\$	600.00
Total Payroll Expenses	\$	14,500.00

Planning Department

6100 - Fees and Dues	\$	200.00
6110 - Other Planning Expenses	\$	18,409.00
6150 - Reimbursable Salary	\$	41,591.00
6152 - Retirement - Employer Contribution	\$	1,664.00
Total Planning Department	\$	61,864.00

Public Works

6360 - Residential Trash Pick-up	\$	113,880.00
6391 - Snow Removal	\$	10,000.00
6392 - Street - Repair and Maintenance	\$	10,000.00
6393 - Street Lighting	\$	34,000.00
6301 - Enterprise Reimbursed Salaries	\$	81,647.00
6302 - Public Works - Hourly	\$	-

EXHIBIT A

General Budget
FY 25/26

6310 - Park Maintenance	\$	6,500.00
6350 - Mosquito Control	\$	3,150.00
6395 - Grass Cutting & Lawn Maintenance	\$	3,000.00
6396 - Fire Siren	\$	335.00
Total Public Works	\$	262,512.00
Stormwater Management		
6320 - Stormwater Management	\$	15,000.00
Total Stormwater Management	\$	15,000.00
5700.1 - Capital Improvement		
Reserve Funds	\$	195,153.00
9532 - Street Improvements	\$	150,000.00
Total Capital Improvement	\$	345,153.00
Total	\$	976,499.00

Jul '25 - Jun '26

Income

Bay Restoration Fees Income

4700 - Bay Restoration	\$	39,000.00
4710 - Bay Restoration Septic Fee	\$	1,990.00
4720 - Bay Restoration Late Charge	\$	200.00
4730 - Bay Restoration Septic Late Charge	\$	5.00
Total Bay Restoration Fee Income	\$	41,195.00

Interest Income

4250 - Interest on Investments	\$	30,000.00
Total Interest Income	\$	30,000.00

Other Income

4390-2 - Miscellaneous	\$	500.00
4405 - Bad Check Fee	\$	150.00
Total Other Income	\$	650.00

Water & Sewer Service Income

4810 - Basic Sewer Service Charge (BSS)	\$	386,460.00
4811 - Basic Sewer Service - Lakeside (BSSL)	\$	90,972.00
4820 - Basic Water Service Charge (BWS)	\$	180,000.00
4830 - Meter Admin - Commercial (MAC)	\$	5,740.00
4840 - Meter Admin - Residential (MAR)	\$	52,350.00
4850 - Water Usage Charge (WATER)	\$	210,800.00
4860 - Sewer Usage Charge (SEWER)	\$	275,480.00
4861 - Sewer Usage Charge - Lakeside (SEW-L)	\$	70,000.00
4870 - Late Charges	\$	5,000.00
4871 - Turn on/Turn off Fees	\$	10,000.00
Total Water & Sewer Service Income	\$	1,286,802.00

Total	\$	1,358,647.00
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Expense

Administrative Expenses

5009.2 - Insurance - Employee Disability	\$	710.00
5015-2 - Insurance - Fire/Liability	\$	14,000.00
5018.2 - Workman's Comp	\$	4,000.00
5020 - Insurance - Employee Health	\$	30,705.00
5021.2 - Advertising	\$	500.00
5022.2 - Office Expense	\$	1,500.00
5026-2 - Telephone & Internet	\$	3,350.00
5032.1 - Legal Fees	\$	1,500.00
5036 - Maintenance (WWTP Office/Lab)	\$	-

EXHIBIT B

Enterprise Budget
FY 25/26

5043 - Computer Related Equipment	\$	2,500.00
5046 - Meter Reading/Billing System Fees	\$	10,000.00
5050.4 - Professional Growth	\$	2,000.00
5051.2 - Other Administrative Expense	\$	3,400.00
5061 - Employee Uniform Allowance	\$	1,500.00
Total Administrative Expenses	\$	75,665.00

Debt Service - Interest

5610 - DHCD Loan	\$	74,672.00
5614 - Well 6 Loan	\$	1,510.00
Total Debt Service - Interest	\$	76,182.00

Debt Service - Principal

5602 - DHCD Loan	\$	100,500.00
5614-.2 - Well 6 Loan	\$	15,691.00
Total Debt Service - Principal	\$	116,191.00

Payroll Expenses

9004.1 - Wages - Salary Employees	\$	-
9004.2 - Overtime	\$	6,000.00
9010.1 - Wages - Hourly Employees	\$	109,207.00
5013.1 - FICA	\$	9,000.00
5014.1 - Medicare	\$	2,400.00
6151 - Retirement - Employer Contribution	\$	5,729.00
6560.1 - MD Unemployment Tax	\$	1,800.00
Total Payroll Expenses	\$	134,136.00

Water and Sewer Expenses

5002 - Supervisory Services	\$	10,000.00
Sewer Superintendent Services	\$	75,000.00
5003 - Grass Cutting - Enterprise Locations	\$	1,500.00
5004 - Repairs and Maintenance	\$	125,000.00
5021 - Water Tower Maintenance	\$	21,380.00
5047 - Consumable Supplies/Treatment Process	\$	140,000.00
5049 - Tools and Equipment	\$	10,000.00
5063 - Scheduled Preventative Maintenance		
Generator Maintenance Contract	\$	3,500.00
Jetting/Camera of Sewer Lines	\$	2,500.00
Quarterly Pump Station Cleaning	\$	5,200.00
5066 - Contracted Lab Services	\$	14,000.00
5070 - Other Water & Sewer Expense	\$	-
5071 - Electric - W/S Operations	\$	100,000.00
5073 - Fees and Dues	\$	250.00
5074 - Health and Safety	\$	600.00

EXHIBIT B

Enterprise Budget
FY 25/26

5075 - Truck Expenses	\$	12,000.00
5078 - Bay Restoration Payment	\$	40,990.00
Total Water and Sewer Expenses	\$	561,920.00
5850 - Lakeside WWTP Expenses		
Town Reimbursable Expenses	\$	35,000.00
Overage to Developer	\$	125,972.00
	\$	160,972.00
5700.1 - Capital Improvement		
Sewer Liner Installations	\$	75,000.00
Other/Reserve	\$	158,581.00
	\$	233,581.00
Total	\$	1,358,647.00

