

ORDINANCE 3-2016

Introduced by: Potter

AN ORDINANCE OF THE TOWN OF TRAPPE ADOPTING A GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017, AND ESTABLISHING A TAX RATE OF \$.31 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 \$167 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, 2016 and ending June 30, 2017, was submitted at the Town Council meeting on May 4, 2016, 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 \$167.00 per residential household for trash collection services; and

WHEREAS, the Town is authorized to establish rates, fees and charges for 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 1, 2016; 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, 2016, and ending June 30, 2017, the General Budget attached hereto as Exhibit A and incorporated by reference herein.

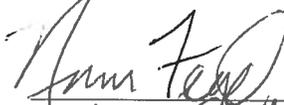
Section 2. That the tax rate for the Town of Trappe for the fiscal year beginning July 1, 2016, and ending on June 30, 2017, shall be \$.31 per \$100 of assessed real property value and \$.54 per \$100 of assessed value on all commercial business, personal property and public utilities.

Section 3. That the Council of Trappe hereby establishes an annual fee of \$167.00 per residential household for trash collection services.

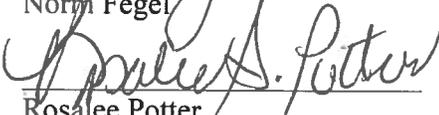
Section 4. That the Council of Trappe hereby adopts an Enterprise Budget for the operation of the Town's water and wastewater system, attached hereto as Exhibit B, which are incorporated by reference herein.

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, 2016.



Norm Fegel



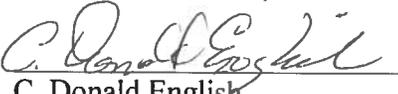
Rosalee Potter



Tonya Pritchett



Robert Diefenderfer, Jr.



C. Donald English

I hereby certify that the above Ordinance was adopted by a ye and nay vote of the Council this 1st day of June, 2016.

Erin Braband
Erin Braband, Town Clerk

**Town of Trappe
FY 16/17 General Fund Budget**

	FY 15/16 Budget	FY 16/17 Budget
Income		
Rental Income		
4080 · Rental Income (Sullivan St.Apt.)	15,600.00	16,800.00
Total Rental Income	15,600.00	16,800.00
Grant Income		
4450 · Grant from Rocks Engineering		
4460 · Law Enforcement	79,000.00	81,000.00
4470 · Planning Department	88,000.00	90,000.00
Total 4450 · Grant from Rocks Engineering	167,000.00	171,000.00
4452 · Grant Law Enforcement	500.00	500.00
Total Grant Income	167,500.00	171,500.00
Tax Income		
4000 · Real/Personal Prop. Taxes	195,390.00	212,390.00
4010 · Real/Personal Prop. Taxes Dis.	-500.00	-200.00
4020 · Penalties & Interest on Taxes	2,500.00	2,500.00
4030 · Corporation Taxes	13,843.00	28,500.00
4040 · Unincorporated Business Taxes	2,000.00	4,000.00
4050 · Local Income Tax	190,000.00	70,000.00
4060 · Highway User Revenue	19,963.00	10,316.00
4060.1 · Highway User Grant Revenue	0.00	28,369.00
4090.2 · MD Sales Tax Collected	5.00	5.00
Total Tax Income	423,201.00	355,880.00
Licenses and Permits Income		
4122 · Rental License	0.00	2,500.00
4121 · Appeals Board	500.00	300.00
4110 · Building Permits & Inspections	4,000.00	5,500.00
4120 · Annexations & Subdivisions	75.00	75.00
4130 · Licenses & Permits Other	500.00	500.00
4150 · Animal Registration	60.00	40.00
4160 · Franchise Fee - Cable	2,142.00	2,150.00
4180 · State Share - Business License	1,500.00	1,500.00
Total Licenses and Permits Income	8,777.00	12,565.00
Interest Income		
4200 · Interest on Investments	1,200.00	1,200.00
Total Interest Income	1,200.00	1,200.00
Other Income		
4361 · Reimb. grass cutting properties	2,000.00	3,750.00
4401 · Commercial Advertising (Index)	200.00	200.00
4300 · Regular Trash Pick-up	62,792.00	64,000.00
4310 · Bulk Trash Pickup	600.00	1,200.00
4320 · Community events & activities	500.00	500.00
4350 · Book Sales	175.00	50.00
4360 · Other Revenue-Law Enforcement	600.00	600.00
4390.1 · Miscellaneous Other - G	3,500.00	3,500.00
Total Other Income	69,867.00	73,800.00
Total Income	686,145.00	631,745.00

Town of Trappe FY 16/17 General Fund Budget

	FY 15/16 Budget	FY 16/17 Budget
Expense		
Property Rentals		
5609.2 · Rental Property Insurance	142.00	142.00
5608 · Prin Sullivan St. Mortgage 3332	2,500.00	2,500.00
5609 · Interest Rental Prop. Sullivan	3,710.00	3,710.00
5609.1 · Rental Property Maintenance (Rental Property)	1,000.00	1,000.00
5027.1 · Water & Sewer Sullivan Apts.	1,500.00	1,500.00
5028.1 · Property Tax Sullivan St. Apts.	1,300.00	1,300.00
Total Property Rentals	10,152.00	10,152.00
Debt Service - Interest		
5617 · Account 111642860 Nace's Park	5,660.00	5,660.00
Total Debt Service - Interest	5,660.00	5,660.00
Debt Service Principal		
5605 · Account 111642860 Nace's Park -	3,000.00	3,000.00
Total Debt Service Principal	3,000.00	3,000.00
Code Enforcement		
6410 · Other Code Enforcement Expense	500.00	500.00
6420 · MDIA Inspection	2,500.00	2,000.00
6430 · Zoning Administration (1)	400.00	400.00
Total Code Enforcement	3,400.00	2,900.00
5700.1 · Capital Improvement		
Other	1,500.00	1,500.00
Sidewalk Re. - various Location	13,000.00	2,000.00
9529 · Streets Capital Improvements	29,417.00	0.00
9530 · Welcome to Trappe Sign/landscap	500.00	500.00
9531 · Project Engineering Costs	10,000.00	2,000.00
Total 5700.1 · Capital Improvement	54,417.00	6,000.00
Administrative Expenses		
5053 · Travel Reimbursement	500.00	500.00
5037 · Health/Safety	400.00	500.00
5001.5 · Retirement Employer Contributi	2,055.00	2,951.00
5000.1 · Town Office Wages & Salaries	68,463.00	69,146.00
5009.1 · Insurance Employee Disability G	2,783.00	2,340.00
5010 · Bad Checks and Charges	12.00	12.00
5010.1 · MD Sales and Use Tax Paid	15.00	15.00
5015.1 · Insurance - fire liab/bonding G	3,100.00	3,100.00
5018.1 · Workman's Comp - G	12,288.00	10,000.00
5020 · Insurance Employee Health	31,464.00	32,437.00
5021.1 · Advertising - G	3,000.00	2,500.00
5022.1 · Office Expense - G	15,000.00	14,000.00
5024 · Gas Service (Town Hall)	3,000.00	2,000.00
5025 · Office Expense (Housekeeping)	1,820.00	1,820.00
5026.1 · Telephone & Internet - G	3,200.00	3,700.00
5027 · Water & Sewer Town Hall	750.00	750.00
5030 · Accounting & Auditing	20,000.00	20,000.00
5032 · Legal Fees	24,000.00	20,000.00

**Town of Trappe
FY 16/17 General Fund Budget**

	FY 15/16 Budget	FY 16/17 Budget
5033 · Engineering Ex. Non Reimbursed	1,000.00	500.00
5034 · Electric (Town Hall)	1,750.00	1,750.00
5035 · Maintenance (Town Hall)	750.00	750.00
5041 · Employee Recognition & Awards	1,500.00	1,500.00
5042 · Hospitality & Sympathy	500.00	200.00
5043 · Computer Related Equipment	300.00	300.00
5045 · Computer Rel Upgradess & Ma.	5,000.00	5,000.00
5050 · Profession Growth & Ed.(office)		
5050.2 · Office Staff	3,000.00	3,000.00
5050.1 · Council Members	2,500.00	3,000.00
Total 5050 · Profession Growth & Ed.(office)	5,500.00	6,000.00
5051.1 · Other Administrative Expense G	1,500.00	1,500.00
5052 · Christmas Decorations	500.00	500.00
5054 · Community Events & Activities	2,000.00	1,000.00
5056 · Economic Development	1,000.00	0.00
5057 · Family and Community Services	350.00	1,350.00
6210 · Volunteer Fire Dept.	30,000.00	30,000.00
Total Administrative Expenses	243,500.00	236,121.00
Legislation		
6010 · Town Commissioners Salary (5)	10,000.00	10,000.00
6020 · Planning Commission (5)	5,000.00	5,000.00
6030 · Board of Appeals (4)	800.00	800.00
6040 * Election Salary (4)	0.00	400.00
6050 · Newsletter Salary	450.00	0.00
Total Legislation	16,250.00	16,200.00
Payroll Expenses		
6561.1 · Christmas Bonus - G	275.00	275.00
5013.1 · Fica - G	16,000.00	16,000.00
5014.1 · Medicare - G	4,300.00	4,000.00
6560.1 · MD Unemployment Tax - G	3,500.00	3,500.00
Total Payroll Expenses	24,075.00	23,775.00
Planning Department		
6152 · Retirement employer contributio	1,924.00	1,944.00
6155 · GIS License	1,500.00	1,500.00
6100 · Fees & Dues	200.00	200.00
6110 · Other Planning Expenses (NR)	500.00	500.00
6120 · Travel Expenses	450.00	450.00
6140 · Reimbursable Other Expenses	150.00	0.00
6150 · Reimbursable Salary and Ins (Expenses)	64,125.00	64,767.00
6160 · Pro. Growth & Ed (Planning)	600.00	600.00
6170 · Professional Conferences	1,700.00	500.00
Total Planning Department	71,149.00	70,461.00
Public Safety		
6245 · Liability Insurance	982.00	982.00
6212 · Retirement - Emp. Contribution	2,025.00	2,045.00
6200 · Prof. Growth & Ed. Pub. Safety	150.00	300.00

**Town of Trappe
FY 16/17 General Fund Budget**

	FY 15/16 Budget	FY 16/17 Budget
6230 · Reimburse Salary, Ins. & Expens	67,473.00	68,148.00
6240 · Reimburse Other Expense	2,000.00	2,000.00
6250 · Non-reimbursable Vehicle Expens		
Vehicle Insurance (police)	707.00	707.00
Vehicle Maint. & Fuel	6,000.00	6,000.00
Total 6250 · Non-reimbursable Vehicle Expens	6,707.00	6,707.00
6260 · Law Enforcement Office Help (NR)	7,134.00	6,606.00
6270 · Non-reimbursable Other Expense		
MCPA Conference	600.00	900.00
MML-PEA Conference	500.00	500.00
MML-Police Ex. Assoc. Dues	100.00	125.00
MD Chief of Police Assoc. Dues	110.00	110.00
Other unitemized non-reburs. Ex	550.00	550.00
Phones & Office Internet Serv.	1,800.00	1,600.00
Uniforms & Related Equipment	500.00	500.00
Office Supplies	600.00	600.00
6270 · Non-reimbursable Other Expense - Other	1,500.00	1,500.00
Total 6270 · Non-reimbursable Other Expense	6,260.00	6,385.00
6291 · Allied agencies assistance	2,000.00	20,800.00
Total Public Safety	94,731.00	113,973.00
Stormwater Management		
6340.1 · Stormwater Engineering	500.00	0.00
6320 · Stormwater Repairs & Maintenanc	2,500.00	2,000.00
Total Stormwater Management	3,000.00	2,000.00
Public Works		
6315 · Park Improvements	10,000.00	10,000.00
6310 · Park Maintenance (except grass)	1,000.00	500.00
6350 · Mosquito Control	1,450.00	1,400.00
6394 · Public Works Other	500.00	0.00
6301 · Enterprise Reimbursed Salaries	10,891.00	11,000.00
6395 · Grass Cutting & Lawn Maintenanc	8,000.00	6,833.00
Garbage Collection		
6360 · Garbage Collection	34,000.00	34,000.00
6370 · Garbage Disposal (Landfill)	28,000.00	30,000.00
6380 · Special Pick -Up	3,000.00	3,000.00
Total Garbage Collection	65,000.00	67,000.00
Streets		
6391 · Snow Removal	10,000.00	10,000.00
6392 · Repairs & Maintenance		
Non-Item. St. Repairs & Maint.	4,500.00	4,500.00
Total 6392 · Repairs & Maintenance	4,500.00	4,500.00
6393 · Street Lighting	30,000.00	30,000.00
Total Streets	44,500.00	44,500.00
6396 · Fire Siren	270.00	270.00
Total Public Works	141,611.00	141,503.00
Total Expense	670,945.00	631,745.00

**Town of Trappe
FY 16/17 Enterprise Fund Budget**

	FY 15/16 Budget	FY 16/17 Budget
Income		
Interest Income		
4250 · Interest on Investments-W/S	30.00	30.00
Total Interest Income	30.00	30.00
Other Income		
4390.2 · Miscellaneous Other - E	300.00	500.00
4405 · Bad Checks Fee	100.00	100.00
4364 · Unallocated funds - previous yr	20,944.50	0.00
Total Other Income	21,344.50	600.00
Bay Restoration Fees Income		
4700 · Bay Restoration	28,000.00	28,000.00
4710 · Bay Restoration Septic Fee	1,600.00	1,600.00
4720 · Bay Restoration (LC) (Late Charge)	200.00	200.00
4730 · Bay Restoration Sewer (LC)	10.00	10.00
Total Bay Restoration Fees Income	29,810.00	29,810.00
Water & Sewer Services Income		
4810 · Basic Sewer Service Charge (BSS)	140,700.00	150,348.00
4820 · Basic Water Service (BWS)	63,000.00	67,260.00
4830 · Metered Adm. Commercial (MAC)	3,500.00	3,500.00
4840 · Metered Adm. Residential (MAR)	40,940.00	40,940.00
4850 · Water Usage Charge (WATER)	84,000.00	89,760.00
4860 · Sewer Usage Charge (SEWR)	168,000.00	179,520.00
4870 · Late Charges	3,000.00	3,269.00
4871 · Turn on Turn off fees (ONF)	2,500.00	2,750.00
4880 · W/S Connection Fees	2,720.00	2,720.00
4890 · W/S Capacity Fees	9,750.00	9,750.00
Total Water & Sewer Services Income	518,110.00	549,817.00
Total Income	569,294.50	580,257.00
Expense		
Debt Service - Interest		
5610 · Interest Expense Water	123,200.00	123,200.00
5611 · Int payment Truck	1,200.00	1,000.00
5619 · Account #7887 Well Repair #5	880.00	880.00
Total Debt Service - Interest	125,280.00	125,080.00
Debt Service Principal		
5602 · USDA Loan	63,900.00	63,900.00
5604 · Acct. # 7887 Well # 5 Repair	1,200.00	1,200.00
5607 · WWTP Truck Principal	2,000.00	2,000.00
Total Debt Service Principal	67,100.00	67,100.00
5700.1 · Capital Improvement		
ph meter & equipment	1,625.00	5,000.00
Total 5700.1 · Capital Improvement	1,625.00	5,000.00

**Town of Trappe
FY 16/17 Enterprise Fund Budget**

	FY 15/16 Budget	FY 16/17 Budget
Administrative Expenses		
5015.2 · Insurance - fire liab/bonding E	981.00	981.00
5051.2 · Other Administrative Expense E	100.00	100.00
5026.2 · Telephone & Internet - E	4,400.00	3,300.00
5022.2 · Office Expense - E	1,500.00	1,500.00
5021.2 · Advertising - E	500.00	500.00
5018.2 · Workman's Comp - E	11,112.00	10,000.00
5009.2 · Insurance Employee Disability E	853.00	900.00
5000.1 · Town Office Wages & Salaries	28,913.00	29,203.00
5010 · Bad Checks and Charges	48.00	12.00
5036 · Maintenance (WWTP Office Lab)	1,000.00	500.00
5039 · Professional Fees Other	200.00	0.00
5043 · Computer Related Equipment	1,000.00	500.00
5045 · Computer Rel Upgradess & Ma.	100.00	100.00
5046 · Meter Reading/Billing Sys. Fees	2,850.00	4,000.00
5050 · Profession Growth & Ed.(office)		
5050.4 · Enterprise	1,000.00	750.00
Total 5050 · Profession Growth & Ed.(office)	1,000.00	750.00
5061 · Employee Uniform Allowances	500.00	500.00
Total Administrative Expenses	55,057.00	52,846.00
Payroll Expenses		
6561.2 · Christmas Bonus - E	137.50	137.00
6151 · Retirement - employer contribut	4,136.00	3,300.00
5013.1 · Fica - G	6,400.00	6,400.00
5014.1 · Medicare - G	1,700.00	1,700.00
6560.1 · MD Unemployment Tax - G	1,500.00	1,500.00
Total Payroll Expenses	13,873.50	13,037.00
Water and Sewer Expenses		
5021 · Water Tower Maintenance	5,000.00	16,365.00
5002 · Supervisory Ser.	7,000.00	5,000.00
5003 · Grass Cutting - Enterprise Lo.	7,000.00	7,000.00
5004 · Repairs and Maintenance	50,000.00	50,000.00
5047 · Consumable Supplies-Tr. Process	26,000.00	28,000.00
5048 · Consumable Supplies Shop & Gen	2,000.00	1,500.00
5049 · Tools & Equipment	6,000.00	4,500.00
5063 · Scheduled Preventative Maint.		
PM Maintenance for gas Chlor. S	1,300.00	1,600.00
Quarterly Pump Station Cleaning	5,200.00	5,200.00
Aux. Generator Maint. Contract	2,460.00	2,460.00
Total 5063 · Scheduled Preventative Maint.	8,960.00	9,260.00
5066 · Contracted Lab Services	10,000.00	9,000.00
5067 · Laboratory Supplies	3,250.00	2,750.00
5068 · Laboratory Equipment Expense	1,000.00	1,000.00
5070 · Other Water & Sewer Expense	1,000.00	750.00

Town of Trappe
FY 16/17 Enterprise Fund Budget

	FY 15/16 Budget	FY 16/17 Budget
5071 · Electricity - W/S operations	44,000.00	44,000.00
5073 · Fees & Dues	525.00	525.00
5074 · Health & Safety	100.00	400.00
5075 · Truck Expenses	800.00	1,600.00
5076 · Mileage Reimbursements	100.00	0.00
5078 · Bay Restoration Payment	28,000.00	28,000.00
Total Water and Sewer Expenses	200,735.00	209,650.00
Enterprise Wages & Benefits		
9004.1 · Enterprise Wages & Salaries	59,660.00	60,257.00
9004.2 · Enterprise Wages & Salary OT	750.00	500.00
9010.1 · Enterprise Hourly Wages	38,358.00	38,741.00
9020.1 · Employee Health - Enterprise	6,856.00	8,046.00
Total Enterprise Wages & Benefits	105,624.00	107,544.00
Total Expense	569,294.50	580,257.00