

**ORDINANCE 4-2017**

Introduced by: \_\_\_\_\_

**AN ORDINANCE OF THE TOWN OF TRAPPE ADOPTING A GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018, 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, 2017 and ending June 30, 2018, was submitted at the Town Council meeting on March 1, 2017, 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 April 5, 2017; 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, 2017, and ending June 30, 2018, 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, 2017, and ending on June 30, 2018, 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, 2017.

\_\_\_\_\_  
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 \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Erin Braband, Town Clerk

**Town of Trappe**  
**Profit & Loss Budget vs. Actual-General Fund**  
 July 2017 through June 2018

	<b>Jul '17 - Jun 18</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Rental Income</b>	
4080 · Rental Income (Sullivan St.Apt.)	16,800.00
<b>Total Rental Income</b>	16,800.00
<b>Grant Income</b>	
4450 · Grant from Rocks Engineering	
4460 · Law Enforcement	81,000.00
4470 · Planning Department	90,650.00
<b>Total 4450 · Grant from Rocks Engineering</b>	171,650.00
4452 · Grant Law Enforcement	500.00
<b>Total Grant Income</b>	172,150.00
<b>Tax Income</b>	
4000 · Real/Personal Prop. Taxes	228,990.00
4010 · Real/Personal Prop. Taxes Dis.	-300.00
4030 · Corporation Taxes	28,500.00
4040 · Unincorporated Business Taxes	5,500.00
4050 · Local Income Tax	60,000.00
4060 · Highway User Revenue	
4060.1 · Highway User Grant Revenue	29,000.00
4060 · Highway User Revenue - Other	10,333.00
<b>Total 4060 · Highway User Revenue</b>	39,333.00
<b>Total Tax Income</b>	362,023.00
<b>Licenses and Permits Income</b>	
4122 · Rental License	4,625.00
4160 · Franchise Fee - Cable	2,150.00
4180 · State Share - Business License	750.00
<b>Total Licenses and Permits Income</b>	7,525.00
<b>Interest Income</b>	
4200 · Interest on Investments	750.00
<b>Total Interest Income</b>	750.00
<b>Other Income</b>	
4300 · Regular Trash Pick-up	58,800.00
<b>Total Other Income</b>	58,800.00
<b>Total Income</b>	618,048.00
<b>Gross Profit</b>	618,048.00
<b>Expense</b>	
<b>Property Rentals</b>	
5609.2 · Rental Property Insurance	140.00
5608 · Prin Sullivan St. Mortgage 3332	2,500.00
5609 · Interest Rental Prop. Sullivan	3,710.00
5609.1 · Rental Property Maintenance (Rental Property)	1,000.00
5027.1 · Water & Sewer Sullivan Apts.	1,500.00

**Town of Trappe**  
**Profit & Loss Budget vs. Actual-General Fund**  
 July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
5028.1 · Property Tax Sullivan St. Apts.	1,350.00
<b>Total Property Rentals</b>	<u>10,200.00</u>
<b>Debt Service - Interest</b>	
5617 · Account 111642860 Nace's Park	5,660.00
<b>Total Debt Service - Interest</b>	<u>5,660.00</u>
<b>Debt Service Principal</b>	
5605 · Account 111642860 Nace's Park -	10,000.00
<b>Total Debt Service Principal</b>	<u>10,000.00</u>
<b>Code Enforcement</b>	
6410 · Other Code Enforcement Expense	250.00
6420 · MDIA Inspection	2,000.00
<b>Total Code Enforcement</b>	<u>2,250.00</u>
<b>5700.1 · Capital Improvement</b>	
Reserve funds	16,652.00
9530 · Welcome to Trappe Sign/landscap	500.00
9531 · Project Engineering Costs	2,000.00
<b>Total 5700.1 · Capital Improvement</b>	<u>19,152.00</u>
<b>Administrative Expenses</b>	
5053 · Travel Reimbursement	500.00
5037 · Health/Safety	500.00
5001.5 · Retirement Employer Contributi	2,995.00
5000.1 · Town Office Wages & Salaries	70,185.00
5009.1 · Insurance Employee Disability G	1,900.00
<b>5010 · Bad Checks and Charges</b>	
5010.1 · MD Sales and Use Tax Paid	10.00
5010 · Bad Checks and Charges - Other	12.00
<b>Total 5010 · Bad Checks and Charges</b>	<u>22.00</u>
5015.1 · Insurance - fire liab/bonding G	3,100.00
5018.1 · Workman's Comp - G	8,500.00
5020 · Insurance Employee Health	37,000.00
5021.1 · Advertising - G	2,500.00
5022.1 · Office Expense - G	14,000.00
5024 · Gas Service (Town Hall)	2,000.00
5025 · Office Expense (Housekeeping)	1,820.00
5026.1 · Telephone & Internet - G	3,700.00
5027 · Water & Sewer Town Hall	850.00
5030 · Accounting & Auditing	20,000.00
5032.1 · Legal Fees - G	20,000.00
5033 · Engineering Ex. Non Reimbursed	500.00
5034 · Electric (Town Hall)	1,900.00
5035 · Maintenance (Town Hall)	750.00
5041 · Employee Recognition & Awards	500.00
5042 · Hospitality & Sympathy	100.00
5045 · Computer Rel Upgradess & Ma.	6,300.00

**Town of Trappe**  
**Profit & Loss Budget vs. Actual-General Fund**  
 July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
<b>5050 · Profession Growth &amp; Ed.(office)</b>	
5050.2 · Office Staff	3,000.00
5050.1 · Council Members	3,000.00
<b>Total 5050 · Profession Growth &amp; Ed.(office)</b>	<u>6,000.00</u>
5051.1 · Other Administrative Expense G	1,500.00
5052 · Christmas Decorations	500.00
6210 · Volunteer Fire Department	10,000.00
<b>Total Administrative Expenses</b>	<u>217,622.00</u>
<b>Legislation</b>	
6010 · Town Commissioners Salary (5)	10,000.00
6020 · Planning Commission (5)	5,000.00
6030 · Board of Appeals (4)	800.00
<b>Total Legislation</b>	<u>15,800.00</u>
<b>Payroll Expenses</b>	
6561.1 · Christmas Bonus - G	200.00
5013.1 · Fica - G	16,000.00
5014.1 · Medicare - G	4,000.00
6560.1 · MD Unemployment Tax - G	3,000.00
<b>Total Payroll Expenses</b>	<u>23,200.00</u>
<b>Planning Department</b>	
6152 · Retirement employer contributio	1,973.00
6100 · Fees & Dues	200.00
6110 · Other Planning Expenses (NR)	2,000.00
6120 · Travel Expenses	450.00
6150 · Reimbursable Salary and Ins (Expenses)	65,738.00
6160 · Pro. Growth & Ed (Planning)	600.00
6170 · Professional Conferences	500.00
<b>Total Planning Department</b>	<u>71,461.00</u>
<b>Public Safety</b>	
6245 · Liability Insurance	800.00
6212 · Retirement - Emp. Contribution	2,076.00
6200 · Prof. Growth & Ed. Pub. Safety	300.00
6230 · Reimburse Salary, Ins. & Expens	69,170.00
6240 · Reimburse Other Expense	2,000.00
6250 · Non-reimbursable Vehicle Expens	
Vehicle Insurance (police)	550.00
Vehicle Maint. & Fuel	6,000.00
<b>Total 6250 · Non-reimbursable Vehicle Expens</b>	<u>6,550.00</u>
6260 · Law Enforcement Office Help (NR)	6,606.00
6270 · Non-reimbursable Other Expense	
MCPA Conference	900.00
MML-PEA Conference	500.00
MML-Police Ex. Assoc. Dues	125.00
MD Chief of Police Assoc. Dues	150.00

**Town of Trappe**  
**Profit & Loss Budget vs. Actual-General Fund**  
 July 2017 through June 2018

	<b>Jul '17 - Jun 18</b>
Other unitemized non-reburs. Ex	510.00
Phones & Office Internet Serv.	1,600.00
Uniforms & Related Equipment	500.00
Office Supplies	600.00
6270 · Non-reimbursable Other Expense - Other	1,500.00
<b>Total 6270 · Non-reimbursable Other Expense</b>	<b>6,385.00</b>
6291 · Allied Agencies Assistance	20,800.00
<b>Total Public Safety</b>	<b>114,687.00</b>
<b>Stormwater Management</b>	
6320 · Stormwater Repairs & Maintenanc	2,000.00
<b>Total Stormwater Management</b>	<b>2,000.00</b>
<b>Public Works</b>	
6310 · Park Maintenance (except grass)	5,000.00
6350 · Mosquito Control	1,400.00
6301 · Enterprise Reimbursed Salaries	9,646.00
6395 · Grass Cutting & Lawn Maintenanc	2,000.00
<b>Garbage Collection</b>	
6360 · Garbage Collection	58,200.00
<b>Streets</b>	
6391 · Snow Removal	10,000.00
6392 · Repairs & Maintenance	4,500.00
6393 · Street Lighting	35,000.00
<b>Total Streets</b>	<b>49,500.00</b>
6396 · Fire Siren	270.00
<b>Total Public Works</b>	<b>126,016.00</b>
<b>Total Expense</b>	<b>618,048.00</b>

**Town of Trappe**  
**Profit & Loss Budget vs. Actual - Enterprise**  
**July 2017 through June 2018**

	Jul '17 - Jun 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Interest Income</b>	
4250 · Interest on Investments-W/S	30.00
<b>Total Interest Income</b>	30.00
<b>Other Income</b>	
4390.2 · Miscellaneous Other - E	500.00
4405 · Bad Checks Fee	100.00
<b>Total Other Income</b>	600.00
<b>Bay Restoration Fees Income</b>	
4700 · Bay Restoration	28,400.00
4710 · Bay Restoration Septic Fee	1,600.00
4720 · Bay Restoration (LC) (Late Charge)	200.00
4730 · Bay Restoration Sewer (LC)	10.00
<b>Total Bay Restoration Fees Income</b>	30,210.00
<b>Water &amp; Sewer Services Income</b>	
4810 · Basic Sewer Service Charge (BSS)	303,600.00
4820 · Basic Water Service (BWS)	100,260.00
4830 · Metered Adm. Commercial (MAC)	4,550.00
4840 · Metered Adm. Residential (MAR)	38,820.00
4850 · Water Usage Charge (WATER)	92,783.00
4860 · Sewer Usage Charge (SEWR)	213,141.00
4870 · Late Charges	3,300.00
4871 · Turn on Turn off fees (ONF)	2,750.00
<b>Total Water &amp; Sewer Services Income</b>	759,204.00
<b>Total Income</b>	790,044.00
<b>Gross Profit</b>	790,044.00
<b>Expense</b>	
<b>Debt Service - Interest</b>	
5610 · Interest Expense Water	123,200.00
5611 · Int payment Truck	1,500.00
5619 · Account #7887 Well Repair #5	1,000.00
<b>Total Debt Service - Interest</b>	125,700.00
<b>Debt Service Principal</b>	
5602 · USDA Loan	63,900.00
5604 · Acct. # 7887 Well # 5 Repair	10,000.00
5607 · WWTP Truck Principal	10,000.00
<b>Total Debt Service Principal</b>	83,900.00
5700.1 · Capital Improvement/Depreciation	194,100.00
<b>Total 5700.1 · Capital Improvement</b>	194,100.00
<b>Administrative Expenses</b>	
5015.2 · Insurance - fire liab/bonding E	1,400.00
5051.2 · Other Administrative Expense E	100.00

**Town of Trappe**  
**Profit & Loss Budget vs. Actual - Enterprise**  
**July 2017 through June 2018**

	<u>Jul '17 - Jun 18</u>
5026.2 · Telephone & Internet - E	3,450.00
5022.2 · Office Expense - E	1,500.00
5021.2 · Advertising - E	500.00
5018.2 · Workman's Comp - E	8,500.00
5009.2 · Insurance Employee Disability E	1,000.00
5032.1 - Legal Fees	5,000.00
5036 · Maintenance (WWTP Office Lab)	500.00
5043 · Computer Related Equipment	500.00
5045 · Computer Rel Upgradess & Ma.	500.00
5046 · Meters & Reading/Billing Fees	10,270.00
5050 · Profession Growth & Ed.(office)	
5050.4 · Enterprise	3,000.00
<b>Total 5050 · Profession Growth &amp; Ed.(office)</b>	<b>3,000.00</b>
5061 · Employee Uniform Allowances	500.00
<b>Total Administrative Expenses</b>	<b>36,720.00</b>
<b>Payroll Expenses</b>	
6151 · Retirement - employer contribut	3,000.00
5013.1 · Fica - G	6,400.00
5014.1 · Medicare - G	1,700.00
6560.1 · MD Unemployment Tax - G	1,500.00
<b>Total Payroll Expenses</b>	<b>12,600.00</b>
<b>Water and Sewer Expenses</b>	
5021 · Water Tower Maintenance	16,365.00
5002 · Supervisory Ser.	5,000.00
5003 · Grass Cutting - Enterprise Lo.	750.00
5004 · Repairs and Maintenance	50,000.00
5047 · Consumable Supplies	40,000.00
5049 · Tools & Equipment	6,300.00
5063 · Scheduled Preventative Maint.	
Jetting and Camering of Sewer Lines	3,000.00
PM Maintenance for gas Chlor. S	2,000.00
Quarterly Pump Station Cleaning	5,200.00
Aux. Generator Maint. Contract	2,460.00
<b>Total 5063 · Scheduled Preventative Maint.</b>	<b>12,660.00</b>
5066 · Contracted Lab Services	9,000.00
5070 · Other Water & Sewer Expense	750.00
5071 · Electricity - W/S operations	46,000.00
5073 · Fees & Dues	525.00
5074 · Health & Safety	400.00
5075 · Truck Expenses	1,000.00
5078 · Bay Restoration Payment	28,400.00
<b>Total Water and Sewer Expenses</b>	<b>217,150.00</b>
<b>Enterprise Wages &amp; Benefits</b>	
9004.1 · Enterprise Wages & Salaries	61,160.00



**Town of Trappe**  
**Profit & Loss Budget vs. Actual - Enterprise**  
**July 2017 through June 2018**

	<u>Jul '17 - Jun 18</u>
9004.2 - Enterprise Wages & Salary OT	1,000.00
9010.1 - Enterprise Hourly Wages	57,714.00
<b>Total Enterprise Wages &amp; Benefits</b>	<u>119,874.00</u>
<b>Total Expense</b>	<u>790,044.00</u>

