

ORDINANCE 4-2017

Introduced by: Potter

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.

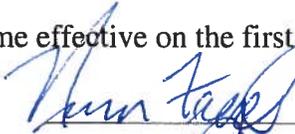
Section 2. That the tax rate for the Town of Trappe for the fiscal year beginning July 1, 2017, and ending on June 30, 2018, shall be \$.33 per \$100 of assessed real property value and \$.54 per \$100 of assessed value on all commercial business, personal property and public utilities.

Section 3. That the Council of Trappe hereby establishes an annual fee of \$150.00 per residential household for trash collection services.

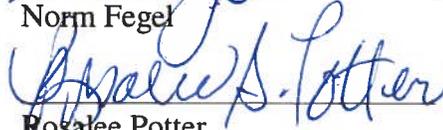
Section 4. That the Council of Trappe hereby adopts an Enterprise Budget for the operation of the Town's water and wastewater system, attached hereto as Exhibit B, which are incorporated by reference herein.

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.

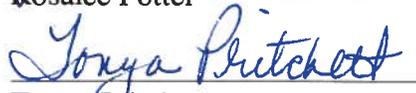
This ordinance shall become effective on the first day of July, 2017.



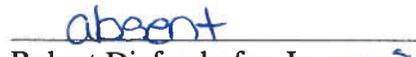
Norm Fegel



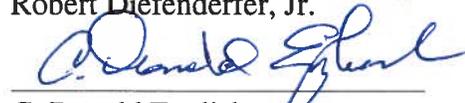
Rosalee Potter



Tonya Pritchett



Robert Diefenderfer, Jr.



C. Donald English

I hereby certify that the above Ordinance was adopted by a yea and nay vote of the Council this 4th day of May, 2017.



Erin Braband, Town Clerk

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

Jul '17 - Jun 18

Ordinary Income/Expense

Income

Rental Income

4080 · Rental Income (Sullivan St.Apt. 16,800.00

Total Rental Income 16,800.00

Grant Income

4450 · Grant from Rocks Engineering

4460 · Law Enforcement 81,000.00

4470 · Planning Department 90,650.00

Total 4450 · Grant from Rocks Engineering 171,650.00

4452 · Grant Law Enforcement 500.00

Total Grant Income 172,150.00

Tax Income

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

Total 4060 · Highway User Revenue 39,333.00

Total Tax Income 362,023.00

Licenses and Permits Income

4122 · Rental License 4,625.00

4160 · Franchise Fee - Cable 2,150.00

4180 · State Share - Business License 750.00

Total Licenses and Permits Income 7,525.00

Interest Income

4200 · Interest on Investments 750.00

Total Interest Income 750.00

Other Income

4300 · Regular Trash Pick-up 58,800.00

Total Other Income 58,800.00

Total Income 618,048.00

Gross Profit 618,048.00

Expense

Property Rentals

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
Total Property Rentals	<u>10,200.00</u>
Debt Service - Interest	
5617 · Account 111642860 Nace's Park	5,660.00
Total Debt Service - Interest	<u>5,660.00</u>
Debt Service Principal	
5605 · Account 111642860 Nace's Park -	10,000.00
Total Debt Service Principal	<u>10,000.00</u>
Code Enforcement	
6410 · Other Code Enforcement Expense	250.00
6420 · MDIA Inspection	2,000.00
Total Code Enforcement	<u>2,250.00</u>
5700.1 · Capital Improvement	
Reserve funds	16,652.00
9530 · Welcome to Trappe Sign/landscap	500.00
9531 · Project Engineering Costs	2,000.00
Total 5700.1 · Capital Improvement	<u>19,152.00</u>
Administrative Expenses	
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
5010 · Bad Checks and Charges	
5010.1 · MD Sales and Use Tax Paid	10.00
5010 · Bad Checks and Charges - Other	12.00
Total 5010 · Bad Checks and Charges	<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>
5050 · Profession Growth & Ed.(office)	
5050.2 · Office Staff	3,000.00
5050.1 · Council Members	<u>3,000.00</u>
Total 5050 · Profession Growth & Ed.(office)	6,000.00
5051.1 · Other Administrative Expense G	1,500.00
5052 · Christmas Decorations	500.00
6210 - Volunteer Fire Department	<u>10,000.00</u>
Total Administrative Expenses	217,622.00
Legislation	
6010 · Town Commissioners Salary (5)	10,000.00
6020 · Planning Commission (5)	5,000.00
6030 · Board of Appeals (4)	<u>800.00</u>
Total Legislation	15,800.00
Payroll Expenses	
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	<u>3,000.00</u>
Total Payroll Expenses	23,200.00
Planning Department	
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	<u>500.00</u>
Total Planning Department	71,461.00
Public Safety	
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	<u>6,000.00</u>
Total 6250 · Non-reimbursable Vehicle Expens	6,550.00
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

	<u>Jul '17 - Jun 18</u>
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	<u>1,500.00</u>
Total 6270 · Non-reimbursable Other Expense	6,385.00
6291 · Allied Agencies Assistance	<u>20,800.00</u>
Total Public Safety	114,687.00
Stormwater Management	
6320 · Stormwater Repairs & Maintenanc	<u>2,000.00</u>
Total Stormwater Management	2,000.00
Public Works	
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
Garbage Collection	
6360 · Garbage Collection	58,200.00
Streets	
6391 · Snow Removal	10,000.00
6392 · Repairs & Maintenance	4,500.00
6393 · Street Lighting	<u>35,000.00</u>
Total Streets	49,500.00
6396 · Fire Siren	<u>270.00</u>
Total Public Works	126,016.00
Total Expense	<u>618,048.00</u>

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

	Jul '17 - Jun 18
Ordinary Income/Expense	
Income	
Interest Income	
4250 · Interest on Investments-W/S	30.00
Total Interest Income	30.00
Other Income	
4390.2 · Miscellaneous Other - E	500.00
4405 · Bad Checks Fee	100.00
Total Other Income	600.00
Bay Restoration Fees Income	
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
Total Bay Restoration Fees Income	30,210.00
Water & Sewer Services Income	
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
Total Water & Sewer Services Income	759,204.00
Total Income	790,044.00
Gross Profit	790,044.00
Expense	
Debt Service - Interest	
5610 · Interest Expense Water	123,200.00
5611 · Int payment Truck	1,500.00
5619 · Account #7887 Well Repair #5	1,000.00
Total Debt Service - Interest	125,700.00
Debt Service Principal	
5602 · USDA Loan	63,900.00
5604 · Acct. # 7887 Well # 5 Repair	10,000.00
5607 · WWTP Truck Principal	10,000.00
Total Debt Service Principal	83,900.00
5700.1 · Capital Improvement/Depreciation	194,100.00
Total 5700.1 · Capital Improvement	194,100.00
Administrative Expenses	
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
Total 5050 · Profession Growth & Ed.(office)	<u>3,000.00</u>
5061 · Employee Uniform Allowances	500.00
Total Administrative Expenses	<u>36,720.00</u>
Payroll Expenses	
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
Total Payroll Expenses	<u>12,600.00</u>
Water and Sewer Expenses	
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
Total 5063 · Scheduled Preventative Maint.	<u>12,660.00</u>
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
Total Water and Sewer Expenses	<u>217,150.00</u>
Enterprise Wages & Benefits	
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
Total Enterprise Wages & Benefits	<u>119,874.00</u>
Total Expense	<u>790,044.00</u>

