

**ORDINANCE 2-2019**

Introduced by: Comm. Newnam

**AN ORDINANCE OF THE TOWN OF TRAPPE ADOPTING A GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020, 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 \$180 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, 2019 and ending June 30, 2020, was submitted at the Town Council meeting on April 3, 2019, 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 \$180.00 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 May 1, 2019; 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, 2019, and ending June 30, 2020, the General Budget attached hereto as Exhibit A and incorporated by reference herein.

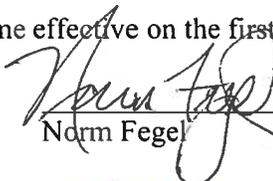
**Section 2.** That the tax rate for the Town of Trappe for the fiscal year beginning July 1, 2019, and ending on June 30, 2020, shall be \$.33 per \$100 of assessed real property value and \$.54 per \$100 of assessed value on all commercial business, personal property and public utilities.

**Section 3.** That the Council of Trappe hereby establishes an annual fee of \$180.00 per residential household for trash collection services.

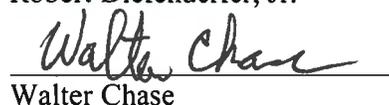
**Section 4.** That the Council of Trappe hereby adopts an Enterprise Budget for the operation of the Town's water and wastewater system, attached hereto as Exhibit B, which are incorporated by reference herein.

**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.

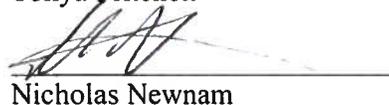
This ordinance shall become effective on the first day of July, 2019.

  
Norm Fegel

absent  
Robert Diefenderfer, Jr.

  
Walter Chase

absent  
Tonya Pritchett

  
Nicholas Newnam

I hereby certify that the above Ordinance was adopted by a yea and nay vote of the Council this 1st day of May, 2019.

  
Erin Braband, Town Administrator/Town Clerk

**Town of Trappe  
General  
FY 19-20 Budget Proposal**

	<u>Jul '18 - Jun 19</u>	<u>Jul '19 - Jun 20</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Grant Income</b>		
4450 · Grant from Rocks Engineering		
4470 · Planning Department	55,000.00	55,000.00
<b>Total 4450 · Grant from Rocks Engineering</b>	<b>55,000.00</b>	<b>55,000.00</b>
<b>Total Grant Income</b>	<b>55,000.00</b>	<b>55,000.00</b>
<b>Interest Income</b>		
4200 · Interest on Investments	550.00	1,000.00
<b>Total Interest Income</b>	<b>550.00</b>	<b>1,000.00</b>
<b>Licenses and Permits Income</b>		
4110 · Building Permits & Inspections	4,500.00	4,500.00
4122 · Rental License	4,625.00	4,625.00
4130 · Licenses & Permits Other	0.00	0.00
4150 · Animal Registration	0.00	0.00
4160 · Franchise Fee - Cable	2,500.00	2,500.00
4180 · State Share - Business License	750.00	750.00
<b>Total Licenses and Permits Income</b>	<b>12,375.00</b>	<b>12,375.00</b>
<b>Other Income</b>		
4300 · Regular Trash Pick-up	58,800.00	70,560.00
4310 · Bulk Trash Pickup	0.00	0.00
4350 · Book Sales	0.00	0.00
4390.1 · Miscellaneous Other - G	0.00	0.00
<b>Total Other Income</b>	<b>58,800.00</b>	<b>70,560.00</b>
<b>Rental Income</b>		
4080 · Rental Income (Sullivan St.Apt.)	18,000.00	18,000.00
<b>Total Rental Income</b>	<b>18,000.00</b>	<b>18,000.00</b>
<b>Tax Income</b>		
4000 · Real/Personal Prop. Taxes	228,990.00	228,990.00
4010 · Real/Personal Prop. Taxes Dis.	-300.00	-150.00
4020 · Penalties & Interest on Taxes	0.00	0.00
4030 · Corporation Taxes	34,000.00	31,000.00
4050 · Local Income Tax	60,000.00	60,000.00
4060 · Highway User Revenue		
4060.1 · Highway User Grant Revenue	28,859.00	0.00
4060 · Highway User Revenue - Other	10,682.00	53,307.00
<b>Total 4060 · Highway User Revenue</b>	<b>39,541.00</b>	<b>53,307.00</b>
4090.2 · MD Sales Tax Collected	0.00	0.00
<b>Total Tax Income</b>	<b>362,231.00</b>	<b>373,147.00</b>
<b>Total Income</b>	<b>506,956.00</b>	<b>530,082.00</b>

**Town of Trappe  
General  
FY 19-20 Budget Proposal**

	<u>Jul '18 - Jun 19</u>	<u>Jul '19 - Jun 20</u>
<b>Expense</b>		
<b>Administrative Expenses</b>		
5000.1 · Town Office Wages & Salaries	63,180.00	65,065.00
5001.5 · Retirement Employer Contributi	1,896.00	2,826.00
5009.1 · Insurance Employee Disability G	1,500.00	1,000.00
5010 · Bad Checks and Charges		
5010.1 · MD Sales and Use Tax Paid	10.00	10.00
<b>Total 5010 · Bad Checks and Charges</b>	<b>10.00</b>	<b>10.00</b>
5015.1 · Insurance - fire liab/bonding G	2,800.00	2,800.00
5018.1 · Workman's Comp - G	8,500.00	4,500.00
5020 · Insurance Employee Health	18,000.00	16,700.00
5021.1 · Advertising - G	2,500.00	2,500.00
5022.1 · Office Expense - G	20,000.00	20,000.00
5026.1 · Telephone & Internet - G	3,600.00	3,600.00
5030 · Accounting & Auditing	20,000.00	20,000.00
5032 · Legal Fees - G	20,000.00	20,000.00
5034 · Electric (Town Hall)	1,900.00	1,300.00
5037 · Health/Safety	500.00	300.00
5041 · Employee Recognition & Awards	500.00	750.00
5042 · Hospitality & Sympathy	100.00	100.00
5045 · Computer Rel Upgradess & Ma.	15,500.00	8,000.00
5050 · Profession Growth & Ed.(office)		
5050.1 · Council Members	3,000.00	3,000.00
5050.2 · Office Staff	3,000.00	3,000.00
<b>Total 5050 · Profession Growth &amp; Ed.(office)</b>	<b>6,000.00</b>	<b>6,000.00</b>
5051.1 · Other Administrative Expense G	1,500.00	1,600.00
5052 · Christmas Decorations	500.00	500.00
5053 · Travel Reimbursement	300.00	300.00
6210 · Volunteer Fire Dept.	10,000.00	20,000.00
<b>Total Administrative Expenses</b>	<b>198,786.00</b>	<b>197,851.00</b>
<b>Code Enforcement</b>		
6410 · Other Code Enforcement Expense	750.00	500.00
6420 · MDIA Inspection	5,500.00	5,500.00
<b>Total Code Enforcement</b>	<b>6,250.00</b>	<b>6,000.00</b>
<b>Debt Service - Interest</b>		
5617 · Line of Credit - Acct. ***860	5,660.00	5,000.00
<b>Total Debt Service - Interest</b>	<b>5,660.00</b>	<b>5,000.00</b>
<b>Debt Service Principal</b>		
5605 · Line of Credit - Acct. ***860	15,000.00	15,000.00
<b>Total Debt Service Principal</b>	<b>15,000.00</b>	<b>15,000.00</b>

**Town of Trappe  
General  
FY 19-20 Budget Proposal**

	<u>Jul '18 - Jun 19</u>	<u>Jul '19 - Jun 20</u>
<b>Legislation</b>		
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)	600.00	600.00
6040 · Election Expense	400.00	0.00
<b>Total Legislation</b>	16,000.00	15,600.00
<b>Payroll Expenses</b>		
5013.1 · Fica - G	8,000.00	9,000.00
5014.1 · Medicare - G	2,000.00	3,000.00
6560.1 · MD Unemployment Tax - G	1,500.00	2,000.00
6561.1 · Bonus - G	200.00	300.00
<b>Total Payroll Expenses</b>	11,700.00	14,300.00
<b>Planning Department</b>		
6100 · Fees & Dues	200.00	200.00
6110 · Other Planning Expenses (NR)	15,000.00	15,000.00
6120 · Travel Expenses	450.00	300.00
6150 · Reimbursable Salary and Ins (Expenses)	29,325.00	32,153.00
6152 · Retirement employer contributio	880.00	966.00
6160 · Pro. Growth & Ed (Planning)	1,500.00	1,500.00
<b>Total Planning Department</b>	47,355.00	50,119.00
<b>Property Rentals</b>		
5027.1 · Water & Sewer Sullivan Apts.	2,500.00	3,000.00
5028.1 · Property Tax Sullivan St. Apts.	1,400.00	1,450.00
5608 · Prin Sullivan St. Mortgage 3332	3,600.00	3,600.00
5609 · Interest Rental Prop. Sullivan	3,000.00	3,000.00
5609.1 · Rental Property Maintenance (Rental Property)	1,000.00	1,500.00
5609.2 · Rental Property Insurance	120.00	120.00
<b>Total Property Rentals</b>	11,620.00	12,670.00
<b>Public Safety</b>		
6245 · Liability Insurance	800.00	0.00
6250 · Non-reimbursable Vehicle Expens		
Vehicle Insurance (police)	500.00	0.00
<b>Total 6250 · Non-reimbursable Vehicle Expens</b>	500.00	0.00
6291 · Allied Agencies Assistance	20,800.00	0.00
<b>Total Public Safety</b>	22,100.00	0.00

**Town of Trappe  
General  
FY 19-20 Budget Proposal**

	<u>Jul '18 - Jun 19</u>	<u>Jul '19 - Jun 20</u>
<b>Public Works</b>		
<b>Garbage Collection</b>		
6360 · Garbage Collection	58,200.00	70,560.00
<b>Total Garbage Collection</b>	58,200.00	70,560.00
<b>Streets</b>		
6391 · Snow Removal	10,000.00	10,000.00
6392 · Repairs & Maintenance		
Non-Item. St. Repairs & Maint.		
6392 · Repairs & Maintenance - Other	4,500.00	4,500.00
<b>Total 6392 · Repairs &amp; Maintenance</b>	4,500.00	4,500.00
6393 · Street Lighting	40,000.00	40,000.00
<b>Total Streets</b>	54,500.00	54,500.00
6301 · Enterprise Reimbursed Salaries	10,835.00	31,429.00
6310 · Park Maintenance (except grass)	5,000.00	5,000.00
6350 · Mosquito Control	1,400.00	1,200.00
6395 · Grass Cutting & Lawn Maintenanc	2,000.00	2,000.00
6396 · Fire Siren	280.00	280.00
<b>Total Public Works</b>	132,215.00	164,969.00
<b>Stormwater Management</b>		
6320 · Stormwater Repairs & Maintenanc	2,000.00	2,000.00
<b>Total Stormwater Management</b>	2,000.00	2,000.00
<b>5700.1 · Capital Improvement</b>		
Reserve Funds	10,770.00	10,373.00
9531 · Project Engineering Costs	2,000.00	2,000.00
9532 · Street Improvements	25,500.00	34,200.00
<b>Total 5700.1 · Capital Improvement</b>	38,270.00	46,573.00
<b>Total Expense</b>	506,956.00	530,082.00

**Town of Trappe  
Enterprise  
FY 19-20 Budget Proposal**

Ordinary Income/Expense	<u>Jul '18 - Jun 19</u>	<u>Jul '19 - June 20</u>
<b>Income</b>		
<b>Bay Restoration Fees Income</b>		
4700 · Bay Restoration	29,000.00	29,000.00
4710 · Bay Restoration Septic Fee	1,750.00	1,700.00
4720 · Bay Restoration (LC) (Late Charge)	200.00	200.00
4730 · Bay Restoration Sewer (LC)	10.00	5.00
<b>Total Bay Restoration Fees Income</b>	<b>30,960.00</b>	<b>30,905.00</b>
<b>Interest Income</b>		
4250 · Interest on Investments-W/S	75.00	1,500.00
<b>Total Interest Income</b>	<b>75.00</b>	<b>1,500.00</b>
<b>Other Income</b>		
4390.2 · Miscellaneous Other - E	500.00	500.00
4405 · Bad Checks Fee	100.00	100.00
<b>Total Other Income</b>	<b>600.00</b>	<b>600.00</b>
<b>Water &amp; Sewer Services Income</b>		
4800 · Miscellaneous Other - W/S	0.00	0.00
4810 · Basic Sewer Service Charge (BSS)	307,200.00	323,190.00
4820 · Basic Water Service (BWS)	101,340.00	102,240.00
4830 · Metered Adm. Commercial (MAC)	4,550.00	4,550.00
4840 · Metered Adm. Residential (MAR)	39,200.00	39,200.00
4850 · Water Usage Charge (WATER)	99,305.00	106,313.00
4860 · Sewer Usage Charge (SEWR)	228,100.00	244,004.00
4870 · Late Charges	3,500.00	4,000.00
4871 · Turn on Turn off fees (ONF)	3,000.00	4,000.00
4880 · W/S Connection Fees	0.00	0.00
4890 · W/S Capacity Fees	0.00	0.00
<b>Total Water &amp; Sewer Services Income</b>	<b>786,195.00</b>	<b>827,497.00</b>
<b>Total Income</b>	<b>817,830.00</b>	<b>860,502.00</b>

**Town of Trappe  
Enterprise  
FY 19-20 Budget Proposal**

Expense	<u>Jul '18 - Jun 19</u>	<u>Jul '19 - June 20</u>
<b>Administrative Expenses</b>		
5009.2 · Insurance Employee Disability E	1,000.00	1,000.00
5010 · Bad Checks and Charges	0.00	0.00
5015.2 · Insurance - fire liab/bonding E	3,500.00	3,900.00
5018.2 · Workman's Comp - E	8,500.00	5,000.00
5020 · Insurance Employee Health	0.00	17,400.00
5021.2 · Advertising - E	500.00	500.00
5022.2 · Office Expense - E	1,250.00	1,250.00
5026.2 · Telephone & Internet - E	2,800.00	2,850.00
5032.1 · Legal Fees - E	5,000.00	5,000.00
5036 · Maintenance (WWTP Office Lab)	500.00	500.00
5043 · Computer Related Equipment	1,000.00	1,000.00
5046 · Meter Reading/Billing Sys. Fees	15,000.00	15,000.00
5050 · Profession Growth & Ed.(office)		
5050.4 · Enterprise	2,000.00	2,000.00
Total 5050 · Profession Growth & Ed.(office)	<u>2,000.00</u>	<u>2,000.00</u>
5051.2 · Other Administrative Expense E	700.00	1,000.00
5061 · Employee Uniform Allowances	1,000.00	1,500.00
<b>Total Administrative Expenses</b>	<u>42,750.00</u>	<u>57,900.00</u>
<b>Debt Service - Interest</b>		
5610 · DHCD Loan	88,200.00	86,500.00
5611 · Line of Credit - Acct. ***7887	2,000.00	2,000.00
5614 · Well 6	40,000.00	9,000.00
<b>Total Debt Service - Interest</b>	<u>130,200.00</u>	<u>97,500.00</u>
<b>Debt Service Principal</b>		
5602 · DHCD Loan	87,000.00	89,000.00
5604 · Line of Credit - Acct. ***7887	20,000.00	20,000.00
**** - Well 6	0.00	12,500.00
<b>Total Debt Service Principal</b>	<u>107,000.00</u>	<u>121,500.00</u>
<b>Enterprise Wages &amp; Benefits</b>		
9004.1 · Enterprise Wages & Salaries	62,995.00	64,885.00
9004.2 · Enterprise Wages & Salary OT	1,000.00	1,000.00
9010.1 · Enterprise Hourly Wages	74,155.00	84,081.00
<b>Total Enterprise Wages &amp; Benefits</b>	<u>138,150.00</u>	<u>149,966.00</u>
<b>Payroll Expenses</b>		
5013.1 · Fica - G	9,000.00	9,500.00
5014.1 · Medicare - G	2,000.00	2,500.00
6151 · Retirement - employer contribut	4,440.00	4,539.00
6560.1 · MD Unemployment Tax - G	1,800.00	2,000.00
<b>Total Payroll Expenses</b>	<u>17,240.00</u>	<u>18,539.00</u>

**Town of Trappe  
Enterprise  
FY 19-20 Budget Proposal**

	<u>Jul '18 - Jun 19</u>	<u>Jul '19 - June 20</u>
<b>Water and Sewer Expenses</b>		
5002 · Supervisory Ser.	5,000.00	5,000.00
5003 · Grass Cutting - Enterprise Lo.		
5003.1 · Weed cutting lagoon ponds (6x)		
5003 · Grass Cutting - Enterprise Lo. - Other	750.00	750.00
<b>Total 5003 · Grass Cutting - Enterprise Lo.</b>	<b>750.00</b>	<b>750.00</b>
5004 · Repairs and Maintenance	50,000.00	75,000.00
5021 · Water Tower Maintenance	16,365.00	16,365.00
5047 · Consumable Supplies-Tr. Process	40,000.00	50,000.00
5049 · Tools & Equipment	6,000.00	6,750.00
5063 · Scheduled Preventative Maint.		
Aux. Generator Maint. Contract	2,460.00	2,800.00
Jetting/Camering of sewer line	3,000.00	5,000.00
PM Maintenance for gas Chlor. S	2,000.00	1,250.00
Quarterly Pump Station Cleaning	5,200.00	5,200.00
<b>Total 5063 · Scheduled Preventative Maint.</b>	<b>12,660.00</b>	<b>14,250.00</b>
5066 · Contracted Lab Services	10,000.00	10,000.00
5070 · Other Water & Sewer Expense	500.00	500.00
5071 · Electricity - W/S operations	46,000.00	40,000.00
5073 · Fees & Dues	525.00	525.00
5074 · Health & Safety	400.00	400.00
5075 · Truck Expenses	1,000.00	2,000.00
5078 · Bay Restoration Payment	30,750.00	30,700.00
5900 · Expenses to be reimbursed - E		
<b>Total Water and Sewer Expenses</b>	<b>219,950.00</b>	<b>252,240.00</b>
<b>5700.1 · Capital Improvement</b>		
Other		
Pumping Station Reserves	0.00	15,390.00
Main Street Water Line Replacement	0.00	
WWTP ENR Upgrade		
5700.1 · Capital Improvement - Other	162,540.00	147,467.00
<b>Total 5700.1 · Capital Improvement</b>	<b>162,540.00</b>	<b>162,857.00</b>
<b>Total Expense</b>	<b>817,830.00</b>	<b>860,502.00</b>

