

LIBR008 PAGE0713

BUDGET

FY 2022

ORDINANCE NUMBER 2021-02

The Mayor & Town Council

P.O. Box 2182
Mountain Lake Park, Maryland 21550
(301) 334-2250
mlpclerk@mac.com
www.mtnlakepark.org

**TOWN OF MOUNTAIN LAKE PARK
ORDINANCE NO. 2021-02
FISCAL YEAR 2022 BUDGET ORDINANCE**

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF MOUNTAIN LAKE PARK, MARYLAND, APPROVING AND ADOPTING THE BUDGET OF THE TOWN OF MOUNTAIN LAKE PARK FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022 (COPY ATTACHED).

WHEREAS, the Mayor and Town Council of Mountain Lake Park is authorized by the Maryland Local Government Annotated Code Title 5, Subtitle 2, or its successor, and by the Mountain Lake Park Town Charter to authorize the expenditure of municipal funds for any public purpose and to affect the safety, health and general welfare of the municipality and its occupants; and

WHEREAS, Section 26-34 of the Charter of the Town of Mountain Lake Park requires that the Mayor, at least thirty-two days before the beginning of any fiscal year, shall submit a budget to the Council and in accordance, the proposed budget was presented to the Council at a council meeting held on the 6th day of May 2021; the budget shall provide a complete financial plan for the budget year, beginning July 1, 2021 and ending June 30, 2022, and shall contain estimates of anticipated revenues and proposed expenditures for the coming year (copy attached); the total of the anticipated revenues shall equal or exceed the total of the proposed expenditures; and

WHEREAS, the Town Charter, Section 26-35, requires that the Council hold a public hearing thereon by giving two weeks' notice in a newspaper of general circulation in town; and in accordance, the public hearing was held on Thursday, June 3, 2021; and

WHEREAS, pursuant to Section 26-12, of the Town Charter, ordinances may be passed at a meeting of the Council held not less than six (6) nor more than sixty (60) days after the meeting at which an ordinance was introduced; in cases of emergency the above requirement may be suspended by the affirmative votes of four members of the Council; an ordinance shall become effective on the date specified in the ordinance; a summary of each ordinance shall be published at least twice in a newspaper having general circulation with the Town of Mountain Lake Park; and

WHEREAS, the Town Charter authorizes the Town Council to set a tax rate and to charge fees to meet anticipated expenditures for municipal purposes; and

NOW, THEREFORE, BE IT ORDAINED AND RESOLVED, that the Council of the Town of Mountain Lake Park hereby adopt the proposed budget and tax rate at a rate of \$0.4137 per \$100 of assessed valuation for real property, at a rate of zero (0) per \$100 of assessed valuation on Personal Property, and at a rate of \$1.20 per \$100 of assessed valuation on all Certifications of Public Utility and Railroads Taxes for the Fiscal Year 2021-2022; and sewer charges at the following rates: The quarterly minimum fee to be charged for sewer use customers shall be \$41.71 per quarter for up to 4,000 gallons of metered water; all usage greater than 4,000 gallons in a single quarter shall be billed at the rate of \$6.52 per 1,000 gallons of metered water; all unmetered customers shall pay a flat rate of \$79.59 per quarter; and

BE IT FURTHER ORDAINED AND RESOLVED, as set forth in Section 26-37 of the Town Charter, that any transfer of funds between appropriations for different purposes by the Mayor must be approved by the Council before becoming effective.

BE IT FURTHER ORDAINED AND RESOLVED, this ordinance shall be duly advertised in accordance with the Policy for the Adoption of Ordinances by the Mayor and Town Council of Mountain Lake Park, and a public hearing on this Ordinance shall be held on the 3rd day of June 2021, at 6:00 p.m., at the Town Hall located at 1007 Allegheny Drive, Mountain Lake Park, Maryland 21550.

INTRODUCED the 6th day of May 2021.

SECOND READING AND ADOPTION the 3th day of June 2021.

AND BE IT FURTHER RESOLVED, this Ordinance shall be effective as of July 1, 2021.

THIS ORDINANCE IS SUBJECT TO REFERENDUM AS OUTLINED IN THE MARYLAND LOCAL GOVERNMENT ANNOTATED CODE TITLE 4, SUBTITLE 3, OR ITS SUCCESSOR.

ATTEST:



Clerk Treasurer

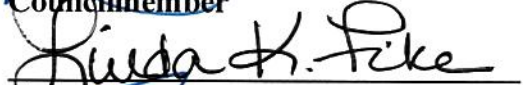
APPROVED:


Mayor


Councilmember


Councilmember


Councilmember


Councilmember


Councilmember

Budget

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FY 2022

The Town of Mountain Lake Park

June 3, 2021

Donald Sincell, Mayor

Fred Callis, Council Vice President

Patrick Damon, Councilperson

Linda Fike, Councilperson

Jim Moore, Councilperson

Pam Nelson, Councilperson

Lenora Fischetti, Town Clerk/Treasurer

Lois Wilson, Assistant Town Clerk

Jeff Meyers, Maintenance Foreman

William Stemple, Ass't Maintenance Foreman

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Budget Highlights FY 2022

Taxes and Service Charges

1. The real estate tax rate will remain .4137 cents.
2. Sewer rate remains the same.
3. Certifications of Public Utilities and Railroads tax will remain \$1.20.

Capital Improvements

1. \$125,000 is budgeted for street paving.
2. \$15,000 is budgeted for sewer paving replacement.
3. \$50,000 is budgeted for equipment and other improvements.

Personnel

1. We will employ two full time employees in the office and two full time employees in the maintenance department.
2. Mr. Brian Kasecamp will serve as the Town Attorney.

Debt

Debt for Phase I and II of the Sewer Rehabilitation Project was \$112,101.23 at June 30, 2021. At June 30, 2022 the debt will be \$89,859.67. The interest rate is .4%. This debt is scheduled to be retired in 2026.

Long-term Capital Requirements Estimate

1. Replace large trucks and plows \$100,000 each.
2. Pensinger Storm Water \$1,129,229.
3. Phase 3B of Sewer Rehab \$734,999

Town of Mtn. Lake Park

FY 2022

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General Fund

	FY 2021	FY 2021	FY 2022	
	Proposed	Adjusted	Proposed	Account
	Budget	Budget	Budget	Number
General Fund Revenue				
Real Property Tax	\$449,997.00	\$449,997.00	\$458,790.00	16000-1
Penalties	\$5,000.00	\$5,000.00	\$5,000.00	16020-1
Income Tax	\$125,000.00	\$125,000.00	\$125,000.00	16040-1
Financial Corporation Tax	\$52.07	\$52.07	\$52.07	16050-1
Admissions & Amusement Tax	\$100.00	\$100.00	\$50.00	16060-1
Accommodation Tax	\$5,000.00	\$5,491.47	\$6,000.00	16070-1
Gas Franchise	\$1,500.00	\$1,500.00	\$1,500.00	16090-1
Traders License	\$2,800.00	\$2,800.00	\$2,800.00	16100-1
Zoning Permits	\$400.00	\$400.00	\$400.00	16110-1
Beer & Alcohol License	\$1,037.50	\$1,037.50	\$1,037.50	16120-1
Special Exceptions	\$100.00	\$100.00	\$100.00	16130-1
Interest Income	\$1,500.00	\$1,500.00	\$1,000.00	16140-1
Unrealized Gain on Investment	\$3,000.00	\$3,000.00	\$3,000.00	16145-1
Miscellaneous Revenue	\$400.00	\$400.00	\$400.00	16150-1
POS Grants	\$0.00	\$114,941.38	\$0.00	16180-1
Municipal Infractions	\$100.00	\$100.00	\$100.00	16500-1
Community Legacy Grant	\$0.00	\$4,150.00	\$0.00	16700-1
J Jones Tennis Fund Revenue	\$0.00	\$970.00	\$0.00	16780-1
Chautauqua Revenue	\$5,000.00	\$5,000.00	\$5,000.00	16800-1
GC Community Park Grant	\$4,000.00	\$4,000.00	\$4,000.00	16921-1
Public Utility Tax	\$18,000.00	\$18,000.00	\$16,000.00	16970-1
Nat Gas Distr Tax	\$25.00	\$25.00	\$20.00	16980-1
Yard Sale Permits	\$300.00	\$300.00	\$150.00	16990-1
Total General Fund Revenue	\$623,311.57	\$743,864.42	\$630,399.57	
Mayor & Town Council Expenses				
Mayor Salary	\$1,200.00	\$1,200.00	\$1,200.00	17000-1
Mayor Expenses	\$1,200.00	\$1,200.00	\$1,200.00	17010-1
Town Council Salaries	\$3,500.00	\$3,500.00	\$3,500.00	17050-1
Town Council Expenses	\$200.00	\$200.00	\$200.00	17060-1
FICA/Medicare	\$359.55	\$359.55	\$359.55	17070-1
Public Official Liability	\$600.00	\$600.00	\$600.00	17080-1
Total Mayor & Town Council	\$7,059.55	\$7,059.55	\$7,059.55	
Town Office				
Salaries	\$50,000.00	\$69,290.00	\$75,100.40	17110-1
FICA/Medicare	\$3,825.00	\$5,300.69	\$5,745.18	17120-1
Town Clerk Bond	\$1,400.00	\$2,600.00	\$2,800.00	17135-1
Retirement	\$2,600.00	\$2,600.00	\$3,467.00	17190-1
Unemployment Insurance	\$200.00	\$750.00	\$500.00	17420-1

Town of Mtn. Lake Park

FY 2022

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General Fund

	FY 2021	FY 2021	FY 2022	
	Proposed	Adjusted	Proposed	Account
	Budget	Budget	Budget	Number
Health/ Life/Insurance	\$12,435.14	\$12,435.14	\$16,650.36	17700-1
Workman's Compensation	\$202.00	\$202.00	\$350.00	17710-1
Total Town Office	\$70,662.14	\$93,177.83	\$104,612.94	
Professional Services				
Board of Elections	\$300.00	\$300.00	\$300.00	17300-1
Legal	\$2,000.00	\$2,000.00	\$2,000.00	17310-1
Code Enforcement	\$18,205.00	\$18,205.00	\$18,205.00	17320-1
Accounting	\$20,004.00	\$20,004.00	\$20,004.00	17329-1
Audit	\$12,500.00	\$12,900.00	\$12,500.00	17330-1
Zoning Appeals Board	\$3,600.00	\$3,600.00	\$3,600.00	17350-1
Planning Commission	\$3,600.00	\$3,600.00	\$3,600.00	17360-1
Circuit Rider	\$4,668.00	\$4,668.00	\$3,450.00	17370-1
Town Engineer	\$1,000.00	\$1,000.00	\$1,000.00	17470-1
Boards FICA/Medicare	\$573.75	\$573.75	\$573.75	17930-1
Total Professional Services	\$66,450.75	\$66,850.75	\$65,232.75	
General Government Expenses				
Postage	\$1,000.00	\$1,000.00	\$750.00	17140-1
Office Supplies	\$2,000.00	\$2,500.00	\$2,200.00	17150-1
Miscellaneous	\$2,500.00	\$2,500.00	\$2,500.00	17170-1
Office Equipment Maintenance	\$1,000.00	\$1,000.00	\$1,000.00	17180-1
Advertising	\$2,000.00	\$2,000.00	\$2,000.00	17400-1
Fire & Rescue	\$2,500.00	\$2,500.00	\$2,500.00	17410-1
General Liability Insurance	\$9,206.00	\$9,206.00	\$9,206.00	17440-1
Discount on Taxes	\$200.00	\$200.00	\$200.00	17720-1
Security	\$53,000.00	\$53,000.00	\$53,000.00	17735-1
Payroll Processing	\$1,800.00	\$2,500.00	\$2,600.00	17860-1
Memberships	\$2,000.00	\$2,000.00	\$2,000.00	17862-1
Total General Government	\$77,206.00	\$78,406.00	\$77,956.00	
Property Expenses				
Repair & Maintenance	\$5,500.00	\$5,500.00	\$7,000.00	17500-1
Supplies	\$400.00	\$400.00	\$400.00	17510-1
Water	\$500.00	\$500.00	\$500.00	17520-1
Electric	\$2,500.00	\$2,500.00	\$2,500.00	17530-1
Gas	\$4,000.00	\$4,000.00	\$4,000.00	17540-1
Telephone	\$6,000.00	\$6,000.00	\$6,000.00	17550-1
Property Insurance	\$6,363.00	\$6,363.00	\$6,363.00	17560-1
Total Property	\$25,263.00	\$25,263.00	\$26,763.00	

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Town of Mtn. Lake Park
FY 2022
General Fund

	FY 2021 Proposed Budget	FY 2021 Adjusted Budget	FY 2022 Proposed Budget	Account Number
Parks				
Town Parks Expense	\$4,000.00	\$4,000.00	\$4,000.00	17600-1
Mowing	\$12,000.00	\$12,000.00	\$12,000.00	17650-1
Total Parks	\$16,000.00	\$16,000.00	\$16,000.00	
Other Expenses				
Software & Consulting	\$500.00	\$2,100.00	\$2,500.00	17175-1
Contingency	\$73,745.54	\$48,778.93	\$46,617.36	17740-1
Historic District	\$4,000.00	\$4,000.00	\$3,000.00	17750-1
Chautauqua Expense	\$7,000.00	\$7,000.00	\$10,000.00	17760-1
Special Events/Projects	\$10,000.00	\$10,000.00	\$7,000.00	17770-1
Transfer to Highway Fund for Hwy Expenses	\$188,000.00	\$188,000.00	\$188,000.00	17900-1
Contract Services	\$3,000.00	\$8,400.00	\$3,000.00	18098-1
Total Other Expenses	\$286,245.54	\$268,278.93	\$260,117.36	
Allocated Maintenance Costs				
Salaries	\$36,884.80	\$36,884.80	\$35,715.20	18010-1
FICA/Medicare Tax	\$2,821.69	\$2,821.69	\$2,732.21	18020-1
Health/ Life/Insurance	\$8,714.50	\$8,714.50	\$8,046.96	18030-1
Retirement	\$2,080.00	\$2,080.00	\$2,080.00	18040-1
Unemployment Insurance	\$100.00	\$300.00	\$500.00	18050-1
Workman's Compensation Insurance	\$1,563.60	\$1,563.60	\$1,563.60	18060-1
Repair & Maintenance-Equip	\$10,000.00	\$10,000.00	\$10,000.00	18080-1
Truck Insurance	\$2,740.00	\$2,002.40	\$2,500.00	18081-1
DOT Testing	\$520.00	\$520.00	\$520.00	18082-1
Gas & Oil	\$3,000.00	\$3,000.00	\$3,000.00	18084-1
Total Allocated Maintenance Costs	\$68,424.59	\$67,886.99	\$66,657.97	
Capital Costs				
POS Capital Outlay	\$0.00	\$114,941.38	\$0.00	18901-1
Capital Outlay-Equipment	\$2,000.00	\$2,000.00	\$2,000.00	18905-1
Capital Outlay-GC Commissioners Park Grant	\$4,000.00	\$4,000.00	\$4,000.00	18922-1
Total Capital Costs	\$6,000.00	\$120,941.38	\$6,000.00	
Total General Fund Expenses	\$623,311.57	\$743,864.42	\$630,399.57	
Surplus(Deficit)	\$0.00	-\$0.00	-\$0.00	

Town of Mtn. Lake Park FY 2022 Highway Fund

	FY2021	FY2021	FY2022	
	Proposed	Adjusted	Proposed	Account
	Budget	Budget	Budget	Number
Highway Fund Revenue				
Highway User Revenue	\$141,828.16	\$140,234.84	\$148,553.71	21000-2
Transfer From General Fund	\$188,000.00	\$188,000.00	\$188,000.00	21100-2
Total Highway Revenue	\$329,828.16	\$328,234.84	\$336,553.71	
Highway Direct Costs				
Materials	\$17,000.00	\$17,000.00	\$17,000.00	27110-2
Contract Services	\$25,000.00	\$25,000.00	\$20,000.00	27120-2
Street Lighting	\$28,000.00	\$28,000.00	\$28,000.00	27130-2
Tools	\$1,000.00	\$1,000.00	\$1,000.00	27160-2
Repairs to Culverts	\$1,000.00	\$1,000.00	\$1,000.00	27225-2
Total Direct Costs	\$72,000.00	\$72,000.00	\$67,000.00	
Highway Allocated Personnel Costs				
Salaries	\$25,413.60	\$25,413.60	\$26,786.40	27000-2
FICA/Medicare Tax	\$1,944.14	\$1,944.14	\$2,049.16	27010-2
DOT Testing	\$390.00	\$390.00	\$390.00	27210-2
Retirement	\$1,560.00	\$1,560.00	\$1,560.00	27420-2
Health/ Life/Disability Insurance	\$6,535.87	\$6,535.87	\$6,035.22	27440-2
Workman's Compensation Insurance	\$1,172.70	\$1,172.70	\$1,150.00	27450-2
Unemployment Compensation	\$50.00	\$50.00	\$370.00	27460-2
Total Allocated Personnel Costs	\$37,066.31	\$37,066.31	\$38,340.78	
Highway Allocated Other Costs				
Repairs & Maintenance-Equip	\$10,000.00	\$10,000.00	\$10,000.00	27100-2
Gas & Oil	\$4,000.00	\$4,000.00	\$4,000.00	27140-2
Truck Insurance	\$1,950.00	\$1,950.00	\$1,900.00	27170-2
Supplies	\$1,500.00	\$1,500.00	\$1,500.00	27200-2
Contingency	\$78,311.85	\$76,718.53	\$38,812.93	27500-2
Total Allocated Other Costs	\$95,761.85	\$94,168.53	\$56,212.93	
Capital Costs				
Capital Outlay-Paving & Inspection	\$100,000.00	\$100,000.00	\$125,000.00	27901-2
Capital Outlay-Equipment/Improvements	\$25,000.00	\$25,000.00	\$50,000.00	27905-2
Total Capital Costs	\$125,000.00	\$125,000.00	\$175,000.00	
Total Highway Expenses	\$329,828.16	\$328,234.84	\$336,553.71	
Surplus/(Deficit)	\$0.00	-\$0.00	\$0.00	

Town of Mtn. Lake Park FY 2022 Sewer Refuse Fund

	FY2021	FY2021	FY2022	
	Proposed	Adjusted	Proposed	Account
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Number</u>
<u>Sewer Revenue</u>				
Sewer Fees	\$310,000.00	\$310,000.00	\$320,000.00	31015-3
Sewer Connection Fees	\$5,000.00	\$5,000.00	\$5,000.00	31020-3
Sewer Late Charges	\$5,500.00	\$5,500.00	\$2,500.00	31030-3
Total Sewer Revenue	\$320,500.00	\$320,500.00	\$327,500.00	
<u>Sewer Direct Costs</u>				
Sewer Maintenance	\$35,000.00	\$35,000.00	\$35,000.00	37100-3
Sewer Processing Charges	\$95,000.00	\$95,000.00	\$95,000.00	37140-3
Sewer Electric - Utilities	\$2,500.00	\$2,500.00	\$2,500.00	37170-3
CSX Pipeline	\$289.27	\$289.27	\$290.00	37190-3
Sewer-Contract Services	\$4,000.00	\$4,000.00	\$4,000.00	37235-3
Sewer Billing	\$6,200.00	\$6,200.00	\$6,200.00	37250-3
Sewer-Contingency	\$6,754.99	\$6,754.99	\$12,129.80	37601-3
Sewer-Engineering	\$2,000.00	\$2,000.00	\$2,000.00	37603-3
Sewer Telephone	\$500.00	\$500.00	\$400.00	39100-3
Total Direct Costs	\$152,244.26	\$152,244.26	\$157,519.80	
<u>Sewer Debt Service</u>				
DS Fund for Sewer Loan #2	\$22,153.01	\$22,153.01	\$22,241.56	37201-3
Sewer Interest & Admin Expense	\$1,671.38	\$1,671.38	\$1,582.82	39600-3
Total Debt Service	\$23,824.39	\$23,824.39	\$23,824.38	
<u>Sewer Allocated Personnel Costs</u>				
Salaries	\$25,413.60	\$25,413.60	\$26,786.40	37000-3
FICA/Medicare Tax	\$1,944.14	\$1,944.14	\$2,049.16	37010-3
DOT Testing	\$390.00	\$390.00	\$390.00	37210-3
Health/ Life/Disability Insurance	\$6,535.87	\$6,535.87	\$6,035.22	37260-3
Workman's Compensation Insur.	\$1,172.70	\$1,172.70	\$1,150.00	37270-3
Unemployment Compensation	\$50.00	\$50.00	\$370.00	37290-3
Retirement	\$1,560.00	\$1,560.00	\$1,560.00	37420-3
Total Allocated Personnel Costs	\$37,066.31	\$37,066.31	\$38,340.78	
<u>Sewer Allocated Other Costs</u>				
Truck Insurance	\$1,950.00	\$1,950.00	\$1,900.00	37110-3
Gas & Oil	\$3,000.00	\$3,000.00	\$3,000.00	37220-3
Repairs & Maintenance-Equip	\$5,000.00	\$5,000.00	\$5,000.00	37230-3
Supplies	\$200.00	\$200.00	\$200.00	37240-3
Total Allocated Other Costs	\$10,150.00	\$10,150.00	\$10,100.00	

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**Town of Mtn. Lake Park
FY 2022
Sewer Refuse Fund**

	FY2021	FY2021	FY2022	
	Proposed	Adjusted	Proposed	Account
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Number</u>
<u>Refuse Collection</u>				
Garbage Collection	\$73,715.04	\$73,715.04	\$73,715.04	39300-3
Refuse Tipping Fees	\$1,000.00	\$1,000.00	\$1,000.00	39350-3
Contract Services	\$7,500.00	\$7,500.00	\$8,000.00	39375-3
Total Allocated Other Costs	\$82,215.04	\$82,215.04	\$82,715.04	
<u>Sewer Capital Costs</u>				
Capital Outlay-Paving Repair	\$15,000.00	\$15,000.00	\$15,000.00	30993-3
Total Capital Costs	\$15,000.00	\$15,000.00	\$15,000.00	
Total Sewer Expenses	\$320,500.00	\$320,500.00	\$327,500.00	
Surplus/(Deficit)	\$0.00	\$0.00	\$0.00	

Filed and recorded July 15, 2021,
in O & R Record, Liber T.W.M., No. 8,
folio 713, one of the Records in the
Office of the Clerk of the Circuit Court
for Garrett County, Maryland, and compared
by:

Henry L. Gibson, Clerk