

**ORDINANCE NO. 187/24**

**AN ORDINANCE OF THE COMMISSIONERS OF THE TOWN OF CHURCH HILL, MARYLAND APPROVING AND ADOPTING A BUDGET FOR THE TOWN OF CHURCH HILL, MARYLAND FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025; ESTABLISHING A TAX RATE OF \$0.34 PER \$100 OF ASSESSED VALUATION FOR REAL PROPERTY; ESTABLISHING A PUBLIC UTILITY TAX RATE OF \$3.00 PER \$100 ASSESSED VALUATION; ESTABLISHING A SEWER USER FEE OF \$400 PER EQUIVALENT DWELLING UNIT PER YEAR; AND PROVIDING FOR THE COLLECTION OF THE STATE OF MARYLAND BAY RESTORATION FUND ANNUAL FEE OF \$60 PER EDU PER YEAR**

**WHEREAS**, pursuant to the authority contained in Md. Code Ann., Local Gov't Art., §5-205, the Commissioners of the Town of Church Hill, Maryland (the "Commissioners") has the authority 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**, the Charter of the Town of Church Hill requires that the Commissioners adopt a budget before the end of the current fiscal year which shall provide a complete financial plan for the upcoming fiscal year and shall contain estimates of anticipated revenues and proposed expenditures with anticipated revenues equaling or exceeding the total proposed expenditures; and

**WHEREAS**, the Town Charter, §503 "Budget Adoption" requires that the Commissioners hold a public hearing on the proposed budget before its adoption; and

**WHEREAS**, pursuant to §209 "Ordinances" of the Town Charter, ordinances may be passed at a meeting of the Commissioners held not less than six (6) nor more than sixty (60) days after the meeting at which it was introduced, except, in the case of an emergency. Furthermore, §209 states that every ordinance passed shall become effective at the expiration of twenty (20) calendar days following approval by the Commissioners; and

**WHEREAS**, the Commissioners desire to maintain (1) the Town real property tax rate at a rate of \$0.34 per \$100 of assessed valuation for real property, (2) the Town public utility tax rate at \$3.00 per \$100 of assessed valuation, and (3) the Town sewer user fee at \$400 per equivalent dwelling unit, and to collect the State's annual Bay Restoration fee; and

**WHEREAS**, it is the determination of the Commissioners of the Town of Church Hill that this annual appropriation ordinance shall be enacted to budget and appropriate funds for the several objects and purposes for which the Town must provide in the fiscal year beginning July 1, 2024 and ending June 30, 2025.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Commissioners of the Town of Church Hill, Maryland with the total elected membership concurring, that:

**Section 1.** From and out of the monies and balances known to be in the General Fund, Sewer Fund and any contingency funds, from and out of operating transfers, and from all monies anticipated to come into those funds during the twelve (12) month period ending June 30, 2025, the funds set forth in Exhibit A shall be, and are hereby appropriated for use by the several departments and offices of the Town from the sources of anticipated revenue set forth in Exhibit A for the objects and purposes for which the Town must provide during the 2025 Fiscal Year.

**SEE ATTACHED**

**EXHIBIT A – GENERAL FUND AND SEWER FUND**

**Section 2.** **BE IT FURTHER ORDAINED AND ENACTED** that the outstanding appropriations at Fiscal Year 2024 year-end shall expire on June 30, 2024, and shall be re-appropriated by this budget ordinance in Fiscal Year 2025.

**Section 3.** **BE IT FURTHER ORDAINED AND ENACTED** that the real property tax rate for the Town of Church Hill shall be and is hereby established at a rate of \$0.34 per \$100 of assessed valuation for real property. The tax rate is the same rate as the prior fiscal year.

**Section 4.** **BE IT FURTHER ORDAINED AND ENACTED** that the public utility tax rate assessed by the Town for the Town of Church Hill shall be and is hereby established at a rate of \$3.00 per \$100 of assessed valuation.

**Section 5.** **BE IT FURTHER ORDAINED AND ENACTED** that the Sewer User Fee to be paid to the Sewer Fund for all connections shall be and is hereby established at \$400 per EDU per year.

**Section 6.** **BE IT FURTHER ORDAINED AND ENACTED** that in the Bay Restoration Fee paid into the Sewer Fund by users of the sewer system shall be and is hereby established at \$60 per EDU per year, which is the same rate as the prior fiscal year.

**Section 7.** **BE IT FURTHER ORDAINED** by the Commissioners of Church Hill, Maryland that the Town Commissioners conducted a public hearing on this Ordinance at which parties of interest and citizens had an opportunity to be heard on May 20, 2024.

**Section 8.** **BE IT FURTHER ORDAINED** that this Ordinance shall take effect twenty (20) calendar days following adoption by the Town Commissioner after a public hearing regarding this Ordinance.

**Section 9.** **BE IT FURTHER ORDAINED** that upon adoption, a copy of this Ordinance shall be posted on the Town bulletin board for a period not less than one week after it becomes effective.

**INTRODUCED** by the Commissioners of the Town of Church Hill, Maryland at a regular meeting on May 6, 2024.

**PASSED** by the Commissioners of the Town of Church Hill, Maryland after a duly advertised public hearing at a regular meeting of the Commissioners on May 20, 2024.

ATTEST:

THE COMMISSIONERS OF THE TOWN  
OF CHURCH HILL

\_\_\_\_\_  
Nancy Lindyberg  
Town Administrator/Clerk

\_\_\_\_\_  
Charles M. Rhodes, Jr., President

\_\_\_\_\_  
John P. Griffin, Sr., Commissioner

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Edward C. Raffetto, Jr., Commissioner

APPROVED AS TO FORM AND SUFFICIENCY:

\_\_\_\_\_  
Karen P. Ruff, Town Attorney

EXHIBIT A

Jul '24 - Jun 25

Ordinary Income/Expense

Income

Intergovernmental

State

Highway User Fee 40,000.00

State - Other 1,000.00

Total State 41,000.00

County

Bank Stock Tax 32.00

Payment in Lieu of Taxes 2,000.00

Municipal Aid 55,000.00

Total County 57,032.00

Total Intergovernmental 98,032.00

Licenses and Permits

Zoning Certificate 525.00

Building Permits 15,000.00

Demolition Permit 80.00

Franchise Fees 6,000.00

Occupancy Permit 70.00

Traders Licenses 350.00

Total Licenses and Permits 22,025.00

Miscellaneous Revenue

Speed Camera 20,000.00

Grass cutting 600.00

Donations 200.00

Interest - Account 48,000.00

Other Revenue 200.00

Reimbursement 0.00

Rents 32,000.00

Total Miscellaneous Revenue 101,000.00

Service Charges

Bd of Appeals 520.00

Development Assessments 42,000.00

Development Fees

Category 1 Site Plan 5,000.00

Category 2 Site Plan 5,400.00

Development Plan Review 750.00

Total Development Fees 11,150.00

Total Service Charges 53,670.00

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Cash Basis

Town of Church Hill - General Account  
FY 2025 General Fund Budget  
July 2024 through June 2025

	<u>Jul '24 - Jun 25</u>
<b>Taxes - Local</b>	
Public Utility Tax	60,000.00
Amusements & Admissions	20.00
Income Tax	70,000.00
Property Taxes	
FY 2025	<u>220,000.00</u>
Total Property Taxes	<u>220,000.00</u>
Total Taxes - Local	<u>350,020.00</u>
<b>Total Income</b>	<u>624,747.00</u>
<b>Gross Profit</b>	<u>624,747.00</u>
<b>Expense</b>	
Community Develp & Pub Hsg	300.00
General Government	
Financial Administration	
Accountant	10,000.00
Audit	<u>16,000.00</u>
Total Financial Administration	<u>26,000.00</u>
General Services	
Sewer fee - 120 Walnut St.	1,380.00
Sewer User Fee - 219 Main St	460.00
Electric 121 New St	600.00
Electric - 406 Main	5,000.00
Sewer fee - 319 Main St	460.00
Sewer User Fee - 406 Main	460.00
Sewer User Fee - 121 New /St	2,300.00
Capital Outlay	100,000.00
Insurance - Property	2,500.00
Real Estate Taxes	2,000.00
Repairs/Maintenance	150,000.00
Sewer User Fees - 324 Main	1,840.00
Telephone	<u>4,000.00</u>
Total General Services	<u>271,000.00</u>
Legal	40,000.00
Other General Government	
Donations	25,000.00
Advertising	1,200.00
Bank Charges	100.00
Computer/Internt/web Service	12,000.00
Copier Rental	3,000.00
Document Storage	600.00

Town of Church Hill - General Account  
FY 2025 General Fund Budget  
July 2024 through June 2025

	<u>Jul '24 - Jun 25</u>
Insurance - Fidelity Bond	2,400.00
Member Organization Expenses	2,000.00
Office Expense	5,000.00
Payroll	
Payroll Taxes	8,000.00
Part-Time Employees	30,000.00
Workers' Compensation	1,500.00
Payroll services	2,000.00
Administrative Assistant	18,720.00
Administrator/Clerk	27,581.00
Consultant	2,000.00
Total Payroll	<u>89,801.00</u>
Reimbursable Expenditures	8,000.00
Seminars/Workshops/Conventions	8,000.00
Volunteer Appreciation	5,000.00
Total Other General Government	<u>162,101.00</u>
Miscellaneous Expenditures	
Guaranty Fund	400.00
Other Expenditures	400.00
Total Miscellaneous Expenditures	<u>800.00</u>
Planning and Zoning	
Planner Review & Inspection	25,000.00
Engineer Review & Inspect.	20,000.00
Zoning Administrator	5,000.00
Total Planning and Zoning	<u>50,000.00</u>
Total General Government	<u>549,901.00</u>
Public Safety	
Fire and Rescue Services	
Annexed Development Fees	20,000.00
Volunteer Fire and Rescue-Donations	2,000.00
Total Fire and Rescue Services	<u>22,000.00</u>
Other Public Safety	
MDIA Inspections & Review	14,000.00
Miss Utility	100.00
Mosquito Control	8,000.00
Pest control	1,200.00
Total Other Public Safety	<u>23,300.00</u>
Total Public Safety	<u>45,300.00</u>
Public Works	
Christmas Lights	

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Cash Basis

Town of Church Hill - General Account  
FY 2025 General Fund Budget  
July 2024 through June 2025

	<u>Jul '24 - Jun 25</u>
Christmas Lights - Rep/Replace	500.00
Christmas Lights - Electric	400.00
Christmas Lights Inst/Removal	600.00
<b>Total Christmas Lights</b>	<u>1,500.00</u>
<b>Trash Collection</b>	
Fixed Rate	42,000.00
Fuel Surcharge	5,000.00
Landfill Fees	34,000.00
<b>Total Trash Collection</b>	<u>81,000.00</u>
<b>Transportation Services</b>	
Mowing	15,000.00
Snow Removal	20,000.00
Street Lighting	28,000.00
Street Repair	40,000.00
Street Tree Maintenance	6,000.00
<b>Total Transportation Services</b>	<u>109,000.00</u>
<b>Total Public Works</b>	<u>191,500.00</u>
<b>Total Expense</b>	<u>787,001.00</u>
<b>Net Ordinary Income</b>	<u>-162,254.00</u>
<b>Other Income/Expense</b>	
Other Income	
Prior Years' Unexpended Surplus	165,000.00
<b>Total Other Income</b>	<u>165,000.00</u>
<b>Net Other Income</b>	<u>165,000.00</u>
<b>Net Income</b>	<u>2,746.00</u>

Town of Church Hill - Sewer/Utilities Account  
 FY 2025 Budget  
 July 2024 through June 2025

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 05/01/2024  
 Cash Basis

Jul '24 - Jun 25

Ordinary Income/Expense

Income

Service Charges

Sewer, Solid Waste, & Water

Sewer Hook-up 120,000.00

SEWER USER FEES

2025 Sewer User Fee 140,000.00

Total SEWER USER FEES 140,000.00

Total Sewer, Solid Waste, & Water 260,000.00

Sewer User Late Fee 2,400.00

Total Service Charges 262,400.00

Miscellaneous Revenue

Cell Tower Land Lease 12,000.00

Farm Land Rent 400.00

INTEREST INCOME 35,000.00

Tax Sale Advertising 1,000.00

Fee on Returned Check 100.00

Total Miscellaneous Revenue 48,500.00

Total Income 310,900.00

Expense

Bank Service Charges 30.00

General Government

Engineer

Engineer - Other 5,000.00

Town Engineer 20,000.00

Total Engineer 25,000.00

LEGAL 10,000.00

Total General Government 35,000.00

Public Works

ADVERTISING 600.00

Electric

ELECTRIC-LAGOON 20,000.00

ELECTRIC-NORTH 4,000.00

ELECTRIC-SOUTH 3,000.00

Total Electric 27,000.00

LP GAS 1,800.00

GRASS CUTTING 10,000.00



	<u>Jul '24 - Jun 25</u>
INSURANCE	2,500.00
MD ENVIRONMENTAL SERVICES	65,000.00
REPAIRS/MAINTENANCE/ENGINEERING	400,000.00
SALARIES AND WAGES	
Part-Time Employees	12,000.00
PAYROLL TAXES	6,000.00
Administrative Assistant	18,720.00
Administrator/Clerk	27,581.00
Consultant	2,000.00
Total SALARIES AND WAGES	<u>66,301.00</u>
Total Public Works	<u>573,201.00</u>
RETURNED DEPOSITED CHECKS	30.00
Total Expense	<u>608,261.00</u>
Net Ordinary Income	<u>-297,361.00</u>
Other Income/Expense	
Other Income	
Prior Years' Unexpended Surplus	310,000.00
Total Other Income	<u>310,000.00</u>
Net Other Income	<u>310,000.00</u>
Net Income	<u><u>12,639.00</u></u>