



**MAYOR AND COMMISSIONERS OF
THE TOWN OF NORTH EAST
ORDINANCE NUMBER 2023-05-01**

AN ORDINANCE FOR THE PURPOSE OF ADOPTING THE FISCAL YEAR 2024 BUDGET, REAL AND PUBLIC UTILITY/RAILROAD OPERATING TAX RATES FOR THE TAXABLE YEAR BEGINNING JULY 1, 2023, AND A HOMESTEAD CREDIT PERCENTAGE TO BE APPLIED FOR THE PURPOSES OF THE HOMESTEAD TAX CREDIT UNDER STATE LAW; STATING CERTAIN PROJECTED EXPENDITURE AND EXPENSE ALLOCATIONS; SPECIFYING CIRCUMSTANCES UNDER WHICH APPROVAL OF THE MAYOR AND COMMISSIONERS IS REQUIRED FOR MODIFICATIONS TO REVENUES AND EXPENDITURES; ESTABLISHING EMPLOYEE SALARY INCREASES, AND GENERALLY RELATED TO A COMPREHENSIVE FISCAL PLAN FOR THE TOWN OF NORTH EAST FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024.

WHEREAS, the Mayor and Commissioners of the Town of North East have complied with the Town Charter, causing to have published a notice of the public hearing and holding a public hearing with regard to the budget; and

NOW THEREFORE, BE IT ENACTED BY THE MAYOR AND COMMISSIONERS OF THE TOWN OF NORTH EAST AS FOLLOWS:

SECTION 1. That the Town of North East Budget: Fiscal Year 2024 as set forth in Exhibit I attached to this Ordinance and incorporated by reference is hereby adopted as the budget for the Town of North East and the amounts shown in the budget appropriated for the period beginning July 1, 2023 through June 30, 2024.

SECTION 2. That the Town of North East Real Property Tax Rate for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024 shall remain the same at \$0.4800 per \$100.00 of assessed property value, and such tax is hereby levied on all real property located in the Town of North East that is subject to municipal taxation.

SECTION 3. That the Town of North East Public Utility Operating Property and Railroad Operating Property tax rates for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024 shall remain the same at \$1.200 per \$100.00 of assessed property value, and such tax is hereby levied on all public utility operating property and railroad operating property located in the Town of North East that is subject to municipal taxation.

SECTION 4. That for the purposes of the homestead tax credit provided by Section 9-105 of the Tax Property Article of the Annotated Code of Maryland the homestead credit percentage is 108 percent.

SECTION 5. That the residential refuse fee shall be \$309.36 per residential unit.

SECTION 6. That the water service charges for all classifications of in-town customers shall remain the same at \$10.10 per 1,000 gallons with a minimum bill of 5,000 gallons per equivalent residential unit per quarter for the period beginning July 1, 2023 through June 30, 2024; and that all properties with a water allocation shall be billed a minimum bill regardless of the water service having been shut-off either voluntarily or due to non-payment.

SECTION 7. That the water service charges for all classifications of out-of-town customers shall remain the same at \$20.20 per 1,000 gallons with a minimum bill of 5,000 gallons per equivalent residential unit per quarter for the period beginning July 1, 2023 through June 30, 2024; and that all properties with a water allocation shall be billed a minimum bill regardless of the water service having been shut-off either voluntarily or due to non-payment.

SECTION 8. That in addition to applicable Major Facilities and Connection Fees, the Ready To Serve charge is an amount equal to one half of the established water service charge times the number of equivalent residential units proposed to be served.

SECTION 9. That an equivalent residential unit shall be calculated by dividing the number of gallons per day required by the *Allocations for Municipal Water Town of North East, Maryland Policies and Procedures* (as adopted and amended by the Mayor and Commissioners) by 250 gallons per day and rounded to the next whole number.

SECTION 10. That upon request and upon availability water will be sold from the plant(s) at a bulk charge rate basis from time to time at the rate of \$50.50 per 1,000 gallons.

SECTION 11. That the Connection Fee for in-town and out-of-town customers for meters up to one inch (1") in size shall remain the same at \$2,525.00 for all classifications.

SECTION 12. That the Major Facilities Fee for in-town and out-of-town customers shall remain the same at \$3,500.00 per equivalent residential unit regardless of the number of meters.

SECTION 13. That for the purposes of calculating allocations for residential development, the allocation shall be 250 gallons per day per unit.

SECTION 14. That the Artesian Interconnection Rate shall remain the same at \$4.46 per 1,000 gallons with a minimum average daily amount of 35,000 gallons per day. And that at Artesian's request the Town shall increase the supply available through the interconnection up to as much as 150,000 gallons per day once the Town has completed scheduled system improvements and upon 30 days' notice to the Town. Upon receipt of such a request, the minimum daily rate will be increased by an amount equal to one-third of the requested level of committed available supply.

SECTION 15. That the quarterly Storm Water Management Fee assessed to all in town properties shall remain the same at \$5.60 per equivalent residential unit.

SECTION 16. That for the purposes of calculating Storm Water Management Fees for residential development, all residential units comprised of Single Family, Condominium and Townhouses shall be based on an equivalent residential unit of 1,180 square feet of impervious surface regardless of the actual amount of impervious surface.

SECTION 17. That for the purpose of calculating equivalent residential units for all other properties consisting of Apartment Complexes, Commercial, Institutional and Industrial units, the Storm Water Management Fee shall be calculated by dividing the actual square footage of impervious surface by 1,180 square feet rounded to the next whole number.

SECTION 18. That the Fiscal Year 2024 Staffing Table as set forth in Exhibit II attached to this Resolution and incorporated by reference is hereby adopted for the period beginning July 1, 2023 through June 30, 2024.

SECTION 19. That a Cost of Living Adjustment is authorized for all employees of the Town with an effective date of July 1, 2023 as follows;

Police Officers hourly – 10%

Police Administration and all hourly (excluding Police Officers) - 8%

Salaried excluding Police Department - 5%

SECTION 20. That unless, or except as, required by State law to be approved by Resolution, any of the following changes to the Fiscal Year 2024 Budget or allocations between departments shall require approval of the Mayor and Commissioners by Resolution:

1. Changes related to salaries or employee benefits
2. Any increase or decrease in appropriations or expenditures/expenses

SECTION 21. That except as provided in Section 20 of this Resolution, the head of each department may make expenditure adjustments within the total amount of the allocations for the department without the approval of the Mayor and Commissioners.

SECTION 22. That the optional allowable standard auto mileage reimbursement rate to be equal to the IRS allowable rate at the time of the trip. Employees traveling on official Town business shall also be entitled to meals and incidentals per diem based on rates established by the United States General Services Administration for the city/region they are traveling to. Should the United States Government modify either of these rates during the fiscal year, the Town of North East will apply said rates for the remainder of the fiscal year.

SECTION 23. That the Mayor and Commissioners hereby establish the rate paid to each member of the Board of Supervisors of Elections of \$100.00 annually.

SECTION 24. The committed fund balance for sick leave payouts originally established by Resolution 2015-08-01 shall be increased from \$25,206.89 to 28,848.32.

BE IT ORDAINED AND ESTABLISHED BY THE MAYOR AND COMMISSIONERS OF THE TOWN OF NORTH EAST THAT THE TOWN OF NORTH EAST FISCAL YEAR 2024 BUDGET AS SET FORTH IN EXHIBIT I OF THIS ORDINANCE AND INCORPORATED BY REFERENCE IS HEREBY ADOPTED AS THE BUDGET FOR THE TOWN OF NORTH EAST AND THE AMOUNTS SHOWN IN THE BUDGET APPROPRIATED FOR THE PERIOD BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024.

BE IT ALSO ORDAINED AND ESTABLISHED THAT this Ordinance is adopted this 7th day of June 2023, and shall become effective on July 1, 2023.

ORDINANCE 2023-05-01
MAYOR AND COMMISSIONERS OF
THE TOWN OF NORTH EAST

Melissa B. Cook-MacKenzie
Attested By: Melissa Cook-MacKenzie
Town Administrator

Michael Kline
Michael Kline, Mayor

Kelly A. Benson
Kelly A. Benson, Commission

May 24, 2023
Date Introduced

Catherine Bernard-Dutton
Catherine Bernard-Dutton, Commissioner

June 7, 2023
Date Passed

Hilary A. Crothers-Moore
Hilary A. Crothers-Moore, Commissioner

June 27, 2023
Date Effective

Raymond N. Mitchell
Raymond N. Mitchell, Commissioner

Attachments: Exhibit I and Exhibit II

TOWN OF NORTH EAST BUDGET: FISCAL YEAR 2024

GENERAL FUND ANTICIPATED REVENUES

ACCOUNT	DESCRIPTION	AMOUNT
10.000.311.10.10	REAL PROPERTY TAXES FULL YEAR	\$ 2,360,252
10.000.311.10.20	REAL PROPERTY TAXES NEW CONSTRUCTION	5,000
10.000.311.10.20	ENTERPRISE TAX CREDIT	136,418
10.000.311.20.10	PUBLIC UTILITY OPERATING PROPERTY	115,237
10.000.318.20.10	FRANCHISE TAXES	65,200
10.000.319.00.00	INTEREST & PENALTIES ON TAXES	7,000
10.000.335.90.10	TRADERS' LICENCES	10,288
10.000.335.90.20	ADMISSIONS & AMUSEMENT TAX	8,500
10.000.337.10.00	CECIL COUNTY TAX DIFFERENTIAL	141,020
10.000.337.20.00	FINANCIAL COOPERATION GRANT	1,178
10.000.337.30.00	HOTEL TAX	230,633
10.000.337.70.00	CECIL COUNTY SOLID WASTE REBATE	6,148
10.000.338.10.00	INCOME TAX	481,203
10.000.340.10.00	SPECIAL EVENT FEES	5,000
10.000.361.00.00	INTEREST REVENUE	108,000
10.000.361.20.00	INTEREST ON LEASE RECEIVABLES	37,693
10.000.369.00.00	MISCELLEANOUS	5,000
10.000.392.00.00	PROCEEDS SALE OF FIXED ASSETS	1,000
10.000.399.50.00	FUND BALANCE RESOURCES	(10,509)
10.400.322.00.00	NON BUSINESS LICENCES & PERMITS	500
10.400.322.10.00	BUILDINGS STRUCTURES & EQUIPMENT	8,400
10.400.334.14.05	CRITICAL AREAS	3,500
10.400.341.30.00	ZONING & SUBDIVISION FEES	4,000
10.420.351.00.00	FINES & FORFEITS	1,200
10.600.334.16.05	STATE AID FOR POLICE PROTECTION	104,152
10.600.334.16.20	STATE OF MARYLAND GRANT - SAFE STREETS	38,055
10.600.341.10.00	DOCUMENTS & COPIES	600
10.600.351.00.00	FINES & FORFEITS	100
10.700.335.40.00	HIGHWAY USER REVENUES	171,911
10.700.334.30.00	SANITATION-REFUSE FEES	478,889
10.710.334.71.20	MD DNR COMMUNITY PARKS & PLAYGROUND GRANT	141,716
10.710.347.40.10	PAVILION RENTALS	2,100
TOTAL GENERAL FUND REVENUES		\$ 4,669,384

TOWN OF NORTH EAST BUDGET: FISCAL YEAR 2024

GENERAL FUND EXPENDITURE APPROPRIATIONS

ACCOUNT	DESCRIPTION	AMOUNT
10.100.411	MAYOR & COMMISSIONERS	\$ 49,074
10.200.413	ADMINISTRATION	326,776
10.300.415	FINANCE	140,465
10.400.419	PLANNING	154,707
10.410.419	BOARD OF APPEALS	3,267
10.420.419	CODE ENFORCEMENT	57,763
10.500.419	GENERAL GOVERNEMNT	109,635
10.600.421	PUBLIC SAFETY	1,990,323
10.601.421	TRAFFIC CONTROL	15,276
10.700.431	MAINTENANCE	1,428,844
10.710.452	PARKS	212,166
10.750.740	DEBT SERVICE	147,588
10.790.400	ALLOCATIONS	33,500
TOTAL GENERAL FUND EXPENDITURES		\$ 4,669,384

TOWN OF NORTH EAST BUDGET: FISCAL YEAR 2024

WATER SERVICES ENTERPRISE FUND ANTICIPATED REVENUES

ACCOUNT	DESCRIPTION	AMOUNT
50.000.331.10.20	ARPA INTEREST REVENUE	\$ 72,000
50.000.340.10.00	WATER SERVICE CHARGES	\$ 3,172,113
50.000.340.10.20	WATER SERVICE CHARGES - BULK SALES	\$ 3,300
50.000.340.20.00	WATER SERVICE CHARGES - READY TO SERVE	\$ 48,422
50.000.340.70.05	PENALTIES - RETURNED CHECK FEE	\$ 1,200
50.000.340.70.10	PENALTIES - SECOND NOTICE FEE	\$ 41,568
50.000.340.70.20	PENALTIES - SHUT OFF FEE	\$ 25,740
50.000.340.70.30	PENALTIES - PULL/LOCK METER FEE	\$ 2,840
50.000.355.10.20	CONNECTION FEE	\$ 151,500
50.000.361.00.00	INVESTMENT REVENUE	\$ 56,433
50.000.369.00.00	MISCELLANEOUS	\$ 3,766
50.000.399.00.00	FUND BALANCE RESOURCES	\$ 922,792
51.000.355.10.20	MAJOR FACILITY FEES	\$ 210,000
51.000.361.10.00	INVESTMENT EARNINGS - MAJOR FACILITY FEES	\$ 22,631
51.000.399.00.00	RESTRICTED FUND BALANCE RESOURCES	\$ (232,631)
TOTAL WATER SERVICE ENTERPRISE FUND REVENUES		\$ 4,501,674

WATER SERVICES ENTERPRISE FUND EXPENDITURE APPROPRIATIONS

ACCOUNT	DESCRIPTION	AMOUNT
50.800.432	WATER ADMINISTRATION	\$ 1,654,104
50.800.432.80	DEBT SERVICE	\$ 665,966
50.850.432	WATER OPERATIONS	\$ 2,181,604
TOTAL WATER SERVICE ENTERPRISE FUND EXPENDITURES		\$ 4,501,674

TOWN OF NORTH EAST BUDGET: FISCAL YEAR 2024

STORM WATER MANAGEMENT ENTERPRISE FUND ANTICIPATED REVENUES

ACCOUNT	DESCRIPTION	AMOUNT
55.000.340.20.00	SERVICE CHARGES - STORM WATER MANAGEMENT	\$ 265,851
TOTAL STORM WATER MANAGEMENT ENTERPRISE FUND REVENUES		\$ 265,851

STORM WATER MANAGEMENT ENTERPRISE FUND EXPENDITURE APPROPRIATIONS

ACCOUNT	DESCRIPTION	AMOUNT
55.725.431	STORM WATER MANAGEMENT	\$ 265,851
TOTAL STORM WATER MANAGEMENT ENTERPRISE FUND EXPENDITURES		\$ 265,851

Town of North East Staffing Table - Fiscal Year 2023 - 2024

Ordinance 2023-05-01/ Exhibit II

(*) PROPOSED PROMOTIONS ARE FOR BUDGET PURPOSES ONLY. ALL PROMOTIONS RECOMMENDED BY A DEPARTMENT HEAD REQUIRE APPROVAL OF THE TOWN ADMINISTRATOR/PERSONNEL OFFICER PRIOR TO INITIATING ANY PROMOTIONAL PROCESS.

DEPARTMENTS POSITIONS		POSITIONS(*)		POSITIONS(*)	
		FY2023	FY 2024	FY 2023	FY 2024
		FT	FT	PT	PT
General Government					
Admin	Town Administrator	1	1		
Admin	Assistant Town Administrator	1	1		
Admin	Town Clerk	1	1		
Admin	Clerk	0	0	1	1
Admin	Grant Writer	0	1		
Finance	Director of Finance	1	1		
Finance	Finance Associate II	1	1		
Finance	Finance Associate I	0	0		
Finance	Billing Specialist II	1	1		
Finance	Billing Specialist I	0	0		
Planning	Director of Planning	1	1		
Planning	Planning & Zoning Assistant	1	1		
Planning	Planning & Zoning Assistant	0	0	0	1
	Total	8	9	1	2
Maintenance					
	Maintenance Supervisor	1	1		
	Maintenance I	2	2		
	Maintenance II	2	2		
	Maintenance III/Seasonal	0	0		
	Total	5	5	0	0
Public Safety					
	Chief	1	1		
	Captain	0	0		
	Lieutenant	1	1		
	Detective Sergeant	0	0		
	Sergeant	1	1		
	Corporal	3	5		
	Master Patrolman	2	0		
	Patrolman 1st Class	1	3		
	Patrol Officer	3	1		
	Uncertified - Cadet	0	0		
	Administrative Assistant	1	1		
	Crossing Guard			2	2
	Total	13	13	2	2
Water					
	Superintendent	1	1		
	Chief Operator	1	1		
	Chief Distribution System Operator	1	1		
	Operator	0	1		
	Trainee	1	1		
	Administrative Assistant	1	1		
	Total	5	6	0	0
GRAND TOTAL		31	33	3	4