

Friendsville Town Council Budget Hearing Minutes
June 14, 2024

Attendance:

Mayor Spencer Schlosnagle, and Wanda Guard, Administrative Assistant/Clerk/Treasurer.
Council members: Pamela Humberson, Edward Kelley, Sheryl MacLane,
Robert Sines and Zachary Trautwein.

Call to Order: Council President Humberson called June 14, 2023, the 2023-2024 budget hearing meeting of the Mayor and Town Council to order at 6:00 pm.

Pledge of Allegiance: All attending the meeting recited the Pledge of Allegiance in honor of Flag Day.

The purpose of the hearing was to review the attached proposed budget for the upcoming fiscal year FY24 (2023-2024) and seek the Council's discussion and approval on its allocation. The meeting began with an introduction to the budget and objectives of the hearing.

Mayor Schlosnagle presented a detailed overview of the proposed budget for the 2023-2024 fiscal year. The presentation covered the key components, including revenue sources, projected expenditures, and the anticipated impact on the town's financial health. The presentation also highlighted the significant changes or adjustments from the previous year's budget.

The proposed budget outlined a detailed breakdown of anticipated expenditures. Mayor Schlosnagle collaborated closely with Wanda to ensure that the allocations aligned with their needs and priorities. Mayor Schlosnagle would like Wanda to join the Clerk's Association in 2024. The dues are approximately \$50.00/year.

After thorough discussions and deliberations, the Council reached a consensus on the proposed budget. A formal motion was made to approve the budget for the 2023-2024 fiscal year. The motion was seconded and carried out with a majority vote, signifying the Council's agreement on the budget allocation.

Motion #1: (Councilwoman MacLane/Councilman Trautwein): Accepted the budget for FY24 (2023-2024).

5 in favor/0 opposed/0 abstention. Motion carries.

With the Council's approval, we will proceed with implementing the budget for the upcoming fiscal year, FY24 2023-2024. In conclusion, the 2023-2024 Budget Hearing was conducted successfully, with thoughtful discussions and considerations. The Council's approval of the proposed budget reflects a comprehensive understanding of the town's needs and a commitment to responsible fiscal management.

Meeting adjourned at

Respectfully submitted,

Wanda M. Guard

Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer

Approved:

Spencer R. Schlosnagle
Mayor

7/17/23

**Budget Proposal
Fiscal Year
2023-2024**

**The Town of Friendsville
June 14, 2023**

Spencer R. Schlosnagle, Mayor

Pamela S. Humberson, Council President

Michael E. Artice, Council person

Edward B. Kelley, Council person

Sheryl A. MacLane, Council person

Robert H. Sines, Council person

Zachary C. Trautwein, Council person

Wanda M. Guard, Administrative Assistant, Clerk-Treasurer

Dred W. Lowdermilk, Maintenance

Clint A. Suter, Maintenance

Colton M. Tressler, Seasonal Maintenance

Budget Highlights

Fiscal Year 2023-2024

Taxes and Service Charges

1. Real Estate taxes will remain at .41/\$100.
2. Personal Property taxes change from \$.55/\$100 to \$.50/\$100.
3. Utility taxes will remain at \$1.64/\$100.

Capital Improvements

Total amount of State Highway User Funds is \$52,000.00.

1. \$75,000.00 is budgeted for streets and sidewalks.
2. \$20,000.00 is budgeted for improvements to buildings.
3. \$2,500.00 is budgeted for snow plowing and materials.

Personnel

1. We employ three full-time employees and one seasonal employee.
2. Mrs. Wanda M. Guard will serve as the Administrative Assistant, Clerk-Treasurer.
3. Mr. Dred Lowdermilk and Mr. Clint Suter (full-time) along with Mr. Colton Tressler (seasonal) town maintenance employees.
4. Mr. Michael Llewelyn is serving as the Municipal Attorney.
5. Mr. Jarrett Mahoney is serving as the Code Enforcement Officer.
6. Ms. Peggy Jamison is serving as our Circuit Rider/Grant Writer.

Town of Friendsville
P. O. Box 9, 945 Community Drive
Friendsville, MD 21531
301.746.5919

Fiscal Year 2023 2024

INCOME

	<u>Budget Year</u>	<u>Actual Figures</u>	<u>Proposed Budget</u>
	<u>2022-2023</u>	<u>as of 06/14/2023</u>	<u>2023-2024</u>
Available Operating Cash	\$ 296,000.00	\$ 190,956.08	\$ 198,500.00
Assessed Real Estate Tax	70,000.00	70,934.88	80,000.00
Assessment rate remains at .41 per \$100			
Uncollectable accounts	8,500.00	4,461.27	4,400.00
Assessed Personal Property Tax Assessment	3,500.00	6,037.87	5,600.00
Rate changed from .55 to .50 per \$100			
Assessed Utility Tax	11,500.00	14,266.15	14,000.00
Assessment rate remains at \$1.64 per \$100			
State of Maryland Highway Usage Fund	40,000.00	43,227.82	52,000.00
State of MD Income Tax	16,000.00	28,761.41	22,000.00
Permits & Fees			
Alcoholic Beverage License	1,000.00	0.00	1,000.00
Business License Fees	800.00	545.54	600.00
Building/Zoning Permit Fees	200.00	105.00	200.00
Rent	10,200.00	9,150.00	9,900.00
Accommodation Tax	10,625.00	13,946.47	13,200.00
Interest Received (Investments & Taxes)	2,000.00	1,455.47	1,400.00
Miscellaneous			
Community Park Income	4,800.00	2,600.00	4,500.00
Franchise Tax	10,000.00	7,473.36	7,200.00
Donations	300.00	230.00	Remove
Garrett County Commissioner's Tax Differential	25,000.00	25,000.00	25,000.00
Garrett County Commissioner's Park Gift	4,000.00	4,006.30	4,000.00
Kendall River Trail Race	2,000.00		2,000.00
Miscellaneous Income	500.00	3,476.17	500.00
Sub total of Operating Income	\$ 516,925.00	\$ 426,633.79	\$ 446,000.00
Grant Income			
ARPA (\$273,202.50)	209,844.02	135,917.00	73,927.02
Community Development Block (CDBG)			
Comprehensive Plan	40,000.00	30,000.00	10,000.00
Community Legacy			
Whitewater Takeout Sign	2,550.00	2,550.00	Close Out
Banners	2,560.00	2,559.10	Close Out
Community Parks and Playground	3,075.00	3,100.00	Close Out
Concession Stand	175,000.00		175,000.00
Playground - Mulch	2,044.82	2,044.82	Close Out
Program Open Space			
Batting Cage	3,550.00	2,149.00 *	Close Out
Horseshoe Pit Fence/Playground Mulch	12,000.00	9,340.97	Close Out
Admendment Addition Money Rec'd	1,000.00	0.00	Close Out
Sub total of Grant Income	451,623.84	187,660.89	258,927.02
Total Income	\$ 968,548.84	\$ 614,294.68	\$ 704,927.02

EXPENSES

	Budget Year <u>2022-2023</u>	Actual Figures <u>as of 06/14/2023</u>	Proposed Budget <u>2023-2024</u>
Salaries Mayor & Town Council	\$ 2,450.00	\$ 1,365.00	2,800.00
Clerk/Treas Adm. Assistant	23,000.00	20,543.86	28,000.00
Municipal Circuit Rider	810.00	810.10	810.00
Code Enforcement Officer	4,390.00	4,275.00	4,290.00
Election Board	1,000.00	820.45	1,200.00
Maintenance Personnel (Plus Bonus)	78,000.00	81,509.93	96,000.00
Administrative Expenses (Travel & Meals)	6,000.00	6,080.07	8,000.00
Office Expenses			
Accounting	2,000.00	1,367.30	2,000.00
Advertising	1,500.00	462.10	1,800.00
Council Chamber Furniture (Table & Chairs)	0.00		3,000.00
Office Supplies	1,200.00	1,657.88	3,000.00
Postage/Delivery	300.00	192.30	300.00
Printing/Reproductions	1,500.00	443.27	5,000.00
Website Maintenance	1,100.00	21.17	1,100.00
Potomac Edison			
Building Lights	3,000.00	2,947.61	3,600.00
Park Lights	2,000.00	2,052.77	2,800.00
Street lights/Town Sign	9,000.00	8,223.55	9,400.00
Maintenance of Municipal Property			
Buildings	56,000.00	3,537.24	20,000.00
Equipment/Computer Repairs	3,000.00	1,106.89	2,000.00
Park	8,500.00	3,882.25	10,000.00
Streets and Walks	145,000.00	96,047.74	75,000.00
Trees/Shrubs	4,000.00	1,000.00	4,000.00
Vehicles	2,500.00	2,480.35	22,000.00
Kendall River Race	2,000.00	0.00	2,000.00
Snow Removal	2,500.00	271.48	2,500.00
Waste Collection	4,200.00	3,724.20	4,500.00
Dues & Subscriptions	500.00	463.34	600.00
Unemployment	125.00	332.76	500.00
Employees FICA	8,000.00	7,798.86	9,000.00
Gas and Fuel			
Buildings-Propane/Fuel Oil	4,600.00	3,096.55	4,600.00
Vehicle & Equipment	8,000.00	6,015.47	8,500.00
Insurance			
Employee Health	-	-	Remove
Disability (Workman's Compensation)	8,200.00	4,384.00	8,500.00
Umbrella Policy (Buildings)	4,900.00	4,768.00	5,400.00
Audit	3,000.00	3,000.00	3,000.00
Telephone	750.00	988.73	1,200.00
Legal Services	3,000.00	420.00	4,000.00
Contingency	97,400.00	0.00	69,400.00

Miscellaneous			
Christmas Celebration Expenses	1,800.00	1,434.00	2,400.00
Meals	2,100.00	864.27	1,800.00
Garrett County Commissioner's Park Gift	4,000.00	5,027.81	4,000.00
Donations	2,600.00	2,343.00	4,000.00
Miscellaneous	3,000.00	2,348.23	4,000.00
Sub total of Operating Expenses	\$ 516,925.00	\$ 288,107.53	\$ 446,000.00
Grant Expenses			
ARPA (\$273,202.50)	209,844.02	135,917.00	73,927.02
Community Development Block (CDBG)			
Comprehensive Plan	40,000.00	31,200.00	8,800.00
Community Legacy			
Whitewater Takeout sign	2,550.00	2,550.00	Close Out
Banners	2,560.00	2,559.10	Close Out
Community Parks and Playground			
Concession Stand	175,000.00	0.00	175,000.00
Playground - Mulch	2,044.82	2,050.00	Close Out
Program Open Space			
Batting Cage	3,550.00	2,649.00	Close Out
Horseshoe Pit Fence	11,200.00	12,275.00	Close Out
Town's 10% match	1,800.00	0.00	Close Out
Sub-total of Grant Expenses	448,548.84	189,200.10	257,727.02
Total Expenses	\$ 965,473.84	\$ 477,307.63	\$ 703,727.02