



WALKERSVILLE TOWN MEETING AGENDA

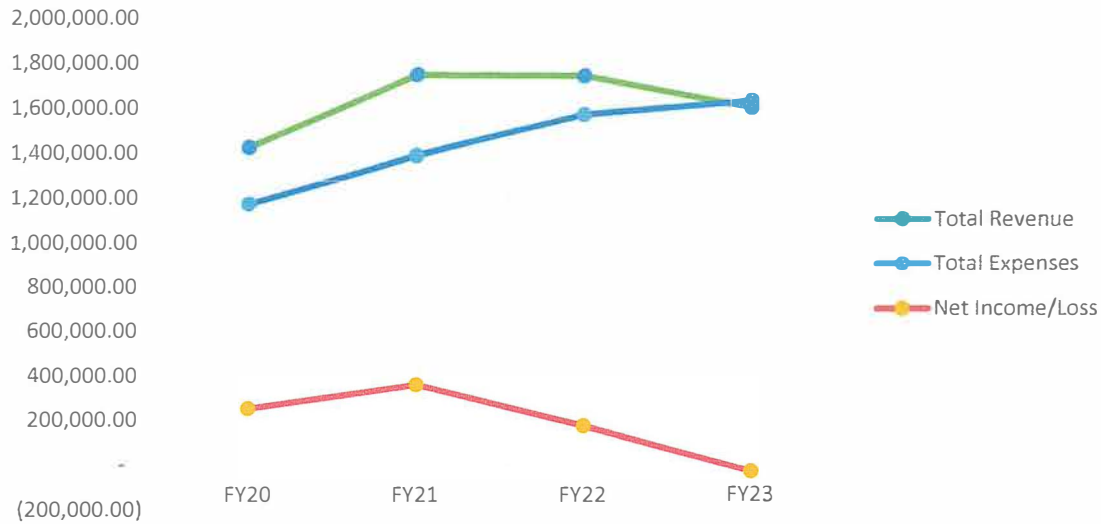
March 13, 2024

1. **7:00 PM** – Call to Order – Chad Weddle
Pledge of Allegiance and Prayer
2. Approval of the Town Meeting Minutes of February 28, 2024
3. ORDER OF BUSINESS:
 - State Police Report – Corporal Gary Conklin
 - Comprehensive Plan Public Hearing Discussion
 - Special Assessment Discussion
 - Accounts Payable
 - Chad Updates, Staff Comments, and Commissioners Concerns
 - Public Comments and Concerns/Watershed Update
4. ANNOUNCEMENTS:
 - Mon., Mar 25 – EDC Meeting 7pm
 - Tues., Mar 26 – Planning Meeting 7pm
 - Wed., Mar 27 – Town Meeting 7pm
 - Fri., Mar 29 – Town Office Closed – Good Friday
 - Wed., April 3 – Parks Meeting 7pm
 - Tues., April 9 – Planning Workshop 7pm
 - Wed., April 10 – Town Meeting 7pm
5. Closed Meeting
6. Adjournment

Water Fund Operating Activity Profit/Loss Summary

	FY20	FY21	FY22	FY23
Total Revenue	1,424,261.00	1,746,732.00	1,741,685.00	1,599,614.00
Total Expenses	1,172,834.00	1,389,404.00	1,570,013.00	1,632,533.00
Net Income/Loss	251,427.00	357,328.00	171,672.00	(32,919.00)

Water Fund Income Statement Summary



Town of Walkersville Water Fund Debt Payments

	FY24	FY25	FY26
MDE Loan Principal	220,636.28	222,401.37	225,974.03
Promissory Note Principal	33,763.25		

TOTAL DEBT SERVICE 254,399.53 This number is not accounted for in operating expenses for the Water Fund

Included in Operating Expenses

MDE Loan Interest	49,273.58	47,508.48	43,935.84
MDE Loan Admin Fee	12,742.99	12,742.99	12,742.99
Promissory Note Interest	77,257.69	Adjusted based on MLGIP Interest Rate in Feb. of current Fical Year	
Sewer Treatment Fees	397,580.00	Adjusted based on change during 12 month prior period of USDOL Consumer Price Index	

Water Statement Trends 2021-2023

(ooo omitted)

Operating Revenues	FY2021	FY2022	FY2023	FY2024 Projection
Charges for Services				
Water	1,264	1,212	1,207	
Fees	150 (e)	299	303	
Meter Service Charges	2	3	1	
Connection Fees	320	215	70	
Penalties and Interest	10	12	14	
Other Income	0	0	4	
Total Operating Revenues	1,747	1,742	1,600	
Operating Expenses				
Depreciation	330	371	391	
Salaries	250	241	182	
Electricity	112	133	166	
Distribution, Maintenance	151	182	278	
Pats, supplies, tools	8	55	4	
Chemicals	56	65	75	
Sewer Treatment Fees	302	332	366	
Other operating expenses	13	25	19	
Audit	10	11	11	
Legal	0	1	0	
Administrative expenses	32	37	37	
Pension Plan	34	14	22	
Workman Comp Insurance	7	8	7	
Payroll Taxes	19	18	15	
Property Insurance	18	20	21	
Medical Insurance	43	47	37	

Safety	1	0	2
Leak Detection	0	11	0
Miscellaneous	1	0	1
Total Operating Expenses	1,389	1,570	1,633
Income (Loss) from Operations	357	172	(33)
Non-Operating Revenues (Expenses)			
Wireless tower income	215	218	218
American Rescue Plan	0	145	1,532
Interest Income	1	11	29
Gain on sale of capital assets	0	3	2
Interest Expense	(79)	(44)	(69)
Total Non-Operating Revenues (Expenses)	137	332	1,712
Change in Net Position:			
Loosely "Profit"	494	504	1,679

Notes

1. Depreciation is included above as an expense but is a "non-cash" item. If added back to show "cash-flow" it increases the change in net position and subsequently profit. This adds \$330,000 FY2021; then \$371,000 FY2022; and then \$391,000 to FY2023 net cash flow.
2. While interest paid is included in expenses (see non-operating expenses), principal debt payments are not. Debt Service for 2024 would be:

MDE Note (about \$9 million): \$221,000 principal and \$49,000 interest for 2024
Gen Fund Note (about \$2.9 million): \$34,000 principal and \$77,000 interest for 2024

BURGESS AND COMMISSIONERS OF WALKERSVILLE, MD
Statement of Revenues, Expenses and Change in Net Position - Proprietary Fund
Business Type Activities - Enterprise Fund
Year Ended June 30, 2020

	<u>Water Fund</u>
OPERATING REVENUES	
Charges for services	\$ 1,163,136
Meter service charge	2,120
Connection fees	244,400
Penalties and interest	14,305
Other income	<u>300</u>
Total Operating Revenues	<u>1,424,261</u>
OPERATING EXPENSES	
Depreciation	181,239
Salaries	244,844
Electricity	77,300
Distribution maintenance	131,342
Parts, supplies, and tools	5,015
Chemicals	189,051
Sewer treatment fees	161,590
Other operating expenses	24,196
Audit	10,325
Legal expense	53
Administrative expenses	31,641
Pension plan	30,318
Workmen's compensation insurance	7,085
Payroll taxes	17,948
Property insurance	15,275
Medical insurance	43,575
Safety	1,978
Miscellaneous	<u>59</u>
Total Operating Expenses	<u>1,172,834</u>
Income From Operations	<u>251,427</u>
NON-OPERATING REVENUES (EXPENSES)	
Wireless tower income	209,335
Interest income	15,379
Interest expense	(82,441)
Loss on disposal of capital assets	<u>(154,580)</u>
Total Non-Operating Revenues (Expenses)	<u>(12,307)</u>
Change in Net Position	239,120
NET POSITION - BEGINNING OF YEAR	<u>3,803,554</u>
NET POSITION - END OF YEAR	<u>\$ 4,042,674</u>

BURGESS AND COMMISSIONERS OF WALKERSVILLE, MD
Statement of Revenues, Expenses, and Changes in Net Position - Proprietary Fund
Year Ended June 30, 2021

	<u>Water Fund</u>
OPERATING REVENUES	
Charges for services	\$ 1,414,159
Meter service charge	2,280
Connection fees	319,687
Penalties and interest	10,456
Other income	<u>150</u>
Total Operating Revenues	<u>1,746,732</u>
OPERATING EXPENSES	
Depreciation	329,916
Salaries	250,153
Electricity	111,665
Distribution maintenance	150,737
Parts, supplies, and tools	8,320
Chemicals	56,344
Sewer treatment fees	302,308
Other operating expenses	13,389
Audit	10,250
Legal expense	90
Administrative expenses	32,363
Pension plan	34,389
Workmen's compensation insurance	6,788
Payroll taxes	19,127
Property insurance	18,433
Medical insurance	43,237
Safety	961
Miscellaneous	<u>934</u>
Total Operating Expenses	<u>1,389,404</u>
Income From Operations	<u>357,328</u>
NON-OPERATING REVENUES (EXPENSES)	
Wireless tower income	215,059
Interest income	893
Interest expense	<u>(78,871)</u>
Total Non-Operating Revenues (Expenses)	<u>137,081</u>
Change in Net Position	494,409
NET POSITION - BEGINNING OF YEAR	<u>4,042,674</u>
NET POSITION - END OF YEAR	<u><u>\$ 4,537,083</u></u>

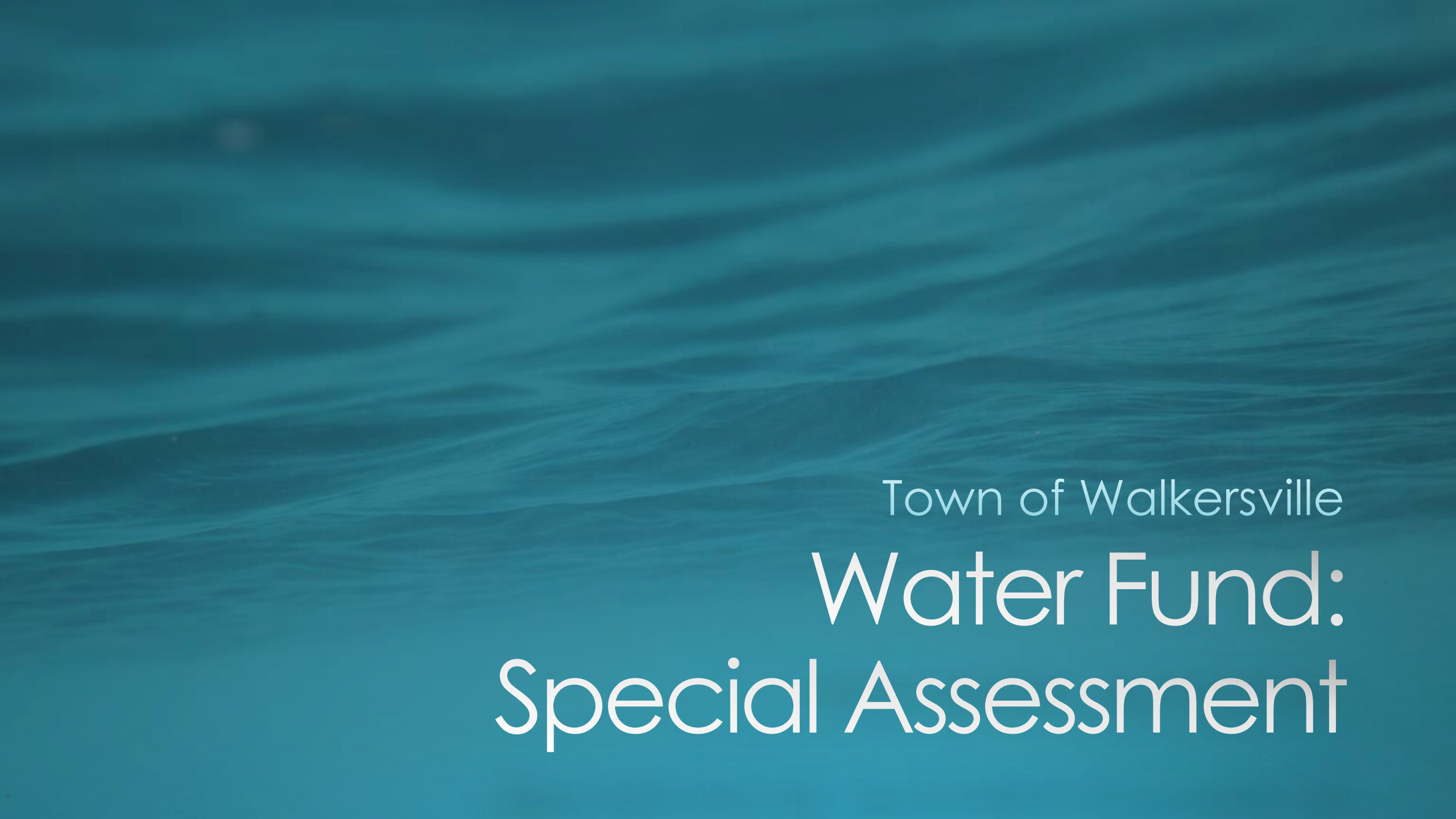
BURGESS AND COMMISSIONERS OF WALKERSVILLE, MD
Statement of Cash Flows – Proprietary Fund
Year Ended June 30, 2022

	<u>Water Fund</u>
OPERATING REVENUES	
Charges for services	\$ 1,511,365
Meter service charge	2,594
Connection fees	215,352
Penalties and interest	<u>12,374</u>
Total Operating Revenues	<u>1,741,685</u>
OPERATING EXPENSES	
Depreciation	370,964
Salaries	240,645
Electricity	132,809
Distribution maintenance	182,075
Parts, supplies, and tools	55,187
Chemicals	64,687
Sewer treatment fees	331,660
Other operating expenses	24,663
Audit	10,650
Legal expense	1,020
Administrative expenses	36,714
Pension plan	14,090
Workmen's compensation insurance	8,123
Payroll taxes	18,484
Property insurance	20,180
Medical insurance	46,949
Safety	252
Leak detection	10,560
Miscellaneous	<u>301</u>
Total Operating Expenses	<u>1,570,013</u>
Income From Operations	<u>171,672</u>
NON-OPERATING REVENUES (EXPENSES)	
Wireless tower income	217,558
American Rescue Plan grant	144,518
Interest income	11,037
Gain on sale of capital assets	3,125
Interest expense	<u>(44,192)</u>
Total Non-Operating Revenues (Expenses)	<u>332,046</u>
Change in Net Position	503,718
NET POSITION - BEGINNING OF YEAR, as restated	<u>4,612,415</u>
NET POSITION - END OF YEAR	<u>\$ 5,116,133</u>

BURGESS AND COMMISSIONERS OF WALKERSVILLE, MD
Statement of Revenues, Expenses, and Changes in Net Position - Proprietary Fund
June 30, 2023

	<u>Water Fund</u>
OPERATING REVENUES	
Charges for services	\$ 1,510,049
Meter service charge	1,350
Connection fees	70,400
Penalties and interest	14,177
Other income	<u>3,638</u>
Total Operating Revenues	<u>1,599,614</u>
OPERATING EXPENSES	
Depreciation	391,327
Salaries	182,166
Electricity	166,286
Distribution maintenance	278,193
Parts, supplies, and tools	3,854
Chemicals	75,207
Sewer treatment fees	366,248
Other operating expenses	18,615
Audit	11,250
Administrative expenses	35,355
Pension plan	21,517
Workmen's compensation insurance	6,904
Payroll taxes	14,913
Property insurance	21,227
Medical insurance	36,980
Safety	1,815
Miscellaneous	<u>676</u>
Total Operating Expenses	<u>1,632,533</u>
(Loss) From Operations	<u>(32,919)</u>
NON-OPERATING REVENUES (EXPENSES)	
Wireless tower income	218,126
American Rescue Plan grant	1,531,565
Interest income	29,321
Gain on sale of capital assets	2,175
Interest expense	<u>(69,410)</u>
Total Non-Operating Revenues (Expenses)	<u>1,711,777</u>
Change in Net Position	1,678,858
NET POSITION - BEGINNING OF YEAR, as restated	<u>5,101,031</u>
NET POSITION - END OF YEAR	<u>\$ 6,779,889</u>

GF - Capital Projects	FY 2024	FY 2025	FY2026	FY 2027	FY 2028	FY 2029
Capital Outlay/Equipment	-	-	-			
Capital Outlay/Small equipment	3,000	3,000	3,000	3,000	3,000	3,000
Capital/GIS Zoning Layers maintenance	40,000	100,000				
Capital/Watershed Development	7,000	7,000	7,000	7,000	7,000	7,000
Capital/Camera Network	50,000	20,000				
Capital/Playground (Rollover)	175,000					
Capital/EZ Communicator (moved to Computers)	8,000					
Capital/Maple&Maryland Ave Road Recons	1,144,396					
Available for Capital	200,000					
MS4 Projects - Rollover	500,000	500,000	500,000	500,000		
Capital/Bucket Truck - 2023	125,000	125,000				
Kubota ATV for Parks - 2024	30,000					
Sidewalk/Roadway Renovation	250,000	250,000				
Tracked Skid Loader - 2024	98,000					
Wood Chipper - 2024	29,000					
Dump Truck w/ salt spreader - 2025		130,000				
Stump Grinder Skid Steer- 2025		8,800				
Snow Plow- 2025		8,500				
Smooth Bucket, Skid Loader- 2025		2,200				
Cab for John Deere- 2025		8,700				
DPW Building Renovation Lean-To- 2025		50,000				
Replacement Truck w/ Plow - 2026			90,000			
Replacement Truck w/ Plow - 2027				90,000		
Replacement Truck w/ Plow - 2028					95,000	
Salt Spreader - 2026			8,000			
Dump Truck - 2029						190,000
Zero Turn Mower - 2028					19,000	
GF Capital Project Total	2,659,396	1,213,200	608,000	600,000	124,000	200,000
WF - Capital Projects						
Modules/RO Elements - 2024	55,000					
Floor Jack - Plant - 2024	5,000					
Discovery Water Main Engineering - 2025		380,000				
Discovery Water Main Replacement - 2025		3,000,000	1,500,000	1,500,000	1,500,000	1,500,000
Replacement Well 1 - 2025		5,000				
Replacement Clearwell Pumps				8,000	8,000	8,200
Rehab Feed Pumps - 2028					18,000	
Rehab RO Pumps - 2029						25,000
MF Filters (Full Replacement) - 2028					225,000	
RO Membrane (Full Replacement) - 2029						250,000
WF Capital Project Total	60,000	3,385,000	1,500,000	1,508,000	1,751,000	1,783,200
Capital Projects Total	2,719,396	4,598,200	2,108,000	2,108,000	1,875,000	1,983,200



Town of Walkersville
Water Fund:
Special Assessment

Town Code: Special Assessment

ARTICLE I

Special Assessment

[Adopted 5-27-2020 by Ord. No. 2020-07 ; amended 7-14-2021 by Ord. No. 2021-08]

§ 85-1. Assessment made against all customers of Town water system.

A special assessment of \$100 per annum shall be made against each water customer per service connection of the Town of Walkersville water system and shall be included on each semiannual water bill. Further, this § 85-1 shall sunset or cease to be in effect as of December 31, 2023.

Special Assessment Implementation

May 13, 2020

10. INTRODUCE ORDINANCE 2020-07 REINSTATE SPECIAL ASSESSMENT

Commissioner Michael Bailey explained the need to reinstate §85-1(A) of the Town Code setting a special assessment on water bills until the new water plant is paid for.

Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to introduce Ordinance 2020-07 reinstating §85-1(A) of the Town Code, in order to assess the \$50 annual fee on each water bill. The motion passed by a vote of 5-0.

4. PUBLIC HEARING OF ORDINANCE 2021-08 – CHANGING SPECIAL ASSESSMENT FOR WATER CUSTOMERS

There were no public comments from citizens.

Commissioner Tom Gilbert made a motion, seconded by Commissioner John Zimmerman to adopt Ordinance 2021-08 changing the special assessment to \$100 per annum from \$50 per annum.

Commissioner Michael Bailey suggested dropping the assessment back down to \$50 in the future, but also increasing water rates so citizens that use more water would pay more. Commissioner Bailey also made a motion to change the sunset date of December 2023 to December 2022. The motion did not receive a second.

There was additional discussion from Burgess Weddle regarding future quarterly billing, online bill pay, and greater ability to locate leaks faster. Commissioner Michael McNiesh agreed with future quarterly billing. He also inquired about water plant costs and potentially altering water rates based on those costs. Commissioner Tom Gilbert felt rates will need to increase and the assessment fee will need to remain. Commissioner Mary Ann Brodie-Ennis preferred the sunset clause remain until December 2023. There was continued discussion regarding updates to quarterly billing, online bill pay, and the need to assess bills for the new water plant to make suggestions for possible changes to the current water rates sooner rather than later. The original motion changing the special assessment to \$100 per annum from \$50 annum to sunset December 31, 2023 passed 4-0.

July 14, 2021

Overview of Water Accounts

IN-TOWN	
Colony Village	169
Creekside	78
Deerfield	286
Fountain Rock Manor	132
Glade Manor II	115
Glade Towne [^]	491
Glade Village	90
Heritage	30
Longley Green	20
Mill Run	21
Old Town	363
Parkside	24
Spring View Estates	106
Sun Meadow	265
Westfield	24
Winter Brook	66
Total	2,165 (2,280)

OUT-OF-TOWN	
Discovery	668
Glade Manor I	132
Spring Gardens	68
Total	868

INDUSTRIAL	
Old Town	6
Total	6

Total Accounts

3,039* (3,154)

[^] Includes Glade Towne Condominiums. Figures in blue updated 03/14/24. Each of the 120 condos is charged the \$50 Special Assessment, but billed to each of the 5 buildings.

* This figure reflects the three Water Street Road accounts removed from Town water service in 2023. No additional accounts are projected to be added to this figure at this time.

Billing by Revenue Class FY23

IN-TOWN	
Colony Village	\$62,194.65
Creekside	\$34,132.78
Deerfield	\$114,418.98
Fountain Rock Manor	\$57,283.42
Glade Manor II	\$43,595.28
Glade Towne^	\$183,599.43
Glade Village	\$51,541.09
Heritage	\$13,858.70
Longley Green	\$8,903.36
Mill Run	\$8,646.44
Old Town	\$166,175.65
Parkside	\$11,656.43
Spring View Estates	\$70,622.38
Sun Meadow	\$123,966.64
Westfield	\$9,918.01
Winter Brook	\$29,708.67
Total	\$990,221.91

OUT-OF-TOWN	
Discovery	\$354,305.98
Glade Manor I	\$69,636.34
Spring Gardens	\$33,041.31
Total	\$456,983.63

INDUSTRIAL	
Old Town	\$84,694.37
Total	\$84,694.37

Total Billed
\$1,531,899.91*

^ Includes Glade Towne Condominiums

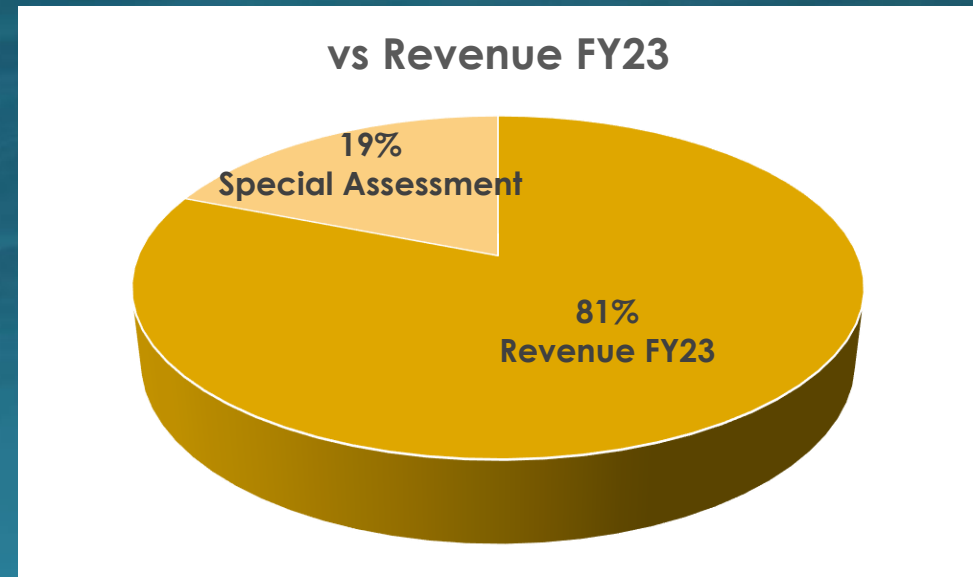
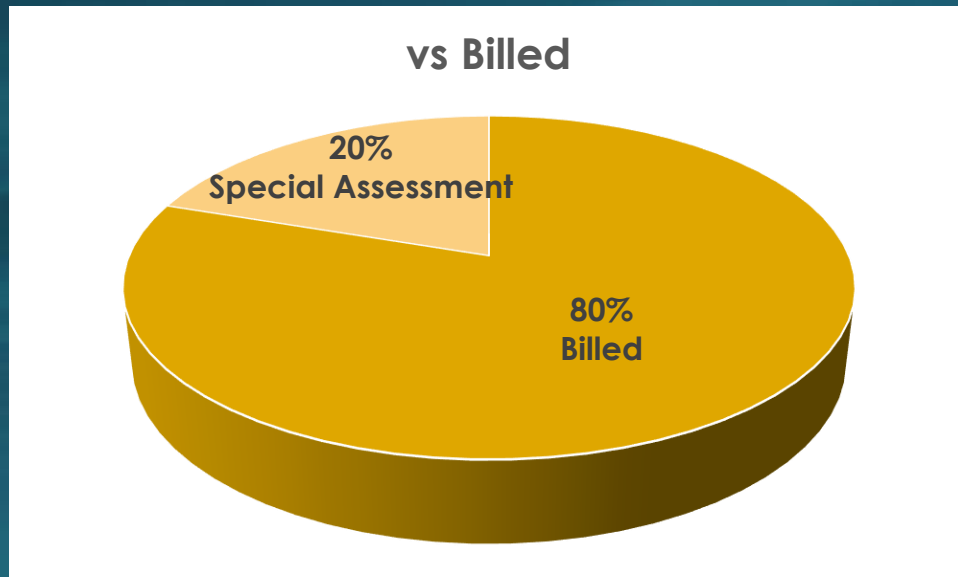
* This figure reflects amounts customers billed, not paid revenue.

Special Assessment Contribution

TOTAL BILLED
\$1,531,899.91

TOTAL REVENUE FY23
\$1,599,614.00

TOTAL ACCOUNTS		SPECIAL ASSESSMENT		TOTAL REVENUE
3,154	x	\$100.00 (\$50.00 per bill)	=	\$315,400.00



WITHOUT SPECIAL ASSESSMENT
\$1,216,499.91

WITHOUT SPECIAL ASSESSMENT

The figures in blue have been updated to reflect individual condos being assessed the Special Assessment. The percentages represented in are still accurate.

Special Assessment Contribution, cont...

	ACTUAL FY23
REVENUE	\$1,599,614.00
EXPENSES	\$1,632,533.00
DIFFERENCE	-\$32,919.00

FY23 WITHOUT SPECIAL ASSESSMENT
\$1,284,214.00

	FY23 WITHOUT SPECIAL ASSESSMENT
REVENUE	\$1,284,214.00
EXPENSES	\$1,632,533.00
DIFFERENCE	-\$348,319.00

The figures in blue have been updated to reflect individual condos being assessed the Special Assessment.

MDE Loan Repayment

	ACTUAL FY23
REVENUE	\$1,599,614.00
EXPENSES	\$1,632,533.00
DIFFERENCE	-\$32,919.00

	FY23 WITHOUT SPECIAL ASSESSMENT
REVENUE	\$1,284,214.00
EXPENSES	\$1,632,533.00
DIFFERENCE	-\$348,319.00

	FY24 AMOUNT (projected)
MDE LOAN PRINCIPAL*	\$220,636.28*
MDE LOAN INTEREST	\$49,273.58
MDE LOAN ADMIN FEE	\$12,742.99
TOTAL	\$282,652.85

* Not accounted for in operating expenses for the Water Fund

The figures in blue have been updated to reflect individual condos being assessed the Special Assessment.

Things to Consider

Tap Fees (Revenue)

	FY20 [^]	FY21 [^]	FY22 [^]	FY23 [^]	FY24 (projected#)
ACTUAL	\$244,400.00	\$319,687.00	\$215,352.00	\$70,400.00	\$0.00
DIFFERENCE FROM YEAR PRIOR	-	+\$75,287.00	-\$104,335.00	-\$144,952.00	-\$70,400.00

[^] Mill Run, Longley Green, & Parkside construction

Tap fees are not budgeted for

Sewer Treatment Fees (Expense)

	FY20	FY21	FY22	FY23	FY24 (projected)
ACTUAL	\$161,590.00	\$302,308.00	\$331,660.00	\$366,248.00	\$397,580.00
DIFFERENCE FROM YEAR PRIOR	-	+\$140,718.00*	+\$29,352.00	+\$34,588.00	+\$31,332.00

* New water treatment plant went live July 2020