

**TOWN OF COLMAR MANOR
BUDGET WORK SESSION
MONDAY, MAY 21, 2012
6:00 P.M.**

CALL TO ORDER:

Mayor Michael E. Hale called for a motion to call the Budget Hearing Meeting to order at 6:28 p.m.

Motion made by Council Member Jackson to call budget hearing into order.
Seconded by Council Member Blue.

PRESENT AT THIS MEETING:

Michael E. Hale, Mayor
Lois Ann Blue, Council Member – Ward 1
Cynthia Bowden, Council Member – Ward 2
Vivian Jackson, Council Member – Ward 3
Doreatha Epps, Council Member – Ward 4
Daniel Baden, Clerk-Treasurer
Brian Gibson, Chief of Police
John Barr, Town Attorney
Tracy Stone, Media Coordinator

INTRODUCE ORDINANCE O-1-2012 ANNUAL BUDGET FY 2012-2013

Daniel Baden, Clerk-Treasurer gave an overview of Ordinance O-1-2012 Annual Budget FY 2012-2013. He gave a thorough discussion for the benefit of the newly elected Councilmembers.

Mr. Baden gave overview of the Annual Tax Levy and how the Town's tax rates are set for Residential and Commercial properties.

Mayor Michael E. Hale called for a motion to introduce Ordinance O-1-2012 Annual Budget for FY2012-2013.

Motion made by Council Member Blue to introduce Ordinance O-1-2012 Annual Budget FY 2012-2013. Seconded by Council Member Jackson. Motion passed with a vote of 5-0.

RECESS TO A COMMITTEE AS A WHOLE FOR BUDGET DISCUSSION

Mayor Michael E. Hale called for a motion to recess to a Committee as a Whole for the Budget Discussion.

Motion made by Council Member Blue to go into a Committee as a Whole to discuss the budget. Seconded by Council Member Jackson. The motion was passed with a vote of 5-0.

Discussion:

Daniel Baden, Clerk-Treasurer began the discussion of the proposed budget for the liabilities.

John Barr, Town Attorney questioned if the projected red light camera revenue was for cash receipted payments only and did not include past due citations. Mr. Baden stated yes. In addition, the budget did not include revenue for the second proposed red light camera or speed camera.

Mr. Baden suggested that he discuss each line item on the proposed budget individually for the benefit of the new Council Members. (See Notes to Budget for all items.)

Council Member Epps questioned why the real estate tax projection has decreased. Mr. Baden stated that all figures are submitted by the State of Maryland via a certification form. He proceeded to explain how the process worked including taxes for vacant homes.

Mr. Baden explained the rates for Personal Property Taxes and Penalties and Interest and what these line items included.

Mr. Baden stated that Highway User line item has been reduced from \$14,000 to \$9,000 which is 10% of the rates from three years ago. There was talk of this being reinstated at during the State Legislative Session but it was not approved.

Mr. Baden stated that the town is the Franchisor for the cable companies in the town. We give the cable companies the authority to operate and sell their services in the town. The town receives a total of 8% of all generated revenues from Comcast and Verizon in order for them to run their services.

Mayor Michael E. Hale questioned if the town has an ordinance for boarding houses. John Barr stated that zoning laws dictate how many people can live in single family and multiple family homes.

The Code Enforcement Department enforces the housing standards for the town. Building permits are approved by Park & Planning for modifications to homes. Rental licenses are required for individuals who rent their properties.

Chief Gibson stated that, when officers enter homes upon the owners request and observe locks on several doors which appear to be rented, they inform the Code Enforcement Officer.

Council Member Epps questioned how many cars were permitted for each house. Chief Gibson stated that the town does not have any ordinance which states how many cars are allowed per household.

Mr. Baden stated the town has solar panels on the building which it receives credits for and can sell on the open market. To date, the town has 14 credits for sale for the solar panels. The town has received \$3,024 for the sale of the credits in the past.

Discussion:

Mayor Michael E. Hale stated that he would like to add fitness equipment to the Game Room on the second level if the town received funding from M-NCPPC.

Mr. Baden stated that two churches are occupying the Community Center on Sundays; the churches are bringing in revenue in the amount of \$1,800 per month.

Mayor Michael E. Hale questioned if there was an update on the status of purchasing the police building. Mr. Baden stated the lease agreement expires June 30th. John Barr will do further research regarding the renewal of the lease.

Daniel Baden, Clerk-Treasurer gave an overview of the Expenses for each line item for the FY2013 budget.

It was suggested that birthday post cards be prepared for resident's birthdays rather paying for birthday cards. Each Council Members would personally pass the post cards out in their Wards. This item will be discussed further.

The Town allocates funds to pay four youth in the town under the Port Towns Jobs for Youth line item. Council Member Blue questioned the amount that has been budgeted for the Ports Towns Jobs for Youth for the End Time Harvest Ministries.

Dan Baden stated that Reverend Addison requested \$3,000. The town has not been submitting this money to her in the past; they have used the funds to pay the town's children to work.

Council Member Blue stated that she wanted to make a motion to submit the funds to the Port Towns Job for Youth this year under a new line item in the budget. She described the work the group provided the community.

Mayor Michael E. Hale called for a motion as requested by Councilmember Blue.

Motion made by Council Member Blue to \$3,000 to ETHM Youth Development Empowerment Work Program. Seconded by Council Member Jackson. The motion was passed with a vote of 5-0.

Dan Baden stated that the PTCDC requested \$5,000 from the town. Council Member Blue questioned how much the other Port Town communities contribute to the Port Towns CDC.

Mayor Michael E. Hale called for a motion to allocate \$5,000 to the PTCDC.

Motion Made by Council Member Blue to allocate \$5,000 to PTCDC line item, not to be disbursed until all documentation previously requested has been received and Council has approved. Seconded by Councilmember Bowden. Motion passed with a vote of 5-0.

Council Member Blue questioned whether we were receiving funds from Social Services for their usage of space in the Police Department. Dan Baden stated that there will not be any funding from Social Services.

Council Member Epps questioned if a street light can be placed in front of a resident's property. Mayor Michael E. Hale stated that he has already looked into the situation and a street light cannot be placed according to PEPCO's rules. Further investigation is to be done to add additional lighting to the location.

It was the consensus of the Council to accept proposed budget.

Mayor Michael E. Hale called for a motion to return to the Work Session.

Motion made by Council Member Blue to return to Work Session. Seconded by Council Member Jackson. The motion was passed with a vote of 5-0.

John Barr, Town Attorney stated that he has an outstanding invoice that has not been received from the town. He asked to be paid \$2,500 towards the invoice.

Mayor Michael E. Hale called for a motion to approve the payment for John Barr.

Motion made by Council Member Jackson to approve payment of \$2,500 to John Barr, Town Attorney for legal billing in reference to water damage in the gym and transfer \$2,500 from Unreserved Funds to Legal Fees. Seconded by Council Member Blue. The motion was passed with a vote of 5-0.

ADJOURNMENT

Mayor Michael E. Hale called for a motion to adjourn.

Motion made by Council Member Blue to adjourn Budget Work Session Hearing.