

Town of Rising Sun
Special Meeting of
Mayor & Commissioners
June 29, 2015

Let it be remembered that the Mayor and Board of Commissioners of the Town of Rising Sun, held a Special Town Meeting on the 3rd floor of the Town Hall on Monday evening, June 29, 2015 at 5:30 PM. For the record the meeting place and time were duly posted as required.

MEMBERS IN ATTENDANCE: Commissioners Allen Authenreath, Jennifer Scully and Dave Warnick.

MEMBERS ABSENT: Mayor Travis Marion and Commissioner George Walker. Note that Mayor Marion participated by Video Chat.

STAFF/CONSULTANTS PRESENT: Town Administrator Calvin A. Bonenberger, Jr., and Town Clerk Marsha J. Spencer.

IN THE MATTER OF CALLING THE MEETING TO ORDER: The meeting was called to order at 5:30 PM by Commissioner Scully and followed by the Pledge of Allegiance.

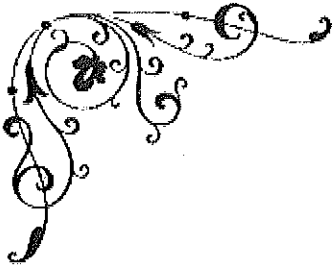
IN THE MATTER OF THE PURPOSE OF THE MEETING:

To review and consider the adoption of the proposed 2015/16 annual budget.

Town Administrator Bonenberger began the presentation with some colorful pie charts that demonstrated the Town's "Expenses" and "Revenue without Grants & Loans."

In the "Overview of the Budget", Mr. Bonenberger efficiently summarized the structure of the budget:

- two major funds, the General Fund and the Proprietary Fund;
- nine departments comprise the General Fund in which revenue and expense are tracked to each department individually;
- two departments, Water and Sewer, comprise the Proprietary Fund consists of two departments, again, with each department tracking revenue and expense individually.



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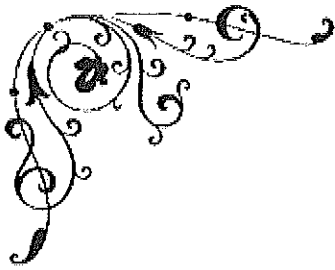


Various major impacts on the 2016 budget include:

- Health Care Cost - The Town's cost for Health Care coverage was decreased by \$43,819; employees' share of Health Care cost was increased by \$16,375. Total savings in Health Care Cost is \$60,193.52 over eleven employees.
- Overtime Cost Analysis: Overtime for the Public Works Department consist of scheduled weekend coverage of the sewer and water plants and on-call status. Scheduled overtime hours will be reduced by 46.7% from 139 scheduled hours per employee, down to 74 hours. The four hour on-call pay for an employee being on-call during the week, (139) is equal to \$7,341 per year of fixed cost that will be eliminated and replaced by 4 hours of call-in time at 1.5 hours if an employee is called in. Total across the board decrease of overtime pay is \$3,671.
- Due to the sewer plant being run by a third party agency, weekend coverage will be reduced from six hours of coverage on the weekends to three hours of coverage. This is a projected savings of \$5,505.
- Electric & Heating Cost Analysis: The total electric expenses for the Town increased \$34% from a projected total cost of \$59,847 to a new cost of \$80,151. This cost is mainly due to electric at the Town Hall and in Parks & Recreation. Total Budget expense increase of annual payments of \$20,304.
- Despite the extremely cold winter, the total expense for Heating Oil actually decreased 36.33%, from a projected total cost of \$11,758 to a new cost of \$7,486. This reduction can be attributed to a new policy on the temperature settings on the thermostats: 68 in the winter months and 75 in the summer. Total budget expense decrease of annual payments of \$4,272.
- Vehicle Fuel Cost Analysis: The motor vehicle fuel cost for the Town actually decreased 19% from a projected total cost of \$32,060 to an actual cost of \$25,947. Although there will hypothetically be less distance traveling with the PW crews to deliver sample testing from the sewer plant, the budget proposes to keep the projected cost at last year's projections in anticipating fuel cost increases. Total budget expense decrease of annual payments of \$6,113.

General Budget Notes and Highlights:

- Employees shall receive a COLA increase of 3% with a possible merit increase up to an additional 2%, based upon employee performance and evaluation.
- The Police Department's administrative assistant's position will be eliminated and the funds redirected to the detective sergeant position mentioned below.
- A new detective sergeant's position will be created in the Police Department. The position will be a mid-level management position assigned to handle case investigations, presentations, administrative data management and internal affairs type duties.
- Budget includes:



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- two new police cars
- two new Public Works vehicles
- \$100,000 of paving
- \$40,000 of storm water piping repairs
- \$10,000 of water plant building upgrades
- \$8,000 for resealing the parking lot
- Cost to replace 4" water lines for more than \$3 Million – not in budget grant application in near future
- Some expenses are tied to revenue such as grants, loans, or reserve fund transfers, if the money does not come in the expense does not get spent.

Projected revenue: \$1,862,448.36

Projected expense: \$1,847,442.83

With a positive cash flow of \$15,005.52.


Town Administrator Bonenberger began a more specific review of line items in the General Fund, including notable changes and additions in each department: General Services, Police Department, Code Enforcement, Public Works, Streets & Sidewalks, Solid Waste Collection, Parks & Recreation, Debt Service, and Emergency Management.

Similarly, Mr. Bonenberger reviewed specific changes to the line items in the Proprietary Fund: Water and Sewer Departments.

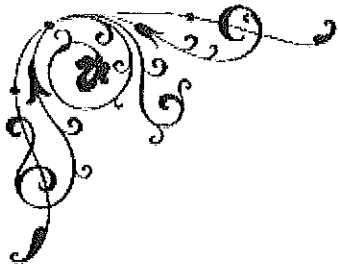
Commissioners expressed their appreciation for the level of detail, research and time to present a complete budget that eliminated many questions.

To allow for further review, questions and answers, motion was made by Commissioner Warnick and seconded by Commissioner Authenreath at 8:25 to reconvene this meeting at 6 PM tomorrow evening, June 30th. Motion carried 3-0.

Respectfully,


Marsha J. Spencer

Town Clerk



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Motion to approve these minutes was made by Commissioner Warnick and seconded by Commissioner Authenreath. Motion carried 2-0.

DECLARATION AND VERIFICATION OF AUTHENTICITY

I, Marsha J. Spencer, Clerk for the Town of Rising Sun, Maryland, do hereby certify that the above and foregoing minutes are a true, perfect and complete copy of the Minutes adopted by the Mayor and Commissioners of the Town of Rising Sun, Maryland, and is identical to the original thereof appearing in the official records of the Town of Rising Sun, Maryland and the same has not, since its adoption, been rescinded or amended in any respect.

IN TESTIMONY WHEREOF, I have hereunto set my hand and have affixed the seal of the Town of Rising Sun as of this 14th day of July 2015.

Respectfully submitted

Marsha J. Spencer
Town Clerk

CERTIFICATE & TOWN SEAL

**(STATE OF MARYLAND)
(COUNTY OF CECIL)
(TOWN OF RISING SUN)**