

**TOWN OF MANCHESTER**  
**ORDINANCE NO. 264**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF MANCHESTER TO PROVIDE FOR THE ADOPTION OF THE BUDGET AND THE LEVY OF TAXES FOR THE USE OF THE TOWN FOR THE PERIOD JULY 1, 2025 TO JUNE 30, 2026, AND TO FURTHER PROVIDE FOR THE COLLECTION OF SAID TAXES AND FOR THE PAYMENT OF INTEREST AND PENALTIES ACCRUING THEREON, IN ACCORDANCE WITH THE PROVISIONS OF THE CHARTER OF THE TOWN OF MANCHESTER AND THE ANNOTATED CODE OF MARYLAND, LOCAL GOVERNMENT ARTICLE.**

SECTION 1: BE IT ENACTED AND ORDAINED by the Town of Manchester that the budget prepared by the Town Council and attached hereto, and made a part hereof, for the period July 1, 2025 to June 30, 2026, be, and it is hereby adopted and approved.

SECTION 2: Real Property AND BE IT FURTHER ENACTED AND ORDAINED that a tax of twenty one point six (\$.216) cents on every one hundred (\$100.00) dollars of assessed value of all real property within the corporate limits of the Town of Manchester, Carroll County, Maryland be levied for the use of the Town of Manchester for the period of July 1, 2025 to June 30, 2026 for general purposes, as authorized by the acts of the General Assembly of Maryland, Section C6-12 through C6-14 of the Charter of the Town of Manchester and as further authorized by the Local Government Article of the Code of Public General Laws of the State of Maryland.

SECTION 3: AND BE IT FURTHER ENACTED AND ORDAINED that said taxes so levied shall be collected by Carroll County. Taxes shall be overdue on the dates established by the Carroll County Commissioners. They shall bear interest and be subject to penalty in the amounts specified from time to time for taxes due to Carroll County, Maryland. All taxes not paid and in arrears shall be collected as provided by Section C6-15 of the Charter and by the Local Government Article.

SECTION 4: AND BE IT FURTHER ENACTED AND ORDAINED that the tax collector of said Town be and is hereby authorized, directed and required to collect the taxes levied by this Ordinance and the interest and penalties accruing thereon, in accordance with the aforementioned authorities; and said tax collector shall give notice, by publication in a newspaper of general circulation, and posting a notice thereof in the Town Office, of the time said taxes shall be due and payable and to who, and when they may be paid.

SECTION 5: **Personal Property** AND BE IT FURTHER ENACTED AND ORDAINED that a tax of forty-six cents (\$.46) on every one hundred (\$100.00) dollars of assessed value of all personal and mixed property within the corporate limits of the Town of Manchester, Carroll County, Maryland be levied for the use of the Town of Manchester for the period of July 1, 2025 to June 30, 2026 for general purposes, as authorized by the acts of the General Assembly of Maryland, Section C6-12 through C6-14 of the Charter of the Town of Manchester and as further authorized by the Local Government Article of the Code of Public General Laws of the State of Maryland.

SECTION 6: That this Ordinance shall be effective as of July 1, 2025.

Introduced this 8<sup>th</sup> day of April, 2025.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2025 by a  
vote of \_\_\_\_\_ members in favor, \_\_\_\_\_ opposed and \_\_\_\_\_  
abstentions.

ATTEST:

\_\_\_\_\_  
Melinda D. Smith  
Mayor

\_\_\_\_\_  
Kelly J. Baldwin  
Director of Finance



<b><u>FY'26 GENERAL FUND REVENUES</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>	
Real Property maintains \$.216 per \$100 of assessed value	\$1,288,306	\$1,358,713	
Personal Property	\$400	\$400	
Public Utilities	\$29,000	\$32,000	
Ordinary Business	\$15,000	\$13,000	
Penalties/Interest	\$5,000	\$5,000	
Income Tax	\$900,000	\$925,000	
Admission Tax	\$11,000	\$5,000	
Highway Users	\$382,480	\$423,431	
* Town/County Agreement (less NPDES & Stormwater Projects)	\$320,786	\$326,758	
* Financial Corp (Bank Shares)	\$655	\$655	
* State Road Grant	\$3,816	\$3,719	
State Police Aid	\$49,227	\$49,227	
P.O.S. Grant & CCP Grant for ballfield lights			
Pavilion Rentals	\$15,000	\$15,000	
Police Fines/Fees	\$600	\$600	
Interest	\$66,000	\$66,000	
Post Office Rent	\$41,796	\$41,796	
Cable Franchise Fees	\$43,000	\$43,000	
Misc Revenues (Copy, Svs fees, Amusement devices)	\$1,000	\$1,000	
Rental Housing Licenses	\$500	\$25,000	
Alcohol Beverage	\$625	\$625	
Title Transfer fees	\$2,500	\$2,500	
Trader's License	\$4,000	\$4,000	
Building/Local Permits (2 homes @ \$275+ 50 @ \$30)	\$2,600	\$2,050	
Zoning Fees	\$500	\$500	
Park Service Fee (2 homes @ \$1000)	\$4,000	\$2,000	
Safety Service Fee (2 homes @ \$1250)	\$5,000	\$2,500	
Safety Service Fee (2 homes @ \$250) to MVFD	\$1,000	\$500	
Transfer from Money Market Account for CDA Loan	\$193,095	\$189,450	final payment
Transfer from Main St. Revitalization for banners	\$1,000	\$1,000	
Transfer from War Memorial savings for update	\$4,000	\$4,000	
Transfer from Park Savings for Crossroads playground	\$35,000	\$0	
Transfer from Main St. Revitalization for Holiday decoration	\$5,000	\$0	
Encumber FY 24 Tower Tree install	\$4,000		
Encumber FY 24 Road Inspection	\$18,000		
Encumber FY 24 Road Inspection		\$18,000	
Encumber FY25 Historic Ctr windows	\$0	\$13,739	
Encumber FY25 ADA Legal Svs	\$0	\$20,000	
Encumber FY25 ADA Technical Assistance	\$0	\$80,000	
Encumber FY25 Post Office ADA door	\$0	\$6,500	
<b>SUB TOTAL</b>	<b>\$3,453,887</b>	<b>\$3,682,664</b>	<b>6.6%</b>
<b><u>FY26 GENERAL FUND EXPENDITURES</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>	
<b><u>MAYOR &amp; COUNCIL:</u></b>			
Salaries	\$18,000	\$22,800	
F.I.C.A.	\$1,377	\$1,744	
Workman's Compensation	\$1,200	\$1,200	
Pension	\$2,155	\$2,390	
TTCA Employer Expense	\$108	\$0	
Supplies	\$3,750	\$3,750	
Training, Membership Dues, Conferences	\$8,800	\$8,800	
Public Officials Liability	\$5,900	\$5,900	
Charlotte B. Collett Memorial Scholarship & MML Scholar	\$2,000	\$2,000	



MML Dues	\$6,500	\$8,000		
Carroll Co MML dinner Dec 2024	\$2,500	\$0		
IT Services	\$1,500	\$1,500		
<b>SUB TOTAL</b>	<b>\$53,790</b>	<b>\$58,085</b>		<b>8.0%</b>
<b><u>HISTORICAL CENTER</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>		
Supplies	\$2,500	\$2,500		
Electric	\$3,200	\$5,500		
Telephone, Internet Communications	\$1,680	\$1,500		
Building Insurance	\$2,150	\$2,150		
War Memorial lettering (to be upgraded in Nov'24)	\$6,000	\$6,000		
Historic Center w&s bill	\$480	\$480		
Historic Center Building Maintenance (windows)	\$13,739	\$13,739		
Alarm	\$600	\$600		
IT Services	\$2,000	\$2,000		
<b>SUB TOTAL</b>	<b>\$32,349</b>	<b>\$34,469</b>		<b>6.6%</b>
<b><u>ADMINISTRATION</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>		
Salaries	\$129,093	\$125,669		
Overtime	\$1,000	\$2,500		
F.I.C.A.	\$10,205	\$10,009		
Workman's Compensation	\$2,687	\$2,419		
Pension	\$14,461	\$15,648		
Health Insurance	\$18,187	\$23,037		
Life & Disability Insurance	\$608	\$662		
TTCA Employer Expense	\$781	\$0		
Gasoline	\$400	\$600		
Vehicle Maintenance	\$1,450	\$1,300		
Vehicle Insurance	\$850	\$1,000		
Supplies	\$12,500	\$12,500		
Training, Dues	\$500	\$250		
Electric	\$6,200	\$12,000		
Telephone, Internet Communications	\$9,060	\$6,360		
Building Insurance	\$3,000	\$3,000		
Cleaning	\$2,040	\$2,040		
Building Maintenance (paint foyer/hallway)	\$10,000	\$6,000		
Fuel Oil (for generator)	\$1,000	\$1,000		
W/S bill	\$440	\$440		
IT Services	\$17,500	\$18,500		
Web Design & Maintenance (new website)	\$8,000	\$8,000		
Payroll Services	\$4,500	\$4,500		
General Insurances	\$6,700	\$8,000		
Advertising/Publications	\$1,500	\$1,500		
Security Camera Upgrade (split with Police)	\$7,500	\$0		
Election Expense	\$6,000	\$0		
Audit	\$25,000	\$27,500		
General Code Updates	\$4,000	\$4,000		
Legal Fees	\$18,000	\$18,000		
ADA Attorney/ Legal Fees	\$20,000	\$20,000		
New Town Hall & Police Station Loan Payment	\$193,196	\$193,196	from Money Mkt savings	
<b>SUB TOTAL</b>	<b>\$536,358</b>	<b>\$529,631</b>		<b>-1.3%</b>
<b><u>PUBLIC SAFETY:</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>		
Salaries	\$520,661	\$558,978		
Overtime	\$16,000	\$16,000		



F.I.C.A.	\$41,091	\$44,015		
Workman's Compensation	\$26,567	\$28,516		
Pension	\$102,801	\$117,003		
Health Insurance	\$86,754	\$80,127		
Life & Disability Insurance	\$2,716	\$3,349		
TTCA Employer Expense	\$3,220	\$0		
Gasoline	\$20,000	\$20,000		
Vehicle Repairs	\$6,000	\$8,000		
Vehicle Insurance	\$7,500	\$7,750		
Supplies/Ammo	\$16,000	\$17,500		
Uniforms	\$4,000	\$5,500		
Electric	\$3,696	\$7,392		
Telephone, Internet Communications	\$14,700	\$14,700		
Building Insurance	\$1,500	\$1,500		
Cleaning	\$1,100	\$1,100		
Liability Insurance	\$8,500	\$10,000		
Police Bldg w/s bills	\$300	\$300		
Training, Dues	\$4,000	\$4,000		
Keystone Software	\$3,000	\$3,000		
IT Services	\$8,000	\$11,400		
Building Maintenance	\$1,500	\$1,500		
Taser Contract	\$2,900	\$2,900		
New Vehicle	\$60,000	\$0		
Body Cam/ IA Pro	\$0	\$0		
New server & one station	\$8,500			
Security Camera Upgrade ((split with Admin)	\$7,500	\$0		
Admin Computer / printer		\$2,000		
Admin Desk / chair		\$4,000		
SUB TOTAL	\$978,506	\$970,530		-0.8%
<b><u>FIRE COMPANY:</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>		
Activities Dumpster	\$4,160	\$3,952		
Safety Service Fee (2 homes @ \$250)	\$1,000	\$500		
Donation (Ambo 49 payments #16 & #17)	\$28,609	\$30,000		
SUB TOTAL	\$33,769	\$34,452		2.0%
<b><u>MAINTENANCE:</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>		
Salaries	\$161,031	\$165,589		
Overtime	\$1,000	\$2,000		
Snow Overtime	\$15,000	\$18,000		
F.I.C.A.	\$13,615	\$14,256		
Workman's Compensation	\$5,672	\$5,925		
Pension	\$16,320	\$19,477		
Health Insurance	\$41,131	\$37,954		
Life & Disability Insurance	\$1,176	\$1,197		
TTCA Employer Expense	\$1,062	\$0		
Gasoline	\$8,600	\$8,600		
Vehicle Maintenance	\$15,000	\$22,500		
Equipment Repairs	\$10,000	\$15,000		
Supplies	\$18,000	\$18,000		
Uniforms	\$2,000	\$2,000		
Garage Electric	\$2,250	\$4,500		
Telephone, Internet Communications	\$2,750	\$2,750		
Building Insurance	\$1,250	\$1,500		



Diesel Fuel	\$3,000	\$3,000		
Road Salt	\$15,000	\$21,000		
Vehicle Insurance	\$8,700	\$8,700		
Training, Dues	\$250	\$250		
Snow Removal Costs	\$8,000	\$7,000		
Maintenance Shop W/S bill	\$500	\$500		
Chemicals for spraying	\$2,000	\$2,000		
IT Services	\$4,000	\$4,000		
Street Lights	\$33,600	\$33,600		
Street Signs (includes 3 solar stop signs)	\$6,100	\$8,600		
Street Repairs	\$248,100	\$0		
York St		\$276,000	mill & overlay 2"	\$ 551,422
Augusta from Bachman to Rachelle		\$176,022	mill & overlay 2"	
Bachman Ct		\$86,000	mill & overlay 2"	
Nevada & Southwestern Intersection		\$5,800	patch	
Mahala Ct storm drain		\$3,800	patch	
Church St & Long Lane		\$3,800	patch	
Replace '07 Dump Truck (includes trade-in)	\$185,000	\$0		
Road Inspection Services	\$18,000	\$18,000		
Leaf Machine Maintenance	\$5,000	\$0		
ADA Technical Assistance	\$100,000	\$100,000		
Tires for Bobcat	\$0	\$0		
Tires for Back Hoe	\$0	\$0		
Line striping	\$0	\$25,000		
Facilities Tools	\$1,000	\$0		
Generator Install		\$6,800		
SUB TOTAL	\$954,107	\$1,129,121		18.3%
<b><u>POST OFFICE &amp; POSTAL PARK:</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>		
Post Office Supplies & Repairs (includes HVAC service 2/yr	\$2,500	\$2,500		
Building Insurance	\$600	\$900		
Mulch/Flowers	\$250	\$400		
ADA Door	\$6,500	\$6,500		
Vinyl Fence for Postal Park		\$0		
SUB TOTAL	\$9,850	\$10,300		4.6%
<b><u>ZONING</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>		
Salaries	\$80,578	\$99,919		
Overtime	\$1,000	\$0		
F.I.C.A.	\$6,385	\$7,913		
Workman's Compensation	\$1,675	\$2,584		
Pension	\$9,055	\$9,864		
Health Insurance	\$17,588	\$33,083		
Life & Disability Insurance	\$370	\$566		
TTCA Employer Expense	\$489	\$0		
Gasoline	\$700	\$700		
Vehicle Maintenance (Insurance, Repairs)	\$1,000	\$1,000		
Supplies	\$4,000	\$6,000		
IT Services	\$1,500	\$1,500		
Legal Review	\$8,000	\$8,000		
Comp Plan Update	\$0	\$7,500		
Training, Dues, Conferences	\$4,250	\$4,250		
Reimbursement for Board attendance \$50/mtg	\$3,500	\$3,500		
SUB TOTAL	\$140,090	\$186,378		33.0%



<b><u>SOLID WASTE:</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>		
Collection & Recycling	\$175,759	\$187,298		
Tipping Fees	\$145,080	\$153,372	new tipping fees proposed	
Bulk Trash Pick-up & Tree Pick-up (2 x / yearly)	\$6,500	\$6,500		
Weekly Yard Waste Collection (Apr-Nov)	\$16,632	\$18,511	added add'l 2 weeks	
<b>SUB TOTAL</b>	<b>\$343,971</b>	<b>\$365,680</b>		<b>6.3%</b>
<b><u>STORMWATER MANAGEMENT:</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>		
Collection System repairs @ various locations	\$65,000	\$80,000		
Mowing 15 sites 7 times/season	\$14,000	\$14,500		
SWM Outfall Repairs	\$0	\$0		
<b>SUB TOTAL</b>	<b>\$79,000</b>	<b>\$94,500</b>		<b>19.6%</b>
<b><u>COMMUNITY PROJECTS</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>		
Holiday Tree/Flowers	\$350	\$350		
Banners for Main Street ( from Main St. Revitalization Fun	\$1,000	\$1,000		
National Night Out supplies	\$1,000	\$1,000		
Main St decorations	\$5,000	\$5,000		
Christmas Tree installation on MBC Tower	\$4,000	\$3,500		
<b>SUB TOTAL</b>	<b>\$11,350</b>	<b>\$10,850</b>		<b>-4.4%</b>
<b><u>PARKS:</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>		
Salaries	\$113,644	\$116,264		
OT for Parks Work	\$2,000	\$2,000		
F.I.C.A.	\$8,919	\$9,106		
Workman's Compensation	\$3,932	\$3,999		
Pension	\$12,327	\$14,018		
Health Insurance	\$26,453	\$25,735		
Life & Disability Insurance	\$770	\$787		
TTCA Employer Expense	\$694	\$0		
Gasoline	\$1,900	\$1,900		
Vehicle Maintenance	\$2,200	\$2,200		
Equipment Repairs	\$2,500	\$2,500		
Supplies	\$8,000	\$8,000		
Uniforms	\$600	\$600		
Electric	\$450	\$900		
Telephone, Internet Communications	\$1,380	\$1,380		
Building Insurance	\$1,200	\$4,000		
Park Dumpster	\$1,560	\$1,560		
Park w/s Bills	\$800	\$800		
Ball field w/s bill	\$600	\$600		
Vehicle Insurance	\$1,000	\$1,000		
Ball field Dumpster	\$1,360	\$1,360		
Training, Dues	\$1,300	\$1,300		
Tree Replenishment Program for Christmas Tree Park	\$5,000	\$5,000		
Hazardous Tree Removal	\$3,000	\$3,000		
Pruning/Trimming/Main Street Trees	\$5,000	\$5,000		
Chemicals for spraying	\$2,000	\$2,000		
Skate Park Insurance	\$2,000	\$2,000		
Skatepark Repairs	\$1,500	\$3,500		
IT Services	\$1,000	\$1,000		
Playground Toy Maintenance	\$5,000	\$5,000		
Ballfield light repair	\$3,000	\$3,000		
Christmas Tree Park Board Fence Replacement	\$8,000	\$0		
Cross Roads Tot-Lot Rehab	\$35,000	\$0		

Water Bottle Refill @ CTP	\$4,000			
ADA sidewalks around pavilions (multi-year)	\$0	\$7,500	from parking to swingset between 2& 3	
Mulch	\$0	\$6,000		
<b>SUB TOTAL</b>	<b>\$268,089</b>	<b>\$243,008</b>		<b>-9.4%</b>
<b><u>CHARLOTTE'S QUEST NATURE CENTER:</u></b>	<b><u>FY'25</u></b>	<b><u>FY'26</u></b>		
Program Director	\$9,360	\$9,360		
Port-A-Pot Rental	\$1,800	\$1,800		
Supplies/Repairs/Insurance	\$1,000	\$1,000		
Electric	\$500	\$1,000		
Landscape Berms		\$2,500		
<b>SUB TOTAL</b>	<b>\$12,660</b>	<b>\$15,660</b>		<b>23.7%</b>
<b>TOTAL REVENUES</b>	<b>\$3,453,887</b>	<b>\$3,682,664</b>		
<b>TOTAL EXPENSES</b>	<b>\$3,453,889</b>	<b>\$3,682,664</b>		
<b>SURPLUS (SHORTAGE)</b>	<b>(\$1)</b>	<b>(\$0)</b>		