

MAYOR AND COUNCIL OF BOONSBORO, MARYLAND
ORDINANCE 2026-01;
AN ORDINANCE to ADOPT THE FISCAL YEAR 2027 BUDGETS AND TAX RATES
FOR THE TOWN OF BOONSBORO, MARYLAND

WHEREAS, the Town of Boonsboro is a municipal corporation of the State of Maryland expressly authorized by Maryland Code Annotated, Local Government Article, Section 5-205(b)(1) to expend any municipal funds for any purpose deemed to be public and to affect the safety, health and general welfare of the municipality and its occupants; and

WHEREAS, the Charter of the Town of Boonsboro, Article VII, Finance prescribes the manner in which the Town shall submit, adopt and operate a budget for the fiscal year beginning July 1 and ending June 30; and

WHEREAS, this Ordinance is introduced for the purpose of adoption of the budget and to set the tax rates for the fiscal year beginning July 1, 2026 and ending June 30, 2027; and

WHEREAS, a public hearing was held on May 11, 2026 regarding the proposed budgets after notice was duly provided and advertised in a local newspaper of general circulation in the Town of Boonsboro.

NOW THEREFORE be it ordained by the Mayor and Council of the Town of Boonsboro that:

Section 1. Fiscal Year 2027 Budgets. That the Fiscal Year 2027 Budgets are hereby approved and/or as amended hereinafter, attached hereto as “Exhibit A,” providing the estimated and anticipated revenue and expenditures for the Governmental and Proprietary Funds for the period July 1, 2026 through June 30, 2027.

Section 2. Real Property Tax Rate. The tax rate on all real property located within the limits of the Town of Boonsboro is hereby set at \$0.3591 per \$100.00 of assessed property value. The assessed property values shall be those used for real estate tax purposes as determined by the Washington County office of the State Department of Assessments and Taxation.

Section 3. Personal Property Tax Rate. The tax rate applicable to personal property located within the limits of the Town of Boonsboro is hereby set at \$0.87 per \$100.00 of assessed personal property. The assessed property values shall be those used for personal property tax purposes as determined by the State Department of Assessments and Taxation.

Section 4. Sanitation and Recycling Rates. The sanitation and recycling rate established in the General Fund Budget shall be increased from \$35 to \$50 per quarter and charged and collected quarterly as set forth for Fiscal Year 2027.

Section 5. Water and Sewer Fixed Fees. The water and sewer rates established in the Water and Sewer Funds Budget shall be charged and collected quarterly as set forth for Fiscal Year 2027.

Proposed Rates July 1, 2025	Residential	Commercial	Out of Town
Sewer Fixed Fee	\$77.00 per EDU	\$77.00 per EDU	----
1-18000 gallons wastewater	\$9.00/1000gal	\$9.00/1000gal	----
18001+ gallons wastewater	\$13.00/1000gal	\$13.00/1000gal	----
Water Fixed Fee	\$45.00 per EDU	\$45.00 per EDU	\$67.50 per EDU
1-18000 gallons water	\$6.20/1000gal	\$6.20/1000gal	\$9.30/1000gal
18001+ gallons water	\$9.30/1000gal	\$9.30/1000gal	\$11.30/1000gal

Section 6. Water and Sewer Connection Fees. The water and sewer connection fees established in the Water and Sewer Funds Budget shall be charged as set forth in this Ordinance. Any landowner, developer, or applicant applying to the Town’s water and sewer system shall pay to the Town the following fees at the time of application and before any connection may be made:

Water Connection Fee: \$12,000.00

Sewer Connection Fee: \$18,000.00

Meter Costs at Prevailing Rates

Furthermore, Resolution No. 2024-02: “Amend Fees for Connection to Water and Wastewater System” is hereby repealed as of the Effective Date of this Ordinance.

ATTEST:

BOONSBORO MAYOR AND TOWN COUNCIL:

Rachel Souders, Town Manager

Howard Long, Mayor

Anthony Nally, Assistant Mayor, Town Treasurer

Eric Kitchen, Council Member, Assistant Town Treasurer

Terri Hollingshead, Council Member

Marilee Kerns, Council Member

Raymond Hanson, Council Member

Ricky Weaver, Council Member

Date of Introduction: April 23, 2026

Date of Passage: May 11, 2026

Effective Date: May 31, 2026

Town of Boonsboro
Fiscal Year 2027 Budget
General Fund

2027 Budget

Revenues

Local Prop Tax & Interest	
Taxes - Real Property (CY Rate \$0.3591)	1,604,386
Taxes - Pers Prop - Incorp (\$0.87)	60,000
Taxes - Pers Prop - Unincorp (\$0.87)	1,000
Taxes - Public Utility Property Tax	25,000
Taxes - Penalties & Int (CY)	1,700
Taxes - Discounts	(4,800)
Total Local Prop Tax & Interest	1,687,286

Licenses, Permits, & Planning	
License & Permit-Trader	4,000
Town Permits	250
County Building Permits	2,500
Zoning Use Permits	800
BZA/Exceptions/Variances	600
Development Review Fees	0
Developer Engineer Review Fees	0
Developer Legal Review Fees	0
Total Licenses, Permits, & Planning	8,150

Grants & Shared Taxes	
State Shared & Local Inc Tax	650,000
Taxes - Admissions & Amusement	28,000
MD State Aid Police Protection	24,916
Police Report Fees & Infractions	50
State Shared Highway User Rev	284,194
Revenue in Lieu of Bank Share	951
Elderly Housing Contribution	1,600
County Permit Excise Tax	13,000
Hotel/Motel Tax Share	39,000
Total Grants & Shared Taxes	1,041,711

Sanitation Charges (1389 accounts)	
Sanitation Charges (\$50/account/quarter)	277,800

Total Sanitation Charges	277,800
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Other Revenue	
Interest & Dividends	160,000
Park Rental Income	8,000
Town Farm Rental	3,000
Cable Television Fees	32,000
EDC Sponsorships	0
EDC Meetings & Networking	1,000
MML Meetings & Dinners	0
BEC Farmers Market Vendor Fees	2,000
BEC Community Garden	60
PSC NationalNightOut Donations	1,000
Park Board Event Donations	0
Municipal Infraction Fees	0
Municipal Infraction Expenses	0
Miscellaneous Income	12,000
Total Other Revenue	219,060

Total Revenues	3,234,007
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Expenses	2027
Mayor And Council	Budget
Mayor's Salary	3,600
Council's Salary	7,200
Treasurer's Salary	1,000
MML Dues	5,200
M&C Education / Conference Stipend	6,000
Convention & WCML Expense	7,600
Contributions/Donations	1,000
Ambulance Service Contribution	28,000
Fire Department Contribution	28,000
Total Mayor & Council	87,600

Administration	
Town Manager - Salary	52,388
Town Clerk - Salary	36,227
Town Planner - Salary	49,664
Office Manager - Salary	43,047
Payroll Processing Fee	4,285
Training/Dues/Meetings	7,000

Payroll Taxes & FICA - Admin	13,871
Employee Pension - Admin	12,693
Health/Life/STD Insur - Admin	89,530
Workers' Comp Ins Exp - Admin	3,200
Insurance - Property/Liability	19,800
Advertising	700
Postage	1,700
Office Supplies	4,000
Office Equipment	3,000
Office Equipment Maintenance	1,000
Software/Subscriptions	21,000
Employee Appreciation	8,670
Telephone	1,700
Total Administration	373,474

Elections

Election Expenses	0
Total Elections	0

Professional Services

Attorney Fees	22,000
Audit Services	18,250
Accounting Services	15,000
Circuit Rider	3,000
Lobbyist	0
Retirement Administration	2,200
Total Professional Services	60,450

Planning & Zoning

Planning, Zoning & Engineering Supplies	500
Planning, Zoning & Engineering Misc	150
Planning & Zoning Meeting Expense	2,600
Legal Notices	900
Bldg Permits/Excise Tax - WC	0
Comp Plan Updates	30,000
Engineering Fees	22,000
MS4 Permitting	22,000
GIS	15,000
Total Planning & Zoning	93,150

Economic Dev Commission

EDC Meetings/Networking	3,640
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EDC Sponsorships/Business Support	7,080
EDC Revitalization Support	0
EDC Promotional Items (was MML Main St Conv)	0
EDC Tourism Development/Promotion	12,370
EDC Main Street Maryland Program	0
Total Economic Dev Comm	23,090

Environmental Commission

BEC Meetings	2,700
BEC Special Projects	6,156
BEC Public Education	460
Community Garden Expenses	1,250
Farmer's Market Stipend	1,900
Farmer's Market Expenses	600

Total Environmental Comm	13,066
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Police & Public Safety

Police Chief - Salary	112,383
Assistant Chief / Lieutenant - Salary	94,534
Police Operations Mgr - Salary	64,463
Police Officer - Salary	221,142
Police - Overtime	10,000
Police - Holiday Pay	16,500
Payroll Taxes & FICA - Police	39,705
Employee Pension - Police	36,331
Health/Life/STD Insur - Police	29,540
Workers' Comp Ins Exp - Police	29,000
Insurance-Police Vehicle/Equip	18,600
Police Dept Equipment	20,000
Police Fees-Lic/Dues/Web	15,000
Police Dept Uniforms	6,000
Police Dept Supplies	5,000
Police Dept-Cell Phones	2,100
Police Dept Training	6,000
Police Building Maintenance	10,000
Police Dept Capital Outlay	24,500
Police Dept Vehicle Maint	15,000
Police Dept Vehicle Gas	20,000
National Night Out Stipend	0
National Night Out Expenses	4,000
Police Dept Contingency	10,000

Total Police & Public Safety	809,798
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Highways & Streets	
Public Works - Salary	148,767
Public Works - Overtime	22,000
Public Works - SpOvertime	7,500
Public Works - Part Time Park	37,441
Payroll Taxes & FICA - PW	16,502
Employee Pension - PW	12,479
Health/Life/STD Insur - PW	104,326
Workers' Comp Ins Exp - PW	7,000
Insurance - Building/Equipment	4,200
Uniforms + Boots	2,800
Employee Cell Phones	2,000
Employee Cell Phone Stipend	3,000
Vehicle Gas	14,000
Vehicle Maint & Repair	15,500
Small Equipment (weed Eater, small equip)	6,000
Equipment Maint & Repair	15,000
Maintenance/Supplies	12,000
Street Maint & Repair	24,000
Street Cleaning	5,750
Snow-Overtime	5,000
Snow Removal Contractor	10,000
Snow-Sp Overtime	23,000
Snow Melt Salt	17,000
Yard Debris Grinding Contractor	8,500
Street Lighting	72,000
Capital Outlay	30,559
Total Highways & Streets	626,323

Sanitation	
Sanitation/Recycling	233,907
Sanitation Tipping Fes	52,000
Total Sanitation	285,907

Municipal Owned Buildings	
Municipal Building Maintenance	30,000
Municipal Grounds Maintenance	34,000
Heating	15,000
Electric	22,000
Total Municipal Owned Buildings	101,000

Parks, Recreation, & Events		
Park Grounds Maintenance		34,000
Park Facilities Maintenance		35,000
Park Equipment		3,750
Park Board Meetings		2,275
Insurance - Park Build/Equip		3,000
Concerts		7,000
Olde Tyme Christmas		2,540
Wagon Train Event		1,100
Fishing Derby and Treasure Hunt		1,500
Independence Day Event		22,490
Park Movie Event		2,500
Total Parks, Recreation, & Events		115,155
Non-Departmental Expense		
Contingency Fund		10,000
Total Non-Departmental Expense		10,000
Capital Improvements		
Long Term Capital Improvements		85,000
Special Projects Grant Spending- See SP Sheet		549,994
CIP Reserves		0
Total Capital Improvements		634,994
Total Expenses		3,234,007
Total Revenues		3,234,007
Net Income		(0)

Town of Boonsboro
Fiscal Year 2027 Budget
Water Fund

Revenues	2027
Operating Revenues	Budget
Water Charges-Boonsboro	896,555
Debt Service Charge-Alt 40	24,080
Keedysville Admin. Charges	100,000
Connection Fees (\$12,000 each)	156,000
Meter & Installation Fees	0
Well Development Fees	0
Credit Card Fees	18,000
Total Operating Revenues	1,194,635
Other Revenues	
Interest Income	6,636
Keedysville Contributions	0
Total Other Revenues	6,636
Total Revenues	1,201,271
Expenses	
Administrative Salary	2027
	Budget
Salaries - Administrative	143,421
Payroll Taxes - Administrative	10,972
Health/Life/STD - Administrative	107,811
Workers Comp - Administrative	500
Pension - Administrative	10,039
Total Administrative Salary	272,744
Operations Salary	
Salaries - Operations	251,291
Salaries - OT Operations (1.5x)	23,000
Salaries - SpOT Operations (2x)	8,100
Payroll Taxes - Operations	21,603
Health/Life/STD - Operations	172,280
Workers Comp - Operations	7,500
Pension - Operations	19,767
Total Operations Salary	503,541
Administrative Expenses	
Insurance - Property/Vehicles	9,600
Audit Fees	9,125
Legal Fees	0
Advertising	450

Meeting Expense	650
Training/Certification	2,600
Miscellaneous	0
Bank Fees	50
Credit Card Fees	14,000
Office Supplies	12,845
Postage	5,000
Software/Subscriptions	18,000
Telephone	6,000
Total Administrative Expenses	78,320

Maintenance Expenses

Testing	1,050
Major Repair Expense	30,000
Maintenance & Repair	94,700
Uniforms	1,300
Employee Cell Phones	1,200
Electricity	88,000
Vehicle Expense	10,000
Vehicle Gas	7,100
Major Equipment Expense	20,000
Annual Leak Detection Expense	8,550
Chemicals	32,000
Maintenance Supplies	3,500
Annual Fire Hydrant Maintenance	2,500
Annual Water Meter Replacements	25,000
Capital Outlay	0
Total Maintenance Expenses	324,900

Debt Service

Loan Interest Alt40 Waterline	197
MDE Alt40 Waterline Loan	21,569
Reservoir Loan Payment	0
Total Debt Service	21,766

Capital Improvement

Special Projects Funding	0
CIP Reserves	0
Contingency Fund	0
Total Capital Improvement	0

Total Expenses	1,201,271
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Total Revenues	1,201,271
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Net Income	(0)
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Town of Boonsboro
Fiscal Year 2027 Budget
Sewer Fund

Revenues	2027
Operating Revenues	Budget
Sewer Charges	1,244,816
Bay Restoration Fund	104,610
Connection Fees (\$18,000 each)	234,000
Other Income	0
Grant Income	0
Interest Income	14,000
Total Operating Revenues	1,597,426
Other Revenues	
Total Other Revenues	0
Total Revenues	1,597,426
Expenses	2027
Administrative Salary	Budget
Salaries - Administrative	95,614
Payroll Taxes - Administrative	7,314
Health/Life/STD - Administrat	70,451
Workers Comp - Administrative	250
Pension - Administrative	6,693
Total Administrative Salary Expenses	180,323
Operations Salary	
Salaries - Operations	167,527
Salaries - OT Operations (1.5x)	16,000
Salaries - SpOT Operations (2x)	9,000
Payroll Taxes - Operations	14,728
Health/Life/STD - Operations	117,104
Workers Comp - Operations	2,600
Pension - Operations	13,477
Total Operations Salary Expenses	340,437
Administrative Expenses	
Insurance - Property	32,400
Audit Fees	9,125

Legal Fees	0
Advertising	1,000
Meeting Expense	1,000
Training-Certification	1,000
Office Supplies	7,000
Postage	2,525
Software/Subscriptions	10,000
Total Administrative Expenses	64,050

Operating Expenses

Testing - WWTP	30,000
Major Repair Expense	60,000
Maintenance & Repair- Pump Stations	25,000
Maintenance & Repair - WWTP	53,500
Uniforms	1,500
Employee Cell Phones	900
Electricity	149,000
Vehicle Expense	5,000
Vehicle Gas	5,000
Equipment Expense	35,100
Biosolids Removal - WWTP	40,000
Chemicals - WWTP	86,000
Maintenance Supplies	2,500
Telephone/Internet - WWTP	4,000
Capital Outlay	84,403
Total Operating Expenses	581,903

Debt Service

Loan Interest	0
WWTP Loan Interest	162,482
Loan-WWTP CDA Bond	146,500
Total Debt Service	308,982

Capital Improvement

Special Project Funding	0
Contingency	20,500
Bay Restoration Fund Payment	101,232
CIP Reserves	0
Total Capital Improvement	121,732

Total Expenses

1,597,426

Total Revenues	1,597,426
Net Income	(0)

Town of Boonsboro
Fiscal Year 2027 Budget
Special Projects

Revenues	2027
Chase Six Intersection	
Board of County Commissioners	189,965
FY24 State Grant (23-293)	500,000
FY23 Capital Grant (22-417)	200,000
FY25 GF Subsidy (in Restricted Funds)	200,000
FY27 GF Subsidy	549,994
Previous HUR (in Restricted Funds)	85,975
Total Chase Six Intersection	1,725,934
Potomac Street Water Line Replacement	
Water Fund User Fees Restricted Account	783,000
General Fund Reserves Account	1,500,000
Total Potomac St. Water Line Replacement	2,283,000
Total Revenues	4,008,934
Expenses	
2027	
Chase Six Intersection	
Construction	1,661,324
Construction Management & Inspection	78,680
5% Contingency	83,066
Total Chase Six Intersection	1,823,070
Potomac Street Water Line Replacement	
Construction	2,941,290
Total Potomac St. Water Line Replacement	2,941,290
Total Expenses	4,764,360
Total Revenues	4,008,934
Deficit/Surplus	-755,426