



**Town Council
Regular Meeting
March 25, 2025, 6:00 PM**

Agenda

1. Call to Order

1.1. Call to Order

Attendees, please use meeting courtesy. Virtual attendees are asked to mute microphones when joining the meeting. Participants may be muted by the Town Clerk and meetings will be recorded.

In accordance with the Open Meetings Act, the public has the right to view/listen to the discussion only. At their discretion, the Town Council may allow participants to voice questions or provide comments on the topics under discussion. Written comments may be submitted via email to Legislative@townoflaplata.org. Individuals wishing to address the Town Council may sign up in advance on the Town's website (Public Communications) or on the meeting sign-up sheet.

Join on your computer, mobile app, or room device.

[Join the meeting now](#)

Meeting ID: 240 806 147 692

Passcode: 2T5Bm6FQ

1.2. Roll Call

1.3. Pledge of Allegiance

1.4. Approval of the Meeting Agenda

2. Approval of Minutes

2.1. Approval of minutes and closing statements

1. Minutes of Special Meeting on March 18, 2025, scheduled for 5:15 PM
2. Closing Statement of Closed Session on March 18, 2025, scheduled for 5:15 PM
3. Minutes of Special Meeting on March 18, 2025, scheduled for 6:00 PM
4. Closing Statement of Closed Session on March 18, 2025, immediately following Special Meeting scheduled for 6:00 PM

3. Petitions, Communications, Appearances and Public Comment

3.1. Public Comment

3.2. Items of Recognition

- 3.2.1. Proclamation: Arbor Day
- 3.2.2. Proclamation: Founding of La Plata
- 3.2.3. National Volunteer Week

3.3. Department Monthly Highlights

- 3.3.1. Finance (Larsen)
- 3.3.2. Human Resources (Kennedy)
- 3.3.3. Inspections (Mosrie)
- 3.3.4. La Plata Police Department (Norris)
- 3.3.5. Legislative (Phipps)
- 3.3.6. Planning (Miner)
- 3.3.7. Public Works (Cox)

4. Matters of Council Discussion

- 4.1. Budget Discussion - General Funds (Larsen/Finance Committee)
- 4.2. Budget Discussion - Enterprise Funds (Larsen)
- 4.3. Amendment of Calendar of Events for the Preparation and Adoption of the Town of La Plata Financial Plan/Budget for Fiscal Year 2026

5. Legislation

- 5.1. Resolution 25-05 Amendment of Calendar of Events for the Preparation and Adoption of the Town of La Plata Financial Plan/Budget for Fiscal Year 2026 (For Introduction and Consideration of Adoption)

A RESOLUTION concerning

Amendment of Calendar of Events for the Preparation and Adoption of the Town of La Plata Financial Plan/Budget for Fiscal Year 2026

FOR the purpose of amending the Calendar of Events for the Preparation and Adoption of the Town of La Plata Financial Plan/Budget for Fiscal Year 2026; and all matters generally relating thereto.

6. New Business

- 6.1. Reports from the Mayor and Town Council

7. Adjourn

- 7.1. Adjournment

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT") UNDER THE
OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This Certification Must Be Completed Before a Closed Session May Be Held

Date: **03/18/2025** Time: **5:17 PM** Location: **La Plata Town Hall** at this meeting, a motion was made by **David Jenkins** and seconded by **David Winkler** to conduct a closed session of the Council of the Town of La Plata.

Recorded vote to close the meeting:

<u>Members</u>	<u>IN FAVOR</u>	<u>OPPOSED</u>	<u>ABSTAINING</u>	<u>ABSENT</u>
Mayor Jeannine E. James	☒	☐	☐	☐
Councilman David Winkler	☒	☐	☐	☐
Councilman Matthew D. Trollinger	☒	☐	☐	☐
Councilwoman Evalyne L. Bryant-Ward	☐	☐	☐	☒
Councilman David M. Jenkins	☒	☐	☐	☐

(Note: If any member of the public objects to conducting the closed session, a copy of this certification must be sent to the Maryland Open Meetings Law Compliance Board.)

STATUTORY AUTHORITY TO CLOSE SESSION, State Government Article §3-305(b) (check all that apply):

- ☐ (1) To discuss:
- ☐ (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or
 - ☐ (ii) any other personnel matter that affects one or more specific individuals;
- ☐ (2) protect the privacy or reputation of an individual with respect to a matter that is not related to public business;
- ☐ (3) consider the acquisition of real property for a public purpose and matters directly related to the acquisition;
- ☐ (4) consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- ☐ (5) consider the investment of public funds;
- ☐ (6) consider the marketing of public securities;
- ☒ (7) consult with counsel to obtain legal advice;
- ☐ (8) consult with staff, consultants, or other individuals about pending or potential litigation;
- ☐ (9) conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- ☐ (10) discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- ☐ (i) the deployment of fire and police services and staff; and
 - ☐ (ii) the development and implementation of emergency plans;
- ☐ (11) prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- ☐ (12) conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- ☐ (13) comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- ☐ (14) discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process; or
- ☐ (15) discuss cybersecurity, if the public body determines that public discussion would constitute a risk to:
- ☐ (i) security assessments or deployments relating to information resources technology;
 - ☐ (ii) network security information, including information that is:
 - ☐ 1. related to passwords, personal identification numbers, access codes, encryption, or other components of the security system of a governmental entity;
 - ☐ 2. collected, assembled, or maintained by or for a governmental entity to prevent, detect, or investigate criminal activity; or
 - ☐ 3. related to an assessment, made by or for a governmental entity or maintained by a governmental entity, of the vulnerability of a network to criminal activity; or
 - ☐ (iii) deployments or implementation of security personnel, critical infrastructure, or security devices.

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For each citation checked the reasons for closing and topics to be discussed:

- (1) Mediation on March 4, 2025 _____
- (2) Enforcement by Maryland Department of the Environment _____
- (3) Advisory on potential litigation _____

Persons attending closed session:

Jeannine James, Mayor	Jay Gullo, Town Attorney	
David Winkler, Councilman	Michelle Miner, Assistant Town Manager	
Matthew Trollinger, Councilman (Virtual/arrived in person at 5:22 PM)	Kelly Phipps, Interim Town Clerk	
David Jenkins, Councilman		

Action(s) Taken:

- (1) Status update on mediation _____
- (2) Advice on potential punitive regulatory action _____
- (3) No action taken; advice only _____

Time closed session adjourned: 5:55 PM

This statement is made by Mayor Jeannine E. James, Presiding Officer: _____

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT") UNDER THE
OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This Certification Must Be Completed Before a Closed Session May Be Held

Date: **03/18/2025** Time: **7:45 PM** Location: **La Plata Town Hall** at this meeting, a motion was made by **David Jenkins** and seconded by **David Winkler** to conduct a closed session of the Council of the Town of La Plata.

Recorded vote to close the meeting:

<u>Members</u>	<u>IN FAVOR</u>	<u>OPPOSED</u>	<u>ABSTAINING</u>	<u>ABSENT</u>
Mayor Jeannine E. James	☒	☐	☐	☐
Councilman David Winkler	☒	☐	☐	☐
Councilman Matthew D. Trollinger	☒	☐	☐	☐
Councilwoman Evalyne L. Bryant-Ward	☐	☐	☐	☒
Councilman David M. Jenkins	☒	☐	☐	☐

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 - ☐ (ii) any other personnel matter that affects one or more specific individuals;
- ☐ (2) protect the privacy or reputation of an individual with respect to a matter that is not related to public business;
- ☒ (3) consider the acquisition of real property for a public purpose and matters directly related to the acquisition;
- ☐ (4) consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- ☐ (5) consider the investment of public funds;
- ☐ (6) consider the marketing of public securities;
- ☐ (7) consult with counsel to obtain legal advice;
- ☐ (8) consult with staff, consultants, or other individuals about pending or potential litigation;
- ☐ (9) conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- ☐ (10) discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- ☐ (i) the deployment of fire and police services and staff; and
 - ☐ (ii) the development and implementation of emergency plans;
- ☐ (11) prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- ☐ (12) conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- ☐ (13) comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
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- ☐ (i) security assessments or deployments relating to information resources technology;
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 - ☐ 1. related to passwords, personal identification numbers, access codes, encryption, or other components of the security system of a governmental entity;
 - ☐ 2. collected, assembled, or maintained by or for a governmental entity to prevent, detect, or investigate criminal activity; or
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For each citation checked the reasons for closing and topics to be discussed:

(1) Parameters to negotiate terms of a specific acquisition

Persons attending closed session:

<u>Jeannine James, Mayor</u>	<u>Michelle Miner, Assistant Town Manager</u>	<u></u>
<u>David Winkler, Councilman</u>	<u>Carl Schinner, Chief of Police</u>	<u></u>
<u>Matthew Trollinger, Councilman</u>	<u>Kelly Phipps, Interim Town Clerk</u>	<u></u>
<u>David Jenkins, Councilman</u>	<u></u>	<u></u>

Action(s) Taken:

(1) No further action to be taken.

Time closed session adjourned: **8:32 PM**

This statement is made by Mayor Jeannine E. James, Presiding Officer:



Town of La Plata **PROCLAMATION**

Arbor Day
April 2, 2025

WHEREAS, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed around the world, in Maryland on the first Wednesday of April, and nation-wide on the last Friday in April; and

WHEREAS, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, reducing heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, while increasing property values, enhancing the economic vitality of business areas, and beautifying our community; and

WHEREAS, the Town of La Plata has been recognized by the Arbor Day Foundation as a Tree City USA for the fifth year; and

WHEREAS, trees – wherever they are planted – are a source of joy and spiritual renewal.

NOW, THEREFORE, WE, THE COUNCIL OF THE TOWN OF LA PLATA, do hereby proclaim April 2, 2025, as ARBOR DAY in the Town of La Plata, and urge all citizens to celebrate Arbor Day, to support efforts to protect our trees and woodlands, and to plant trees to gladden the heart and promote the well-being of this and future generations.

COUNCIL OF THE TOWN OF LA PLATA

SEAL:

Jeannine E. James, Mayor

David L. Winkler, Councilman

ATTEST:

Matthew D. Trollinger, Councilman

Kelly Phipps
Interim Town Clerk

Evalyne L. Bryant-Ward, Councilwoman

Date: _____

David M. Jenkins, Councilman



Town of La Plata **PROCLAMATION**

**Founding of La Plata
April 4, 2025**

WHEREAS, the official history of the village of La Plata began with its incorporation on April 4, 1888, as recorded in the Maryland Book; and

WHEREAS, the founding and growth of La Plata is attributed in large part to the construction of the Baltimore and Potomac Railroad and development by the Pennsylvania Railroad; and

WHEREAS, the volunteers who serve on the Historic Preservation Commission of the Town of La Plata dedicate their efforts to protecting and preserving historic sites significant to the history of La Plata and to educating residents and visitors to La Plata about La Plata's historic events; and

WHEREAS, despite its growth in modern times, the Town of La Plata retains its quaint small-town spirit through its unique establishments, traditional events, and the collaboration of residents, businesses, non-profits, and the Town government to create a sustainable environment in which we can all thrive;

NOW, THEREFORE, WE, THE COUNCIL OF THE TOWN OF LA PLATA, do recognize April 4, 2025, as the 137th anniversary of the founding of the Town of La Plata, and do commend all of our citizens and visitors to explore the charm and history of our town.

COUNCIL OF THE TOWN OF LA PLATA

SEAL:

Jeannine E. James, Mayor

David L. Winkler, Councilman

ATTEST:

Matthew D. Trollinger, Councilman

Kelly Phipps
Interim Town Clerk

Evalyne L. Bryant-Ward, Councilwoman

Date: _____

David M. Jenkins, Councilman



Town of La Plata **PROCLAMATION**

**National Volunteer Week
April 20 – 26, 2025**

WHEREAS, every community member can effect positive change with any volunteer action, no matter how big or small; and

WHEREAS, 1.7 million Marylanders volunteer each year, providing 181.9 million hours of service and an estimated economic value of more than \$4.3 billion; and

WHEREAS, thousands of volunteers working in our community utilize their time and talent daily to make a real difference in the lives of children, adults, and the elderly; and

WHEREAS, volunteers can connect with local community service opportunities through hundreds of local nonprofit organizations; and

WHEREAS, experience teaches us that government by itself cannot solve all of our nation's social problems and the giving of oneself and service to another empowers the giver and the recipient; and

WHEREAS, our volunteer force is a great treasure, and during this week, we recognize their commitment to serving the greater good; and

NOW, THEREFORE, WE, THE COUNCIL OF THE TOWN OF LA PLATA, proclaim April 20 - 26, 2025, as NATIONAL VOLUNTEER WEEK in the Town of La Plata, in appreciation of the work, commitment, and dedication of our volunteers and urge all citizens, regardless of age, to become involved and volunteer in the community.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

David L. Winkler, Councilman

Matthew D. Trollinger, Councilman

Evalyne L. Bryant-Ward, Councilwoman

David M. Jenkins, Councilman

ATTEST:

Kelly Phipps
Interim Town Clerk

Date: _____

Monthly Treasurer Report

For Fiscal Year 2025 Through February 28, 2025

Bank & Investment Accounts as of February 28, 2025

Checking Account Activity

Balance at 02/01/2025	\$2,260,418.00
Credits	
Cash/Check Deposits	\$696,831.93
Credit Card Trans Deposits	\$716,475.57
Taxes Collected	\$498,084.67
Intra-Gov't & Grants Deposits	
Other Deposits	\$15,258.00
Interest from MBS	\$33,096.69
Transfer from ICS	\$1,220,446.36
	<u>\$3,180,193.22</u>
Debits	
Payroll (Salary/Taxes/Benefits)	\$630,701.47
Vendor Check Payments	\$372,043.54
Vendor ACH Payments	\$724,978.06
Other Outflows	\$114,806.10
Returned Checks	\$1,617.58
Transfer to ICS	\$1,837,829.47
	<u>\$3,681,976.22</u>
Balance at 02/28/2025	\$1,758,635.00

Investment Account Balance

WesBanco Investment Account (ICS)

Balance at 02/01/2025	\$35,634,903.49
In from Checking Account	\$1,837,829.47
Interest	\$123,292.88
Out to Checking Account	-\$1,220,446.36
Balance at 02/28/2025	\$36,375,579.48

Mutit-Ban Securities, Inc.

Money Market	\$704,345.98
Certificates of Deposit	<u>\$9,022,158.02</u>
Balance at 02/28/2025	\$9,726,504.00

PNC MLGIP - General Account

Balance at 02/01/2025	\$4,188,806.09
Interest	<u>\$14,096.87</u>
Balance at 02/28/2025	\$4,202,902.96

PNC MLGIP - Vehicle Repl

Balance at 02/01/2025	\$1,028,674.16
Interest	<u>\$3,461.87</u>
Balance at 02/28/2025	\$1,032,136.03

General Fund Revenue and Expenditure Overview

Budget to Date

	Budget	Actual	% Remaining	\$ Remaining
Revenues	\$14,894,537	\$10,929,086	26.6%	\$3,965,451
Expenditures	\$14,094,345	\$8,815,240	37.5%	\$5,279,105

Four months of Expenditures budget remaining should be grater than 33.3%
Budget to actual comparison does not include HG bonds or amounts for the pension.

Prior Year Actual Comparison

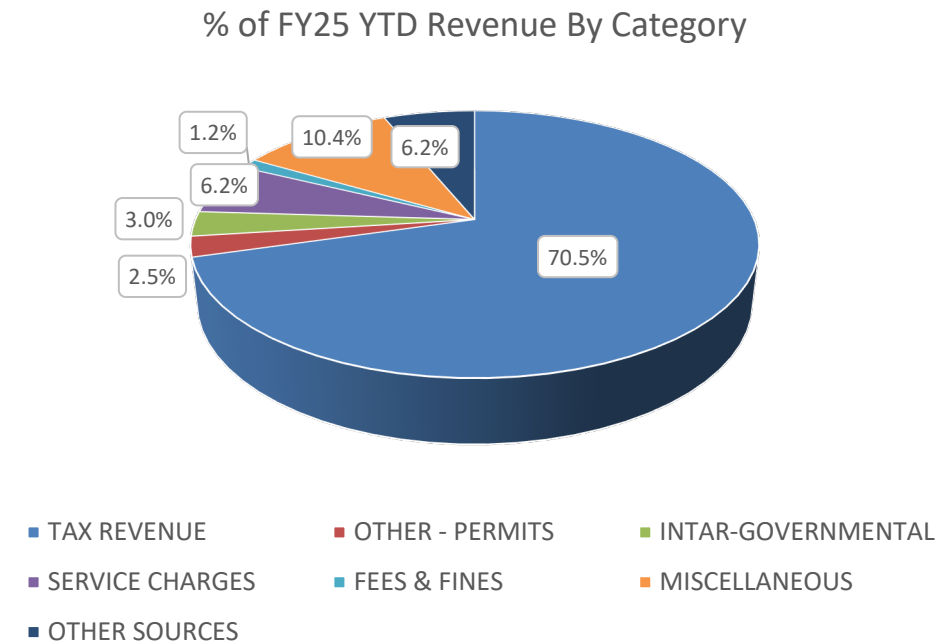
	FY 2024	FY 2025	Variance %	Variance \$
Revenues	\$9,533,797	\$10,929,086	14.6%	\$1,395,289
Expenditures	\$8,779,581	\$8,815,240	0.4%	\$35,660

General Fund Overview

- \$7.7 Million in Tax revenue has been received to date, \$6 Million is from Real Property tax, an increase of 23.3% from FY2024 February YTD.
- Income taxes FYTD is \$1.3 Million, which is a 18.2% decrease from FY2024 February YTD. This is due to a reduction in fiduciary filings.
- Investment earnings make up 81.8% of the \$1.1 Million in miscellaneous revenue.
- Prior FYTD decreases in Legislative (23.9%), Fleet (54.6%), and Parks (43.7%) are all due to position vacancies.
- Prior FYTD increases in IT (55.0%) and Facilities (23.1%). This is due to new staff in IT and the transition of the facility manager from sewer projects to general operations.
- General fund FYTD operating expenditures are 66.4% of the FY2025 budget.

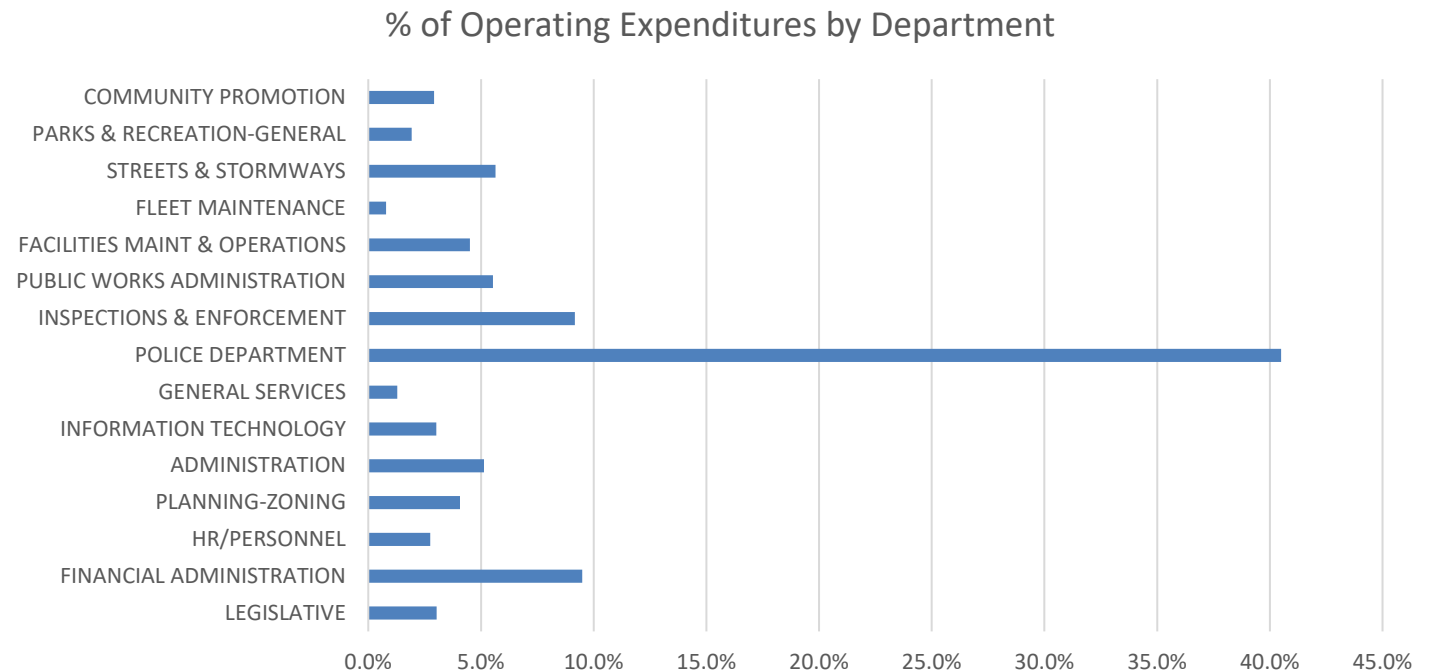
General Fund Revenues Overview

Category	YTD Revenues	% of Revenue
TAX REVENUE	\$7,707,324	70.5%
OTHER - PERMITS	\$269,162	2.5%
INTAR-GOVERNMENTAL	\$328,029	3.0%
SERVICE CHARGES	\$680,567	6.2%
FEES & FINES	\$131,818	1.2%
MISCELLANEOUS	\$1,135,337	10.4%
OTHER SOURCES	\$676,849	6.2%
	<u>\$10,929,086</u>	



General Fund Expenditure Overview

Department	FYD Operating Expenditures	% of Operating Expenditures
LEGISLATIVE	\$230,600	3.0%
ELECTIONS	\$7,550	0.1%
FINANCIAL ADMINISTRATION	\$720,825	9.5%
HR/PERSONNEL	\$208,526	2.7%
PLANNING-ZONING	\$309,084	4.1%
ADMINISTRATION	\$390,007	5.1%
INFORMATION TECHNOLOGY	\$228,845	3.0%
GENERAL SERVICES	\$97,748	1.3%
POLICE DEPARTMENT	\$3,072,954	40.5%
INSPECTIONS & ENFORCEMENT	\$695,432	9.2%
EMERGENCY PREPAREDNESS	\$8,709	0.1%
PUBLIC WORKS ADMINISTRATION	\$420,181	5.5%
FACILITIES MAINT & OPERATIONS	\$341,964	4.5%
FLEET MAINTENANCE	\$59,487	0.8%
STREETS & STORMWAYS	\$427,973	5.6%
PARKS & RECREATION-GENERAL	\$146,197	1.9%
COMMUNITY PROMOTION	\$221,593	2.9%
	<u>\$7,587,672</u>	

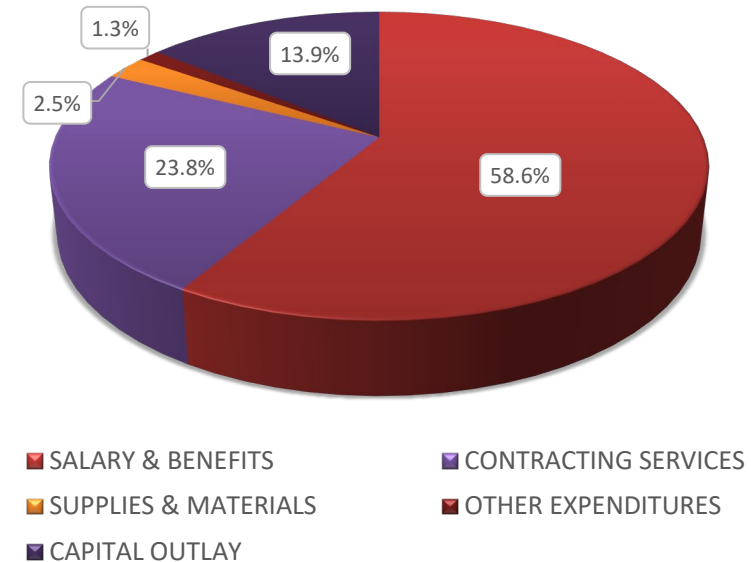


General Fund Expenditure Overview (cont.)

Department	FYD Capital Expenditures	% of Capital Expenditures
INSPECTIONS & ENFORCEMENT	\$39,131	3.2%
STREETS & STORMWAYS	\$602,368	49.1%
PARKS & RECREATION-GENERAL	\$586,069	47.7%
	<u>\$1,227,568</u>	

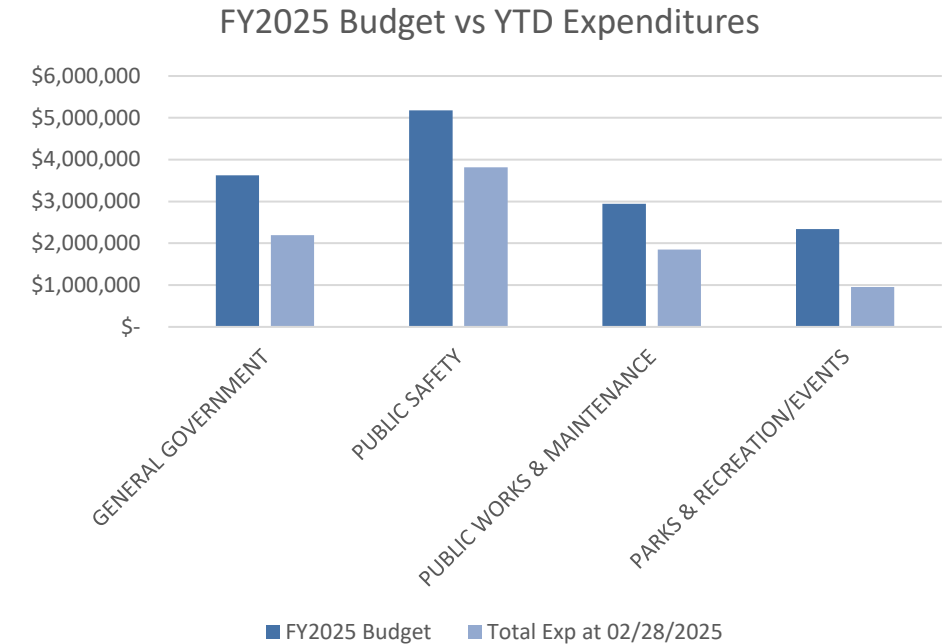
Category	FYD Expenditures	% of Expenditures
SALARY & BENEFITS	\$5,161,793	58.6%
CONTRACTING SERVICES	\$2,096,722	23.8%
SUPPLIES & MATERIALS	\$217,399	2.5%
OTHER EXPENDITURES	\$111,758	1.3%
CAPITAL OUTLAY	<u>\$1,227,568</u>	13.9%
	<u>\$8,815,240</u>	

% of Expenditures by Category



General Fund FY 2025 Budget vs Actual YTD

Department	FY2025 Budget	Total Exp at 02/28/2025	Budget Remaining	Percent Remaining
LEGISLATIVE	\$472,662	\$230,600	\$242,062	51.2%
ELECTIONS	\$29,540	\$7,550	\$21,990	74.4%
FINANCE	\$1,081,585	\$720,825	\$360,760	33.4%
HR/PERSONNEL	\$308,710	\$208,526	\$100,184	32.5%
PLANNING-ZONING	\$619,606	\$309,084	\$310,522	50.1%
ADMINISTRATION	\$590,898	\$390,007	\$200,891	34.0%
INFORMATION TECHNOLOGY	\$341,878	\$228,845	\$113,033	33.1%
GENERAL SERVICES	\$183,005	\$97,748	\$85,257	46.6%
GENERAL GOVERNMENT	\$3,627,884	\$2,193,183	\$1,434,701	39.5%
POLICE	\$4,599,008	\$3,072,954	\$1,526,054	33.2%
INSPECTIONS & ENFORCEMENT	\$571,705	\$734,563	-\$162,858	-28.5%
EMERGENCY PREPAREDNESS	\$9,000	\$8,709	\$291	3.2%
PUBLIC SAFETY	\$5,179,713	\$3,816,226	\$1,363,487	26.3%
PUBLIC WORKS ADMINISTRATION	\$649,715	\$420,181	\$229,534	35.3%
FACILITIES MAINT & OPERATIONS	\$513,081	\$341,964	\$171,117	33.4%
FLEET MAINTENANCE	\$251,150	\$59,487	\$191,663	76.3%
STREETS & STORMWAYS	\$1,531,155	\$1,030,341	\$500,814	32.7%
PUBLIC WORKS & MAINTENANCE	\$2,945,101	\$1,851,972	\$1,093,129	37.1%
PARKS & RECREATION-GENERAL	\$1,977,204	\$732,266	\$1,244,938	63.0%
COMMUNITY PROMOTION	\$364,443	\$221,593	\$142,850	39.2%
PARKS & RECREATION/EVENTS	\$2,341,647	\$953,859	\$1,387,788	59.3%
Total General Fund	\$14,094,345	\$8,815,240	\$5,279,105	37.5%



Budget to actual comparison does not include HG bonds or amounts for the pension.

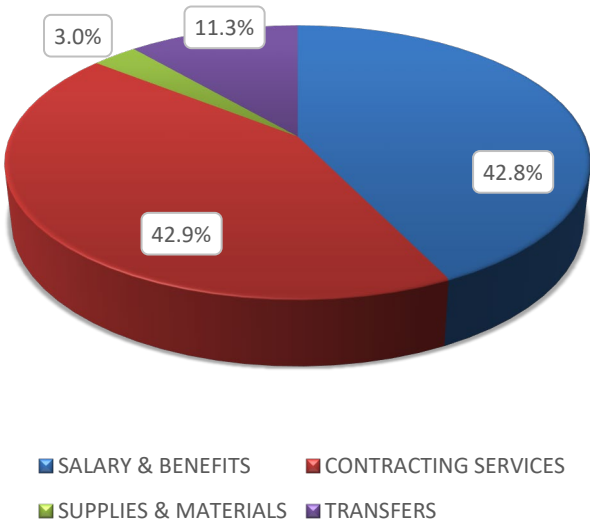
Sanitation Fund Revenue and Expense Overview

Budget to Date

	Budget	Actual	% Remaining
Revenues	\$2,154,009	\$1,103,716	48.8%

Category	Fiscal Budget	FYD Expense	Budget Remaining
SALARY & BENEFITS	\$770,460	\$499,205	35.2%
CONTRACTING SERVICES	\$898,050	\$500,481	44.3%
SUPPLIES & MATERIALS	\$59,000	\$35,112	40.5%
OTHER EXPENDITURES	\$78,080	\$106	99.9%
CAPITAL OUTLAY	\$75,000	\$0	100.0%
TRANSFERS	\$263,629	\$131,815	50.0%
	<u>\$2,144,219</u>	<u>\$1,166,718</u>	<u>45.6%</u>

% of Expenditures by Category



Prior Year Actual Comparison

	FY 2024	FY 2025	Variance %	Variance \$
Revenues	\$873,927	\$1,103,716	26.3%	\$229,789
Expenditures	\$1,088,042	\$1,166,718	7.2%	\$78,676

Sewer Fund Revenue and Expense Overview

- Revenue increase is from the collection of major facility fees, which is 50.6% higher compared to FYTD 2024.
- Decrease in prior year expenses compared to FYTD 2025 is due to the Southwest Quadrant and Mod 1 projects wrapping up.
- The budget to actuals variance is due to the Clarifier and Mod 2 projects that are in their beginning stages.

Prior Year Actual Comparison

	FY 2024	FY 2025	Variance %	Variance \$
Revenues	\$4,150,462	\$6,076,168	46.4%	\$1,925,706
Expenditures	\$4,881,024	\$3,623,695	-25.8%	-\$1,257,329

Sewer Revenue & Expense Overview

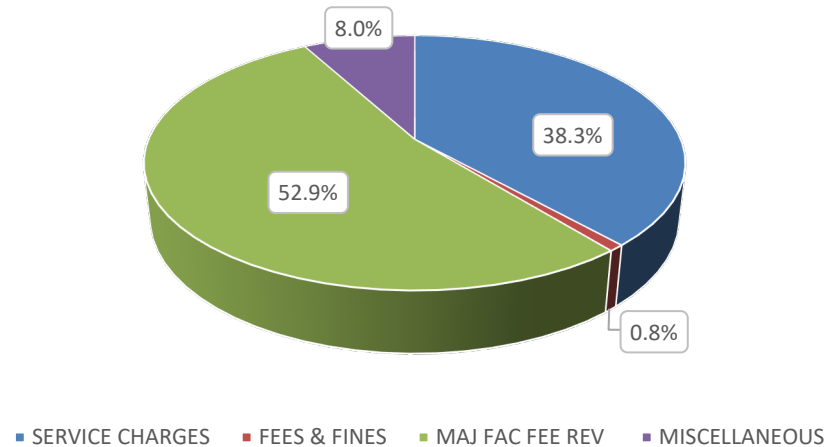
Revenues

Category	Budgeted	YTD Revenues	Budget Remaining
SERVICE CHARGES	\$4,596,916	\$2,328,184	49.4%
FEES & FINES	\$38,008	\$49,291	-29.7%
MAJ FAC FEE REV	\$0	\$3,214,273	0.0%
MISCELLANEOUS	\$382,785	\$484,419	-26.6%
OTHER SOURCES	\$10,812,158	\$0	100.0%
	<u>\$15,829,867</u>	<u>\$6,076,168</u>	<u>61.6%</u>

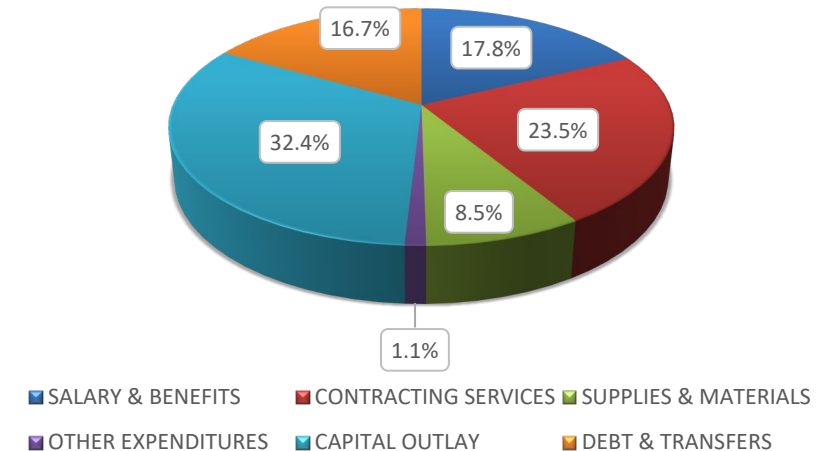
Expense

Category	Fiscal Budget	FYD Expense	Budget Remaining
SALARY & BENEFITS	\$1,336,437	\$643,878	51.8%
CONTRACTING SERVICES	\$1,403,345	\$850,682	39.4%
SUPPLIES & MATERIALS	\$500,900	\$308,464	38.4%
OTHER EXPENDITURES	\$1,185,411	\$40,975	96.5%
CAPITAL OUTLAY	\$10,471,423	\$1,173,009	88.8%
DEBT & TRANSFERS	\$913,635	\$606,686	33.6%
	<u>\$15,811,151</u>	<u>\$3,623,695</u>	<u>77.1%</u>

% of YTD Revenue



% of FYD Expense by Category

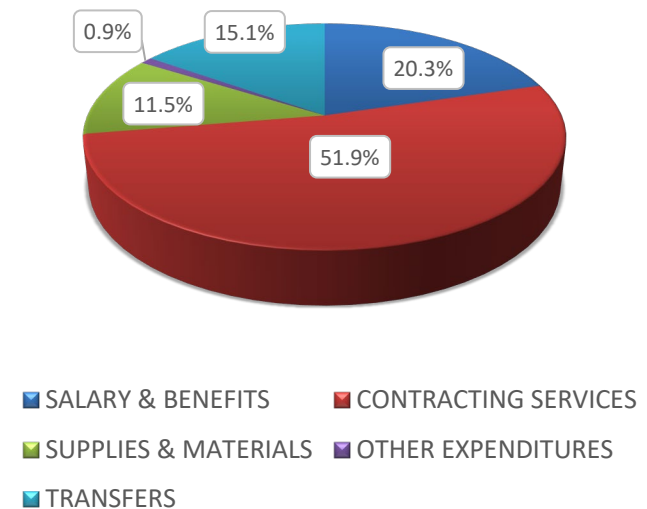


Water Fund Revenue and Expense Overview

Budget to Date

	Budget	Actual	% Remaining
Revenues	\$2,866,175	\$1,006,506	64.9%
Category	Fiscal Budget	FYD Expense	Budget Remaining
SALARY & BENEFITS	\$411,818	\$171,065	58.5%
CONTRACTING SERVICES	\$620,350	\$437,274	29.5%
SUPPLIES & MATERIALS	\$175,970	\$96,832	45.0%
OTHER EXPENDITURES	\$239,996	\$7,970	96.7%
CAPITAL OUTLAY	\$1,185,000	\$1,526	99.9%
TRANSFERS	\$228,562	\$127,377	44.3%
	<u>\$2,861,696</u>	<u>\$842,045</u>	<u>70.6%</u>

% of FYD Expense by Category



Prior Year Actual Comparison

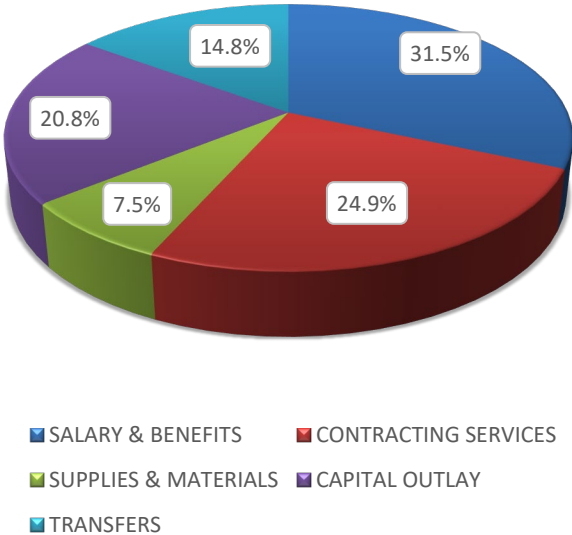
	FY 2024	FY 2025	Variance %	Variance \$
Revenues	\$871,109	\$1,006,506	15.5%	\$135,397
Expenditures	\$820,886	\$842,045	2.6%	\$21,159

Stormwater Fund Revenue and Expense Overview

Budget to Date

Revenues	Budget	Actual	% Remaining
	\$2,185,274	\$507,250	76.8%
Category	Fiscal Budget	FYD Expense	Budget Remaining
SALARY & BENEFITS	\$236,990	\$131,495	44.5%
CONTRACTING SERVICES	\$186,460	\$104,160	44.1%
SUPPLIES & MATERIALS	\$158,550	\$31,224	80.3%
OTHER EXPENDITURES	\$115,850	\$1,918	98.3%
CAPITAL OUTLAY	\$1,360,248	\$86,851	93.6%
TRANSFERS	\$123,793	\$61,897	50.0%
	\$2,181,891	\$417,546	80.9%

% of FYD Expense by Category



Prior Year Actual Comparison

	FY 2024	FY 2025	Variance %	Variance \$
Revenues	476,660	507,250	6.4%	\$30,590
Expenditures	492,245	417,546	-15.2%	-\$74,699

Finance Department Updates

- Capital Improvement request forms were updated by finance for department to submit the FY2026 capital budget request. These are due March 31, 2025. The finance committee will be reviewing the request as we prepare the capital budget.
- In preparation for the capital budget and CIP the finance staff took a tour of the WWTP.

Department of Human Resources

Talent Management

New Hires: Anderson, L. (Special Events Coord). and Ayotte, A. (Operator in Training)

Conducted interviews for Town Clerk

Posted Administrative Assistant position for Finance, currently screening

Selected next round of Operator in Training candidates, pending interview schedule

Training

MSRPS Retirement Coordinator Town Hall (Member Services)

Webinars:

Health Equity: Keep your HSA on Track: Your tax season survival guide (offered to all employees)

Leadership Development 101: Building Strong Managers

PSHRA: Neurodivergence in Public Service: Building a Workforce for the Future

MD SHRM: HR Advocacy

Miscellaneous

Participated in the "If I Were Mayor I Would..." essay reviews for MML

Met with broker regarding insurance renewals, adding benefits, and hosting a health fair prior to open enrollment



TOWN OF LA PLATA

305 Queen Anne Street
Post Office Box 2268
La Plata, Maryland 20646

MEMORANDUM

To: Mayor & Council
From: Aaron Mosrie, Director of Inspections
Subject: Code Enforcement Updates – February 2025
Date: March 20, 2025

- 163 Permit applications processed (Planning Department)
- Inspections completed (Planchek)
 - Electrical inspections: 235
 - Mechanical inspections: 43
 - Plumbing inspections: 78
 - Water/Sewer inspections: 17
 - Building-related inspections: 282
- Inspections completed (Code Enforcement)
 - 77 investigations/inspections
 - 19 unauthorized signs removed
 - 4 civil citations issued
 - 8 FOG grease trap/interceptor inspections
 - 17 Rental inspections



La Plata Police Department La Plata, Maryland



Monthly Council Report

Monthly Statistics for February 2025:

Crime & Calls for Service:

- Officers responded to 1,574 calls for service in February:
- On February 20, 2025, officers responded to a reckless endangerment. The victim located a bullet hole in her front door. Officers located the bullet in the living room couch. Several other bullet holes were located on the house and a vehicle. Six spent shell casings were located and sent to the Charles County Sheriffs Office Forensics unit to be analyzed. The victim could not provide any possible suspects.
- On February 22, 2025, officers responded to the report of a burglary. The unknown suspect(s) forced entry into the rear door of the residence. The suspect(s) rummaged through the residence and stole approximately \$8000.00 worth of jewelry. The victim was followed home on a previous night and believes it may be related.
- Officers made 15 adult arrests for various criminal offenses.

Community Policing:

- Pfc. Chaney of the La Plata Police Department contributed to the operation of the 2025 Special Olympic Winter Games in Deep Creek, MD. Pfc. Chaney assisted the athletes with the Polar Plunge and was a part of the award presentation ceremonies.
- Members of the La Plata Police Department hosted children from Grace Lutheran School for a police station and cruiser tour.
- Members of the La Plata Police Department's Honor Guard presented our nation's colors at the Charles County Chamber of Commerce's Legislative Breakfast.

Key Training Classes:

- Corporal Kalen Kerere attended Crash Reconstruction Level III
- Lieutenant Posey and Corporal Madison joined law enforcement professionals from around the region at the Potomac Boundary Advisors Associations/Annual Training Conference

Congratulations:

- March 1, 2025, Lieutenant Jason Posey was elected Vice President of the Potomac Boundaries Association.

A Nationally Accredited Law Enforcement Agency



TOWN OF LA PLATA
305 Queen Anne Street
Post Office Box 2268
La Plata, Maryland 20646

MEMORANDUM

To: Michelle Miner, Assistant Town Manager

From: Kelly Phipps, Legislative Services 

Subject: Department Highlights – March 2025

Date: 03/20/2025

Please see below the significant activities of the Legislative Department for March 2025.

- Legislation
 - Ordinances
 - None
 - Resolutions
 - None
- Elections
 - Certificates of Nomination received for Mayor, Ward 2
 - 03/17/2025: Conduct of Primary Election for Ward 2
- Public Information Act Requests
 - FIN02192025-1545; Ingrid Maria Garcia; Purchase agreements, contracts, invoices or receipts for products and/or services provided by Lexipol (formerly Praetorian Digital); Closed 02/26/2025
 - FIN02262025-1733; Janice Farese, American Transparency; An electronic copy of all payment transactions for Town of La Plata for fiscal year 2023-2024; Closed 03/03/2025
 - LPPD02072025-1340; Heather Wolfe, Progressive Insurance; Body worn camera footage for police report #24-567372437 involving Progressive insured Devin Griffin and other party Robert Pope; Invoice for supplies sent 02/18/2025, awaiting response from requestor
 - LPPD02112025-1415; Thomas V. Chase, Chase Incident Solutions; Any and all documentation contained in the personnel file of Sheldon E. Miller; Open as of 02/20/2025; 10-day response deadline: 02/26/2025; No response from requestor as of 03/20/2025
 - LPPD02112025-1453; Thomas V. Chase, Chase Incident Solutions; Any and all documentation contained in the personnel file of Brenden J. Smith; Open as of 02/20/2025; 10-day response deadline: 02/26/2025; No response from requestor as of 03/20/2025

- LPPD02112025-1452: Thomas V. Chase, Chase Incident Solutions; Any and all documentation contained in the personnel file of Michael Payne; Open as of 02/20/2025; 10-day response deadline: 02/26/2025; No response from requestor as of 03/20/2025
- HR03112025-2214; Tyjon Johnson; Reference Jeannie [sic] James, 1) Wages paid since August 2024, 2) If any increase in salary was paid, who approved and did it violate the charter as she is still a sitting elected official, 3) Ordinance to support the current pay rate for Mayor and Town Council, 4) is there and “adjustment” outside of the approved ordinance for mayor salary; 10-day response deadline: 02/25/2025; Under review by Town Attorney
- Staff
 - Town Clerk candidate interviews
- Awards & Recognition
 - Proclamations (2)
 - Arbor Day (04/02/2025)
 - Founding of La Plata (04/27/2025)
 - National Volunteer Week (04/20 – 04/26/2025)
- Training/Conferences
 - 03/04/2025: Support to State Highway Administration grant information session
 - 03/13/2025: Support to LGIT renewal meeting
 - 03/13/2025: Maryland Municipal League Essay Reading (Virtual)
- Boards and Commissions
 - Vacancies
 - Beautification Commission/Keep La Plata Beautiful (1 vacancy)
 - Board of Appeals (Alternate member/must be town resident)
 - Design Review Board (Alternate) (1 vacancy/must be town resident)
 - Finance Committee (Alternate)(1 vacancy/must be town resident)
 - Parks & Recreation Commission (1 vacancy/must be town resident)
 - Ethics Commission: Chelsea Williams appointed as Alternate to fill vacancy
 - Keep La Plata Beautiful
 - 03/02/25: Annual community litter index
 - 03/25/25: Creative Crosswalks (Downtown Birds); 2nd panel review
- Community Development
 - 03/07/2025: Visit by Grace Lutheran School 2nd-Graders
 - 03/08/2025: Farmers Market Vendor Information Meeting

PW

- Major water leaks
 - Redwood Cir and Alder Ct
 - Edelen Station
- Major sewer back ups
 - Marie's
 - E. Patuxent
 - St. Mary's Ave

AMI / Water Meter System – Data collection rate holding at 91.6%

Tighman Lake reopened 3/3

Stormwater

- Stormwater Priority List (no particular order): North Oak to Social Services Drainage (~800LF), 1327, 1404, 1386, 1343 Redwood Cir, 1006/1008 Norfolk Ditch and Road Pipe (pending HOA dedication), 1033 Wiltshire/1028 Suffolk (pending HOA dedication), 405 Patuxent Ct, Anne Arundel/Severn Ditches and Driveway Pipes
- Tilghman Lake Dam Rehabilitation – Punchlist competed. Park Reopened. Monitoring for erosion and sediment and stabilization on-going. Dock being evaluated for repair.
- Storm Box and Sidewalk contract being prepared for bid. Approximately 50 boxes and a headwall to be included from Agricopia, Kings Grant, Quailwood, and Jamestown.
- 120 Mallard: Utility locates complete. Pipe to be lined over coming weeks.
- NPDES
 - Quailwood Pkwy – 1 Easements received 2 pending. Bid documentation being prepared
 - Redwood Lake – Permits received. Bid documentation being prepared
 - Agricopia Sec 1 Pond – Dam Breach Analysis underway. Plans submitted to SCD for review.
 - Caroline Dr South – Soil borings completed. Awaiting the soil report for plan resubmission to regulators
 - Morris Dr East – Regulator response pending from JPA submission.



TOWN OF LA PLATA
305 Queen Anne Street
Post Office Box 2268
La Plata, Maryland 20646

MEMORANDUM

To: Mayor and Council
From: Karina Larsen, Treasurer
Subject: Recommendation for FY 2026 Budget Calendar Revision
Date: March 21, 2025

In order to provide the Town Council with adequate time to fully review and consider all three General Fund budget proposals and to ensure the simultaneous adoption of both the operating and capital budgets, I recommend revising the current budget calendar.

Rationale for Revision

1. **Comprehensive Review** – Adjusting the budget timeline will allow Council members sufficient time to analyze and compare the three General Fund budget proposals, ensuring a well-informed decision-making process.
2. **Coordinated Adoption** – Aligning the adoption of the operating and capital budgets will promote efficiency and a more strategic approach to financial planning and resource allocation.
3. **Enhanced Oversight** – A revised schedule will provide an opportunity for additional discussions and refinements, ensuring that the final budget reflects the priorities of the Council and the community.

Recommendation

I recommend that the budget calendar be adjusted to extend the review period for the General Fund budget proposals and synchronize the adoption dates for both the operating and capital budgets. A revised timeline is included for Council's consideration.

Please let me know if you require any further details or adjustments to this recommendation.



TOWN OF LA PLATA
305 Queen Anne Street
Post Office Box 2268
La Plata, Maryland 20646

Calendar of events for the preparation and adoption of the Town of La Plata Financial Plan/Budget
for Fiscal Year 2026

DATE	EVENT
Monday, January 13, 2025	Operating Budget worksheet available to Department Directors in N Drive Common>(3) Finance>Budget Docs>FY26.
Monday, January 27, 2025	Deadline for all Department Directors to complete FY 2026 operating budget worksheet(s) for review by the Town Manager and Treasurer.
Monday, January 27, 2025 – Friday, January 31, 2025	The Town Manager and Treasurer meet to discuss the department's proposed budget.
Monday, February 03, 2025 – Friday, February 14, 2025	The Town Manager and Treasurer meet with Department Directors to align their budgets with service priorities and available resources.
Friday, February 21, 2025	The proposed Operating Budget is submitted to the Finance Committee for review, comment, and recommendation. Feedback is due 03/05/25.
Tuesday, March 11, 2025	Town Manager transmits Proposed Operating Budget FY 2026 to the Council. <i>Agenda transmitted via publication of agenda</i>
Tuesday, March 18, 2025	Town Council Special Meeting: Budget discussion focusing on General Funds.
Tuesday, March 25, 2025	Town Council Regular Meeting: Discussion on both General Fund and Enterprise Funds Operating Budgets.
Friday, April 04, 2025	Publication of notice of public hearing on Tax Rate scheduled for April 22, 2025.

Town of La Plata
FY26 Budget
Calendar of Events
Revised 2025/03/21

DATE	EVENT
Tuesday, April 08, 2025	Town Council Regular Meeting: 1. Discussion of fee schedule. 2. Discussion of any outstanding operating budget items.
Friday, April 18, 2025	1. Publication of notice of public hearing on Fee Schedule 2. Publication of notice of public hearing on Financial Plan Budget
Tuesday, April 22, 2025	Town Council Regular Meeting: 1. Public Hearing and Public Comment on Tax Rate. 2. Introduction of Ordinance for FY 2026 Tax Rates. 3. Discussion on the FY 2026 Capital Budget and CIP for the General & Enterprise Funds.
Tuesday, May 13, 2025	Town Council Regular Meeting: 1. Public Hearing and Public Comment on FY 2026 Fee Schedule. 2. Public Hearing and Public Comment on FY 2026 Financial Plan Budget 3. Introduction of Ordinance adopting the FY 2026 Fee Schedule. 4. Introduction of Ordinance adopting the FY 2026 Financial Plan Budget. 5. Adoption of Ordinance for FY 2026 Tax Rates
Tuesday, May 27, 2025	Town Council Regular Meeting: Adoption of Ordinances for FY 2026 Fee Schedule and Financial Plan Budget.

**COUNCIL OF THE TOWN OF LA PLATA
Resolution 25-05**

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: March 25, 2025

Date Adopted:

Date Effective:

A RESOLUTION concerning

**Amendment of Calendar of Events for the Preparation and Adoption of the Town of La
Plata Financial Plan/Budget for Fiscal Year 2026**

FOR the purpose of amending the Calendar of Events for the Preparation and Adoption of the Town of La Plata Financial Plan/Budget for Fiscal Year 2026; and all matters generally relating thereto.

* * * * *

WHEREAS, the Council of the Town of La Plata desires to provide the Public the best opportunity for consistent attendance at public meetings; and

WHEREAS, the Council of the Town of La Plata adopted the “Calendar of Events for the Preparation and Adoption of the Town of La Plata Financial Plan/Budget for Fiscal Year 2026” on December 10, 2024, via Resolution 24-27; and

WHEREAS, unforeseen circumstances may require scheduled meetings to be rescheduled or canceled, or for additional meetings to be scheduled, notification regarding such meetings shall be provided in accordance with the Maryland Open Meetings Act § 3-302 (a).

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA that the “Calendar of Events for the Preparation and Adoption of the Town of La Plata Financial Plan/Budget for Fiscal Year 2026” is amended as attached hereto as Attachment 1.

31 **ADOPTED AND APPROVED** by the Council of the Town of La Plata this ____ day of
32 _____, 2025.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

David L. Winkler, Councilman

Matthew D. Trollinger, Councilman

ATTEST:

Evalyne L. Bryant-Ward, Councilwoman

Kelly Phipps
Interim Town Clerk

David M. Jenkins, Councilman

Date: _____, 2025



TOWN OF LA PLATA
305 Queen Anne Street
Post Office Box 2268
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