Finance Committee
Regular Meeting
May 8, 2025, 2:00 PM

Agenda

1. Call to Order

    1.1. 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 Finance Committee 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.

    Click the link below to join the meeting:
    Join the meeting now
    Meeting ID: 274 292 003 264
    Passcode: 7R3wz2td

    1.2. Approval of the Meeting Agenda

2. Approval of Minutes

    2.1. Approval of minutes of Special Meeting on April 3, 2025, and Regular Meeting on April 17, 2025.

3. Review of Monthly Treasurer's Reports

4. Matters of Discussion

    4.1. Draft Rules of Procedure (For Discussion and Finalization)

    4.2. Capital Improvement Plan for Fiscal Years 2027 to Fiscal Year 2030 (For Discussion and Recommendations on Procedures)

    4.3. Town Facilities Tour

5. New Business

6. Adjourn

    6.1. Adjournment

[MEET_FOOT]

Town of La Plata Finance Committee

Rules of Procedure – Revised Draft

1. Purpose of the Finance Committee

- The primary purpose of the Finance Committee is to advise the Town Council on financial matters, including budget preparation, fiscal policy, capital improvements, asset management, and financial oversight.
- The committee reviews expenditures, revenues, and the financial health of the town, ensuring the prudent management of town funds.

2. Composition

- The committee shall consist of 5 members as outlined in Ordinance 24-17 section 21-2.
- The Town Manager or authorized representative shall serve as executive secretary.
- Committee members are appointed by the Mayor and approved by the Town Council. Three (3) of the initial five (5) members will start with three-year terms; two (2) will start with one-year terms. Subsequent terms will be four (4) years from appointment date.
- In the event of vacancies, new members shall be appointed by the Town Council.

3. Officers

- The committee shall select a Chairperson and a Vice-Chairperson at the first meeting following the formation of the committee each year. The selection will be appointed by the Mayor and approved by the Town Council.
- The Chairperson is responsible for presiding over meetings and ensuring the orderly conduct of business.
- The Vice-Chairperson shall assume the duties of the Chairperson in their absence.
- Both the Chairperson and Vice-Chairperson are required to complete training on the Open Meetings Act through the Maryland Attorney General's office. Open Meetings Act training is recommended for all committee members.

4. Meetings

- The Finance Committee shall meet monthly or as needed, at a regularly scheduled time. Additional meetings may be called as necessary.

- All meetings are open to the public, and agendas shall be posted at least 2 days prior to each meeting.
- A quorum for a meeting is a majority of the committee members.
- The committee may hold special meetings with proper notice, as required by the Maryland Open Meetings Act.
- A written agenda shall be distributed to all committee members at least 3 days before each meeting.
- Attendance at the meeting may be in person or virtual via Microsoft Teams, arranged in advance with the Town Clerk through the Committee Chairperson.
- Work sessions can be held without a quorum.

5. Agendas

- The Chairperson, in consultation with the Town Treasurer, will prepare the agenda.
- Committee members may request that items be placed on the agenda by submitting them to the Chairperson no later than 5 days before the meeting.
- The agenda will include:
    1. Call to order
    2. Approval of the agenda
    3. Approval of minutes
    4. Review of monthly Treasure Report
    5. Discussion and recommendation of budget and spending proposals
    6. Public comments
    7. New business
    8. Adjournment

6. Conduct of Meetings

- Meetings will be conducted in an orderly and respectful manner. The Chairperson has the authority to enforce these rules.
- Each committee member is entitled to speak on each agenda item.

- A motion must be made and seconded to discuss or take action on any item. A simple majority vote will decide most actions.
- In case of a tie vote, the Chairperson has the deciding vote.
- Public Participation: Citizens may provide input during the designated time for public comments, which may be limited to 3 minutes per speaker.

7. Financial Reporting and Review

- The committee will review monthly and quarterly financial reports, including but not limited to income, expenditures, capital assets, asset management, and budget compliance.
- Any financial irregularities identified, or issues should be flagged for feedback and/or further investigation or action by the Town Council.
- The committee may recommend adjustments to the budget based on financial performance and projections.
- Recommendations will be included in a quarterly report to the council from the Chairperson or Vice-Chairperson.

8. Budget Review and Recommendations

- The committee shall advise in the preparation of the annual budget, reviewing departmental budget requests, revenue projections, and proposed expenditures.
- After a thorough review, the committee Chairperson or Vice-Chairperson or nominee will present recommendations to the Town Council.
- The committee may propose revisions to the budget during the year, particularly if unexpected financial issues arise.

9. Conflict of Interest

- Committee members must disclose any potential conflicts of interest related to agenda items.
- A member with a conflict of interest on a specific item must abstain from voting or participating in the discussion on that item.

10. Financial Oversight and Audits

- The committee may review financial controls and recommend improvements if necessary.

- The committee may request an internal audit of the Town's financial activities and recommend corrective actions or policies.
- The committee shall ensure that the results of the audit are presented to the Town Council and the public.

11. Record-Keeping

- Minutes of all meetings shall be taken by the committee secretary or an appointed individual. The minutes shall be approved by the committee at the subsequent meeting.
- Financial records and committee documentation should be retained in accordance with town policy and accessible to the public.

12. Amendments to the Rules of Procedure

- These rules of procedure may be amended by a majority vote of the Finance Committee members.
- Any proposed amendments must be submitted in writing to the committee members at least 5 days before the meeting at which they will be discussed.

13. Ethical Standards

- All committee members must adhere to the highest ethical standards and avoid any actions that could be perceived as self-dealing or corruption.
- Any instances of unethical behavior should be reported to the own Ethics Commission for investigation.

Buildings and Facilities

Capital Improvement/Asset/Project	Useful Life (Yrs)	Est. Yr. Complete	Fund	Department	Funding Source	FY27 Budget	Total Budget	Strategic/Comprehensive Plan Goal	Description	Operating Budget Impact
Dorchester Community Center	40	2028	1	Facilities	State Grant $1,250,000 Pending Project Reserve $100,000 Fund Balance $450,000	$550,000	$1,800,000	GOAL #30, Action 1: Meet identified facilities needs especially for indoor recreation and sports fitness, walking and swimming, and programming for youth, elderly and disabled residents.	The Dorchester Community Center would provide a safe haven for local youth, while providing a place for children and youth to gather for assistance with homework, life skills, and other trainings. The center could also be used for seniors or other groups of residents.	No significant impact anticipated, but there could be an increase in utilities with more use of the facility
Town Hall Parking Lot Expansion Plan	15	2028	1	Facilities	Fund Balance $350,000	$200,000	$350,000	GOAL #17: Better manage the supply of existing parking and limit new off-street parking. ACTIONS: 1. Improve signage for off-street parking areas 2. Encourage shared parking spaces and reduce or eliminate minimum parking requirements on a per development basis.	Expand Town Hall Parking Lot and upgrade stormwater drainage.	No significant impact anticipated
Security Camera System	7	2027	1	Facilities	Project Reserve	$150,000	$150,000	GOAL #20: Strengthen town services and programs with adequate staffing and technical expertise.	A town-wide video system that would serve as a preventative measure against quality of life and criminal activity.	About $61,000- OT to view data, storage contract and electric for cameras $61,000
Council Chamber AV Equipment		2027	1	Legislative	Other Grant Funding Agreement - Comcast & Verizon	$25,000	$25,000	GOAL #20: Strengthen town services and programs with adequate staffing and technical expertise.		No significant impact anticipated

Parks and Other Sites

Capital Improvement/Asset/Project	Useful Life (Yrs)	Est. Yr. Complete	Fund	Managing Department	Funding Source	Budget	Total Budget	Strategic/Comprehensive Plan Goal	Description	Operating Budget Impact
Foundation Grading with Drainage & Rubber safety matting - all neighborhood parks	20	2030	1	Public Works	Fund Balance	$150,000	$600,000	Community playground improvement - Strategic Plan Goal 29 / Action 7 (enhance existing parks and recreation areas)	Upgrading foundation and installation of rubber safety matting will create a clean aesthetic, improve safety and eliminate the need for annual wood chip filling	No significant impact anticipated, but should reduce some maintenance costs such as wood chip filling
Upgrade Playground Equipment	15	2030	1	Public Works	Fund Balance	$75,000	$300,000	Community playground improvement - Strategic Plan Goal 29 / Action 7 (enhance existing parks and recreation areas)	To replace aging equipment, improve park conditions and overall community asthetic, safety and meet strategic improvement plan goal.	No significant impact anticipated, but could reduce current maintenance costs
Radio Station Road Bikeway	20	2028	1	Public Works	SHA & MDOT Grant $2,210,589 Pending Charles County $639,000 Pending Fund Balance $25,000	$1,293,565	$2,874,589	Goal 32, #1 - Create townwide walking/biking trail system.	Final Design & Construction of bikeway along Willow Lane, Charles Street, La Plata Road, and Radio Station Road	Normal maintenance is estimated at $1,000 annually

Transportation Improvements

Capital Improvement/Asset/Project	Useful Life (Yrs)	Est. Yr. Complete	Fund	Managing Department	Funding Source	Budget	Total Budget	Strategic/Comprehensive Plan Goal	Description	Operating Budget Impact
Neighborhood Traffic Calming		2027	1	Planning	USDOT Grant $110,000 Pending Fund Balance $27,500	$87,500	$137,500	Goal 16 - Continue to make La Plata a very walkable community.	This project will design and implement neighborhood traffic calming at locations throughout La Plata.	No significant impact anticipated

Citywide Sidewalk Improvements		2027	1	Planning	USDOT Grant $90,000 Pending Fund Balance $22,500	$45,000	$112,500	Goal 16, #1. Fill Remaining Gaps in the Sidewalk Network	This project is for planning, design, and construction of sidewalks town wide. Priorities identified in the Comprehensive Plan: US 301 from La Plata Plaza North to Rose wick Road; 6620 Crain Hwy to Talbot Street; Washington Avenue from Baltimore Street to Talbot Street and from Shining Willow Way to Heritage Green Parkway; and, St. Mary's Ave from Charles Street (MD 6) to the first commercial entrance; and along Kent and Oak Street north of Charles Street.	No significant impact anticipated
Southwest Access Management & Safety Improvements		2027	1	Planning	USDOT Grant $140,000 Pending Fund Balance $35,000	$85,000	$175,000	Goal 15, #5 - Work with SHA to improve access management and safety along US 301	This project will create a new signalized intersection at US 301 and Glen Albin Road and related improvements at US 301.	No significant impact anticipated
Street Paving	20	2027	1	Public Works	HUR Funding	$736,040	Continues		Paving of town streets based on annual road condition review	Regular Maintenance and repairs

Vehicles

Capital Improvement/Asset/Project	Useful Life (Yrs)	Est. Yr. Complete	Fund	Department	Funding Source	Budget	Total Budget	Strategic/Comprehensive Plan Goal	Description	Operating Budget Impact
Police vehicles		2027	1	Polcie	Fund Balance					

Capital Equipment

Capital Improvement/Asset/Project	Useful Life (Yrs)	Est. Yr. Complete	Fund	Department	Funding Source	Budget	Total Budget	Strategic/Comprehensive Plan Goal	Description	Operating Budget Impact

Sewer & Water Infrastructure

Capital Improvement/Asset/Project	Useful Life (Yrs)	Est. Yr. Complete	Fund	Department	Funding Source	Budget	Total Budget	Strategic/Comprehensive Plan Goal	Description	Operating Budget Impact
Lead Service Line Study		2030	84	Water	Fund Balance	$250,000	$1,500,000	GOAL #13: Preserve and enhance high-quality and sensitive water resources impacted by growth and development.	Lead & Copper Rule Revisions are a federally mandated initiative to further reduce lead exposure in drinking water. All water systems are required to conform to this mandate and be lead free by 2035. Additional rules and announcements are expected in 2026.	No significant impact anticipated
12" Efluent Water Line & SWQuad Forcemain		2027	82	Sewer	USDA Loan $2,000,000 (proposed)	$2,000,000	$2,000,000		Currently is a 12" effluent water line installed from WWTP to 301. This project would extend that line farther down 301. It would also include a new force main from SW Quadrant pump station to 301	No significant impact anticipated

Pump Station Upgrade - Clarks Run 2		2027	82	Sewer	Fund Balance	$150,000	$150,000	GOAL #10: Plan upgrades and enhancements to the Town's wastewater infrastructure to ensure that growth and development can be accommodated within the Chesapeake Bay Restoration framework.	Sewer Pump station located on Redwood Circle that handles roughly 158 EDU's or close to 40,000 gallons per day worth of flow. Station is roughly 40 years old. Is a Smith and Loveless pump station with two pumps, controls, and a surplus generator from the armed forces with no automatic transfer switch installed.	No significant impact anticipated
Pump Station Upgrade - Kings Grant 2		2027	82	Sewer	Fund Balance	$150,000	$150,000		Sewer Pump station located on Canterbury Dr that handles roughly 22 EDU's worth of flow. Station is roughly 20 years old. Is a Smith and Loveless pump station with two pumps, controls, and a generator/transfer switch	No significant impact anticipated
Pump Station Upgrade - Quailwood		2027	82	Sewer	Developer Funding 9proposed)	$500,000	$500,000		Sewer Pump station located on Quailwood Pkwy that handles roughly 173 EDU's worth of flow. Station is roughly 38 years old. Is a Smith and Loveless pump station with two pumps, controls, and a generator/transfer switch. Station is low lying and prone to flooding.	No significant impact anticipated
WWTP SCADA Hardware and Software Upgrade		2027	82	Sewer	Fund Balance	$100,000	$100,000		Replace WWTP SCADA servers, computers, and upgrade software as recommended by IT staff and contractors.	No significant impact anticipated

Stormwater Infrastructure

Capital Improvement/Asset/Project	Useful Life (Yrs)	Est. Yr. Complete	Fund	Department	Funding Source	Budget	Total Budget	Strategic/Comprehensive Plan Goal	Description	Operating Budget Impact
Stormwater MS4 Compliance - Construction Caroline Dr South	50	2027	86	Stormwater	Project Reserve	$350,000	$500,000	Goal #12-1 (Completing the Town's MS4 restoration plan, mandated under the current Phase II MS4 General Permit and identify stormwater retrofit and watershed restoration projects that will contribute to the overall Chesapeake Bay TMDL effort.) and Goal #12-2 (Implement the projects included in the MS4 restoration plan.)	The Caroline Dr South BMP retrofit project will construct the retrofit changes to an existing BMP built in the 1980s and bring it to modern SWM water quality standards to include dam safety, ESD, riser replacement, outfall protection, and any other upgrades to meet current standards for SWM. The retrofit is needed to meet the Maryland 2018 Phase II NPDES permit requirement to reduce or treat 20% of the Town's untreated impervious surface. The project is treating 16.78 acres of that goal.	Contracted services for additional maintenance $1,500
Stormwater MS4 Compliance - Compliance Morris Dr East	50	2027	86	Stormwater	Fund Balance	$500,000	$500,000		The Morris Drive East BMP retrofit design project will design the retrofit an existing BMP built in the 1990s for flood control only and bring it to modern SWM water quality standards to include dam safety, ESD, overflow riser, outfall channel, and any other upgrades as needed to meet current standards for SWM. State has required a dam breach analysis. The retrofit is needed to meet the Maryland 2018 Phase II NPDES permit requirement to reduce or treat 20% of the Town's untreated impervious surface. MDE is requiring the design incorporate a dam breach analysis for downstream impacts from a potential failure. The project is treating 9.77 acres of that goal. The design is on-going and carried over from FY24.	No significant impact anticipated

Stormwater MS4 Compliance - Other Areas	50	2030	86	Stormwater	Fund Balance	$350,000	$2,000,000		Design $700,000 & Construction $2,000,000. This is a continuation of the NPDES permit required BMP impervious surface program which will retrofit 8 additional BMPs similarly to the 2025 retrofit program for Quail wood, Redwood, etc. and a ditch retrofit program throughout Town. Work to include upgrades to existing facilities to meet current standards SWM. The retrofits are projected to be needed to meet the as of yet unpublished 2030 Maryland NPDES permit requirements to reduce or treat an expected additional 10% of the Town's untreated impervious surface. Due to how recently these 8 BMPs were built, we are only getting 50% credit for each, which is why we went from 5 projects for 2025 to 9 projects for 2030.	No significant impact anticipated
Stormwater Replacement		2030	86	Stormwater	Fund Balance $625,000 Operating Revenue $625,000	$250,000	$1,250,000	Goal 14 - (Meet or exceed stormwater management goals as expressed in TMDL requirements). The maintenance of existing facilities facilitate TMDL goals by preventing failing stormwater management and drainage infrastructure from discharging sediment and nutrients into local waterways and reducing downstream flooding by maintaining capacity in existing facilities.	This is to maintain and replace as needed stormwater infrastructure to include, pipes, inlets, ditches, BMPs, etc. Addition maintenance is needed on BMPs that we are not currently preforming including clearing debris, sediment, trees, etc. Potential FY26 Projects include: Kent Ave/Oak Ave Drainage Improvements Anne Arundel/Severn Drainage Improvements Heritage Green at Morris Improvements And others areas	Direct Costs - contracted services -If adding include increased cost of M&R and fuel, Melinda's comments - additional funds are needed for regular and on-going BMP maintenance in addition to the pipe. Inlet, ditch maintenance. With personnel being perpetually understaffed in PW and other area such as water, sewer, WWTP taking manpower priority, we may consider increasing contracted services to perform maintenance and the BMPs beyond basic mowing & debris removal. This will not increase revenue for the town, but will have a negative cost as additional maintenance costs will be required