

2015

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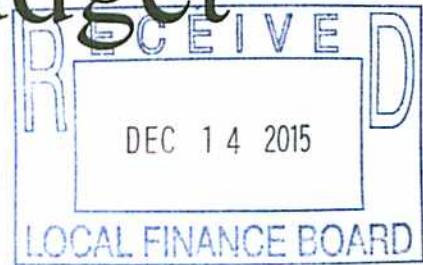
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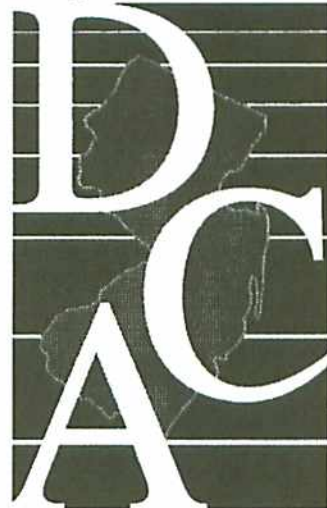
Town of Hackettstown Municipal Utilities Authority

Authority Budget

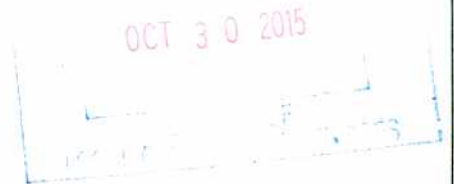
www.hmua.com
(Authority Web Address)



Department Of



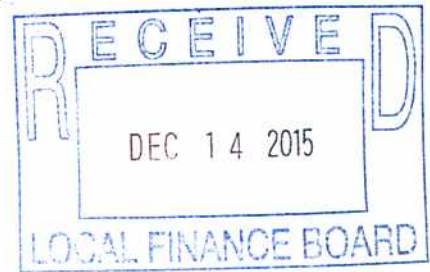
Community
Affairs



Division of Local Government Services

2015 AUTHORITY BUDGET

Certification Section



2015

Town of Hackettstown Municipal Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM DECEMBER 1, 2015 TO NOVEMBER 30, 2016

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*



By: *C.M. Zepuch*

Date: 11/28/16

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: *Christie M. Zepuch*

Date: 1/28/16

2015 PREPARER'S CERTIFICATION

TOWN OF HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: Dec 1, 2015 TO: Nov 30, 2016

It is hereby certified that the Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Bruce D. Smith		
Title:	Executive Director		
Address:	424 Hurley Drive – P.O. Box 450 Hackettstown, NJ 07840		
Phone Number:	908-852-3622	Fax Number:	908-852-2681
E-mail address	bdsmith@hmua.com		

2015 APPROVAL CERTIFICATION

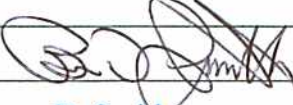
TOWN OF HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: Dec 1, 2015 TO: Nov 30, 2016

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the [Town of Hackettstown Municipal Utilities Authority](#), at an open public meeting held pursuant to [N.J.A.C. 5:31-2.3](#), on the 23rd day of October, 2015.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Bruce D. Smith		
Title:	Executive Director & Secretary		
Address:	424 Hurley Drive – P.O. Box 450 Hackettstown, NJ 07840		
Phone Number:	908-852-3622	Fax Number:	908-852-2681
E-mail address	bdsmith@hmua.com		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.hmua.com
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All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- A description of the Authority's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

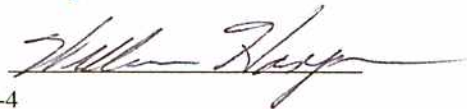
Name of Officer Certifying compliance

William Harper

Title of Officer Certifying compliance

Chairperson

Signature



2015 AUTHORITY BUDGET RESOLUTION

Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: Dec 1, 2015 TO: Nov 30, 2016

WHEREAS, the Annual Budget and Capital Budget for the **Town of Hackettstown Municipal Utilities Authority** for the fiscal year beginning, **December 1, 2015** and ending, **November 30, 2016** has been presented before the governing body of the **Town of Hackettstown Municipal Utilities Authority** at its open public meeting of **October 23, 2015**; and

WHEREAS, the Annual Budget is being submitted late due to the additional time necessary to gather the information required by the new Budget format and work associated with the recruitment and selection of a new Executive Director; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of **\$ 4,994,000_**, Total Appropriations, including any Accumulated Deficit if any, of **\$ 4,994,000_** and Total Unrestricted Net Position utilized of **_\$0_**; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of **\$1,720,000_** and Total Unrestricted Net Position planned to be utilized as funding thereof, of **_\$0_**; and


WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the **Town of Hackettstown Municipal Utilities Authority**, at an open public meeting held on **October 23, 2015** that the Annual Budget, including all related schedules, and the Capital Budget/Program of the **Town of Hackettstown Municipal Utilities Authority** for the fiscal year beginning, **December 1, 2015** and ending, **November 30, 2016** is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the **Town of Hackettstown Municipal Utilities Authority** will consider the Annual Budget and Capital Budget/Program for adoption on **November 10, 2015**.


 (Secretary's Signature)

10/23/2015
 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
William Harper	X			
Gerald DiMaio, Jr.				X
John DiMaio				X
Edward Kelly	X			
William Kuster, Jr.	X			

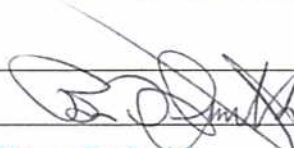
2015 ADOPTION CERTIFICATION

Town of Hackettstown Municipal Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: Dec 1, 2015 TO: Nov 30, 2016

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Town of Hackettstown Municipal Utilities Authority, pursuant to N.J.A.C. 5:31-2.3, on the 8th day of, December, 2015.

Officer's Signature:			
Name:	Bruce D. Smith		
Title:	Executive Director & Secretary		
Address:	424 Hurley Drive – P.O. Box 450 Hackettstown, NJ 07840		
Phone Number:	908-852-3622	Fax Number:	908-852-2681
E-mail address	bdsmith@hmua.com		

2015 ADOPTED BUDGET RESOLUTION

Town of Hackettstown Municipal Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: Dec 1, 2015 TO: Nov 30, 2016

WHEREAS, the Annual Budget and Capital Budget/Program for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2015 and ending, November 30, 2016 has been presented for adoption before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of December 8, 2015; and


WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 4,994,000_, Total Appropriations, including any Accumulated Deficit, if any, of \$4,994,000_ and Total Unrestricted Net Position utilized of _\$0_; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$1,720,000_ and Total Unrestricted Net Position planned to be utilized of _\$0_; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Town of Hackettstown Municipal Utilities Authority, at an open public meeting held on December 8, 2015 that the Annual Budget and Capital Budget/Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning, December 1, 2015 and, ending, November 30, 2016 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.


(Secretary's Signature)

12/09/15
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
William Harper	X			
Gerald DiMaio, Jr.	X			
John DiMaio				X
Edward Kelly	X			
William Kuster, Jr.	X			

2015 AUTHORITY BUDGET
Narrative and Information Section

2015 AUTHORITY BUDGET MESSAGE & ANALYSIS

Town of Hackettstown Municipal Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: Dec 1, 2015 TO: Nov 30, 2016

Answer all questions below. Attach additional pages and schedules as needed.

1. Complete a brief statement on the 2015 proposed Annual Budget and make comparison to the 2014 adopted budget for each operation. Explain any variances over +/-10% for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase. *The Authority proposes a Budget totaling \$4,994,000 as compared to \$4,096,407 for the prior fiscal year. The proposed budget represents an increase of 21.9%. The increase is primarily due to Non-Operating appropriations for the Renewal and Replacement Reserve to provide funds for future capital projects. The Authority adopted a new rate schedule in September 2015, providing additional revenue mainly to pay for capital projects. A copy of the resolution authorizing the rate increase is attached.*
2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% from the current year adopted budget. *Please see answer for Question #1.*
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. *Development has been impacted by the Highlands Act. Significant portions of the HMUA Service Area have been eliminated. Development has slowed in the remaining portions of the Service Area. However, additional capital projects are necessary to properly manage the Authority's assets and will have a significant impact upon this and future budgets.*
4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered. *No Unrestricted Net Assets are being utilized in the proposed Annual Budget.*
5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.). *Shared services include a Fuel Depot, sharing of paving costs, equipment and sewer cleaning and TV inspection services.*
6. The proposed budget must not reflect an anticipated deficit from 2015 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. *The budget does not include any accumulated deficit.*

7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable. *The Authority adopted a new Rate Schedule in September 2015. A copy of the current Rate Schedule and authorizing resolution are attached.*

8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include sewer and water billings; parking rents and collections; number of customers; number of available parking spaces; etc. See Local Finance Notice 2014-9 for more information. *The only outstanding debt service is a USDA Loan. The Authority has forwarded a copy of our most recent Annual Audit Report.*

AUTHORITY CONTACT INFORMATION 2015

Please complete the following information regarding this Authority. **All** information requested below must be completed.

Name of Authority:	Town of Hackettstown Municipal Utilities Authority		
Address:	424 Hurley Drive – P.O. Box 450		
City, State, Zip:	Hackettstown	NJ	07840
Phone: (ext.)	908-852-3622	Fax:	908-852-2681

Preparer's Name:	Bruce D. Smith		
Preparer's Address:	424 Hurley Drive – P.O. Box 450		
City, State, Zip:	Hackettstown	NJ	07840
Phone: (ext.)	908-852-3622	Fax:	908-852-2681
E-mail:	bdsmith@hmua.com		

Chief Executive Officer:	Bruce D. Smith		
Phone: (ext.)	908-852-3622	Fax:	908-852-2681
E-mail:	bdsmith@hmua.com		

Chief Financial Officer:			
Phone: (ext.)		Fax:	
E-mail:			

Name of Auditor:	Vincent M. Montanino		
Name of Firm:	VM Associates, Inc.		
Address:	111 Howard Boulevard – Suite 212		
City, State, Zip:	Mt. Arlington	NJ	07856
Phone: (ext.)	973-770-5491	Fax:	973-770-5494
E-mail:	Vm_associates@msn.com		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: Dec 1, 2015 TO: Nov 30, 2016

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in calendar year 2013 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 19
- 2) Provide the amount of total salaries and wages for calendar year 2013 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$1,220,345.24
- 3) Provide the number of regular voting members of the governing body: 5
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? Yes If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority. Board Members Gerald DiMaio and John DiMaio are cousins. There is no business relationship. Board Member William Kuster is the son-in-law of Board Member William Harper. There is no business relationship.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. Attach narrative. The process includes review and approval by the commissioners along with the Budget; a routine review of survey of compensation data for comparable positions in similarly sized entities; periodic performance evaluation. The key employee has a written employment contract.
- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed. Copy of detailed list and explanation is attached.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed. Copy of detailed list and explanation is attached.

AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: Dec 1, 2015 TO: Nov 30, 2016

- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? No *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. Although there is no formal written policy, substantiation of expenses through receipts or invoices are required prior to reimbursement.*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? Yes *If "yes," attach explanation including amount paid. Former employee (Deputy Director) paid \$29,677 for severance at termination.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A-No Debt *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? No *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES, HIGHEST
COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**
Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: Dec 1, 2015 TO: Nov 30, 2016

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and all related entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and related entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2015, the calendar year 2013 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2014, with 2013 being the most recent calendar year ended), and for fiscal years ending June 30, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2015, with 2014 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period December 1, 2015 to Hackettstown Municipal Utilities Authority to November 30, 2016

Name	Title	Average Hours per Week Dedicated to Position	Position				Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)								
1 Bruce Smith	Executive Director	40	X	X			\$ 139,473		\$ 32,623	\$ 172,096	Allamuchy Twp	Consultant	4	\$ 2,969		\$ 175,065	
2 Steven Baldwin	Water Chief Oper.	40		X			74,049		34,366	108,415						108,415	
3 Peter Tynan	Sewer Supt	40		X			80,214		33,160	113,374						113,374	
4 Charles Volkert	Water Supt	40		X			77,288		32,831	110,119						110,119	
5 Harry Brown	Former Commissioni	3				X	500		13,093	13,593	DRJTBC	Asst Supt	38	72902	12,000	98,495	
6 Harry Brown	Former Commissioner					X				-	Bd of Elect Warri	Commissioner	2	6069	-	6,069	
7 Gerald DiMaio	Commissioner	3	X				500		10,195	10,695	Town of Hackett	Councilman	10	3400	-	14,095	
8 John DiMaio	Commissioner	3	X				500		26,405	26,905	NJ ASSEMBLY	Assemblymen	25	49000		75,905	
9 William Harper	Commissioner	3	X				500		20,390	20,890						20,890	
10 Edward Kelly	Commissioner	3	X				500		-	500						500	
11 William Kuster	Commissioner	3	X				-			-	Town of Hackett	Admin/Clerk	40	122614	29,710	152,324	
12										-						-	
13										-						-	
14										-						-	
15										-						-	
Total:							\$ 373,524	\$ -	\$ -	\$ 203,063	\$ 576,587			\$ 256,954	\$ 41,710	\$ 875,251	

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed:

4

Schedule of Health Benefits - Detailed Cost Analysis

Hackettstown Municipal Utilities Authority
For the Period December 1, 2015 to November 30, 2016

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	4	\$ 11,234	\$ 44,936	3	\$ 10,817	\$ 32,451	\$ 12,485	38.5%
Parent & Child	1	20,109	20,109	1	18,281	18,281	1,828	10.0%
Employee & Spouse (or Partner)	2	22,468	44,936	3	21,633	64,899	(19,963)	-30.8%
Family	12	31,343	376,116	12	29,097	349,164	26,952	7.7%
Employee Cost Sharing Contribution (enter as negative -)			(96,000)			(76,980)	(19,020)	24.7%
Subtotal	19		390,097	19		387,815	2,282	0.6%
Commissioners - Health Benefits - Annual Cost								
Single Coverage	1	11,234	11,234	1	10,817	10,817	417	3.9%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)	1	22,468	22,468	1	21,633	21,633	835	3.9%
Family	1	31,343	31,343	1	29,097	29,097	2,246	7.7%
Employee Cost Sharing Contribution (enter as negative -)			(1,500)			(1,459)	(41)	2.8%
Subtotal	3		63,545	3		60,088	3,457	5.8%
Retirees - Health Benefits - Annual Cost								
Single Coverage	2	6,485	12,970	2	6,189	12,378	592	4.8%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)	1	33,581	33,581	0		-	33,581	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			(5,877)			-	(5,877)	#DIV/0!
Subtotal	3		40,674	2		12,378	28,296	228.6%
GRAND TOTAL	25		\$ 494,316	24		\$ 460,281	\$ 34,035	7.4%

Is medical coverage provided by the SHBP (Yes or No)?

Yes

Is prescription drug coverage provided by the SHBP (Yes or No)?

Yes

Schedule of Accumulated Liability for Compensated Absences

Hackettstown Municipal Utilities Authority
 For the Period December 1, 2015 to November 30, 2016

Complete the below table for the Authority's accrued liability for compensated absences.

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Steve Baldwin	176	\$ 34,592		X	
Michael Brady	87	21,457		X	
Earl Cruts	67	14,225		X	
Alan Gapinski	65	12,823		X	
Joseph King	96	19,774		X	
Debbie Palma	59	14,556		X	
Edward Poyer	142	20,536		X	
Bruce Smith	215	78,802		X	X
Michael Snyder	180	39,300		X	
Peter Tynan	240	47,249		X	
Dan Ubertaccio	86	17,850		X	
Charles Volkert	75	18,190		X	
Diane Pilipenko, Diane Tillou, David Youds	94	18,662		X	
Richard Clegg, Aaron Armstrong, Arthur Klein	72	13,980		X	
Total liability for accumulated compensated absences at beginning of current year		\$ 371,996			

Schedule of Shared Service Agreements

Hackettstown Municipal Utilities Authority

For the Period

December 1, 2015

to

November 30, 2016

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Town of Hackettstown	Hackettstown Mun Utilities Authority	Fuel Depot				Varies
Hackettstown Municipal Utilities Authority	Township of Allamuchy	Sewer Cleaning and TV Inspection Services			11/30/2015	Varies

2015 AUTHORITY BUDGET

Financial Schedules Section

2015 Budget Summary

Hackettstown Municipal Utilities Authority
For the Period December 1, 2015 to November 30, 2016

	<i>Proposed Budget</i>						<i>Current Year Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Current Year</i>	<i>% Increase (Decrease) Proposed vs. Current Year</i>	
	Water	Sewer	Operation #3	Operation #4	Operation #5	Operatio n #6	Total All Operations	Total All Operations	All Operations	
								Total All Operations	All Operations	
REVENUES										
Total Operating Revenues	\$ 2,359,000	\$ 2,559,000	\$ -	\$ -	\$ -	\$ -	\$ 4,918,000	\$ 4,302,000	\$ 616,000	14.3%
Total Non-Operating Revenues	38,000	38,000	-	-	-	-	76,000	90,000	(14,000)	-15.6%
Total Anticipated Revenues	<u>2,397,000</u>	<u>2,597,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,994,000</u>	<u>4,392,000</u>	<u>602,000</u>	<u>13.7%</u>
APPROPRIATIONS										
Total Administration	571,753	536,040	-	-	-	-	1,107,793	1,092,217	15,576	1.4%
Total Cost of Providing Services	1,129,247	1,353,960	-	-	-	-	2,483,207	2,442,283	40,924	1.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	13,732	18,963	-	-	-	-	32,695	31,310	1,385	4.4%
Total Operating Appropriations	1,714,732	1,908,963	-	-	-	-	3,623,695	3,565,810	57,885	1.6%
Total Interest Payments on Debt	38,209	52,765	-	-	-	-	90,974	92,358	(1,384)	-1.5%
Total Other Non-Operating Appropriations	644,059	635,272	-	-	-	-	1,279,331	242,367	1,036,964	427.8%
Total Non-Operating Appropriations	682,268	688,037	-	-	-	-	1,370,305	334,725	1,035,580	309.4%
Accumulated Deficit	-	-	-	-	-	-	-	195,872	(195,872)	-100.0%
Total Appropriations and Accumulated Deficit	2,397,000	2,597,000	-	-	-	-	4,994,000	4,096,407	897,593	21.9%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	<u>2,397,000</u>	<u>2,597,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,994,000</u>	<u>4,096,407</u>	<u>897,593</u>	<u>21.9%</u>
ANTICIPATED SURPLUS (DEFICIT)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 295,593</u>	<u>\$ (295,593)</u>	<u>-100.0%</u>

2015 Revenue Schedule

Hackettstown Municipal Utilities Authority

For the Period December 1, 2015 to November 30, 2016

	Proposed Budget						Total All Operations	Current Year Adopted Budget	\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year
	Water	Sewer	Operation #3	Operation #4	Operation #5	Operation #6		Total All Operations	All Operations	All Operations
								Total All Operations	All Operations	All Operations
OPERATING REVENUES										
<i>Service Charges</i>										
Residential	\$ 1,435,000	\$ 1,771,000					\$ 3,206,000	\$ 2,797,000	\$ 409,000	14.6%
Business/Commercial	422,000	571,000					993,000	865,000	128,000	14.8%
Industrial	270,000	110,000					380,000	325,000	55,000	16.9%
Intergovernmental	28,000						28,000	28,000	-	0.0%
Other	204,000	107,000					311,000	287,000	24,000	8.4%
Total Service Charges	2,359,000	2,559,000					4,918,000	4,302,000	616,000	14.3%
<i>Connection Fees</i>										
Residential							-	-	-	#DIV/0!
Business/Commercial							-	-	-	#DIV/0!
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Connection Fees							-	-	-	#DIV/0!
<i>Parking Fees</i>										
Meters							-	-	-	#DIV/0!
Permits							-	-	-	#DIV/0!
Fines/Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Parking Fees							-	-	-	#DIV/0!
<i>Other Operating Revenues (List)</i>										
Other Revenue 1							-	-	-	#DIV/0!
Other Revenue 2							-	-	-	#DIV/0!
Other Revenue 3							-	-	-	#DIV/0!
Other Revenue 4							-	-	-	#DIV/0!
Total Other Revenue							-	-	-	#DIV/0!
Total Operating Revenues	2,359,000	2,559,000					4,918,000	4,302,000	616,000	14.3%
NON-OPERATING REVENUES										
<i>Grants & Entitlements (List)</i>										
Grant #1							-	-	-	#DIV/0!
Grant #2							-	-	-	#DIV/0!
Grant #3							-	-	-	#DIV/0!
Grant #4							-	-	-	#DIV/0!
Total Grants & Entitlements							-	-	-	#DIV/0!
<i>Local Subsidies & Donations (List)</i>										
Local Subsidy #1							-	-	-	#DIV/0!
Local Subsidy #2							-	-	-	#DIV/0!
Local Subsidy #3							-	-	-	#DIV/0!
Local Subsidy #4							-	-	-	#DIV/0!
Total Local Subsidies & Donations							-	-	-	#DIV/0!
<i>Interest on Investments & Deposits</i>										
Investments	38,000	38,000					76,000	90,000	(14,000)	-15.6%
Security Deposits							-	-	-	#DIV/0!
Penalties							-	-	-	#DIV/0!
Other Investments							-	-	-	#DIV/0!
Total Interest	38,000	38,000					76,000	90,000	(14,000)	-15.6%
<i>Other Non-Operating Revenues (List)</i>										
Other Non-Operating #1							-	-	-	#DIV/0!
Other Non-Operating #2							-	-	-	#DIV/0!
Other Non-Operating #3							-	-	-	#DIV/0!
Other Non-Operating #4							-	-	-	#DIV/0!
Other Non-Operating Revenues							-	-	-	#DIV/0!
Total Non-Operating Revenues	38,000	38,000					76,000	90,000	(14,000)	-15.6%
TOTAL ANTICIPATED REVENUES	\$ 2,397,000	\$ 2,597,000	\$ -	\$ -	\$ -	\$ -	\$ 4,994,000	\$ 4,392,000	\$ 602,000	13.7%

2015 Revenue Schedule

Hackettstown Municipal Utilities Authority

For the Period December 1, 2015 to November 30, 2016

	<i>Current Year Adopted Budget</i>						Total All Operations
	Water	Sewer	Operation #3	Operation #4	Operation #5	Operation #6	
OPERATING REVENUES							
<i>Service Charges</i>							
Residential	\$ 1,148,000	\$ 1,649,000					\$ 2,797,000
Business/Commercial	327,000	538,000					865,000
Industrial	225,000	100,000					325,000
Intergovernmental	28,000						28,000
Other	187,000	100,000					287,000
Total Service Charges	1,915,000	2,387,000	-	-	-	-	4,302,000
<i>Connection Fees</i>							
Residential							-
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	-	-	-	-	-	-	-
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
Other Revenue 1							-
Other Revenue 2							-
Other Revenue 3							-
Other Revenue 4							-
Total Other Revenue	-	-	-	-	-	-	-
Total Operating Revenues	1,915,000	2,387,000	-	-	-	-	4,302,000
NON-OPERATING REVENUES							
<i>Grants & Entitlements (List)</i>							
Grant #1							-
Grant #2							-
Grant #3							-
Grant #4							-
Total Grants & Entitlements	-	-	-	-	-	-	-
<i>Local Subsidies & Donations (List)</i>							
Local Subsidy #1							-
Local Subsidy #2							-
Local Subsidy #3							-
Local Subsidy #4							-
Total Local Subsidies & Donations	-	-	-	-	-	-	-
<i>Interest on Investments & Deposits</i>							
Investments	45,000	45,000					90,000
Security Deposits							-
Penalties							-
Other Investments							-
Total Interest	45,000	45,000	-	-	-	-	90,000
<i>Other Non-Operating Revenues (List)</i>							
Other Non-Operating #1							-
Other Non-Operating #2							-
Other Non-Operating #3							-
Other Non-Operating #4							-
Other Non-Operating Revenues	-	-	-	-	-	-	-
Total Non-Operating Revenues	45,000	45,000	-	-	-	-	90,000
TOTAL ANTICIPATED REVENUES	\$ 1,960,000	\$ 2,432,000	\$ -	\$ -	\$ -	\$ -	\$ 4,392,000

2015 Appropriations Schedule

Hackettstown Municipal Utilities Authority
For the Period December 1, 2015 to November 30, 2016

	Proposed Budget						Current Year Adopted Budget	\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year	
	Water	Sewer	Operation #3	Operation #4	Operation #5	Operation #6	Total All Operations	Total All Operations	All Operations	
							Total All Operations	All Operations	All Operations	
OPERATING APPROPRIATIONS										
<i>Administration - Personnel</i>										
Salary & Wages	\$ 215,795	\$ 215,795					\$ 431,590	\$ 425,192	\$ 6,398	1.5%
Fringe Benefits	124,663	120,483					245,146	230,466	14,680	6.4%
Total Administration - Personnel	340,458	336,278	-	-	-	-	676,736	655,658	21,078	3.2%
<i>Administration - Other (List)</i>										
Postage, Phone, Supplies & Services	50,000	45,000					95,000	102,000	(7,000)	-6.9%
Professional Services	61,000	50,000					111,000	111,000	-	0.0%
Insurance	50,000	50,000					100,000	95,000	5,000	5.3%
Property Taxes & Regulatory Fees	49,500	32,800					82,300	85,300	(3,000)	-3.5%
Miscellaneous Administration*	20,795	21,962					42,757	43,259	(502)	-1.2%
Total Administration - Other	231,295	199,762	-	-	-	-	431,057	436,559	(5,502)	-1.3%
Total Administration	571,753	536,040	-	-	-	-	1,107,793	1,092,217	15,576	1.4%
<i>Cost of Providing Services - Personnel</i>										
Salary & Wages	456,710	480,043					936,753	931,949	4,804	0.5%
Fringe Benefits	263,837	268,017					531,854	504,734	27,120	5.4%
Total COPS - Personnel	720,547	748,060	-	-	-	-	1,468,607	1,436,683	31,924	2.2%
<i>Cost of Providing Services - Other (List)</i>										
Maintenance & Supplies	80,000	79,000					159,000	152,000	7,000	4.6%
Electric, Gas, Fuel Oil, Gasoline	277,700	209,400					487,100	487,100	-	0.0%
Chemicals & Laboratory	51,000	148,500					199,500	197,500	2,000	1.0%
Sludge Disposal		169,000					169,000	169,000	-	0.0%
Miscellaneous COPS*							-	-		#DIV/0!
Total COPS - Other	408,700	605,900	-	-	-	-	1,014,600	1,005,600	9,000	0.9%
Total Cost of Providing Services	1,129,247	1,353,960	-	-	-	-	2,483,207	2,442,283	40,924	1.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	13,732	18,963	-	-	-	-	32,695	31,310	1,385	4.4%
Total Operating Appropriations	1,714,732	1,908,963	-	-	-	-	3,623,695	3,565,810	57,885	1.6%
NON-OPERATING APPROPRIATIONS										
Total Interest Payments on Debt	38,209	52,765	-	-	-	-	90,974	92,358	(1,384)	-1.5%
Operations & Maintenance Reserve							-	-		#DIV/0!
Renewal & Replacement Reserve	594,865	584,099					1,178,964	150,000	1,028,964	686.0%
Municipality/County Appropriation							-	-		#DIV/0!
Other Reserves	49,194	51,173					100,367	92,367	8,000	8.7%
Total Non-Operating Appropriations	682,268	688,037	-	-	-	-	1,370,305	334,725	1,035,580	309.4%
TOTAL APPROPRIATIONS	2,397,000	2,597,000	-	-	-	-	4,994,000	3,900,535	1,093,465	28.0%
ACCUMULATED DEFICIT							-	195,872	(195,872)	-100.0%
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT							4,994,000	4,096,407	897,593	21.9%
UNRESTRICTED NET POSITION UTILIZED										
Municipality/County Appropriation							-	-		#DIV/0!
Other							-	-		#DIV/0!
Total Unrestricted Net Position Utilized							-	-		#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 2,397,000	\$ 2,597,000	\$ -	\$ -	\$ -	\$ -	\$ 4,994,000	\$ 4,096,407	\$ 897,593	21.9%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 85,736.60 \$ 95,448.15 \$ - \$ - \$ - \$ - \$ 181,184.75

2015 Appropriations Schedule

Hackettstown Municipal Utilities Authority

For the Period December 1, 2015 to November 30, 2016

Current Year Adopted Budget

	Water	Sewer	Operation #3	Operation #4	Operation #5	Operation #6	Total All Operations
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 212,596	\$ 212,596					\$ 425,192
Fringe Benefits	117,944	112,522					230,466
Total Administration - Personnel	330,540	325,118	-	-	-	-	655,658
<i>Administration - Other (List)</i>							
Postage, Phone, Supplies & Services	53,500	48,500					102,000
Professional Services	61,000	50,000					111,000
Insurance	47,500	47,500					95,000
Property Taxes & Regulatory Fees	52,500	32,800					85,300
Miscellaneous Administration*	21,094	22,165					43,259
Total Administration - Other	235,594	200,965	-	-	-	-	436,559
Total Administration	566,134	526,083	-	-	-	-	1,092,217
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	450,010	481,939					931,949
Fringe Benefits	249,656	255,078					504,734
Total COPS - Personnel	699,666	737,017	-	-	-	-	1,436,683
<i>Cost of Providing Services - Other (List)</i>							
Maintenance & Supplies	73,000	79,000					152,000
Electric, Gas, Fuel Oil, Gasoline	277,700	209,400					487,100
Chemicals & Laboratory	49,000	148,500					197,500
Sludge Disposal	-	169,000					169,000
Miscellaneous COPS*							-
Total COPS - Other	399,700	605,900	-	-	-	-	1,005,600
Total Cost of Providing Services	1,099,366	1,342,917	-	-	-	-	2,442,283
Total Principal Payments on Debt Service in Lieu of Depreciation	13,150	18,160	-	-	-	-	31,310
Total Operating Appropriations	1,678,650	1,887,160	-	-	-	-	3,565,810
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	38,790	53,568	-	-	-	-	92,358
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve		150,000					150,000
Municipality/County Appropriation							-
Other Reserves	45,194	47,173					92,367
Total Non-Operating Appropriations	83,984	250,741	-	-	-	-	334,725
TOTAL APPROPRIATIONS	1,762,634	2,137,901	-	-	-	-	3,900,535
ACCUMULATED DEFICIT	195,872						195,872
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,958,506	2,137,901	-	-	-	-	4,096,407
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other							-
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 1,958,506	\$ 2,137,901	\$ -	\$ -	\$ -	\$ -	\$ 4,096,407

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 83,932.50 \$ 94,358.00 \$ - \$ - \$ - \$ - \$ 178,290.50

5 Year Debt Service Schedule - Principal

Hackettstown Municipal Utilities Authority

	<i>Fiscal Year Beginning in</i>								
	Current Year (2014)	2015	2016	2017	2018	2019	2020	Thereafter	Total Principal Outstanding
<i>Water</i>									
Series G USDA	\$ 13,150	\$ 13,732	\$ 14,339	\$ 14,973	\$ 15,636	\$ 16,327	\$ 17,049	\$ 784,683	\$ 876,739
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	13,150	13,732	14,339	14,973	15,636	16,327	17,049	784,683	876,739
<i>Sewer</i>									
Series G USDA	18,160	18,963	19,802	20,677	21,592	22,547	23,544	1,083,610	1,210,735
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	18,160	18,963	19,802	20,677	21,592	22,547	23,544	1,083,610	1,210,735
<i>Operation #3</i>									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
<i>Operation #4</i>									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
<i>Operation #5</i>									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
<i>Operation #6</i>									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
TOTAL PRINCIPAL ALL OPERATIONS	\$ 31,310	\$ 32,695	\$ 34,141	\$ 35,650	\$ 37,228	\$ 38,874	\$ 40,593	\$ 1,868,293	\$ 2,087,474

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

	Moody's	Fitch	Standard & Poors
Bond Rating			
Year of Last Rating			

5 Year Debt Service Schedule - Interest

Hackettstown Municipal Utilities Authority

	<i>Fiscal Year Beginning in</i>							Total Interest Payments Outstanding	
	Current Year (2014)	2015	2016	2017	2018	2019	2020		Thereafter
<i>Water</i>									
Series G USDA	\$ 38,790	\$ 38,209	\$ 37,601	\$ 36,967	\$ 36,305	\$ 35,613	\$ 34,891	\$ 512,852	\$ 732,438
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Interest Payments	38,790	38,209	37,601	36,967	36,305	35,613	34,891	512,852	732,438
<i>Sewer</i>									
Series G USDA	53,568	52,765	51,926	51,050	50,135	49,181	48,183	708,224	1,011,464
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Interest Payments	53,568	52,765	51,926	51,050	50,135	49,181	48,183	708,224	1,011,464
<i>Operation #3</i>									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>Operation #4</i>									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>Operation #5</i>									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>Operation #6</i>									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
TOTAL INTEREST ALL OPERATIONS	\$ 92,358	\$ 90,974	\$ 89,527	\$ 88,017	\$ 86,440	\$ 84,794	\$ 83,074	\$ 1,221,076	\$ 1,743,902

2015 Net Position Reconciliation

Hackettstown Municipal Utilities Authority
For the Period December 1, 2015 to November 30, 2016

Proposed Budget

	Water	Sewer	Operation #3	Operation #4	Operation #5	Operation #6	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 27,880,034	\$ 26,743,024					\$ 54,623,058
Less: Invested in Capital Assets, Net of Related Debt (1)	24,039,798	20,249,015					44,288,813
Less: Restricted for Debt Service Reserve (1)	42,840	59,160					102,000
Less: Other Restricted Net Position (1)	2,798,865	3,197,904					5,996,769
Total Unrestricted Net Position (1)	998,531	3,236,945	-	-	-	-	4,235,476
Less: Designated for Non-Operating Improvements & Repairs							-
Less: Designated for Rate Stabilization	375,000	375,000					750,000
Less: Other Designated by Resolution	45,000	45,000					90,000
Plus: Accrued Unfunded Pension Liability (1)							-
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)							-
Plus: Estimated Income (Loss) on Current Year Operations (2)	275,000	325,000					600,000
Plus: Other Adjustments (attach schedule)							-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	853,531	3,141,945	-	-	-	-	3,995,476
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-	-	-
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	\$ 853,531	\$ 3,141,945	\$ -	\$ -	\$ -	\$ -	\$ 3,995,476

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 85,737 \$ 95,448 \$ - \$ - \$ - \$ - \$ 181,185

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2015
Town of
Hackettstown
Municipal Utilities
Authority

AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2015 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

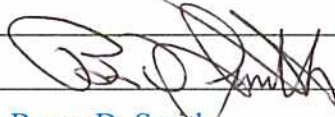
Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: Dec 1, 2015 TO: Nov 30, 2016

It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Town of Hackettstown Municipal Utilities Authority, on the 23rd day of October, 2015.

OR

It is hereby certified that the governing body of the _____ Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): _____

Officer's Signature:			
Name:	Bruce D. Smith		
Title:	Executive Director & Secretary		
Address:	424 Hurley Drive – P.O. Box 450 Hackettstown, NJ 07840		
Phone Number:	908-852-3622	Fax Number:	908-852-2681
E-mail address	bdsmith@hmua.com		

Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: Dec 1, 2015 TO: Nov 30, 2016

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program? **No. All proposed capital expenditures are consistent with the Upper Delaware Water Quality Management Plan and the Wastewater Management Plans for the five municipalities served.**
2. Has each capital project/project financing been developed from a specific capital improvement plan or report; does it include full lifecycle costs; and is it consistent with appropriate elements of Master Plans or other plans in the jurisdiction(s) served by the authority? **All capital projects for 2015 and the next 5 years represent projects which need to be completed in order to provide our minimum level of service. The Asset Management Plan includes life cycle costs.**
3. Has a long-term (10-20 years) infrastructure needs assessment or other capital plan with a horizon beyond six years been prepared? **Yes, a 20 year plan has been developed and is updated on a regular basis.**
4. Describe the projected impact of the proposed capital projects, including impact on the schedule of rates, fees, and service charges and the impact on current and future year's schedules. **The proposed Capital projects are likely to have an impact upon future rates, fees or service charges. A rate increase was recently adopted in September 2015.**
5. Please indicate which capital projects/project financings are being undertaken in the Metropolitan or Suburban Planning Areas as defined in the State Development and Redevelopment Plan. **The HMUA Service Area does not include any portions of the Metropolitan or Suburban Planning Areas.**
6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for that Center/Endorsed Plan. **The HMUA is unaware of any Designated Centers or Endorsed Plans within the HMUA Service Area.**

Add additional sheets if necessary.

2015 Proposed Capital Budget

Hackettstown Municipal Utilities Authority
For the Period December 1, 2015 to November 30, 2016

	Estimated Total Cost	<i>Funding Sources</i>				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Water</i>						
Total from Supplemental Spreadsheet	\$ 950,000		\$ 950,000			
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	950,000	-	950,000	-	-	-
<i>Sewer</i>						
Total from Supplemental Spreadsheet	770,000		770,000			
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	770,000	-	770,000	-	-	-
<i>Operation #3</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>Operation #4</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>Operation #5</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>Operation #6</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 1,720,000	\$ -	\$ 1,720,000	\$ -	\$ -	\$ -

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

Hackettstown Municipal Utilities Authority
For the Period December 1, 2015 to November 30, 2016
SUPPLEMENTAL SCHEDULE CB-3

	Estimated Total Cost	<i>Funding Sources</i>				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Water</i>						
Equipment Replacement	\$ 170,000		\$ 170,000			
Water Main Replacement	300,000		300,000			
Water Meter Replacement	80,000		80,000			
Replace 1.0 MG Water Tank	400,000		400,000			
Repaint 2.4 MG Water Tank	-					
Replace Well #4 Roof	-					
Repaint WFP Exterior	-					
Total	950,000	-	950,000	-	-	-
<i>Sewer</i>						
Equipment Replacement	170,000		170,000			
Sanitary Sewer Rehab	25,000		25,000			
Facility Improvements	500,000		500,000			
Replace Sewer Jet	-					
UV System Replacement	-					
Nit Tank Diffuser Repairs	75,000		75,000			
Replace Sewer Camera Sys	-					
Total	770,000	-	770,000	-	-	-

5 Year Capital Improvement Plan

Hackettstown Municipal Utilities Authority

For the Period December 1, 2015 to November 30, 2016

	Estimated Total Cost	Fiscal Year Beginning in					
		Proposed Budget	2016	2017	2018	2019	2020
<i>Water</i>							
Total from Supplemental Sprea	\$ 6,925,000	\$ 950,000	\$ 1,305,000	\$ 1,730,000	\$ 980,000	\$ 980,000	\$ 980,000
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	6,925,000	950,000	1,305,000	1,730,000	980,000	980,000	980,000
<i>Sewer</i>							
Total from Supplemental Sprea	6,025,000	770,000	795,000	2,145,000	775,000	845,000	695,000
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	6,025,000	770,000	795,000	2,145,000	775,000	845,000	695,000
<i>Operation #3</i>							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
<i>Operation #4</i>							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
<i>Operation #5</i>							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
<i>Operation #6</i>							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 12,950,000	\$ 1,720,000	\$ 2,100,000	\$ 3,875,000	\$ 1,755,000	\$ 1,825,000	\$ 1,675,000

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

Hackettstown Municipal Utilities Authority
For the Period December 1, 2015 to November 30, 2016
SUPPLEMENTAL SCHEDULE CB-4

Fiscal Year Beginning in

	Estimated Total Cost	Current Year Proposed Budget	2016	2017	2018	2019	2020
<i>Water</i>							
Equipment Replacement	\$ 670,000	\$ 170,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Water Main Replacement	4,300,000	\$ 300,000	800,000	800,000	800,000	800,000	800,000
Water Meter Replacement	480,000	\$ 80,000	80,000	80,000	80,000	80,000	80,000
Replace 1.0 MG Water Tank	600,000	\$ 400,000	200,000				
Repaint 2.4 MG Water Tank	750,000	\$ -		750,000			
Replace Well #4 Roof	50,000	\$ -	50,000				
Repaint WFP Exterior	75,000	\$ -	75,000				
Total	6,925,000	950,000	1,305,000	1,730,000	980,000	980,000	980,000
<i>Sewer</i>							
Equipment Replacement	1,050,000	170,000	170,000	170,000	200,000	170,000	170,000
Sanitary Sewer Rehab	150,000	25,000	25,000	25,000	25,000	25,000	25,000
Facility Improvements	3,500,000	500,000	500,000	1,500,000	250,000	250,000	500,000
Replace Sewer Jet	450,000	-		450,000			
UV System Replacement	600,000	-			300,000	300,000	
Nit Tank Diffuser Repairs	175,000	75,000	100,000				
Replace Sewer Camera Sys	100,000	-				100,000	
Total	6,025,000	770,000	795,000	2,145,000	775,000	845,000	695,000

5 Year Capital Improvement Plan Funding Sources

Hackettstown Municipal Utilities Authority

For the Period December 1, 2015 to November 30, 2016

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Water</i>						
Total from Supplemental Sprea	\$ 6,925,000		\$ 6,925,000			
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	6,925,000	-	6,925,000	-	-	-
<i>Sewer</i>						
Total from Supplemental Sprea	6,025,000		4,025,000			2,000,000
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	6,025,000	-	4,025,000	-	-	2,000,000
<i>Operation #3</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>Operation #4</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>Operation #5</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>Operation #6</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 12,950,000	\$ -	\$ 10,950,000	\$ -	\$ -	\$ 2,000,000
Total 5 Year Plan per CB-4	\$ 12,950,000					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

Hackettstown Municipal Utilities Authority
 For the Period December 1, 2015 to November 30, 2016
SUPPLEMENTAL SCHEDULE CB-5

	<u>Estimated Total Cost</u>	<i>Funding Sources</i>				
		<u>Unrestricted Net Position Utilized</u>	<u>Renewal & Replacement Reserve</u>	<u>Debt Authorization</u>	<u>Capital Grants</u>	<u>Other Sources</u>
<i>Water</i>						
Equipment Replacement	\$ 670,000		\$ 670,000			
Water Main Replacement	4,300,000		4,300,000			
Water Meter Replacement	480,000		480,000			
Replace 1.0 MG Water Tank	600,000		600,000			
Repaint 2.4 MG Water Tank	750,000		750,000			
Replace Well #4 Roof	50,000		50,000			
Repaint WFP Exterior	75,000		75,000			
Total	6,925,000	-	6,925,000	-	-	-
<i>Sewer</i>						
Equipment Replacement	1,050,000		1,050,000			
Sanitary Sewer Rehab	150,000		150,000			
Facility Improvements	3,500,000		1,500,000			2,000,000
Replace Sewer Jet	450,000		450,000			
UV System Replacement	600,000		600,000			
Nit Tank Diffuser Repairs	175,000		175,000			
Replace Sewer Camera Sys	100,000		100,000			
Total	6,025,000	-	4,025,000	-	-	2,000,000

MEAL EXPENSES for Fiscal Year ending November 30, 2014

<u>DATE PAID</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
12/27/13	16.74	Food for utility staff during emergency water main break
12/27/13	836.71	Annual Holiday Dinner
12/27/13	156.93	Staff meeting
01/24/14	22.72	Staff meeting
01/24/14	36.38	Food for utility staff during emergency work
01/24/14	56.87	Reward for staff. Customer called complimenting staff on good work
02/21/14	14.50	Food for utility staff during emergency work
02/21/14	124.39	Food for utility staff during several emergency water work & customer compliment
03/07/14	127.72	Food for utility staff during several emergency water work & customer compliment
03/21/14	92.58	Food for utility staff during several emergency water work & customer compliment
04/04/14	25.00	Reimbursement for meal cost while attending conference
04/04/14	132.00	Food for utility staff during emergency work several times (4)
04/18/14	56.00	Reimburse food costs for meal while attending conference and for staff meeting
05/02/14	17.25	Food for utility staff during emergency work
05/02/14	120.65	Food for utility staff during several emergency work situations (3)
05/30/14	166.65	Food for utility staff during several emergency work situations (6)
05/30/14	20.87	Reimburse food costs for meal while attending conference
05/30/14	200.00	Reimburse for several meals for several employees during attendance at conference
06/13/14	163.86	Food for staff meeting & customer compliment
07/11/14	116.20	Food for utility staff during several emergency work situations (5)
07/25/14	14.75	Food for utility staff during emergency work
08/08/14	30.00	Reimburse food costs for 2 meals while attending conference
08/22/14	90.75	Food for utility staff during several emergency work situations (2) & customer compliment
10/17/14	165.66	Reimburse for several meals for several employees during attendance at conference
10/17/14	65.57	Food for utility staff during several emergency work situations (3)
10/17/14	99.98	Reimburse for several meals during attendance at conference
11/14/14	44.05	Food for utility staff during emergency work
11/28/14	250.00	Deposit for Annual Holiday Dinner
11/28/14	33.00	Reimburse for meal while attending Conference

TRAVEL EXPENSES for Fiscal Year ending November 30, 2014

<u>DATE</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
12/12/13	12.00	Reimbursement for Tolls to attend Meeting & Conference
01/24/14	1.35	Reimbursement for Tolls to attend Meeting
03/21/14	6.00	Reimbursement for Tolls to attend Meeting
04/04/14	406.18	Reimburse Hotel expenses for attendance at Conference
04/04/14	315.18	Reimburse Hotel expenses for attendance at Conference
05/30/14	591.50	Reimburse Hotel expenses for attendance at Conference
05/30/14	9.00	Reimbursement for Tolls to attend Conference
05/30/14	5.00	Reimburse for Parking while attending Conference
05/30/14	8.25	Reimbursement for Tolls to attend Conference
05/30/14	289.04	Reimburse Hotel expenses for attendance at Conference
05/30/14	5.00	Reimburse for Parking while attending Conference
06/13/14	981.60	Reimburse Hotel expenses for attendance at Conference
06/13/14	13.05	Reimbursement for Tolls to attend Conference
06/13/14	60.00	Reimbursement for transportation during attendance at Conference
06/13/14	606.60	Reimburse Hotel expenses for attendance at Conference
08/08/10	10.00	Reimburse Gasoline costs for travel to workshop
08/08/10	13.95	Reimbursement for Tolls to attend Workshop
08/08/14	131.59	Reimburse Hotel expenses for attendance at Workshop
10/03/14	6.00	Reimbursement for Tolls to attend Meeting
10/17/14	50.00	Airline baggage fees for attendance at conference
10/17/14	201.15	Parking and transportation for attendance at conference
10/17/14	88.66	Reimburse Hotel expenses for attendance at Conference
10/17/14	50.00	Airline baggage fees for attendance at conference
10/17/14	35.50	Parking and transportation for attendance at conference
10/17/14	971.92	Reimburse Hotel expenses for attendance at Conference
10/17/14	196.00	Reimburse airline flight for attendance at conference
10/28/14	125.74	Reimburse Hotel expenses for attendance at Conference
11/28/14	8.25	Reimbursement for Tolls to attend Conference
11/28/14	12.00	Reimburse for Parking while attending Conference
11/28/14	28.00	Reimbursement for transportation during attendance at Conference

Instructions:

Input requested information in highlighted boxes only. Information input into yellow boxes will automatically fill throughout the rest of the workbook. Please round to the nearest whole dollar. No pennies.

Authorities with fewer than 6 operations should mark the unused operations boxes below "N/A."

Name:	Hackettstown Municipal Utilities Authority
Period Begin (i.e.: January 1, 2015):	December 1, 2015
Period End (i.e.: December 31, 2015):	November 30, 2016
Operation 1:	Water
Operation 2:	Sewer
Operation 3:	Operation #3
Operation 4:	Operation #4
Operation 5:	Operation #5
Operation 6:	Operation #6