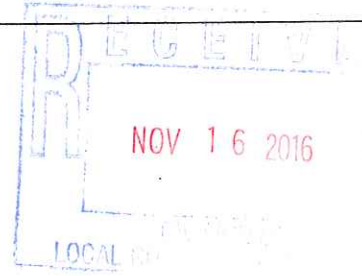


2016



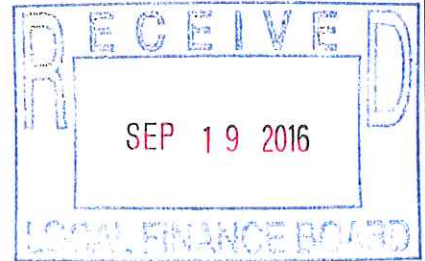
Town of Hackettstown Municipal  
Utilities Authority  
Authority Budget

[www.hmua.com](http://www.hmua.com)

Department Of



Community  
Affairs



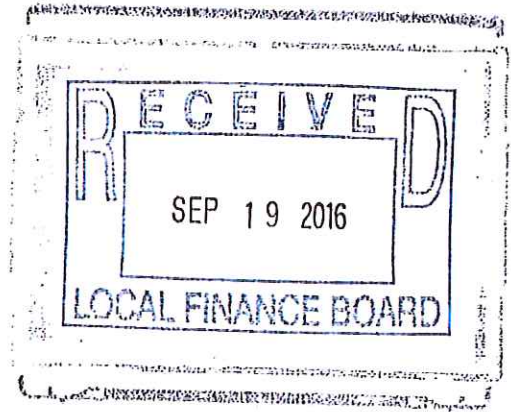
**ADOPTED COPY**

**APPROVED COPY**

Division of Local Government Services

# 2016 AUTHORITY BUDGET

## Certification Section



2016

**Town of Hackettstown Municipal Utilities Authority**  
**AUTHORITY BUDGET**

**FISCAL YEAR: FROM 12/01/2016 TO 11/30/2017**

**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: Paul D Ewert CPA, RMA Date: Oct 13, 2016

**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: Paul D. Ewert CPA, RMA Date: Nov 17, 2016

# 2016 PREPARER'S CERTIFICATION


## Town of Hackettstown Municipal Utilities Authority

### AUTHORITY BUDGET

FISCAL YEAR:                      FROM:      12/01/2016                      TO:                      11/30/2017

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:	Kathleen Corcoran, PE, PP, PMP		
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	kcorcoran@hmua.com		

# 2016 APPROVAL CERTIFICATION

## Town of Hackettstown Municipal Utilities Authority

### AUTHORITY BUDGET

**FISCAL YEAR:**                      **FROM:**      12/01/2016                      **TO:**              11/30/2017

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 13<sup>th</sup> day of September, 2016.

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:	<i>Kathleen Corcoran</i>		
Name:	Kathleen Corcoran, PE, PP, PMP		
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	kcorcoran@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.

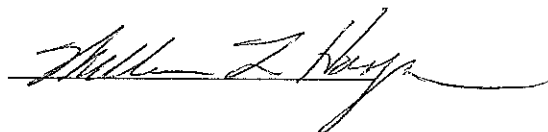
Name of Officer Certifying compliance

William Harper

Title of Officer Certifying compliance

Chairperson

Signature



# 2016 AUTHORITY BUDGET RESOLUTION

## Town of Hackettstown Municipal Utilities Authority

**FISCAL YEAR:**                      **FROM:**                      12/01/2016                      **TO:**                      11/30/2017

WHEREAS, the Annual Budget and Capital Budget for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2016 and ending November 30, 2017 has been presented before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of September 13, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,866,000, Total Appropriations, including any Accumulated Deficit if any, of \$4,926,000 and Total Unrestricted Net Position utilized of \$60,000; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$1,975,000 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 September 13, 2016 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, 2016 and ending November 30, 2017 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 8, 2016.

Bathleen Courman  
 (Secretary's Signature)

9/15/16  
 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
<b>William Harper</b>	X			
<b>Gerald DiMaio, Jr.</b>	X			
<b>John DiMaio</b>				X
<b>William Kuster, Jr.</b>	X			
<b>Leonard Kunz</b>	X			


# 2016 ADOPTION CERTIFICATION

## Town of Hackettstown Municipal Utilities Authority

### AUTHORITY BUDGET

**FISCAL YEAR:**            **FROM:**    12/01/2016            **TO:**        11/30/2017

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 7<sup>th</sup> day of November, 2016.

Officer's Signature:			
Name:	Kathleen Corcoran, PE, PP, PMP		
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	kcorcoran@hmua.com		



# 2016 ADOPTED BUDGET RESOLUTION

## Town of Hackettstown Municipal Utilities Authority

### AUTHORITY

FISCAL YEAR: FROM: 12/01/2016 TO: 11/30/2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2016 and ending November 30, 2017 has been presented for adoption before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of November 7, 2016; 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 \$4,866,000, Total Appropriations, including any Accumulated Deficit, if any, of \$4,926,000 and Total Unrestricted Net Position utilized of \$60,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$1,975,000 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Town of Hackettstown Municipal Utilities Authority, at an open public meeting held on November 7, 2016 that the Annual Budget and Capital Budget/Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2016 and ending November 30, 2017 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)



(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
<b>William Harper</b>	X			
<b>Gerald DiMaio, Jr.</b>	X			
<b>John DiMaio</b>	X			
<b>William Kuster, Jr.</b>				X
<b>Leonard Kunz</b>	X			

**2016 AUTHORITY BUDGET**  
**Narrative and Information Section**

# 2016 AUTHORITY BUDGET MESSAGE & ANALYSIS

## Town of Hackettstown Municipal Utilities Authority

### AUTHORITY BUDGET

FISCAL YEAR: FROM: 12/01/2016 TO: 11/30/2017

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

1. Complete a brief statement on the 2016 proposed Annual Budget and make comparison to the 2015 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 \$4,926,000 as compared to \$4,994,000 for the prior fiscal year. The proposed budget represents an overall decrease of 1.4%. The line items with variance over +/- 10% include:*

*- Decrease in Industrial Service Charge Operating Revenue of approximately 24.2% from \$380,000 to \$288,000. This decrease is primarily due to loss of approximately \$100,000/year revenue from a major industrial water user, Elastimold. In approximately October 2015, Elastimold changed its operations and no longer needs public water for cooling operations.*

*- Increase in Professional Services Operating Appropriation of approximately 17.1% from \$111,000 to \$130,000. This increase is primarily due to the hiring of a new Executive Director and the increased need to rely upon professional engineering and legal counsel to provide historical knowledge, guidance and assistance in evaluating current operations and current and future plans for capital projects.*

*- Decrease in Property Taxes and Regulatory Fees Operating Appropriation of approximately 22.5% from \$82,300 to \$63,800. This decrease is due to the sale of the Mine Hill Reservoir property in Mt. Olive Township in November 2015, eliminating a property tax of approximately \$18,500.*

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. *The Authority adopted a new rate schedule in September 2015. The proposed Annual Budget is not anticipated to have an impact on service charges.*

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 within the region has been impacted by the Highlands Act. Significant portions of the HMUA service area have been eliminated and development has slowed in the remaining portions of the HMUA service area. This reduces revenues from new connections and associated water/sewer service charges. However, additional capital projects are necessary to properly manage the HMUA's assets and will have a significant impact on this and future annual and capital 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.

*- Unrestricted Net Assets of \$60,000 are being utilized in the proposed Annual Budget to fund the Renewal and Replacement Reserve for necessary Water Utility capital projects.*

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 final paving costs, equipment and sewer cleaning and TV inspection services.*

6. The proposed budget must not reflect an anticipated deficit from 2016 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 proposed 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 is 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 HMUA's only outstanding debt service is a USDA loan. The HMUA has forwarded a copy of our most recent Annual Audit Report.*

## AUTHORITY CONTACT INFORMATION 2016

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

<b>Name of Authority:</b>	Town of Hackettstown Municipal Utilities Authority		
<b>Federal ID Number:</b>	22-1802633		
<b>Address:</b>	424 Hurley Drive P.O. Box 450		
<b>City, State, Zip:</b>	Hackettstown	NJ	07840
<b>Phone: (ext.)</b>	908-852-3622	<b>Fax:</b>	908-852-2681

<b>Preparer's Name:</b>	Kathleen Corcoran, PE, PP, PMP		
<b>Preparer's Address:</b>	424 Hurley Drive P.O. Box 450		
<b>City, State, Zip:</b>	Hackettstown	NJ	07840
<b>Phone: (ext.)</b>	908-852-3622	<b>Fax:</b>	908-852-2681
<b>E-mail:</b>	kcorcoran@hmua.com		

<b>Chief Executive Officer:</b>	Kathleen Corcoran, PE, PP, PMP		
<b>Phone: (ext.)</b>	908-852-3622	<b>Fax:</b>	908-852-2681
<b>E-mail:</b>	kcorcoran@hmua.com		

<b>Chief Financial Officer:</b>			
<b>Phone: (ext.)</b>		<b>Fax:</b>	
<b>E-mail:</b>			

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

# AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: 12/01/2016 TO: 11/30/2017

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 18
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$1,325,638
- 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 HMUA commissioners along with the annual Budget; a routine review of survey of compensation data for comparable positions in similarly sized entities; and periodic performance evaluations.*

- 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.  
- See attached list.
- 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.  
- See attached list.
- 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:
- First class or charter travel No
  - Travel for companions No
  - Tax indemnification and gross-up payments No
  - Discretionary spending account No
  - Housing allowance or residence for personal use No
  - Payments for business use of personal residence No
  - Vehicle/auto allowance or vehicle for personal use No
  - Health or social club dues or initiation fees No
  - 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.  
- The employee handbook allows for reimbursement for employee education expenses.  
- The employee handbook allows for an annual reimbursement for safety shoes.  
- The practice has been to provide substantiation of all expenses through receipts or invoices for approval by the Executive Director 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.  
- The prior Executive Director retired on 12/31/15 and received payment in the amount of \$84,987.88 in accrued sick and vacation time.
- 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: 12/01/2016 TO: 11/30/2017**

*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 other public 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 other public 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, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2016, with 2015 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)

Town of Hackettstown Municipal Utilities Authority  
 For the Period December 1, 2016 to November 30, 2017

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)			Total Compensation from Authority (W-2/ 1099)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reprotable 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	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend							
1 Bruce Smith	Executive Director	40			X				\$ 143,323	\$ -	\$ -	\$ -	\$ -	\$ 175,858	
2 Peter Tynan	Sewer Utility Supt.	40			X				82,779	-	-	-	-	116,705	
3 Charles Volkert	Water Utility Supt.	40			X				81,464	-	-	-	-	114,442	
4 Steven Baldwin	Water Chief Oper.	40			X				75,602	-	-	-	-	108,929	
5 William Harper	Commissioner	3 X							500	-	-	-	-	21,530	
6 Gerald DiMaio	Commissioner	3 X							500	-	-	-	-	10,765	
7 John DiMaio	Commissioner	3 X							500	-	-	-	-	71,857	
8 William Kuster	Commissioner	3 X							500	-	-	-	-	154,302	
9 Edward Kelly	Commissioner	3 X							500	-	-	-	-	500	
10									-	-	-	-	-	-	
11									-	-	-	-	-	-	
12									-	-	-	-	-	-	
13									-	-	-	-	-	-	
14									-	-	-	-	-	-	
15									-	-	-	-	-	-	
Total:									\$ 385,668	\$ -	\$ -	\$ -	\$ 174,693	\$ 28,109	\$ 774,888

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

Town of Hackettstown Municipal Utilities Authority  
 For the Period December 1, 2016 to November 30, 2017

	# of Covered Members (Medical & Rx)	Annual Cost		# of Covered Members (Medical & Rx)	# of Covered Members (Medical & Rx)	Annual Cost per Employee	Annual Cost per Employee	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
		Proposed Budget	Estimate per Employee Proposed Budget							
<b>Active Employees - Health Benefits - Annual Cost</b>										
Single Coverage	5	\$ 11,908	\$ 59,540	4	\$ 11,234	\$ 44,936	\$ 14,604	32.5%		
Parent & Child	1	21,312	21,312	1	20,109	20,109	1,203	6.0%		
Employee & Spouse (or Partner)	3	23,816	71,448	2	22,468	44,936	26,512	59.0%		
Family	9	33,154	298,386	10	31,284	312,840	(14,454)	-4.6%		
Employee Cost Sharing Contribution (enter as negative - )			(90,637)			(82,236)	(8,401)	10.2%		
Subtotal	18		360,049	17		340,585	19,464	5.7%		
<b>Commissioners - Health Benefits - Annual Cost</b>										
Single Coverage	1	11,908	11,908	1	11,234	11,234	674	6.0%	#DIV/0!	
Parent & Child			-			-	-			
Employee & Spouse (or Partner)	2	23,816	47,632	2	22,468	44,936	2,696	6.0%	#DIV/0!	
Family			-			-	-			
Employee Cost Sharing Contribution (enter as negative - )			(1,500)			(1,500)	-	0.0%		
Subtotal	3		58,040	3		54,670	3,370	6.2%		
<b>Retirees - Health Benefits - Annual Cost</b>										
Single Coverage	2	6,876	13,752	2	6,485	12,970	782	6.0%	#DIV/0!	
Parent & Child			-			-	-			
Employee & Spouse (or Partner)	1	17,160	17,160	1	27,225	27,225	(10,065)	-37.0%	#DIV/0!	
Family			-			-	-			
Employee Cost Sharing Contribution (enter as negative - )			-			-	-			
Subtotal	3		30,912	3		40,195	(9,283)	-23.1%	#DIV/0!	
<b>GRAND TOTAL</b>	<b>24</b>		<b>\$ 449,001</b>	<b>23</b>		<b>\$ 435,450</b>	<b>\$ 13,551</b>	<b>3.1%</b>		

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

Yes  
 Yes

# Schedule of Accumulated Liability for Compensated Absences

Town of Hackettstown Municipal Utilities Authority

For the Period

December 1, 2016

to

November 30, 2017

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	Approved Labor Agreement	Resolution	Individual Employment Agreement
Steven Baldwin	173	\$ 32,900	X	X	
Michael Brady	92	21,978		X	
Earl Cruets	62	13,556		X	
Alan Gabinski	71	14,500		X	
Joseph King	94	18,750		X	
Deborah Palma	70	17,406		X	
Edward Poyer	145	20,832		X	
Bruce Smith	232	84,180		X	
Michael Snyder	172	38,190		X	
Peter Tynan	248	48,482		X	
Charles Volkert	70	17,037		X	
Daniel Ubertaccio, Diane Pilipenko	127	27,337		X	
David Youds, Richard Clegg, Diane Tillou	92	18,401		X	
Arthur Klein, Aaron Armstrong, Kathleen Corcoran	63	11,740		X	
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$ 385,289</b>			

## Schedule of Shared Service Agreements

Town of Hackettstown Municipal Utilities Authority  
December 1, 2016 to November 30, 2017

*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 Mun. Utilities Authority	Township of Allamuchy	Sewer Cleaning and TV Inspection Services		12/1/2015	11/30/2016	Varies

TRAVEL EXPENSES for Fiscal Year Ending November 30, 2015

<u>DATE PAID</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
12/12/2014	1.50	Reimbursement for Tolls to attend Meeting
1/9/2015	3.00	Reimbursement for Tolls to attend Meeting
2/6/2015	3.00	Reimbursement for Tolls to attend Meeting
4/3/15	583.44	Reimbursement for Hotel expenses for attendance at a Conference
5/15/15	297.70	Reimbursement for Hotel & Parking expenses for attendance at a Conference
5/15/15	17.40	Reimbursement for Tolls & Taxi to attend a Conference
5/29/15	419.96	Reimbursement for Hotel & Parking expenses for attendance at a Conference
5/29/15	6.00	Reimbursement for Tolls to attend Conference & a Meeting
5/29/15	19.00	Reimbursement for Tolls & Parking to attend a Conference
7/10/15	270.50	Reimbursement for Hotel expenses for attendance at a Conference
7/24/15	230.20	Reimbursement for Airline Flight for attendance at a Conference
10/16/15	1,140.76	Reimbursement for Airline Flight for attendance at a Conference
10/16/15	50.00	Airline Baggage Fees for attendance at a Conference
10/16/15	10.50	Reimbursement for Taxis to attend Conference
11/27/15	140.46	Reimbursement for Hotel expenses for attendance at a Conference
11/27/15	10.76	Reimbursement for Tolls to attend a Conference
11/27/15	258.52	Reimbursement for Hotel expenses for attendance at a Conference
11/27/15	3.00	Reimbursement for Tolls to attend a Conference

MEAL EXPENSES for Fiscal Year Ending November 30, 2015

<u>DATE PAID</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
12/12/2014	109.70	Food for utility staff during emergency work (2) & customer compliments (2)
12/26/2014	1,184.86	Annual Holiday Dinner
1/9/2015	156.93	Staff Meeting
1/9/2015	91.55	Food for utility staff during emergency work (2) & customer compliment (1)
2/6/2015	66.86	Staff Meeting
3/20/2015	107.05	Food for utility staff during emergency work (3)
4/3/2015	57.00	Food for utility staff for customer compliment
4/3/2015	26.06	Reimbursement for food costs while attending a conference & a staff meeting
4/17/2015	138.60	Food for utility staff during emergency work (2) & customer compliment (1)
4/21/2015	500.00	Deposit for Retirement Dinner
5/1/2015	37.90	Staff Meeting
5/15/2015	43.38	Reimbursement for food costs while attending a Conference
5/29/2015	78.88	Reimbursement for several meals for several employees during attendance at a Conference
6/12/2015	125.30	Food for utility staff during emergency work (3)
6/26/2015	160.80	Food for utility staff during emergency work (3) & customer compliment (1)
7/24/2015	54.00	Food for utility staff for customer compliment
8/7/2015	126.45	Food for utility staff during emergency work (4)
8/21/2015	26.91	Staff Meeting
9/4/2015	36.31	Staff Meeting
9/18/2015	80.00	Food for Board Meeting
10/2/2015	153.78	Food for utility staff during emergency work (5)
10/16/2015	45.00	Staff Meeting
10/16/2015	308.63	Reimbursement for several meals for several employees during attendance at a Conference
10/30/2015	30.32	Staff Meeting
11/13/2015	4,824.60	Retirement Dinner
11/27/2015	56.00	Reimbursement for lunch (Reservoir closing)
11/27/2015	120.00	Reimbursement for Dinner Meeting
11/27/2015	19.58	Reimbursement for food costs while attending a Conference
11/27/2015	209.63	Food for utility staff during emergency work (5)
11/27/2015	46.28	Reimbursement for food costs while attending a Conference

**2016 AUTHORITY BUDGET**

**Financial Schedules Section**

## 2016 Budget Summary

### Town of Hackettstown Municipal Utilities Authority

December 1, 2016 to November 30, 2017

For the Period

	Proposed Budget				Adopted Budget		\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Water	Sewer	N/A	N/A	Total All Operations	Total All Operations		
<b>REVENUES</b>								
Total Operating Revenues	\$ 2,197,000	\$ 2,593,000	-	-	\$ 4,790,000	\$ 4,918,000	\$ (128,000)	-2.6%
Total Non-Operating Revenues	38,000	38,000	-	-	76,000	76,000	-	0.0%
Total Anticipated Revenues	2,235,000	2,631,000	-	-	4,866,000	4,994,000	(128,000)	-2.6%
<b>APPROPRIATIONS</b>								
Total Administration	560,465	545,060	-	-	1,105,525	1,107,793	(2,268)	-0.2%
Total Cost of Providing Services	1,165,596	1,377,323	-	-	2,542,919	2,483,207	59,712	2.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	14,339	19,802	-	-	34,141	32,695	1,446	4.4%
Total Operating Appropriations	1,740,400	1,942,185	-	-	3,682,585	3,623,695	58,890	1.6%
Total Interest Payments on Debt	37,601	51,926	-	-	89,527	90,974	(1,447)	-1.6%
Total Other Non-Operating Appropriations	516,999	636,889	-	-	1,153,888	1,279,331	(125,443)	-9.8%
Total Non-Operating Appropriations	554,600	688,815	-	-	1,243,415	1,370,305	(126,890)	-9.3%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	2,295,000	2,631,000	-	-	4,926,000	4,994,000	(68,000)	-1.4%
Less: Total Unrestricted Net Position Utilized	60,000	-	-	-	60,000	-	60,000	#DIV/0!
Net Total Appropriations	2,235,000	2,631,000	-	-	4,866,000	4,994,000	(128,000)	-2.6%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	#DIV/0!



## 2016 Revenue Schedule

Town of Hackettstown Municipal Utilities Authority  
For the Period December 1, 2016 to November 30, 2017

	Proposed Budget						Total All	Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Water	Sewer	N/A	N/A	N/A	N/A	Operations	Total All Operations	All Operations	All Operations
								Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>										
<i>Service Charges</i>										
Residential	\$ 1,419,000	\$ 1,785,000					\$ 3,204,000	\$ 3,206,000	\$ (2,000)	-0.1%
Business/Commercial	359,000	585,000					944,000	993,000	(49,000)	-4.9%
Industrial	160,000	128,000					288,000	380,000	(92,000)	-24.2%
Intergovernmental	29,000						29,000	28,000	1,000	3.6%
Other	230,000	95,000					325,000	311,000	14,000	4.5%
Total Service Charges	2,197,000	2,593,000	-	-	-	-	4,790,000	4,918,000	(128,000)	-2.6%
<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	2,197,000	2,593,000	-	-	-	-	4,790,000	4,918,000	(128,000)	-2.6%
<b>NON-OPERATING REVENUES</b>										
<i>Grants &amp; 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 &amp; 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 &amp; Deposits</i>										
Investments	38,000	38,000					76,000	76,000	-	0.0%
Security Deposits							-	-	-	#DIV/0!
Penalties							-	-	-	#DIV/0!
Other Investments							-	-	-	#DIV/0!
Total Interest	38,000	38,000	-	-	-	-	76,000	76,000	-	0.0%
<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!
Total Non-Operating Revenues	38,000	38,000	-	-	-	-	76,000	76,000	-	0.0%
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,235,000</b>	<b>\$ 2,631,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,866,000</b>	<b>\$ 4,994,000</b>	<b>\$ (128,000)</b>	<b>-2.6%</b>

## 2015 Adopted Revenue Schedule

Town of Hackettstown Municipal Utilities Authority

	<i>Adopted Budget</i>						Total All Operations
	Water	Sewer	N/A	N/A	N/A	N/A	
<b>OPERATING REVENUES</b>							
<i>Service Charges</i>							
Residential	\$ 1,435,000	\$ 1,771,000					\$ 3,206,000
Business/Commercial	422,000	571,000					993,000
Industrial	270,000	110,000					380,000
Intergovernmental	28,000						28,000
Other	204,000	107,000					311,000
Total Service Charges	2,359,000	2,559,000	-	-	-	-	4,918,000
<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	2,359,000	2,559,000	-	-	-	-	4,918,000
<b>NON-OPERATING REVENUES</b>							
<i>Grants &amp; Entitlements (List)</i>							
Grant #1							-
Grant #2							-
Grant #3							-
Grant #4							-
Total Grants & Entitlements	-	-	-	-	-	-	-
<i>Local Subsidies &amp; Donations (List)</i>							
Local Subsidy #1							-
Local Subsidy #2							-
Local Subsidy #3							-
Local Subsidy #4							-
Total Local Subsidies & Donations	-	-	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>							
Investments	38,000	38,000					76,000
Security Deposits							-
Penalties							-
Other Investments							-
Total Interest	38,000	38,000	-	-	-	-	76,000
<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	38,000	38,000	-	-	-	-	76,000
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,397,000</b>	<b>\$ 2,597,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,994,000</b>

## 2016 Appropriations Schedule

Town of Hackettstown Municipal Utilities Authority  
For the Period December 1, 2016 to November 30, 2017

	Proposed Budget						Total All	Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Water	Sewer	N/A	N/A	N/A	N/A	Operations	Total All Operations	All Operations	All Operations
								Total All Operations	All Operations	All Operations
<b>OPERATING APPROPRIATIONS</b>										
<i>Administration - Personnel</i>										
Salary & Wages	\$ 211,185	\$ 211,185					\$ 422,370	\$ 431,590	\$ (9,220)	-2.1%
Fringe Benefits	125,180	120,675					245,855	245,146	709	0.3%
Total Administration - Personnel	336,365	331,860	-	-	-	-	668,225	676,736	(8,511)	-1.3%
<i>Administration - Other (List)</i>										
Postage, Phone, Supplies & Service	50,000	45,000					95,000	95,000	-	0.0%
Professional Services	70,000	60,000					130,000	111,000	19,000	17.1%
Insurance	52,000	52,000					104,000	100,000	4,000	4.0%
Property Taxes and Regulatory Fees	31,000	32,800					63,800	82,300	(18,500)	-22.5%
Miscellaneous Administration*	21,100	23,400					44,500	42,757	1,743	4.1%
Total Administration - Other	224,100	213,200	-	-	-	-	437,300	431,057	6,243	1.4%
Total Administration	560,465	545,060	-	-	-	-	1,105,525	1,107,793	(2,268)	-0.2%
<i>Cost of Providing Services - Personnel</i>										
Salary & Wages	464,351	489,573					953,924	936,753	17,171	1.8%
Fringe Benefits	275,245	279,750					554,995	531,854	23,141	4.4%
Total COPS - Personnel	739,596	769,323	-	-	-	-	1,508,919	1,468,607	40,312	2.7%
<i>Cost of Providing Services - Other (List)</i>										
Maintenance and Supplies	83,500	79,000					162,500	159,000	3,500	2.2%
Electric, Gas, Fuel Oil, Gasoline	286,000	209,000					495,000	487,100	7,900	1.6%
Chemicals and Laboratory	56,500	148,000					204,500	199,500	5,000	2.5%
Sludge Disposal	-	172,000					172,000	169,000	3,000	1.8%
Miscellaneous COPS*	-	-					-	-	-	#DIV/0!
Total COPS - Other	426,000	608,000	-	-	-	-	1,034,000	1,014,600	19,400	1.9%
Total Cost of Providing Services	1,165,596	1,377,323	-	-	-	-	2,542,919	2,483,207	59,712	2.4%
Total Principal Payments on Debt Service in Lieu of Depreciation										
	14,339	19,802	-	-	-	-	34,141	32,695	1,446	4.4%
Total Operating Appropriations	1,740,400	1,942,185	-	-	-	-	3,682,585	3,623,695	58,890	1.6%
<b>NON-OPERATING APPROPRIATIONS</b>										
Total Interest Payments on Debt	37,601	51,926	-	-	-	-	89,527	90,974	(1,447)	-1.6%
Operations & Maintenance Reserve							-	-	-	#DIV/0!
Renewal & Replacement Reserve	465,806	583,716					1,049,522	1,178,964	(129,442)	-11.0%
Municipality/County Appropriation							-	-	-	#DIV/0!
Other Reserves	51,193	53,173					104,366	100,367	3,999	4.0%
Total Non-Operating Appropriations	554,600	688,815	-	-	-	-	1,243,415	1,370,305	(126,890)	-9.3%
<b>TOTAL APPROPRIATIONS</b>	<b>2,295,000</b>	<b>2,631,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,926,000</b>	<b>4,994,000</b>	<b>(68,000)</b>	<b>-1.4%</b>
<b>ACCUMULATED DEFICIT</b>										
							-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>										
	2,295,000	2,631,000	-	-	-	-	4,926,000	4,994,000	(68,000)	-1.4%
<b>UNRESTRICTED NET POSITION UTILIZED</b>										
Municipality/County Appropriation							-	-	-	#DIV/0!
Other	60,000						60,000	-	60,000	#DIV/0!
Total Unrestricted Net Position Utilized	60,000						60,000	-	60,000	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 2,235,000</b>	<b>\$ 2,631,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,866,000</b>	<b>\$ 4,994,000</b>	<b>\$ (128,000)</b>	<b>-2.6%</b>

\* 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 \$ 87,020.00 \$ 97,109.25 \$ - \$ - \$ - \$ - \$ 184,129.25

## 2015 Adopted Appropriations Schedule

### Town of Hackettstown Municipal Utilities Authority

	Adopted Budget						Total All Operations
	Water	Sewer	N/A	N/A	N/A	N/A	
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 215,795	\$ 215,795					\$ 431,590
Fringe Benefits	124,663	120,483					245,146
Total Administration - Personnel	340,458	336,278	-	-	-	-	676,736
<i>Administration - Other (List)</i>							
Postage, Phone, Supplies & Service	50,000	45,000					95,000
Professional Services	61,000	50,000					111,000
Insurance	50,000	50,000					100,000
Property Taxes and Regulatory Fees	49,500	32,800					82,300
Miscellaneous Administration*	20,795	21,962					42,757
Total Administration - Other	231,295	199,762	-	-	-	-	431,057
Total Administration	571,753	536,040	-	-	-	-	1,107,793
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	456,710	480,043					936,753
Fringe Benefits	263,837	268,017					531,854
Total COPS - Personnel	720,547	748,060	-	-	-	-	1,468,607
<i>Cost of Providing Services - Other (List)</i>							
Maintenance and Supplies	80,000	79,000					159,000
Electric, Gas, Fuel Oil, Gasoline	277,700	209,400					487,100
Chemicals and Laboratory	51,000	148,500					199,500
Sludge Disposal		169,000					169,000
Miscellaneous COPS*							-
Total COPS - Other	408,700	605,900	-	-	-	-	1,014,600
Total Cost of Providing Services	1,129,247	1,353,960	-	-	-	-	2,483,207
Total Principal Payments on Debt Service in Lieu of Depreciation	13,732	18,963	-	-	-	-	32,695
Total Operating Appropriations	1,714,732	1,908,963	-	-	-	-	3,623,695
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	38,209	52,765	-	-	-	-	90,974
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve	594,865	584,099					1,178,964
Municipality/County Appropriation							-
Other Reserves	49,194	51,173					100,367
Total Non-Operating Appropriations	682,268	688,037	-	-	-	-	1,370,305
<b>TOTAL APPROPRIATIONS</b>	2,397,000	2,597,000	-	-	-	-	4,994,000
<b>ACCUMULATED DEFICIT</b>							
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	2,397,000	2,597,000	-	-	-	-	4,994,000
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other							-
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 2,397,000	\$ 2,597,000	\$ -	\$ -	\$ -	\$ -	\$ 4,994,000

\* 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
--------------------------------------	--------------	--------------	------	------	------	------	---------------

## 5 Year Debt Service Schedule - Principal

### Town of Hackettstown Municipal Utilities Authority

	<i>Fiscal Year Beginning in</i>							Total Principal Outstanding	
	Current Year (2015)	2016	2017	2018	2019	2020	2021		Thereafter
<i>Water</i>									
Series G USDA	\$ 13,732	\$ 14,339	\$ 14,973	\$ 15,636	\$ 16,327	\$ 17,049	\$ 17,803	\$ 17,803	\$ 863,007
Debt Issuance #2								\$ 766,880	
Debt Issuance #3									
Debt Issuance #4									
Total Principal	\$ 13,732	\$ 14,339	\$ 14,973	\$ 15,636	\$ 16,327	\$ 17,049	\$ 17,803	\$ 766,880	\$ 863,007
<i>Sewer</i>									
Series G USDA	\$ 18,963	\$ 19,802	\$ 20,677	\$ 21,592	\$ 22,547	\$ 23,544	\$ 24,585	\$ 1,059,025	\$ 1,191,772
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
Total Principal	\$ 18,963	\$ 19,802	\$ 20,677	\$ 21,592	\$ 22,547	\$ 23,544	\$ 24,585	\$ 1,059,025	\$ 1,191,772
<i>N/A</i>									
Debt Issuance #1									
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
Total Principal									
<i>N/A</i>									
Debt Issuance #1									
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
Total Principal									
<i>N/A</i>									
Debt Issuance #1									
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
Total Principal									
<b>TOTAL PRINCIPAL ALL OPERATIONS</b>	<b>\$ 32,695</b>	<b>\$ 34,141</b>	<b>\$ 35,650</b>	<b>\$ 37,228</b>	<b>\$ 38,874</b>	<b>\$ 40,593</b>	<b>\$ 42,388</b>	<b>\$ 1,825,905</b>	<b>\$ 2,054,779</b>

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

<i>Moody's</i>		<i>Standard &amp; Poors</i>	
Bond Rating			
Year of Last Rating			

# 5 Year Debt Service Schedule - Interest

## Town of Hackettstown Municipal Utilities Authority

*Fiscal Year Beginning in*

	Current Year (2015)	2016	2017	2018	2019	2020	2021	Thereafter	Total Interest Payments Outstanding
<i>Water</i>									
Series G USDA	\$ 38,209	\$ 37,601	\$ 36,967	\$ 36,305	\$ 35,613	\$ 34,891	\$ 34,137	\$ 478,715	\$ 694,229
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
<b>Total Interest Payments</b>	<b>38,209</b>	<b>37,601</b>	<b>36,967</b>	<b>36,305</b>	<b>35,613</b>	<b>34,891</b>	<b>34,137</b>	<b>478,715</b>	<b>694,229</b>
<i>Sewer</i>									
Series G USDA	52,765	51,926	51,050	50,135	49,181	48,183	47,142	661,082	958,699
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
<b>Total Interest Payments</b>	<b>52,765</b>	<b>51,926</b>	<b>51,050</b>	<b>50,135</b>	<b>49,181</b>	<b>48,183</b>	<b>47,142</b>	<b>661,082</b>	<b>958,699</b>
<i>N/A</i>									
Debt Issuance #1									
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
<b>Total Interest Payments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>N/A</i>									
Debt Issuance #1									
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
<b>Total Interest Payments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>N/A</i>									
Debt Issuance #1									
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
<b>Total Interest Payments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>N/A</i>									
Debt Issuance #1									
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
<b>Total Interest Payments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL INTEREST ALL OPERATIONS</b>	<b>\$ 90,974</b>	<b>\$ 89,527</b>	<b>\$ 88,017</b>	<b>\$ 86,440</b>	<b>\$ 84,794</b>	<b>\$ 83,074</b>	<b>\$ 81,279</b>	<b>\$ 1,139,797</b>	<b>\$ 1,652,928</b>

# 2016 Net Position Reconciliation

Town of Hackettstown Municipal Utilities Authority

For the Period December 1, 2016 to November 30, 2017

*Proposed Budget*

	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 25,864,342	\$ 25,260,394					\$ 51,124,736
Less: Invested in Capital Assets, Net of Related Debt (1)	23,022,684	19,744,941					42,767,625
Less: Restricted for Debt Service Reserve (1)	42,840	59,160					102,000
Less: Other Restricted Net Position (1)	81,006	81,006					162,012
Total Unrestricted Net Position (1)	2,717,812	5,375,287	-	-	-	-	8,093,099
Less: Designated for Non-Operating Improvements & Repairs	1,485,475	2,875,294					4,360,769
Less: Designated for Rate Stabilization	375,000	375,000					750,000
Less: Other Designated by Resolution	408,790	408,790					817,580
Plus: Accrued Unfunded Pension Liability (1)	1,855,632	1,855,631					3,711,263
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	192,644	192,645					385,289
Plus: Estimated Income (Loss) on Current Year Operations (2)	60,000	80,000					140,000
Plus: Other Adjustments (attach schedule)							-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	2,556,823	3,844,479	-	-	-	-	6,401,302
Unrestricted Net Position Utilized to Balance Proposed Budget	60,000	-	-	-	-	-	60,000
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	60,000	-	-	-	-	-	60,000
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)</b>	\$ 2,496,823	\$ 3,844,479	\$ -	\$ -	\$ -	\$ -	\$ 6,341,302

(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 \$ 87,020 \$ 97,109 \$ - \$ - \$ - \$ 184,129

(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.

2016  
Town of Hackettstown  
Municipal Utilities  
Authority

**AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM**



# 2016 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

## Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: 12/01/2016 TO: 11/30/2017

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 13<sup>th</sup> day of September, 2016.

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:	<i>Kathleen Corcoran</i>		
Name:	Kathleen Corcoran, PE, PP, PMP		
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	kcorcoran@hmua.com		

# 2016 CAPITAL BUDGET/PROGRAM MESSAGE

## Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: 12/01/2016 TO: 11/30/2017

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 (WQMP) and the Wastewater Management Plans (WMPs) for the five municipalities served. The municipalities provide input into the WQMP and WMPs, which are ultimately endorsed by the individual municipalities and affected counties prior to adoption by the NJDEP.*
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 the 2016-2017 fiscal year and the next 5 years represent projects that need to be completed in order to provide our minimum level of service. The Asset Management Plan includes life cycle costs for all major assets.*
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 long term capital 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 on future rates, fees or service charges. The most recent rate increase was adopted in September 2015. Future rate increases will be evaluated as needed.*
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 as defined in the State Development and Redevelopment Plan.*
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.  
*- None.*

*Add additional sheets if necessary.*

## 2016 Proposed Capital Budget

Town of Hackettstown Municipal Utilities Authority  
 For the Period December 1, 2016 to November 30, 2017

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Water</i>					
Total from Supplemental Spreadsheet	\$ 1,405,000		\$ 1,055,000		\$ 350,000
Project B Description	-				
Project C Description	-				
Project D Description	-				
Total	1,405,000	-	1,055,000	-	350,000
<i>Sewer</i>					
Total from Supplemental Spreadsheet	570,000		570,000		
Project B Description	-				
Project C Description	-				
Project D Description	-				
Total	570,000	-	570,000	-	-
<i>N/A</i>					
Project A Description	-				
Project B Description	-				
Project C Description	-				
Project D Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Project A Description	-				
Project B Description	-				
Project C Description	-				
Project D Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Project A Description	-				
Project B Description	-				
Project C Description	-				
Project D Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Project A Description	-				
Project B Description	-				
Project C Description	-				
Project D Description	-				
Total	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 1,975,000</b>	<b>\$ -</b>	<b>\$ 1,625,000</b>	<b>\$ -</b>	<b>\$ 350,000</b>

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, 2016 to November 30, 2017**  
**SUPPLEMENTAL SCHEDULE CB-3**

	Estimated Total Cost	Renewal & Funding Sources				
		Unrestricted Net Position Utilized	Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Water</i>						
Equipment Replacement	\$ 100,000		\$ 100,000			
Water Main Replacement	800,000		500,000			300,000
Water Meter Replacement	80,000		80,000			
Replace 1.0 MG Water Tank	200,000					200,000
Repaint 2.4 MG Water Tank	100,000		100,000			
Replace Well #4 Roof	50,000					50,000
Repaint WFP Exterior	75,000		75,000			
<b>Total</b>	<b>1,405,000</b>	<b>-</b>	<b>855,000</b>	<b>-</b>	<b>-</b>	<b>550,000</b>
<i>Sewer</i>						
Equipment Replacement	170,000		170,000			
Sanitary Sewer Rehab	25,000		25,000			
Facility Improvements	300,000		300,000			
Replace Sewer Jet	-		-			
UV System Replacement	-		-			
Nit Tank Diffuser Repairs	75,000		75,000			
Replace Sewer Camera Sys	-		-			
<b>Total</b>	<b>570,000</b>	<b>-</b>	<b>570,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

# 5 Year Capital Improvement Plan

## Town of Hackettstown Municipal Utilities Authority

For the Period December 1, 2016 to November 30, 2017

	Estimated Total Cost	Fiscal Year Beginning in					
		Current Year Proposed Budget	2017	2018	2019	2020	2021
<i>Water</i>							
Total from Supplemental Spreac	\$ 7,805,000	\$ 1,405,000	\$ 2,480,000	\$ 980,000	\$ 980,000	\$ 980,000	\$ 980,000
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	7,805,000	1,405,000	2,480,000	980,000	980,000	980,000	980,000
<i>Sewer</i>							
Total from Supplemental Spreac	6,210,000	570,000	1,745,000	2,195,000	550,000	450,000	700,000
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	6,210,000	570,000	1,745,000	2,195,000	550,000	450,000	700,000
<i>N/A</i>							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 14,015,000</b>	<b>\$ 1,975,000</b>	<b>\$ 4,225,000</b>	<b>\$ 3,175,000</b>	<b>\$ 1,530,000</b>	<b>\$ 1,430,000</b>	<b>\$ 1,680,000</b>

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, 2016 to November 30, 2017  
**SUPPLEMENTAL SCHEDULE CB-4**

		<i>Fiscal Year Beginning in</i>				
		<b>Current Year</b>				
<b>Estimated</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Total Cost</b>		<b>Proposed Budget</b>				
<i>Water</i>						
Equipment Replacement	\$ 600,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Water Main Replacement	4,800,000	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
Replace 1.0 MG Water Tank	700,000	200,000	500,000			
Repaint 2.4 MG Water Tank	1,100,000	1,000,000				
Replace Well #4 Roof	50,000	50,000				
Repaint WFP Exterior	75,000	75,000				
<b>Total</b>	<b>7,805,000</b>	<b>1,405,000</b>	<b>2,480,000</b>	<b>980,000</b>	<b>980,000</b>	<b>980,000</b>
<i>Sewer</i>						
Equipment Replacement	1,020,000	170,000	170,000	170,000	170,000	170,000
Sanitary Sewer Rehab	165,000	25,000	25,000	30,000	30,000	30,000
Facility Improvements	3,600,000	600,000	1,700,000	250,000	250,000	500,000
Replace Sewer Jet	450,000	-	450,000			
UV System Replacement	700,000	-	300,000			
Nit Tank Diffuser Repairs	175,000	75,000				
Replace Sewer Camera Sys	100,000	-		100,000		
<b>Total</b>	<b>6,210,000</b>	<b>570,000</b>	<b>1,745,000</b>	<b>2,195,000</b>	<b>450,000</b>	<b>700,000</b>

## 5 Year Capital Improvement Plan Funding Sources

### Town of Hackettstown Municipal Utilities Authority

For the Period December 1, 2016 to November 30, 2017

		<i>Funding Sources</i>				
Estimated Total Cost		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Water</i>						
Total from Supplemental Sprea	\$ 7,805,000		\$ 7,255,000			\$ 550,000
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	7,805,000	-	7,255,000	-	-	550,000
<i>Sewer</i>						
Total from Supplemental Sprea	6,210,000		4,510,000			1,700,000
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	6,210,000	-	4,510,000	-	-	1,700,000
<i>N/A</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 14,015,000</b>	<b>\$ -</b>	<b>\$ 11,765,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,250,000</b>
Total 5 Year Plan per CB-4	\$ 14,015,000					
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, 2016 to November 30, 2017**  
**SUPPLEMENTAL SCHEDULE CB-5**

	Estimated Total Cost	Renewal & Funding Sources					Other Sources
		Unrestricted Net Position Utilized	Replacement Reserve	Debt Authorization	Capital Grants		
<i>Water</i>							
Equipment Replacement	\$ 600,000		\$ 600,000				
Water Main Replacement	4,800,000		4,500,000			300,000	
Water Meter Replacement	480,000		480,000				
Replace 1.0 MG Water Tank	700,000		500,000			200,000	
Repaint 2.4 MG Water Tank	1,100,000		1,100,000				
Replace Well #4 Roof	50,000					50,000	
Repaint WFP Exterior	75,000		75,000				
<b>Total</b>	<b>7,805,000</b>	<b>-</b>	<b>7,255,000</b>	<b>-</b>	<b>-</b>	<b>550,000</b>	
<i>Sewer</i>							
Equipment Replacement	1,020,000		1,020,000				
Sanitary Sewer Rehab	165,000		165,000				
Facility Improvements	3,600,000		1,900,000			1,700,000	
Replace Sewer Jet	450,000		450,000				
UV System Replacement	700,000		700,000				
Nit Tank Diffuser Repairs	175,000		175,000				
Replace Sewer Camera Sys	100,000		100,000				
<b>Total</b>	<b>6,210,000</b>	<b>-</b>	<b>4,510,000</b>	<b>-</b>	<b>-</b>	<b>1,700,000</b>	



The HMUA adopted a new Rate Schedule at a Public Hearing held September 8, 2015. The new rates are effective with the October 1, 2015 billing. Immediately prior to this increase, the HMUA rates were lower than the rates in effect in 1995.

- Water Service Charges
- Sewer Service Charges
- Fire Service Charges
- Miscellaneous Fees and Charges
- New Service & Inspection Fees

## Water Service Charges

Class of User	Quarterly Base Charge	Gallons Used	Cost per 1,000 Gallons
Residential - Single Family	\$21.00	Use above 0	\$1.60
Diamond Hill – Single Family #	\$54.45 (includes \$33.45 Differential Rate)	Use above 10,000	\$2.30
		Use above 30,000	\$3.30
		Use above 60,000	\$4.30
		Use above 90,000	\$5.30
Low Income Senior / Disabled *	\$15.75	Use above 0	\$1.20
Diamond Hill Low Income Senior / Disabled #*	\$49.20 (includes \$33.45 Differential Rate)	Use above 10,000	\$2.30
		Use above 30,000	\$3.30
		Use above 60,000	\$4.30
		Use above 90,000	\$5.30
All Other – 5/8" Meter	\$21.00	For All Water Use	\$2.30
All Other – 1" Meter	\$42.00		
All Other – 1-1/2" Meter	\$84.00		
All Other – 2" Meter	\$126.00		
All Other – 3" Meter	\$168.00		
All Other – 4" Meter	\$252.00		
All Other – 6" Meter	\$420.00		
Lawn Sprinkling / Irrigation	Same as "All Other"	Use above 0	\$3.30
		Use above 30,000	\$4.30
		Use above 60,000	\$5.30

# - The Water Cost Per Customer is \$2,521.44. The Water Differential Rate of \$33.45 is the Cost Per Customer amount financed for 40 years at 4.375 percent.

\* - Eligibility for these reduced rates requires an Annual Qualification Process.

Interest is charged monthly on the unpaid principal balance at the Annual Rate of 18 percent.

## Sewer Service Charges

Class of User	Quarterly Base Charge	Gallons Used	Cost per 1,000 Gallons
Residential - Single Family	\$60.00	N/A	N/A
Diamond Hill – Single Family #	\$124.89 (includes \$64.89 Differential Rate)	N/A	N/A
Low Income Senior / Disabled *	\$45.00	N/A	N/A
Diamond Hill Low Income Senior / Disabled #*	\$109.89 (includes \$64.89 Differential Rate)	N/A	N/A
Residential Two Family	\$112.00	N/A	N/A
Industrial	\$125.00	Use above 10,000	\$3.95
All Other Customers	\$60.00	Use above 10,000	\$3.72

# - The Sewer Cost Per Customer is \$4,931.24. The Sewer Differential Rate of \$64.89 is the Cost Per Customer amount financed for 40 years at 4.375 percent.

\* - Eligibility for these reduced rates requires an Annual Qualification Process.

Interest is charged monthly on the unpaid principal balance at the Annual Rate of 18 percent.

## Fire Service Charges

Class of User	Quarterly Fire Hydrant Charge	Quarterly Fire Line Charge
All Customers	\$30.00	\$35.00 / Inch Diameter

Interest is charged monthly on the unpaid principal balance at the Annual Rate of 18 percent.

## Miscellaneous Fees & Charges

<b>Turn-On or Turn Off</b> – This fee is for service provided to Turn-On or Turn-Off of Service. No charge for temporary shut-off of service for repairs.		\$19.00
<b>Reading and/or Billing</b> – This Fee is for Meter Reading, Final Billing and Account Changes associated with Realty Transfers or Change in Tenant.		\$19.00
<b>Meter Change Fee</b> – This fee is for customers requesting change to a different size water meter. No charge if meter was manufactured more than 15 years ago.		Actual Cost of Meter & Supplies
<b>Check Reprocessing Fee</b>		\$30.00
<b>Collection Charge</b> – Initiated if personnel are dispatched to collect outstanding account charges.		\$35.00
<b>Reinstate Service</b> – To reinstate service that has been discontinued due to non-payment of charges.		\$35.00
<b>Meter Testing Charge (Requested by Customer)</b> – If meter tested is found to be accurate within required limits, the proper fee shall be charged. If the meter is found to be inaccurate, the charge is waived.	5/8" Meter	\$25.00
	1" Meter	\$30.00
	1-1/2" Meter	\$50.00
	2" Meter	\$60.00
<b>Construction Water Service Charges (for construction related water use)</b> – A meter deposit is required based upon the size of the meter required.	Cost per 1,000 gallons for all water use	\$2.30

Interest is charged monthly on the unpaid principal balance at the Annual Rate of 18 percent.

## New Service & Inspection Fees

The following Fees are related to New Applications for Service and Inspection of New Water and Sewer Utility Construction.

<b>Water Filing Fee</b>	\$25 per EDU. Minimum of \$200, Maximum of \$1,000
<b>Water Filing Fee – for 1 Single Family Dwelling</b>	\$35.00
<b>Sewer Filing Fee</b>	\$25 per EDU. Minimum of \$200, Maximum of \$1,000
<b>Sewer Filing Fee – for 1 Single Family Dwelling</b>	\$35.00
<b>Application Review Fee (Escrow)</b>	\$40 per EDU. Minimum of \$1,000 or as directed
<b>Water Connection Fee</b>	\$1,429 per EDU
<b>Sewer Connection Fee</b>	\$3,054 per EDU
<b>Water Service Tapping (pre-existing)</b>	\$250.00
<b>Sewer Service Tapping (pre-existing)</b>	\$250.00
<b>Water Service Inspection</b>	\$50.00
<b>Water Service or Main Re-inspection</b>	\$50.00
<b>Water Main Inspection</b>	\$1.00 per foot
<b>Sewer Service Inspection</b>	\$50.00
<b>Sewer Service or Main Re-inspection</b>	\$50.00
<b>Sewer Main Inspection</b>	\$1.00 per foot
<b>Meter Setting Fee</b>	Cost of Meter and Reading Device plus \$25.00