

State Filing Year

2017

ADOPTED COPY

Note: This Budget document is for Fiscal Years Beginning Jan. 1, 2017 to Dec. 31, 2017

Start Year

End Year

2017

2018

Fiscal Year

Authority Budget of:

Town of Hackettstown Municipal Utilities Authority

For the Period:

December 1, 2017 to November 30, 2018

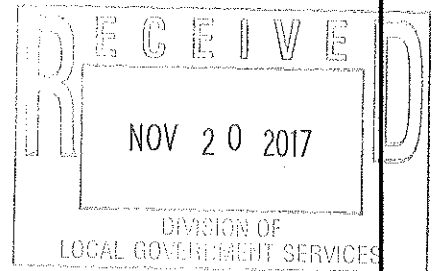
www.hmua.com

Authority Web Address

Department Of



**Community
Affairs**



Division of Local Government Services

2017 AUTHORITY BUDGET

Certification Section

2017

Town of Hackettstown Municipal Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM December 1, 2017 TO November 30, 2018

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. Gwert CPA, RMA Date: 9/28/2017

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. Gwert CPA, RMA Date: 11/28/2017

2017 PREPARER'S CERTIFICATION

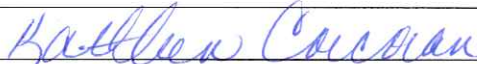
Town of Hackettstown Municipal Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: Dec. 1, 2017 **TO:** Nov. 30, 2018

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		

2017 APPROVAL CERTIFICATION


Town of Hackettstown Municipal Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: Dec. 1, 2017 TO: Nov. 30, 2018

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 13th day of September, 2017.

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:	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.

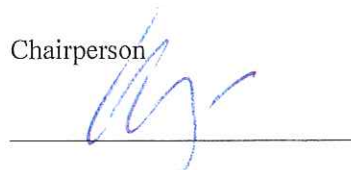
Name of Officer Certifying compliance

William Kuster

Title of Officer Certifying compliance

Chairperson

Signature



2017 AUTHORITY BUDGET RESOLUTION

Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: Dec. 1, 2017 TO: Nov. 30, 2018

WHEREAS, the Annual Budget and Capital Budget for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2017 and ending November 30, 2018 has been presented before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of September 13, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,814,000, Total Appropriations, including any Accumulated Deficit if any, of \$4,814,000 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$2,460,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$1,000,000; 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, 2017 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, 2017 and ending November 30, 2018 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 14, 2017.

Kathleen Coccaro
(Secretary's Signature)

9/15/17
(Date)

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

2017 ADOPTION CERTIFICATION

Town of Hackettstown Municipal Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: Dec. 1, 2017 TO: Nov. 30, 2018

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 14th day of November, 2017.

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		

2017 ADOPTED BUDGET RESOLUTION

Town of Hackettstown Municipal Utilities Authority

AUTHORITY

FISCAL YEAR: FROM: Dec. 1, 2017 TO: Nov. 30, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2017 and ending November 30, 2018 has been presented for adoption before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of November 14, 2017; 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 \$4,814,000, Total Appropriations, including any Accumulated Deficit, if any, of \$4,814,000 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,460,000 and Total Unrestricted Net Position planned to be utilized of \$1,000,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Town of Hackettstown Municipal Utilities Authority, at an open public meeting held on November 14, 2017, that the Annual Budget and Capital Budget/Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2017 and, ending November 30, 2018 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.

Kathleen Courson
(Secretary's Signature)

11/14/17
(Date)

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

2017 AUTHORITY BUDGET
Narrative and Information Section

2017 AUTHORITY BUDGET MESSAGE & ANALYSIS

Town of Hackettstown Municipal Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: Dec. 1, 2017 TO: Nov. 30, 2018

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 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 \$4,814,000 as compared to \$4,866,000 for the prior fiscal year. The proposed budget represents an overall decrease of 1.1%. The line items with variance over +/-10% include:

- Increase in the budget line item for insurance due to an approximately \$6,000 increase in rates during the 2016-2017 FY. Actual rates are not available from NJUA JIF, however we anticipate up to approximately a 6% additional increase in the 2017-2018 FY.

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% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

-Decrease in Industrial Service Operating Revenue of approximately 22.9% from approximately \$288,000 to \$222,000. This decrease is primarily due to reductions in water usage at M&M Mars in their successful efforts to conserve water in their manufacturing operations and offices. The Authority is considering a change in the rate structure in the upcoming fiscal year. If a new rate structure is adopted, this will be reflected in a revised budget that will be submitted to DCA for approval prior to budget adoption.

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's future 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, which will have an 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.

- The Authority proposes the use of \$1,000,000 in Unrestricted Net Position for capital use on a water main replacement project.

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 following water main repair/replacement work, equipment, and sewer cleaning and TV inspection services.

6. The proposed budget must not reflect an anticipated deficit from 2017 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. **(Prepare a response to deficits caused by the implementation of GASB 68)**
- 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.) **if it has been changed since the prior year budget submission** 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 existing rate structure has not changed since the prior budget submission. The Authority is considering a change in the rate structure in the upcoming fiscal year. If a new rate structure is adopted, this will be reflected in a revised budget that will be submitted to DCA for approval.

AUTHORITY CONTACT INFORMATION 2017

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

Name of Authority:	Town of Hackettstown Municipal Utilities Authority		
Federal ID Number:	22-1802633		
Address:	424 Hurley Drive P.O. Box 250		
City, State, Zip:	Hackettstown	NJ	07840
Phone: (ext.)	908-852-3622	Fax:	908-852-2681

Preparer's Name:	Kathleen Corcoran, PE, PP, PMP		
Preparer's Address:	424 Hurley Drive P.O. Box 250		
City, State, Zip:	Hackettstown	NJ	07840
Phone: (ext.)	908-852-3622	Fax:	908-852-2681
E-mail:	kcorcoran@hmua.com		

Chief Executive Officer:	Kathleen Corcoran, PE, PP, PMP		
Phone: (ext.)	908-852-3622	Fax:	908-852-2681
E-mail:			

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

Name of Auditor:	Vincent M. Montanino, RMA, PSA		
Name of Firm:	Ferraioli, Wielkotz, Cerullo & Cuva, P.A.		
Address:	100B Main Street		
City, State, Zip:	Newton	NJ	07860
Phone: (ext.)	973-579-3212	Fax:	973-579-7128
E-mail:	vmontanino@fwcc-cpa.com		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: Dec. 1, 2017 TO: Nov. 30, 2018

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

- 1) Provide the number of individuals employed in calendar year 2016 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 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$1,210,720
- 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? (**Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering**) 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? No*If 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 a narrative of your Authority's procedures for all employees.*
- The process includes review and approval by the HMUA commissioners along with the annual budget, a routine 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. (If your authority does not allow for reimbursements indicate that in answer)
- The HMUA Employee Handbook allows for reimbursement for employee education expenses.
- The Employee Handbook allows for annual reimbursement of 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? No If "yes," *attach explanation including amount paid.*
- 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, 2017 TO: Nov. 30, 2018

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, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2016, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2016 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2016 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, 2017 to December 30, 2018
 Town of Hackettstown Municipal Utilities Authority

Name	Title	Average Hours per Week Dedicated to Position	Position		Reportable Compensation from Authority (W-2/ 1099)		Estimated amount of other compensation from 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 (1) See note below	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column D	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	Officer	Key Employee	Highest Compensated Employee							
1 Kathleen Corcoran	Executive Director	40	X				\$ 5,000	\$ 17,472	None				147,570
2 Peter Tynan	Sewer Util. Supt.	40	X				81,736	35,575	None				117,311
3 Charles Volkert	Water Util. Supt.	40	X				84,995	36,616	None				121,611
4 Steven Baldwin	Water Chief Oper.	40	X				80,183	36,088	None				116,271
5 Michael Brady	Sewer Chief Oper.	40	X				74,304	36,755	None				111,059
6 William Harper	Commissioner	3 X					500	22,446	None				22,946
7 Gerald DiMaio	Commissioner	3 X					500	11,223	None	Town of Hackettstown Councilman	4,900		16,623
8 John DiMaio	Commissioner	3 X					500	22,446	None	Town of Hackettstown Assemblyman	49,000		71,946
9 William Kuster	Commissioner	3 X					500		None	Town of Hackettstown Administrator	129,491	39,401	169,392
10 Leonard Kunz	Commissioner	3 X					500		None	Town of Hackettstown Councilman			500
11													
12													
13													
14													
15													
Total:							\$ 448,816	\$ 218,621	\$ 672,437		\$ 183,991	\$ 39,401	\$ 895,229

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

Town of Hackettstown Municipal Utilities Authority
 For the Period December 1, 2017 to November 30, 2018

	# of Covered Members (Medical & Rx)		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 Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Actual	Proposed Budget	Actual		Current Year	Current Year	Current Year	Current Year			
Active Employees - Health Benefits - Annual Cost												
Single Coverage	4	4	\$ 11,560	\$ 46,240	\$ 46,240	5	\$ 11,223	\$ 56,115	\$ (9,875)	-17.6%		
Parent & Child	0	0	-	-	-	3	20,025	60,075	(60,075)	-100.0%		
Employee & Spouse (or Partner)	4	4	23,064	92,256	92,256	4	22,392	89,568	2,688	3.0%		
Family	11	11	32,224	354,459	354,459	6	31,262	187,572	166,887	89.0%		
Employee Cost Sharing Contribution (enter as negative -)				(104,165)	(104,165)			(78,150)	(26,015)	33.3%		
Subtotal	19	19	388,790	388,790	388,790	18	315,180	315,180	73,609	23.4%		
Commissioners - Health Benefits - Annual Cost												
Single Coverage	1	1	11,560	11,560	11,560	1	11,223	11,223	337	3.0%		
Parent & Child										#DIV/0!		
Employee & Spouse (or Partner)	2	2	23,119	46,238	46,238	2	22,446	44,892	1,346	3.0%		
Family										#DIV/0!		
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!		
Subtotal	3	3	57,798	57,798	57,798	3	56,115	56,115	1,683	3.0%		
Retirees - Health Benefits - Annual Cost												
Single Coverage	2	2	6,972	13,944	13,944	2	6,773	13,546	398	2.9%		
Parent & Child										#DIV/0!		
Employee & Spouse (or Partner)	1	1	17,184	17,184	17,184	1	16,678	16,678	506	3.0%		
Family										#DIV/0!		
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!		
Subtotal	3	3	31,128	31,128	31,128	3	30,224	30,224	904	3.0%		
GRAND TOTAL	25	25	\$ 477,716	\$ 477,716	\$ 477,716	24	\$ 401,519	\$ 401,519	\$ 76,196	19.0%		

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Note: Remember to Enter an amount in rows for Employee Cost Sharing

TRAVEL EXPENSES for Fiscal Year Ending November 30, 2016

<u>DATE PAID</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
4/1/2016	353.58	Reimbursement for Hotel to attend a Conference
4/1/2016	347.58	Reimbursement for Hotel & Parking to attend a Conference
4/1/2016	10.50	Reimbursement for Tolls to attend a Conference
5/13/16	192.32	Reimbursement for Hotel & Parking to attend a Conference
5/13/16	26.00	Reimbursement for Taxi to attend a Conference
5/27/16	419.70	Reimbursement for Hotel to attend a Conference
5/27/16	8.75	Reimbursement for Tolls to attend a Conference
6/10/16	238.00	Reimbursement for Hotel to attend a Conference
6/10/16	254.88	Reimbursement for Hotel to attend a Conference
7/22/16	432.20	Reimbursement for Airline Flight for attendance at a Conference
8/5/16	426.20	Reimbursement for Hotel to attend a Conference
9/24/16	25.00	Airline Baggage Fees for attendance at a Conference
9/24/16	25.00	Airline Baggage Fees for attendance at a Conference
9/24/16	41.40	Reimbursement for Taxi to attend a Conference
9/28/16	879.08	Reimbursement for Hotel to attend a Conference
9/28/16	33.00	Reimbursement for Taxi to attend a Conference
9/28/16	25.00	Airline Baggage Fees for attendance at a Conference
9/28/16	25.00	Airline Baggage Fees for attendance at a Conference
9/29/16	879.08	Reimbursement for Hotel to attend a Conference
10/20/16	177.32	Reimbursement for Hotel to attend a Conference
11/17/16	124.00	Reimbursement for Hotel to attend a Conference
11/29/16	10.00	Reimbursement for Parking to attend a Conference

MEAL EXPENSES for Fiscal Year Ending November 30, 2016

<u>DATE PAID</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
12/24/2015	6.78	Staff Meeting
1/8/2016	161.80	Staff Meeting
2/5/2016	239.95	Food for utility staff during emergency work (4) & customer compliments (2)
2/24/2016	16.36	Board Meeting
4/1/2016	129.75	Food for utility staff during emergency work (4)
4/1/2016	9.10	Reimbursement for food costs while attending a Conference
4/15/2016	47.27	Managers' Meeting
5/13/2016	47.59	Managers' Meeting
5/13/2016	187.32	Reimbursement for food costs while attending a Conference
5/13/2016	20.63	Board Meeting
5/27/2016	86.62	Reimbursement for food costs while attending a Conference
6/10/2016	50.56	Food for utility staff for customer compliment
6/24/2016	119.39	Food for utility staff during emergency work (2) & customer compliment (1)
8/5/2016	5.10	Food for administrative staff during emergency work
8/5/2016	86.54	Managers' Meeting
8/19/2016	53.55	Food for utility staff for customer compliment
9/2/2016	186.40	Food for utility staff during emergency work (2) & customer compliments (2)
9/16/2016	59.45	Food for utility staff for customer compliment
9/16/2016	44.00	Reimbursement for food costs while attending a Conference
9/24/2016	91.94	Reimbursement for food costs while attending a Conference
9/25/2016	12.97	Reimbursement for food costs while attending a Conference
9/26/2016	88.00	Reimbursement for food costs while attending a Conference
9/27/2016	74.31	Reimbursement for food costs while attending a Conference
9/28/2016	4.46	Reimbursement for food costs while attending a Conference
9/25/2016	11.80	Reimbursement for food costs while attending a Conference
9/25/2016	24.69	Reimbursement for food costs while attending a Conference
9/27/2016	15.51	Reimbursement for food costs while attending a Conference
9/29/2016	9.56	Reimbursement for food costs while attending a Conference
11/7/2016	5.98	Board Meeting
11/16/2017	43.00	Reimbursement for food costs while attending a Conference
11/17/2017	10.96	Reimbursement for food costs while attending a Conference

Schedule of Accumulated Liability for Compensated Absences

Town of Hackettstown Municipal Utilities Authority

For the Period

December 1, 2017

to

November 30, 2018

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

X Box if Authority has no Compensated Absences

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	360	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement	Legal Basis for Benefit (check applicable items)
Steve Baldwin	360	\$	36,680		X		
Michael Brady	165		21,462		X		
Earl Cruets	100.5		13,905		X		
A. E. Gabinski	124.5		14,809		X		
Joseph King	173.5		18,750		X		
Arthur Klein	73.5		8,884		X		
Deborah Palma	114.25		17,473		X		
Diane Pilipenko	85.75		10,365		X		
Edward Poyer	277.5		19,239		X		
Michael Snyder	317.5		37,929		X		
Peter Tynan	474.5		49,262		X		
Charles Volkert	141		17,977		X		
R. Clegg, A. Armstrong, K. Corcoran	112.75		17,165		X		
D. Tillou, D. Youds	123		13,578		X		
Total liability for accumulated compensated absences at beginning of current year		\$	297,478				

The total Amount Should agree to most recently issued audit report for the Authority

Schedule of Shared Service Agreements

Town of Hackettstown Municipal Utilities Authority

November 30, 2018

December 1, 2017

to

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
Hackettstown Mun. Utilities Authority	Township of Allamuchy Hackettstown Mun. Utilities Authority	Sewer Cleaning and TV Inspection		4/12/2017	4/11/2018	Varies
Town of Hackettstown		Fuel Depot	Discounted Diesel and Gasoline			Varies

If No Shared Services X this Box

2017 AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Town of Hackettstown Municipal Utilities Authority
 For the Period December 1, 2017 to November 30, 2018

	FY 2018 Proposed Budget				Total All Operations	Total All Operations	FY 2016-2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Water	Sewer	N/A	N/A					
	N/A	N/A	N/A	N/A					
REVENUES									
Total Operating Revenues	\$ 2,050,000	\$ 2,688,000	-	-	\$ 4,738,000	\$ 4,790,000	\$ (52,000)	-1.1%	
Total Non-Operating Revenues	38,000	38,000	-	-	76,000	76,000	-	0.0%	
Total Anticipated Revenues	2,088,000	2,726,000	-	-	4,814,000	4,866,000	(52,000)	-1.1%	
APPROPRIATIONS									
Total Administration	571,270	561,343	-	-	1,132,613	1,105,525	27,088	2.5%	
Total Cost of Providing Services	1,168,272	1,382,885	-	-	2,551,157	2,542,919	8,238	0.3%	
Total Principal Payments on Debt Service in Lieu of Depreciation	14,973	20,677	-	-	35,650	34,141	1,509	4.4%	
Total Operating Appropriations	1,754,515	1,964,905	-	-	3,719,420	3,682,585	36,835	1.0%	
Total Interest Payments on Debt	36,967	51,050	-	-	88,017	89,527	(1,510)	-1.7%	
Total Other Non-Operating Appropriations	296,518	710,045	-	-	1,006,563	1,153,888	(147,325)	-12.8%	
Total Non-Operating Appropriations	333,485	761,095	-	-	1,094,580	1,243,415	(148,835)	-12.0%	
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	2,088,000	2,726,000	-	-	4,814,000	4,926,000	(112,000)	-2.3%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	60,000	(60,000)	-100.0%	
Net Total Appropriations	2,088,000	2,726,000	-	-	4,814,000	4,866,000	(52,000)	-1.1%	
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	

Revenue Schedule

Town of Hackettstown Municipal Utilities Authority
For the Period December 1, 2017 to November 30, 2018

	FY 2018 Proposed Budget						FY 2016.2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	
							Total All Operations	All Operations	All Operations	
OPERATING REVENUES										
<i>Service Charges</i>										
Residential	1355000	1824000					\$3,179,000	\$ 3,204,000	\$ (25,000)	-0.8%
Business/Commercial	358000	620000					978,000	944,000	34,000	3.6%
Industrial	110000	112000					222,000	288,000	(66,000)	-22.9%
Intergovernmental	29000	0					29,000	29,000	-	0.0%
Other	198000	132000					330,000	325,000	5,000	1.5%
Total Service Charges	2,050,000	2,688,000					4,738,000	4,790,000	(52,000)	-1.1%
<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>										
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Total Other Revenue							-	-	-	#DIV/0!
Total Operating Revenues	2,050,000	2,688,000					4,738,000	4,790,000	(52,000)	-1.1%
NON-OPERATING REVENUES										
<i>Other Non-Operating Revenues (List)</i>										
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Total Other Non-Operating Revenue							-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>										
Interest Earned	38,000	38,000					76,000	76,000	-	0.0%
Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Interest	38,000	38,000					76,000	76,000	-	0.0%
Total Non-Operating Revenues	38,000	38,000					76,000	76,000	-	0.0%
TOTAL ANTICIPATED REVENUES	\$2,088,000	\$ 2,726,000	\$ -	\$ -	\$ -	\$ -	\$4,814,000	\$ 4,866,000	\$ (52,000)	-1.1%

Prior Year Adopted Revenue Schedule

Town of Hackettstown Municipal Utilities Authority

FY 2016.2017 Adopted Budget

	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations
OPERATING REVENUES							
<i>Service Charges</i>							
Residential	\$1,419,000	\$1,785,000					\$3,204,000
Business/Commercial	359,000	585,000					944,000
Industrial	160,000	128,000					288,000
Intergovernmental	29,000						29,000
Other	230,000	95,000					325,000
Total Service Charges	2,197,000	2,593,000	-	-	-	-	4,790,000
<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>							
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Total Other Revenue	-	-	-	-	-	-	-
Total Operating Revenues	2,197,000	2,593,000	-	-	-	-	4,790,000
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Total Other Non-Operating Revenues	-	-	-	-	-	-	-
<i>Interest on Investments & Deposits</i>							
Interest Earned	38,000	38,000					76,000
Penalties							-
Other							-
Total Interest	38,000	38,000	-	-	-	-	76,000
Total Non-Operating Revenues	38,000	38,000	-	-	-	-	76,000
TOTAL ANTICIPATED REVENUES	\$2,235,000	\$2,631,000	\$ -	\$ -	\$ -	\$ -	\$4,866,000

Appropriations Schedule

Town of Hackettstown Municipal Utilities Authority
For the Period December 1, 2017 to November 30, 2018

	FY 2018 Proposed Budget						FY 2016.2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS										
<i>Administration - Personnel</i>										
Salary & Wages	\$ 216,008	\$ 216,008					\$ 432,016	\$ 422,370	\$ 9,646	2.3%
Fringe Benefits	125,162	121,135					246,297	245,855	442	0.2%
Total Administration - Personnel	341,170	337,143					678,313	668,225	10,088	1.5%
<i>Administration - Other (List)</i>										
Postage, Phone, Supplies and Service	49,000	44,000					93,000	95,000	(2,000)	-2.1%
Professional Services	70,000	65,000					135,000	130,000	5,000	3.8%
Insurance	59,000	59,000					118,000	104,000	14,000	13.5%
Property Taxes & Regulatory Fees	31,000	32,800					63,800	63,800	-	0.0%
Miscellaneous Administration*	21,100	23,400					44,500	44,500	-	0.0%
Total Administration - Other	230,100	224,200					454,300	437,300	17,000	3.9%
Total Administration	571,270	561,343					1,132,613	1,105,525	27,088	2.5%
<i>Cost of Providing Services - Personnel</i>										
Salary & Wages	478,509	501,595					980,104	953,924	26,180	2.7%
Fringe Benefits	277,263	281,290					558,553	554,995	3,558	0.6%
Total COPS - Personnel	755,772	782,885					1,538,657	1,508,919	29,738	2.0%
<i>Cost of Providing Services - Other (List)</i>										
Maintenance & Supplies	86,500	79,000					165,500	162,500	3,000	1.8%
Electric, Gas, Fuel Oil & Gasoline	268,500	205,000					473,500	495,000	(21,500)	-4.3%
Chemicals & Laboratory	57,500	150,000					207,500	204,500	3,000	1.5%
Sludge Disposal	-	166,000					166,000	172,000	(6,000)	-3.5%
Miscellaneous COPS*	-	-					-	-	-	#DIV/0!
Total COPS - Other	412,500	600,000					1,012,500	1,034,000	(21,500)	-2.1%
Total Cost of Providing Services	1,168,272	1,382,885					2,551,157	2,542,919	8,238	0.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	14,973	20,677					35,650	34,141	1,509	4.4%
Total Operating Appropriations	1,754,515	1,964,905					3,719,420	3,682,585	36,835	1.0%
NON-OPERATING APPROPRIATIONS										
Total Interest Payments on Debt	36,967	51,050					88,017	89,527	(1,510)	-1.7%
Operations & Maintenance Reserve							-	-	-	#DIV/0!
Renewal & Replacement Reserve	243,324	654,872					898,196	1,049,522	(151,326)	-14.4%
Municipality/County Appropriation							-	-	-	#DIV/0!
Other Reserves	53,194	55,173					108,367	104,366	4,001	3.8%
Total Non-Operating Appropriations	333,485	761,095					1,094,580	1,243,415	(148,835)	-12.0%
TOTAL APPROPRIATIONS	2,088,000	2,726,000					4,814,000	4,926,000	(112,000)	-2.3%
ACCUMULATED DEFICIT										
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,088,000	2,726,000					4,814,000	4,926,000	(112,000)	-2.3%
UNRESTRICTED NET POSITION UTILIZED										
Municipality/County Appropriation							-	-	-	#DIV/0!
Other							60,000	(60,000)	(60,000)	-100.0%
Total Unrestricted Net Position Utilized							60,000	(60,000)	(60,000)	-100.0%
TOTAL NET APPROPRIATIONS	\$ 2,088,000	\$ 2,726,000	\$ -	\$ -	\$ -	\$ -	\$ 4,814,000	\$ 4,866,000	\$ (52,000)	-1.1%

* 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 \$ 87,725.75 \$ 98,245.25 \$ - \$ - \$ - \$ - \$ - #####

Prior Year Adopted Appropriations Schedule

Town of Hackettstown Municipal Utilities Authority

FY 2016,2017 Adopted Budget

	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 211,185	\$ 211,185					\$ 422,370
Fringe Benefits	125,180	120,675					245,855
Total Administration - Personnel	336,365	331,860	-	-	-	-	668,225
<i>Administration - Other (List)</i>							
Postage, Phoe, Supplies & Service	50,000	45,000					95,000
Professional Services	70,000	60,000					130,000
Insurance	52,000	52,000					104,000
Property Taxes and Regulatory Fees	31,000	32,800					63,800
Miscellaneous Administration*	21,100	23,400					44,500
Total Administration - Other	224,100	213,200	-	-	-	-	437,300
Total Administration	560,465	545,060	-	-	-	-	1,105,525
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	464,351	489,573					953,924
Fringe Benefits	275,245	279,750					554,995
Total COPS - Personnel	739,596	769,323	-	-	-	-	1,508,919
<i>Cost of Providing Services - Other (List)</i>							
Maintenance and Supplies	83,500	79,000					162,500
Electric, Gas, Fuel Oil, Gasoline	286,000	209,000					495,000
Chemicals and Laboratory	56,500	148,000					204,500
Sludge Disposal		172,000					172,000
Miscellaneous COPS*							-
Total COPS - Other	426,000	608,000	-	-	-	-	1,034,000
Total Cost of Providing Services	1,165,596	1,377,323	-	-	-	-	2,542,919
Total Principal Payments on Debt Service in Lieu of Depreciation	14,339	19,802	-	-	-	-	34,141
Total Operating Appropriations	1,740,400	1,942,185	-	-	-	-	3,682,585
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	37,601	51,926	-	-	-	-	89,527
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve	465,806	583,716					1,049,522
Municipality/County Appropriation							-
Other Reserves	51,193	53,173					104,366
Total Non-Operating Appropriations	554,600	688,815	-	-	-	-	1,243,415
TOTAL APPROPRIATIONS	2,295,000	2,631,000	-	-	-	-	4,926,000
ACCUMULATED DEFICIT							-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,295,000	2,631,000	-	-	-	-	4,926,000
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other	60,000						60,000
Total Unrestricted Net Position Utilized	60,000	-	-	-	-	-	60,000
TOTAL NET APPROPRIATIONS	\$ 2,235,000	\$ 2,631,000	\$ -	\$ -	\$ -	\$ -	\$ 4,866,000

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

Debt Service Schedule - Principal

Town of Hackettstown Municipal Utilities Authority

	Fiscal Year Ending in						Total Principal Outstanding
	Proposed Budget Year 2018	2019	2020	2021	2022	2023	
Water							
Series G USDA	\$ 14,339	\$ 15,636	\$ 16,327	\$ 17,049	\$ 17,803	\$ 18,591	\$ 748,289
Type in Issue Name							848,668
Type in Issue Name							-
Type in Issue Name							-
Total Principal	14,339	15,636	16,327	17,049	17,803	18,591	748,289
Sewer							
Series G USDA	19,802	21,592	22,547	23,544	24,585	25,673	1,033,352
Type in Issue Name							1,171,970
Type in Issue Name							-
Type in Issue Name							-
Type in Issue Name							-
Total Principal	19,802	21,592	22,547	23,544	24,585	25,673	1,033,352
TOTAL PRINCIPAL ALL OPERATIONS	\$ 34,141	\$ 37,228	\$ 38,874	\$ 40,593	\$ 42,388	\$ 44,264	\$ 1,781,641
							\$ 2,020,638

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

	Fitch	Standard & Poors
Bond Rating		
Year of Last Rating		

Debt Service Schedule - Interest

Town of Hackettstown Municipal Utilities Authority

if Authority has no debt X this box

	Fiscal Year Ending in						Total Interest Payments Outstanding		
	Adopted Budget Year 2016, 2017	Proposed Budget Year 2018	2019	2020	2021	2022		2023	Thereafter
<i>Water</i>									
Series G USDA	\$ 37,601	\$ 36,967	\$ 36,305	\$ 35,613	\$ 34,891	\$ 34,137	\$ 33,350	\$ 445,365	\$ 656,628
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	37,601	36,967	36,305	35,613	34,891	34,137	33,350	445,365	656,628
<i>Sewer</i>									
Series G USDA	51,926	51,050	50,135	49,181	48,183	47,142	46,055	615,027	906,773
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	51,926	51,050	50,135	49,181	48,183	47,142	46,055	615,027	906,773
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
TOTAL INTEREST ALL OPERATIONS	\$ 89,527	\$ 88,017	\$ 86,440	\$ 84,794	\$ 83,074	\$ 81,279	\$ 79,405	\$ 1,060,392	\$ 1,563,401

Net Position Reconciliation

Town of Hackettstown Municipal Utilities Authority
 For the Period December 1, 2017 to November 30, 2018

FY 2018 Proposed Budget

	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 25,571,886	25,020,799					\$ 50,592,685
Less: Invested in Capital Assets, Net of Related Debt (1)	23,373,133	20,415,614					43,788,747
Less: Restricted for Debt Service Reserve (1)	42,840	59,160					102,000
Less: Other Restricted Net Position (1)	83,576	83,576					167,152
Total Unrestricted Net Position (1)	2,072,337	4,462,449					6,534,786
Less: Designated for Non-Operating Improvements & Repairs	1,119,380	2,577,180					3,696,560
Less: Designated for Rate Stabilization	375,000	375,000					750,000
Less: Other Designated by Resolution	456,704	456,704					913,408
Plus: Accrued Unfunded Pension Liability (1)	2,535,049	2,535,049					5,070,098
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	148,739	148,739					297,478
Plus: Estimated Income (Loss) on Current Year Operations (2)							-
Plus: Other Adjustments (attach schedule)							-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	2,805,041	3,737,353					6,542,394
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-					-
Unrestricted Net Position Utilized in Proposed Capital Budget	1,000,000	-					1,000,000
Appropriation to Municipality/County (3)	-	-					-
Total Unrestricted Net Position Utilized in Proposed Budget	1,000,000	-					1,000,000
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR	\$ 1,805,041	\$ 3,737,353	\$ -	\$ -	\$ -	\$ -	\$ 5,542,394

- (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 \$ 87,726 \$ 98,245 \$ - \$ - \$ - \$ 185,971
- (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.

2017
Town of
Hackettstown
Municipal Utilities
Authority

AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2017 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM


Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: Dec. 1, 2017 TO: Nov. 30, 2018

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 13th day of September, 2017.

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:	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		

2017 CAPITAL BUDGET/PROGRAM MESSAGE

Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: Dec. 1, 2017 TO: Nov. 30, 2018

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 2017-2018 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 will have an impact on rates in the current and/or future year's rate schedules. The Authority is considering a change in the rate structure in the upcoming fiscal year. If a new rate structure is adopted, this will be reflected in a revised budget that will be submitted to DCA for approval prior to adoption.
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.

Proposed Capital Budget

Town of Hackettstown Municipal Utilities Authority
 For the Period December 1, 2017 to November 30, 2018

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Water</i>					
Equip. Replacement/Improvements	\$ 150,000		\$ 150,000		
Water Meter Replacement	90,000		90,000		
Water Main Replacement	1,300,000	1,000,000	150,000		150,000
Replace 1.0 MG Water Tank	-				
Total	1,540,000	1,000,000	390,000	-	150,000
<i>Sewer</i>					
Equip. Replacement/Improvements	250,000		\$ 250,000		
Replace Sewer Jet/Camera Equip.	-				
Nit Tank Diffuser/Blower Replacemen	270,000		270,000		
UV System Replacement	400,000		400,000		
Total	920,000	-	920,000	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 2,460,000	\$ 1,000,000	\$ 1,310,000	\$ -	\$ -

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.

5 Year Capital Improvement Plan

Town of Hackettstown Municipal Utilities Authority
For the Period December 1, 2017 to November 30, 2018

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2018	2019	2020	2021	2022	2023
<i>Water</i>							
Equip. Replacement/Improvements	\$ 730,000	\$ 150,000	\$ 100,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Water Meter Replacement	330,000	90,000	90,000	100,000	50,000		
Water Main Replacement	3,700,000	1,300,000		1,200,000		1,200,000	
Replace 1.0 MG Water Tank	900,000	-	900,000				
Total	5,660,000	1,540,000	1,090,000	1,420,000	170,000	1,320,000	120,000
<i>Sewer</i>							
Equip. Replacement/Improvements	3,075,000	250,000	\$ 650,000	\$ 800,000	\$ 225,000	\$ 425,000	\$ 725,000
Replace Sewer Jet/Camera Equip.	550,000	-		100,000	450,000		
Nit Tank Diffuser/Blower Replacemen	620,000	270,000	100,000		250,000		
UV System Replacement	800,000	400,000	400,000				
Total	5,045,000	920,000	1,150,000	900,000	925,000	425,000	725,000
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 10,705,000	\$ 2,460,000	\$ 2,240,000	\$ 2,320,000	\$ 1,095,000	\$ 1,745,000	\$ 845,000

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.

5 Year Capital Improvement Plan Funding Sources

Town of Hackettstown Municipal Utilities Authority

For the Period December 1, 2017 to November 30, 2018

		<i>Funding Sources</i>				
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Water</i>						
Equip. Replacement/Improvem	\$	730,000		\$ 730,000		
Water Meter Replacement		330,000		330,000		
Water Main Replacement		3,700,000	1,000,000	2,250,000		450,000
Replace 1.0 MG Water Tank		900,000		900,000		
Total		5,660,000	1,000,000	4,210,000	-	-
<i>Sewer</i>						
Equip. Replacement/Improvem		3,075,000		\$ 3,075,000		
Replace Sewer Jet/Camera Equi		550,000		550,000		
Nit Tank Diffuser/Blower Replac		620,000		620,000		
UV System Replacement		800,000		800,000		
Total		5,045,000	-	5,045,000	-	-
<i>N/A</i>						
Type in Description		-				
Type in Description		-				
Type in Description		-				
Type in Description		-				
Total		-	-	-	-	-
<i>N/A</i>						
Type in Description		-				
Type in Description		-				
Type in Description		-				
Type in Description		-				
Total		-	-	-	-	-
<i>N/A</i>						
Type in Description		-				
Type in Description		-				
Type in Description		-				
Type in Description		-				
Total		-	-	-	-	-
<i>N/A</i>						
Type in Description		-				
Type in Description		-				
Type in Description		-				
Type in Description		-				
Total		-	-	-	-	-
TOTAL		\$ 10,705,000	\$ 1,000,000	\$ 9,255,000	\$ -	\$ -
Total 5 Year Plan per CB-4		<u>\$ 10,705,000</u>				<u>\$ 450,000</u>
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.