

*Authority Budget of:*

RECEIVED  
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*Town of Hackettstown Municipal Utilities Authority*

State Filing Year

2018

OCT 19 2018  
**ADOPTED COPY**

*For the Period:*

*December 1, 2018*

*to*

*November 30, 2019*

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

Authority Web Address

Department Of



Community  
Affairs

*Division of Local Government Services*

# 2018 AUTHORITY BUDGET

## Certification Section

2018

TOWN OF HACKETTSTOWN MUNICIPAL UTILITIES  
AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM 12/01/2018 TO 11/30/2019

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. Civat CPA, RMA Date: 9/28/2018

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. Civat CPA, RMA Date: 10/22/2018

# 2018 PREPARER'S CERTIFICATION

## TOWN OF HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

### AUTHORITY BUDGET

FISCAL YEAR: FROM: 12/01/2018 TO: 11/30/2019

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:	<i>Kathleen Corcoran</i>		
Name:	Kathleen Corcoran, PE, PP, PMP		
Title:	Executive Director and 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		

# 2018 APPROVAL CERTIFICATION

## TOWN OF HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

### AUTHORITY BUDGET

FISCAL YEAR: FROM: 12/01/2018 TO: 11/30/2019

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 11th day of September, 2018.

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 and 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

Chairman

Signature



**2018 AUTHORITY BUDGET RESOLUTION  
TOWN OF HACKETTSTOWN MUNICIPAL UTILITIES  
AUTHORITY**

**FISCAL YEAR: FROM: 12/01/2018 TO: 11/30/2019**

WHEREAS, the Annual Budget and Capital Budget for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning 12/01/2018 and ending 11/30/2019 has been presented before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of September 11, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,771,500, Total Appropriations, including any Accumulated Deficit if any, of \$4,877,054 and Total Unrestricted Net Position utilized of \$105,554; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$1,465,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; total Renewal and Replacement Reserve funds planned to be utilized of \$1,465,000; 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 11, 2018 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 12/01/2018 and ending 11/30/2019 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 October 9, 2018.

*Kathleen Corcoran*  
(Secretary's Signature)

09/12/18  
(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


# 2018 ADOPTION CERTIFICATION

## TOWN OF HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

### AUTHORITY BUDGET

FISCAL YEAR: FROM: 12/01/2018 TO: 11/30/2019

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 9th day of October, 2018.

Officer's Signature:			
Name:	Kathleen Corcoran, PE, PP, PMP		
Title:	Executive Director and 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		



# 2018 ADOPTED BUDGET RESOLUTION

## TOWN OF HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: 12/01/2018 TO: 11/30/2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning 12/01/2018 and ending 11/30/2019 has been presented for adoption before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of October 9, 2018; 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 \$4,771,500, Total Appropriations, including any Accumulated Deficit, if any, of \$4,877,054 and Total Unrestricted Net Position utilized of \$105,554; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$1,465,000 and Total Unrestricted Net Position planned to be utilized of \$0; total Renewal and Replacement Reserve funds planned to be utilized of \$1,465,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Town of Hackettstown Municipal Utilities Authority, at an open public meeting held on October 9, 2018 that the Annual Budget and Capital Budget/Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning 12/01/2018 and ending 11/30/2019 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 Cocoran  
(Secretary's Signature)

Oct. 10, 2018  
(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			

**2018 AUTHORITY BUDGET**  
**Narrative and Information Section**

# 2018 AUTHORITY BUDGET MESSAGE & ANALYSIS TOWN OF HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

## AUTHORITY BUDGET

FISCAL YEAR: FROM: 12/01/2018 TO: 11/30/2019

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

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 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 budget appropriations totaling \$4,877,054 in 2018-2019, as compared to \$4,814,000 in appropriations for the prior fiscal year. The proposed budget represents an overall increase of 1.3% in total appropriations. Total proposed appropriations, net unrestricted net position utilized in 2018-2019 was \$4,771,500. This is a 0.9% decrease from the prior year net appropriations of \$4,814,000.*

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.

*The proposed Annual Budget will not have an impact on anticipated revenues; however a rate increase is anticipated in order to fund future capital projects and renewal and replacement reserves. The Authority is anticipates 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 \$105,554 in Unrestricted Net Position to balance the budget.*

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).  
- *Shared services include a Fuel Depot, sharing of final paving costs following water main repair/replacement work, shared equipment, and sewer cleaning and TV inspection services.*

6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 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 anticipates 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 2018

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 250		
<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 250		
<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>			

<b>Chief Financial Officer:</b>	N/A - none		
<b>Phone: (ext.)</b>		<b>Fax:</b>	
<b>E-mail:</b>			

<b>Name of Auditor:</b>	Paul Cuva, CPA, RMA		
<b>Name of Firm:</b>	Ferraioli, Wielkotz, Cerullo & Cuva, P.A.		
<b>Address:</b>	401 Wanaque Avenue		
<b>City, State, Zip:</b>	Pompton Lakes	NJ	07442
<b>Phone: (ext.)</b>	973-835-7900	<b>Fax:</b>	973-835-6631
<b>E-mail:</b>	PCuva@fwcc-cpa.com		



**AUTHORITY INFORMATIONAL QUESTIONNAIRE**  
**TOWN OF HACKETTSTOWN MUNICIPAL UTILITIES**  
**AUTHORITY**

**FISCAL YEAR: FROM: 12/01/2018 TO: 11/30/2019**

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2016 or 2017) 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 as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2016 or 2017) Transmittal of Wage and Tax Statements: \$1,230,090
- 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 (Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018) 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 Authorities 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:
- a. First class or charter travel No
  - b. Travel for companions No
  - c. Tax indemnification and gross-up payments No
  - d. Discretionary spending account No
  - e. Housing allowance or residence for personal use No
  - f. Payments for business use of personal residence No
  - g. Vehicle/auto allowance or vehicle for personal use No
  - h. Health or social club dues or initiation fees No
  - i. Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes
- 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 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.*

Attachment to Page N-3

TRAVEL EXPENSES for Fiscal Year Ending November 30, 2017		
SL DATE PAID	AMOUNT	EXPLANATION
2/3/2017	4.50	Reimbursement for Tolls to attend a Conference
3/3/2017	10.00	Reimbursement for Parking to attend a Conference
3/31/2017	5.00	Reimbursement for Parking to attend a Conference
4/14/2017	229.70	Reimbursement for Hotel to attend a Conference
3/31/2017	393.09	Reimbursement for Hotel to attend a Conference
4/14/2017	5.00	Reimbursement for Parking to attend a Conference
5/12/17	108.30	Reimbursement for Hotel to attend a Conference
5/12/17	9.00	Reimbursement for Tolls to attend a Conference
5/12/17	198.54	Reimbursement for Hotel to attend a Conference
5/26/17	162.43	Reimbursement for Hotel to attend a Conference
5/26/17	9.00	Reimbursement for Tolls to attend a Conference
5/26/17	5.00	Reimbursement for Parking to attend a Conference
5/26/17	76.30	Reimbursement for Hotel to attend a Conference
5/26/17	4.50	Reimbursement for Tolls to attend a Conference
5/26/17	193.50	Reimbursement for Hotel to attend a Conference
5/26/17	320.00	Reimbursement for Hotel to attend a Conference
7/7/17	633.30	Reimbursement for Hotel to attend a Conference
7/21/17	214.18	Reimbursement for Airfare to attend a Conference
8/4/17	252.93	Reimbursement for Airfare to attend a Conference
10/13/17	1,009.56	Reimbursement for Hotel to attend a Conference
10/13/17	124.13	Reimbursement for Parking to attend a Conference
10/13/17	8.50	Reimbursement for Parking to attend a Meeting
10/27/17	849.21	Reimbursement for Hotel/Transportation
11/10/2017	187.14	Reimbursement for Hotel to attend a Conference
11/24/17	169.23	Tolls, Parking, Mileage Reimbursement to attend a Conference
Total:	5,182.04	

Attachment to Page N-3

MEAL EXPENSES for Fiscal Year Ending November 30, 2017		
SL DATE PAID	AMOUNT	EXPLANATION
2/3/2017	11.57	Reimbursement for food costs while attending a Conference
2/17/2017	34.68	Manager's Meeting
3/31/2017	75.52	Reimbursement for food costs while attending a Conference
4/14/2017	22.94	Reimbursement for food costs while attending a Conference
5/12/2017	99.36	Manager's Meeting
5/12/2017	90.28	Reimbursement for food costs while attending a Conference
5/26/2017	24.28	Reimbursement for food costs while attending a Conference
5/26/2017	50.34	Office Management Meeting
6/9/2017	54.43	Safety Meeting (Miller Street)
7/7/2017	23.72	Reimbursement for food costs while attending a Conference
8/24/2017	27.85	Reimbursement for food costs for meeting
9/29/2017	35.51	Reimbursement for food costs while attending a meeting
10/13/2017	179.53	Reimbursement for food costs while attending a Conference
10/27/2017	35.52	Reimbursement for food costs while attending a Meeting
10/27/2017	52.09	Reimbursement for food costs while attending a Meeting
10/27/2017	38.98	Reimbursement for food costs while attending a Conference
11/10/2017	25.64	Reimbursement for food costs while attending a Conference
11/24/2017	6.18	Reimbursement for food costs while attending a Conference
Total:	888.42	



AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,  
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS  
TOWN OF HACKETTSTOWN MUNICIPAL UTILITIES  
AUTHORITY

FISCAL YEAR: FROM: 12/01/2018 TO: 11/30/2019

*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:** (Use the Most Recent W-2 available 2017 or 2018. 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, 2018, the most recent W-2 and 1099 should be used 2017 or 2016 (60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2017 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, 2018 to November 30, 2019

Name	Title	Position	Average Hours per Week Dedicated to	Highest Compensated Employee		Commissioner	Officer	Key Employee	Former Employee	Reportable Compensation from Authority (W-2/ 1099)		Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	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	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities	
				Commissioner	Officer					Base Salary/ Stipend	Bonus										
1 Kathleen Corcoran	Executive Director	40		X	X					\$ 126,435		\$ 47,136	\$ 173,571	none						\$ 173,571	
2 Peter Tynan	Sewer Util. Supt.	40		X	X					89,877		50,913	140,790	none						140,790	
3 Charles Volkert	Water Util. Supt.	40		X	X					85,188		44,095	126,283	none						126,283	
4 Steven Baldwin	Water Chief Oper.	40		X	X					79,847		47,702	127,549	none						127,549	
5 Michael Brady	Sewer Chief Oper.	40		X	X					76,592		47,777	124,469	none						124,469	
6 William Harper	Commissioner	3 X				X				500				500	500					500	
7 Gerald DiMaio*	Commissioner	3 X				X				500				500	500					5,698	
8 G. DiMaio (add'l info)	Commissioner	3 X				X				500				500	500					41,533	
9 John DiMaio*	Commissioner	3 X				X				500				500	500					56,850	
10 William Kuster	Commissioner	3 X				X				500				500	500					178,051	
11 Leonard Kurz	Commissioner	3 X				X				500				500	500					500	
12																				0	
13																				0	
14																				0	
15																				0	
Total:										\$ 460,539	\$ -	\$ -	\$ 234,623	\$ 695,162					\$ 224,445	\$ 56,167	\$ 975,774

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

**Attachment to Page N-4**

Information regarding reportable compensation for those commissioners that are employees or members of other public entities has been provided. Estimated amount of other compensation has been estimated at 15% of reportable income for those commissioners (Gerald DiMaio and John DiMaio) that are unable to estimate the compensation for pension and other benefits.

**Attachment to Page N-5**

Explanation for Changes in Schedule of Health Benefits:

Due to change in family situation, three employees have become eligible for family coverage that were previously covered under single and parent/child coverage. Two employees have become eligible for Employee/Spouse coverage. HMUA intends to hire a new employee and it is assumed that that employee will utilize family coverage.

# Schedule of Health Benefits - Detailed Cost Analysis

Town of Hackettstown Municipal Utilities Authority  
 For the Period December 1, 2018 to November 30, 2019

	# of Covered Members (Medical & Rx)	Annual Cost Estimate per Employee 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	Employee Proposed Budget					
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	4	\$ 12,121	\$ 48,484	5	\$ 11,224	\$ 56,120	\$ (7,636)	-13.6%
Parent & Child	1	21,696	21,696	3	20,032	60,097	(38,401)	-63.9%
Employee & Spouse (or Partner)	6	24,184	145,104	4	22,390	89,559	55,545	62.0%
Family	8	33,753	270,024	6	31,264	187,582	82,442	44.0%
Employee Cost Sharing Contribution (enter as negative -)			(110,434)			(78,150)	(32,284)	41.3%
<b>Subtotal</b>	<b>19</b>		<b>374,874</b>	<b>18</b>		<b>315,208</b>	<b>59,666</b>	<b>18.9%</b>
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage	1	12,121	12,121	1	11,224	11,224	897	8.0%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)	2	24,242	48,484	2	22,448	44,895	3,589	8.0%
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	#DIV/0!
<b>Subtotal</b>	<b>3</b>		<b>60,605</b>	<b>3</b>		<b>56,119</b>	<b>4,486</b>	<b>8.0%</b>
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	3	6,304	18,912	2	6,749	13,498	5,414	40.1%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)	1	16,113	16,113	1	16,635	16,635	(522)	-3.1%
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	#DIV/0!
<b>Subtotal</b>	<b>4</b>		<b>35,025</b>	<b>3</b>		<b>30,133</b>	<b>4,892</b>	<b>16.2%</b>
<b>GRAND TOTAL</b>	<b>26</b>		<b>\$ 470,504</b>	<b>24</b>		<b>\$ 401,460</b>	<b>\$ 69,043</b>	<b>17.2%</b>

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)  Yes  No  
 Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)  Yes  No

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

# Schedule of Accumulated Liability for Compensated Absences

Town of Hackettstown Municipal Utilities Authority

For the Period

December 1, 2018

to

November 30, 2019

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

**X** X

**X** X

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Steve Baldwin	372	\$ 39,118	X		
Michael Brady	173.5	22,291		X	
Earl Cruets	111.5	15,928		X	
A.E. Gabinski	135.5	16,976		X	
Joseph King	182.5	19,608		X	
Arthur Klein	83.5	10,397		X	
Deborah Palma	108.25	16,437		X	
Diane Pilipenko	79.75	9,180		X	
Edward Poyer	287.5	20,168		X	
Michael Snyder	319.5	38,048		X	
Peter Tynan	484	49,595		X	
Charles Volkert	104.25	20,717		X	
R. Clegg, A. Armstrong, K. Corcoran	125.75	20,685		X	
D. Tillou, D. Youds, J. Kopeski	162.5	19,047		X	
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$ 318,194</b>			

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



# Schedule of Shared Service Agreements

For the Period Town of Hackettstown Municipal Utilities Authority  
December 1, 2018 to November 30, 2019

*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 Municipal Utilities Authority	Township of Allamuchy	Sewer Cleaning and TV Inspection				Varies
Town of Hackettstown	Hackettstown Municipal Utilities Authority	Fuel Depot	Discounted Diesel and Gasoline for HMUA vehicles			Varies

**If No Shared Services X this Box**

# 2018 AUTHORITY BUDGET

## Financial Schedules Section

# SUMMARY

Town of Hackettstown Municipal Utilities Authority  
 For the Period December 1, 2018 to November 30, 2019

		<b>FY 2018, 2019 Proposed Budget</b>					<b>FY 2017-2018 Adopted Budget</b>		<b>\$ Increase (Decrease) Proposed vs. Adopted</b>		<b>% Increase (Decrease) Proposed vs. Adopted</b>	
		Water	Sewer	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	All Operations	All Operations	
<b>REVENUES</b>												
Total Operating Revenues	\$	2,118,000	\$ 2,577,500	\$ -	\$ -	\$ -	\$ 4,695,500	\$ 4,738,000	\$ (42,500)	-0.9%		
Total Non-Operating Revenues		38,000	38,000	-	-	-	76,000	76,000	-	0.0%		
Total Anticipated Revenues		2,156,000	2,615,500	-	-	-	4,771,500	4,814,000	(42,500)	-0.9%		
<b>APPROPRIATIONS</b>												
Total Administration		592,497	579,755	-	-	-	1,172,252	1,132,613	39,639	3.5%		
Total Cost of Providing Services		1,198,485	1,403,636	-	-	-	2,602,121	2,551,157	50,964	2.0%		
Total Principal Payments on Debt Service in Lieu of Depreciation		15,636	21,592	-	-	-	37,228	35,650	1,578	4.4%		
Total Operating Appropriations		1,806,618	2,004,983	-	-	-	3,811,601	3,719,420	92,181	2.5%		
Total Interest Payments on Debt		36,305	50,135	-	-	-	86,440	88,017	(1,577)	-1.8%		
Total Other Non-Operating Appropriations		418,631	560,382	-	-	-	979,013	1,006,563	(27,550)	-2.7%		
Total Non-Operating Appropriations		454,936	610,517	-	-	-	1,065,453	1,094,580	(29,127)	-2.7%		
Accumulated Deficit		-	-	-	-	-	-	-	-	#DIV/0!		
Total Appropriations and Accumulated Deficit		2,261,554	2,615,500	-	-	-	4,877,054	4,814,000	63,054	1.3%		
Less: Total Unrestricted Net Position Utilized		105,554	-	-	-	-	105,554	-	105,554	#DIV/0!		
Net Total Appropriations		2,156,000	2,615,500	-	-	-	4,771,500	4,814,000	(42,500)	-0.9%		
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>		

## Revenue Schedule

Town of Hackettstown Municipal Utilities Authority  
 For the Period December 1, 2018 to November 30, 2019

	<i>FY 2018.2019 Proposed Budget</i>						<i>FY 2017.2018 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>	
	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>										
<i>Service Charges</i>										
Residential	1,344,000	1,782,000					\$ 3,126,000	\$ 3,179,000	\$ (53,000)	-1.7%
Business/Commercial	395,000	595,000					990,000	978,000	12,000	1.2%
Industrial	121,000	104,500					225,500	222,000	3,500	1.6%
Intergovernmental	29,000	-					29,000	29,000	-	0.0%
Other	229,000	96,000					325,000	330,000	(5,000)	-1.5%
<b>Total Service Charges</b>	<b>2,118,000</b>	<b>2,577,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,695,500</b>	<b>4,738,000</b>	<b>(42,500)</b>	<b>-0.9%</b>
<i>Connection Fees</i>										
Residential							-	-	-	#DIV/0!
Business/Commercial							-	-	-	#DIV/0!
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
<b>Total Connection Fees</b>							<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Parking Fees</i>										
Meters							-	-	-	#DIV/0!
Permits							-	-	-	#DIV/0!
Fines/Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
<b>Total Parking Fees</b>							<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<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!
<b>Total Other Revenue</b>							<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Total Operating Revenues</b>	<b>2,118,000</b>	<b>2,577,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,695,500</b>	<b>4,738,000</b>	<b>(42,500)</b>	<b>-0.9%</b>
<b>NON-OPERATING REVENUES</b>										
<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!
<b>Total Other Non-Operating Revenue</b>							<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Interest on Investments &amp; Deposits (List)</i>										
Interest Earned	38,000	38,000					76,000	76,000	-	0.0%
Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
<b>Total Interest</b>	<b>38,000</b>	<b>38,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>76,000</b>	<b>76,000</b>	<b>-</b>	<b>0.0%</b>
<b>Total Non-Operating Revenues</b>	<b>38,000</b>	<b>38,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>76,000</b>	<b>76,000</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,156,000</b>	<b>\$ 2,615,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,771,500</b>	<b>\$ 4,814,000</b>	<b>\$ (42,500)</b>	<b>-0.9%</b>

# Prior Year Adopted Revenue Schedule

Town of Hackettstown Municipal Utilities Authority

FY 2017.2018 Adopted Budget

	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations
<b>OPERATING REVENUES</b>							
<i>Service Charges</i>							
Residential	1,355,000	1,824,000					\$ 3,179,000
Business/Commercial	358,000	620,000					978,000
Industrial	110,000	112,000					222,000
Intergovernmental	29,000	-					29,000
Other	198,000	132,000					330,000
Total Service Charges	2,050,000	2,688,000	-	-	-	-	4,738,000
<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)							-
Total Other Revenue	-	-	-	-	-	-	-
Total Operating Revenues	2,050,000	2,688,000	-	-	-	-	4,738,000
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Total Other Non-Operating Revenues	-	-	-	-	-	-	-
<i>Interest on Investments &amp; 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
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,088,000</b>	<b>\$ 2,726,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,814,000</b>

## Appropriations Schedule

Town of Hackettstown Municipal Utilities Authority  
For the Period December 1, 2018 to #####

	<i>FY 2018,2019 Proposed Budget</i>						<i>FY 2017,2018 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>	
	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING APPROPRIATIONS</b>										
<i>Administration - Personnel</i>										
Salary & Wages	\$ 222,312	\$ 222,312					\$ 444,624	\$ 432,016	\$ 12,608	2.9%
Fringe Benefits	128,365	124,043					252,408	246,297	6,111	2.5%
Total Administration - Personnel	350,677	346,355	-	-	-	-	697,032	678,313	18,719	2.8%
<i>Administration - Other (List)</i>										
Postage, Phone, Supplies & Service	49,200	44,200					93,400	93,000	400	0.4%
Professional Services	77,000	70,000					147,000	135,000	12,000	8.9%
Insurance	61,000	61,000					122,000	118,000	4,000	3.4%
Property Taxes and Regulatory Fees	33,520	34,800					68,320	63,800	4,520	7.1%
Miscellaneous Administration*	21,100	23,400					44,500	44,500	-	0.0%
Total Administration - Other	241,820	233,400	-	-	-	-	475,220	454,300	20,920	4.6%
Total Administration	592,497	579,755	-	-	-	-	1,172,252	1,132,613	39,639	3.5%
<i>Cost of Providing Services - Personnel</i>										
Salary & Wages	490,225	515,054					1,005,279	980,104	25,175	2.6%
Fringe Benefits	283,060	287,382					570,442	558,553	11,889	2.1%
Total COPS - Personnel	773,285	802,436	-	-	-	-	1,573,721	1,538,657	37,064	2.4%
<i>Cost of Providing Services - Other (List)</i>										
Maintenance and Supplies	97,700	80,700					178,400	165,500	12,900	7.8%
Electric, Gas, Fuel Oil & Gasoline	268,500	204,500					473,000	473,500	(500)	-0.1%
Chemicals and Laboratory	59,000	150,000					209,000	207,500	1,500	0.7%
Sludge Disposal	-	166,000					166,000	166,000	-	0.0%
Miscellaneous COPS*							-	-	-	#DIV/0!
Total COPS - Other	425,200	601,200	-	-	-	-	1,026,400	1,012,500	13,900	1.4%
Total Cost of Providing Services	1,198,485	1,403,636	-	-	-	-	2,602,121	2,551,157	50,964	2.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	15,636	21,592	-	-	-	-	37,228	35,650	1,578	4.4%
Total Operating Appropriations	1,806,618	2,004,983	-	-	-	-	3,811,601	3,719,420	92,181	2.5%
<b>NON-OPERATING APPROPRIATIONS</b>										
Total Interest Payments on Debt	36,305	50,135	-	-	-	-	86,440	88,017	(1,577)	-1.8%
Operations & Maintenance Reserve							-	-	-	#DIV/0!
Renewal & Replacement Reserve	365,000	505,368					870,368	898,196	(27,828)	-3.1%
Municipality/County Appropriation							-	-	-	#DIV/0!
Other Reserves	53,631	55,014					108,645	108,367	278	0.3%
Total Non-Operating Appropriations	454,936	610,517	-	-	-	-	1,065,453	1,094,580	(29,127)	-2.7%
<b>TOTAL APPROPRIATIONS</b>	<b>2,261,554</b>	<b>2,615,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,877,054</b>	<b>4,814,000</b>	<b>63,054</b>	<b>1.3%</b>
<b>ACCUMULATED DEFICIT</b>							<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>2,261,554</b>	<b>2,615,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,877,054</b>	<b>4,814,000</b>	<b>63,054</b>	<b>1.3%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>										
Municipality/County Appropriation	-	-	-	-	-	-	-	-	-	#DIV/0!
Other	105,554						105,554	-	105,554	#DIV/0!
Total Unrestricted Net Position Utilized	105,554						105,554	-	105,554	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 2,156,000</b>	<b>\$ 2,615,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,771,500</b>	<b>\$ 4,814,000</b>	<b>\$ (42,500)</b>	<b>-0.9%</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 \$ 90,330.90 \$ 100,249.15 \$ - \$ - \$ - \$ - \$ 190,580.05



## Prior Year Adopted Appropriations Schedule

Town of Hackettstown Municipal Utilities Authority

*FY 2017.2018 Adopted Budget*

	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 216,008	\$ 216,008					\$ 432,016
Fringe Benefits	125,162	121,135					246,297
Total Administration - Personnel	341,170	337,143	-	-	-	-	678,313
<i>Administration - Other (List)</i>							
Postage, Phone, Supplies and Service	49,000	44,000					93,000
Professional Services	70,000	65,000					135,000
Insurance	59,000	59,000					118,000
Property Taxes & Regulatory Fees	31,000	32,800					63,800
Miscellaneous Administration*	21,100	23,400					44,500
Total Administration - Other	230,100	224,200	-	-	-	-	454,300
Total Administration	571,270	561,343	-	-	-	-	1,132,613
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	478,509	501,595					980,104
Fringe Benefits	277,263	281,290					558,553
Total COPS - Personnel	755,772	782,885	-	-	-	-	1,538,657
<i>Cost of Providing Services - Other (List)</i>							
Maintenance & Supplies	86,500	79,000					165,500
Electric, Gas, Fuel Oil & Gasoline	268,500	205,000					473,500
Chemicals & Laboratory	57,500	150,000					207,500
Sludge Disposal	-	166,000					166,000
Miscellaneous COPS*							-
Total COPS - Other	412,500	600,000	-	-	-	-	1,012,500
Total Cost of Providing Services	1,168,272	1,382,885	-	-	-	-	2,551,157
Total Principal Payments on Debt Service in Lieu of Depreciation	14,973	20,677	-	-	-	-	35,650
Total Operating Appropriations	1,754,515	1,964,905	-	-	-	-	3,719,420
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	36,967	51,050	-	-	-	-	88,017
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve	243,324	654,872					898,196
Municipality/County Appropriation							-
Other Reserves	53,194	55,173					108,367
Total Non-Operating Appropriations	333,485	761,095	-	-	-	-	1,094,580
<b>TOTAL APPROPRIATIONS</b>	<b>2,088,000</b>	<b>2,726,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,814,000</b>
<b>ACCUMULATED DEFICIT</b>							<b>-</b>
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>2,088,000</b>	<b>2,726,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,814,000</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other							-
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 2,088,000</b>	<b>\$ 2,726,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,814,000</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	\$ 87,725.75	\$ 98,245.25	\$ -	\$ -	\$ -	\$ -	\$ 185,971.00
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## Debt Service Schedule - Principal

Town of Hackettstown Municipal Utilities Authority

	Fiscal Year Ending in							Total Principal Outstanding	
	Adopted Budget Year 2017-2018	Proposed Budget Year 2018-2019	2019	2020	2021	2022	2023		Thereafter
<b>Water</b>									
Series G USDA	\$ 14,973	\$ 15,636	\$ 16,327	\$ 17,049	\$ 17,803	\$ 18,591	\$ 19,413	\$ 728,876	\$ 833,695
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal	14,973	15,636	16,327	17,049	17,803	18,591	19,413	728,876	833,695
<b>Sewer</b>									
Series G USDA	20,677	21,592	22,547	23,544	24,585	25,673	26,808	1,006,544	1,151,293
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal	20,677	21,592	22,547	23,544	24,585	25,673	26,808	1,006,544	1,151,293
<b>Water</b>									
N/A	-	-	-	-	-	-	-	-	-
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal	-	-	-	-	-	-	-	-	-
<b>Water</b>									
N/A	-	-	-	-	-	-	-	-	-
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal	-	-	-	-	-	-	-	-	-
<b>Water</b>									
N/A	-	-	-	-	-	-	-	-	-
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal	-	-	-	-	-	-	-	-	-
<b>TOTAL PRINCIPAL ALL OPERATIONS</b>									
	\$ 35,650	\$ 37,228	\$ 38,874	\$ 40,593	\$ 42,388	\$ 44,264	\$ 46,221	\$ 1,735,420	\$ 1,984,988

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

	<i>Moody's</i>	<i>Fitch</i>	<i>Standard &amp; Poor's</i>
Bond Rating	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A

## Debt Service Schedule - Interest

Town of Hackettstown Municipal Utilities Authority

If Authority has no debt X this box

	Adopted Budget Year 2017.2018	Proposed Budget Year 2018.2019	Fiscal Year Ending in						Total Interest Payments Outstanding
			2019	2020	2021	2022	2023	Thereafter	
<i>Water</i>									
Series G USDA	\$ 36,967	\$ 36,305	\$ 35,613	\$ 34,891	\$ 34,137	\$ 33,350	\$ 32,528	\$ 412,837	\$ 619,661
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	36,967	36,305	35,613	34,891	34,137	33,350	32,528	412,837	619,661
<i>Sewer</i>									
Series G USDA	51,050	50,135	49,181	48,183	47,142	46,055	44,919	570,108	855,723
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	51,050	50,135	49,181	48,183	47,142	46,055	44,919	570,108	855,723
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	-	-	-	-	-	-	-	-	-
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	88,017	86,440	84,794	83,074	81,279	79,405	77,447	982,945	1,475,384
TOTAL INTEREST ALL OPERATIONS									

# Net Position Reconciliation

Town of Hackettstown Municipal Utilities Authority

For the Period December 1, 2018 to November 30, 2019

## FY 2018.2019 Proposed Budget

	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)</b>	\$ 25,992,396	\$ 25,537,036					\$ 51,529,432
Less: Invested in Capital Assets, Net of Related Debt (1)	24,146,683	20,188,374					44,335,057
Less: Restricted for Debt Service Reserve (1)	46,543	64,273					110,816
Less: Other Restricted Net Position (1)	1,132,992	3,012,533					4,145,525
<b>Total Unrestricted Net Position (1)</b>	666,178	2,271,856					2,938,034
Less: Designated for Non-Operating Improvements & Repairs	-	-					-
Less: Designated for Rate Stabilization	492,346	492,346					984,692
Less: Other Designated by Resolution	1,982,874	1,982,873					3,965,747
Plus: Accrued Unfunded Pension Liability (1)							-
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)							-
Plus: Estimated Income (Loss) on Current Year Operations (2)							-
Plus: Other Adjustments (attach schedule)	(1,000,000)						(1,000,000)
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	1,156,706	3,762,383					4,919,089
Unrestricted Net Position Utilized to Balance Proposed Budget	105,554						105,554
Unrestricted Net Position Utilized in Proposed Capital Budget							
Appropriation to Municipality/County (3)							
<b>Total Unrestricted Net Position Utilized in Proposed Budget</b>	105,554						105,554
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>	\$ 1,051,152	\$ 3,762,383	\$ -	\$ -	\$ -	\$ -	\$ 4,813,535
<b>Last issued Audit Report (4)</b>							

(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 \$ 90,331 \$ 100,249 \$ - \$ - \$ - \$ - \$ 190,580

(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.

2018  
TOWN OF HACKETTSTOWN  
MUNICIPAL UTILITIES  
AUTHORITY

AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2018 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

## TOWN OF HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: 12/01/2018 TO: 11/30/2019

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 9<sup>th</sup> day of October, 2018.

OR

It is hereby certified that the governing body of the Town of Hackettstown Municipal Utilities 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):

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Officer's Signature:	<i>Kathleen Corcoran</i>		
Name:	Kathleen Corcoran, PE, PP, PMP		
Title:	Executive Director and 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		



# 2018 CAPITAL BUDGET/PROGRAM MESSAGE

## Town of Hackettstown Municipal Utilities Authority

FISCAL YEAR: FROM: 12/01/2018 TO: 11/30/2019

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 2018-2019 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 currently being updated by the HMUA's consulting engineer.*
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 anticipates 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, 2018 to November 30, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Water</i>						
Equip. Replacement/Improvements	\$ 100,000		\$ 100,000			
Water Meter Repl./ITRON Upgrade	60,000		60,000			
Water Main/Valve/Road Projects	205,000		205,000			
Replace 1.0 MG Water Tank	-					
Total	365,000	-	365,000	-	-	-
<i>Sewer</i>						
Equip. Replacement/Improvements	200,000		\$ 200,000			
Sewer Jet/Camera Equip./ITRON	-					
Nit. Tank Diffuser/Blower Repl.	450,000		450,000			
Disinfection System Repl.	450,000		450,000			
Total	1,100,000	-	1,100,000	-	-	-
<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	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 1,465,000</b>	<b>\$ -</b>	<b>\$ 1,465,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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.

# 5 Year Capital Improvement Plan

Town of Hackettstown Municipal Utilities Authority  
 For the Period December 1, 2018 to November 30, 2019

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					
		Year 2018.2019	2019	2020	2021	2022	2023
<i>Water</i>							
Equip. Replacement/Improvement:	\$ 980,000	\$ 100,000	\$ 150,000	\$ 120,000	\$ 335,000	\$ 120,000	\$ 155,000
Water Meter Repl./ITRON Upgrade	160,000	60,000	50,000	50,000			
Water Main/Valve/Road Projects	790,000	205,000	205,000	220,000	65,000	65,000	30,000
Replace 1.0 MG Water Tank	3,000,000	-			200,000	2,800,000	
<b>Total</b>	<b>4,930,000</b>	<b>365,000</b>	<b>405,000</b>	<b>390,000</b>	<b>600,000</b>	<b>2,985,000</b>	<b>185,000</b>
<i>Sewer</i>							
Equip. Replacement/Improvement:	2,575,000	200,000	\$ 340,000	\$ 575,000	\$ 425,000	\$ 510,000	\$ 525,000
Sewer Jet/Camera Equip./ITRON	740,000	-		40,000	550,000	150,000	
Nit. Tank Diffuser/Blower Repl.	700,000	450,000		250,000			
Disinfection System Repl.	450,000	450,000					
<b>Total</b>	<b>4,465,000</b>	<b>1,100,000</b>	<b>340,000</b>	<b>865,000</b>	<b>975,000</b>	<b>660,000</b>	<b>525,000</b>
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>\$ 9,395,000</b>	<b>\$ 1,465,000</b>	<b>\$ 745,000</b>	<b>\$ 1,255,000</b>	<b>\$ 1,575,000</b>	<b>\$ 3,645,000</b>	<b>\$ 710,000</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.*

## 5 Year Capital Improvement Plan Funding Sources

Town of Hackettstown Municipal Utilities Authority  
For the Period December 1, 2018 to November 30, 2019

		<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	\$ 980,000		\$ 980,000			
Water Meter Repl./ITRON Upgr	160,000		160,000			
Water Main/Valve/Road Projec	790,000		790,000			
Replace 1.0 MG Water Tank	3,000,000			3,000,000		
Total	4,930,000	-	1,930,000	3,000,000	-	-
<i>Sewer</i>						
Equip. Replacement/Improvem	2,575,000		\$ 2,575,000			
Sewer Jet/Camera Equip./ITROI	740,000		740,000			
Nit. Tank Diffuser/Blower Repl.	700,000		700,000			
Disinfection System Repl.	450,000		450,000			
Total	4,465,000	-	4,465,000	-	-	-
<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	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 9,395,000</b>	<b>\$ -</b>	<b>\$ 6,395,000</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	\$ 9,395,000					
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.