

Fiscal Year Start Year End Year
 2023 – 2024

Authority Budget of:
Hackettstown Municipal Utilities Authority

State Filing Year 2023

For the Period: *December 1, 2023* to *November 30, 2024*

www.hmua.com
Authority Web Address



Division of Local Government Services

**2023 AUTHORITY BUDGET
CERTIFICATION SECTION**

2023

Hackettstown Municipal Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: December 01, 2023 to November 30, 2024

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: _____ Date: _____

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: _____ Date: _____

2023 PREPARER'S CERTIFICATION

Hackettstown Municipal Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: December 01, 2023 to November 30, 2024

It is hereby certified that the Authority Budget, including 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 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: | kcorcoran@hmua.com |
| Name: | Kathleen Corcoran |
| Title: | Executive Director |
| Address: | 424 Hurley Dr., PO Box 450 Hackettstown, NJ 07840 |
| Phone Number: | 908-852-3622 |
| Fax Number: | 908-852-2681 |
| E-mail Address: | kcorcoran@hmua.com |

AUTHORITY INTERNET WEBSITE CERTIFICATION

| | |
|--------------------------|--------------|
| Authority's Web Address: | www.hmua.com |
|--------------------------|--------------|

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.
- 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 *(Similar information includes items such as Revenue and Expenditure pie charts, or other types of charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority)*.
- The complete (all pages) annual audits (not the Audit Synopsis) for the most recent fiscal year and immediately preceding 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.
- 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: Kathleen Corcoran
Title of Officer Certifying Compliance: Executive Director
Signature: kcorcoran@hmua.com

2023 APPROVAL CERTIFICATION

Hackettstown Municipal Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: December 01, 2023 to November 30, 2024

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 Hackettstown Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31- on October 10, 2023.

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

| | |
|-----------------------------|--|
| Officer's Signature: | kcorcoran@hmua.com |
| Name: | Kathleen Corcoran |
| Title: | Executive Director |
| Address: | 424 Hurley Dr., PO Box 450 Hackettstown, NJ 07840 |
| Phone Number: | 908-852-3622 |
| Fax Number: | 908-852-2681 |
| E-mail Address: | kcorcoran@hmua.com |

2022 AUTHORITY BUDGET RESOLUTION

Hackettstown Municipal Utilities Authority

FISCAL YEAR: December 01, 2023 to November 30, 2024

WHEREAS, the Annual Budget for Hackettstown Municipal Utilities Authority for the fiscal year beginning December 01, 2023 and ending November 30, 2024 has been presented before the governing body of the Hackettstown Municipal Utilities Authority at its open public meeting of October 10, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,575,700.00, Total Appropriations including any Accumulated Deficit, if any, of \$6,075,700.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$500,000.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$7,584,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$615,000.00; and

WHEREAS, the schedule of rents, 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 Hackettstown Municipal Utilities Authority, at an open public meeting held on October 10, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Hackettstown Municipal Utilities Authority for the fiscal year beginning December 01, 2023 and ending November 30, 2024, is hereby approved.

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 Housing 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 Hackettstown Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for Adoption on November 14, 2023.

kcorcoran@hmua.com

(Secretary's Signature)

10/12/2023

(Date)

Governing Body Recorded Vote

| Member | Aye | Nay | Abstain | Absent |
|---------------------|-----|-----|---------|--------|
| Ciro Lala | X | | | |
| William Harper | X | | | |
| William Kuster, Jr. | X | | | |
| Gerald DiMaio, Jr. | | | | X |
| John DiMaio | X | | | |
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2023 ADOPTION CERTIFICATION

Hackettstown Municipal Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: December 01, 2023 to November 30, 2024

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 Hackettstown Municipal Utilities Authority, pursuant to N.J.A.C on November 14, 2023.

| | | | |
|-----------------------------|--|-------------|--------------|
| Officer's Signature: | kcorcoran@hmua.com | | |
| Name: | Kathleen Corcoran | | |
| Title: | Executive Director | | |
| Address: | 424 Hurley Dr., PO Box 450 Hackettstown, NJ 07840 | | |
| Phone Number: | 908-852-3622 | Fax: | 908-852-2681 |
| E-mail address: | kcorcoran@hmua.com | | |

2023 ADOPTED BUDGET RESOLUTION

Hackettstown Municipal Utilities Authority

FISCAL YEAR: December 01, 2023 to November 30, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Hackettstown Municipal Utilities Authority for the fiscal year beginning December 01, 2023 and ending November 30, 2024 has been presented for adoption before the governing body of the Hackettstown Municipal Utilities Authority at its open public meeting of November 14, 2023; 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 presented for adoption reflects Total Revenues of \$5,575,700.00, Total Appropriations, including any Accumulated Deficit, if any, of \$5,575,700.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$7,584,000.00 and Total Unrestricted Net Position Utilized of \$615,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Hackettstown Municipal Utilities Authority at an open public meeting held on November 14, 2023 that the Annual Budget and Capital Budget/Program of the Hackettstown Municipal Utilities Authority for the fiscal year beginning December 01, 2023 and ending November 30, 2024 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.

kcorcoran@hmua.com

 (Secretary's Signature)

15-Nov-23

 (Date)

Governing Body Recorded Vote

| Member | Aye | Nay | Abstain | Absent |
|---------------------|-----|-----|---------|--------|
| Ciro Lala | X | | | |
| William Harper | X | | | |
| William Kuster, Jr. | X | | | |
| Gerald DiMaio, Jr. | | | | X |
| John DiMaio | | | | X |
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**2023 AUTHORITY BUDGET
NARRATIVE AND INFORMATION SECTION**

2023 AUTHORITY BUDGET MESSAGE & ANALYSIS

Hackettstown Municipal Utilities Authority

FISCAL YEAR: December 01, 2023 to November 30, 2024

Answer all questions below using the space provided. Do not attach answers as a separate document.

1. Complete a brief statement on the Fiscal Year 2023 proposed Annual Budget and make comparison to the Fiscal Year 2022 adopted budget for each Revenues and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

On F-2, Interest Earned has an increase of 81.8% due to investment rate increases caused by inflation.
On F-4, the Fringe Benefits for Admin and Service personnel increased 17.4% and 12.6%, respectively, due to increased numbers of retirees receiving benefits and the anticipated increased cost of medical benefits.
On F-4, Postage, Phone &Supplies and Services increased 31% due to the need to hire a costlier IT firm/equipment and increased cybersecurity requirements imposed by state and federal government and our insurance provider.
On F-4, Professional Services decreased by 13.3% as in-house personnel are able to undertake a significant amount of work previously completed by our Consulting Engineer.
On F-4, the Authority decreased Salary and Wages for operations personnel by 10.4% as higher salaried operators have retired and been replaced by lower salaried operator trainees.
On F-4, the Authority increased Chemicals & Laboratory by 12.5% due to the increased costs for chlorine, orthophosphate, and Alum. in addition to increased sampling/analysis requirements.
On F-4, the Authority increased Insurance by 20% due to prior year costs and anticipated significant increases due to cybersecurity costs, climate COVID and inflation.
On N-5, Health Benefits increased 17% due to an anticipated increase in covered employees/retirees and increase in cost of medical benefits.

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Program.

Development in the region continues to be impacted by the Highlands Act, which eliminated large portions of the water and sewer service areas. There are however, several large apartment building and townhouse/mixed use projects that should increase water and sewer revenues.
COVID has impacted recent revenues; however, HMUA has been offering payment plans, and is now permitted to turn off water for non-payment, which will bring the revenue stream back to normal.
Future capital projects will be funded by connection fee and operations revenues, and may require future rate increases.

3. 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 anticipated a use of Unrestricted Net Position, this question must be answered.

Unrestricted Net Position was used to balance the budget for the purpose of rate stabilization.

2023 AUTHORITY BUDGET MESSAGE & ANALYSIS

Hackettstown Municipal Utilities Authority

FISCAL YEAR: December 01, 2023 to November 30, 2024

Answer all questions below using the space provided. Do not attach answers as a separate document.

4. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or shared service payments, **pilot** payments, or other types of contracts or agreements. (Example - To provide police services to the Authority, etc. and explain the reason for the transfer (i.e. to balance the County/Municipal Budget, etc.)

Shared services include a fuel depot, sharing of final paving costs following water/sewer repair work, shared equipment and sewer cleaning and TV inspection services with two other sewer utilities.

5. The proposed budget must not reflect an anticipated deficit from 2023 operations. If there exists an accumulated deficit from prior year's budgets (and funding is included in the proposed budget as a result of a prior year deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

The Authority reported a \$714,376 deficit in its most recent audit report which was caused by the implementation of GASB No. 68 (\$3,661,879) and GASB No. 75 (\$4,602,780). The Authority will continue to pay the pension and health benefit invoices as they become due. This will eliminate the deficit over time.

(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75) and similar types of deficits in the audit report. How would these deficits be funded?

2023 AUTHORITY BUDGET MESSAGE & ANALYSIS

Hackettstown Municipal Utilities Authority

FISCAL YEAR: December 01, 2023 to November 30, 2024

Answer all questions below using the space provided. Do not attach answers as a separate document.

6. 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 rate structure, **if applicable**. (If no changes to fees or rates, indicate answer as "**Rates Are Staying The Same**").

Rates are scheduled to increase annually by 2% through 2024, as indicated in the rate schedule provided in the 2020/2021 budget. An additional minor increase for 2024 is being reviewed and will likely be considered by the Board at its December 2023 meeting. An anticipated increase of 2% was taken into account for the 2024 revenue projections.

AUTHORITY CONTACT INFORMATION

2023

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

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

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

| | | | |
|---|--|-------------|--------------|
| Chief Executive Officer* | Kathleen Corcoran, PE, PP, PMP | | |
| <i>*Or person who performs these functions under another title.</i> | | | |
| <i>Phone: (ext.)</i> | 908-852-3622 | <i>Fax:</i> | 908-852-2681 |
| <i>E-mail:</i> | kcorcoran@hmua.com | | |

| | | | |
|---|--|-------------|--------------|
| Chief Financial Officer* | Kathleen Corcoran, PE, PP, PMP | | |
| <i>*Or person who performs these functions under another title.</i> | | | |
| <i>Phone: (ext.)</i> | 908-852-3622 | <i>Fax:</i> | 908-852-2681 |
| <i>E-mail:</i> | kcorcoran@hmua.com | | |

| | | | |
|--------------------------|--|-------------|--------------|
| Name of Auditor: | Robert McNinch, CPA | | |
| <i>Name of Firm:</i> | Wielkocz & Company, LLC | | |
| <i>Address:</i> | 401 Wanaque Avenue | | |
| <i>City, State, Zip:</i> | Pompton Lakes | NJ | 07442 |
| <i>Phone: (ext.)</i> | 973-835-7900 | <i>Fax:</i> | 973-835-6631 |
| <i>E-mail:</i> | rmcninch@w-cpa.com | | |

AUTHORITY INFORMATIONAL QUESTIONNAIRE

Hackettstown Municipal Utilities Authority

FISCAL YEAR: December 01, 2023 to November 30, 2024

1. Provide the number of individuals employed as reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statement:

24

2. Provide the amount of total salaries and wages reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statements:

\$ 1,455,169.82

3. Provide the number of regular voting members of the governing body:

5

(5 or 7 per State statute, possibly more for regional authorities)

4. Provide the number of alternate voting members of the governing body:

0

(Maximum is 2)

5. Regional Authorities Only - 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?

N/A

Check to see if individuals filed their FDS on the FDS webpage: <https://www.nj.gov/dca/divisions/dlgs/resources/fds.html>.

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.

6. Does the Authority have any amounts receivable from current or former commissioners, officers, key employees, or the highest compensated employee?

No

If "yes", provide a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.

7. 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", provide 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.

8. Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract*?

No

**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.*

If "yes", provide a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.

9. 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 individuals listed on Page N-4 (2 of 2).

AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Hackettstown Municipal Utilities Authority

FISCAL YEAR: December 01, 2023 to November 30, 2024

10. Did the Authority pay for meals or catering during the current fiscal year? Yes

If "yes", provide a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.

11. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4? Yes

If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.

12. 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", provide a description of the transaction including the name and position of the individual and the amount expended.

13. 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).

14. Did the Authority make any payments to current or former commissioners or employees for severance or termination? No

If "yes", provide explanation, including amount paid.

15. Did the Authority make 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", provide explanation including amount paid.

16. 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", provide 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.

AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Hackettstown Municipal Utilities Authority

FISCAL YEAR: December 01, 2023 to November 30, 2024

17. 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.)?

If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.

AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Hackettstown Municipal Utilities Authority

FISCAL YEAR: December 01, 2023 to November 30, 2024

Use the space below to provide clarification for any Questionnaire responses.

Answer to Question #9: The process includes review and approval of all individual salaries by the HMUA commissioners along with the annual budget review and approval. Routine surveys are conducted of compensation data for comparable positions in similarly sized entities and periodic performance evaluations are conducted on all employees. Independent compensation consultant has been called upon for executive director salary recommendations.

Answer to Question #10 and #11: Meals, Catering and Travel Expenses:

| | | | |
|------------|----------|------------------|---|
| 12/2/2022 | 46.38 | Corcoran, Kathy | Deputy Director Interview Lunch |
| 12/2/2022 | 400.61 | Sub Shack | Job Lunches- Water & Team Building Picnic |
| 12/30/2022 | 36.97 | Cozy Corner | Christmas Eve Lunch- Office |
| 12/30/2022 | 2229.55 | Lasch, Nancy | HMUA Holiday Party- Bea McNally's & Christmas Eve Lunch(W&S)- Marley's Restaurant |
| 1/27/2023 | 57.84 | Cozy Corner | Management Lunch Meeting |
| 1/27/2023 | 57.04 | Mama's | Sewer "Thank You" Lunch- 31 Mitchell Rd. |
| 2/10/2023 | 48.71 | Cozy Corner | Sewer "Thank You" Lunch |
| 2/24/2023 | 405 | Pizarro, Chris | AWWA Conference 03/21-03/24/23 |
| 4/7/2023 | 51.1 | Cozy Corner | Sewer "Thank You" Lunch |
| 4/7/2023 | 53.35 | Pizarro, Chris | AWWA Conference- Meal & Parking |
| 4/7/2023 | 224.25 | Sub Shack | Job Lunches- Water |
| 4/7/2023 | 658.7 | Volkert, Bud | AWWA Conference 03/21-03/23/23 & Hotel |
| 5/5/2023 | \$22.75 | Pizarro, Chris | Administrative Professionals Celebration- Philly Pretzel |
| 5/19/2023 | \$405.99 | Pizarro, Chris | Hotel, Food & Parking NJWEA Conference |
| 6/2/2023 | \$728.40 | Tap House Grille | Retirement Luncheon- D. Tillou |
| 6/16/2023 | \$313.58 | Brady, Mike | Hotel & Food NJWEA Conference |
| 6/16/2023 | \$394.06 | Tynan, Pete | Hotel NJWEA Conference |
| 6/30/2023 | \$488.00 | NJWEA | Annual Conference 05/08-05/12/23 C. Pizarro |
| 8/25/2023 | \$228.25 | Sub Shack | Job Lunches- Water & Managers Meeting |
| 9/22/2023 | \$62.35 | Cozy Corner | Sewer "Thank You" Lunch |
| 9/27/23 | \$982.80 | Mama's | Retirement Luncheon- P. Tynan |

Answer to Question #13: The HMUA employee handbook allows for reimbursement of employee education expenses and reimbursement of safety shoes. The practice has been to substantiate all expenses through receipts and invoices for approval by the Executive Director prior to reimbursement, and board approval of summary payment lists at monthly meetings.

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

Hackettstown Municipal Utilities Authority

FISCAL YEAR: December 01, 2023 to November 30, 2024

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 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.
- 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 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 during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for the 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 officer as officers, if applicable. 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

- 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): The aggregate compensation that is reported (or 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.

Hackettstown Municipal Utilities Authority
For the Period December 01, 2023 to November 30, 2024

| | Name | Title | Average Hours per Week Dedicated to Position | Position | | | | Reportable Compensation from Authority (W-2/ 1099) | | | Estimated amount of other compensation from the Authority (health benefits, pension, etc.) | Total Compensation from Authority |
|---------------|-------------------|---------------------|---|--------------|-------------------------|---------------------------------|--------|--|-------|--|---|--------------------------------------|
| | | | | Commissioner | Key Employee Officer | Highest Compensated Employee | Former | Base Salary/ Stipend | Bonus | Other (auto allowance, expense account, payment in lieu of health benefits, etc.) | | |
| 1 | Kathleen Corcoran | Executive Director | 40 | x | x | | | \$ 165,978.00 | \$ - | \$ 5,000.00 | \$ 38,313.00 | \$ 209,291.00 |
| 2 | Peter Tynan | Sewer Utility Supt. | 40 | | | | | \$ 97,238.10 | \$ - | \$ - | \$ 38,081.00 | \$ 135,319.10 |
| 3 | Charles Volkert | Water Utility Supt. | 40 | | | | | \$ 92,853.78 | \$ - | \$ - | \$ 38,262.00 | \$ 131,115.78 |
| 4 | Richard Tuttle | Deputy Director | 40 | | | | x | \$ 90,665.91 | \$ - | \$ - | \$ 43,162.00 | \$ 133,827.91 |
| 5 | | | | | | | | | | | | \$ - |
| 6 | Ciro Lala | Commissioner | 3 | x | | | | \$ 500.00 | \$ - | \$ - | \$ - | \$ 500.00 |
| 7 | William Harper | Commissioner | 3 | x | | | | \$ - | \$ - | \$ - | \$ 11,725.44 | \$ 11,725.44 |
| 8 | William Kuster | Commissioner | 3 | x | | | | \$ 500.00 | \$ - | \$ - | \$ - | \$ 500.00 |
| 9 | Gerald DiMaio | Commissioner | 3 | x | | | | \$ - | \$ - | \$ - | \$ 11,725.44 | \$ 11,725.44 |
| 10 | John DiMaio | Commissioner | 3 | x | | | | \$ - | \$ - | \$ - | \$ 23,450.76 | \$ 23,450.76 |
| 11 | | | | | | | | | | | | \$ - |
| 12 | | | | | | | | | | | | \$ - |
| 13 | | | | | | | | | | | | \$ - |
| 14 | | | | | | | | | | | | \$ - |
| 15 | | | | | | | | | | | | \$ - |
| 16 | | | | | | | | | | | | \$ - |
| 17 | | | | | | | | | | | | \$ - |
| 18 | | | | | | | | | | | | \$ - |
| 19 | | | | | | | | | | | | \$ - |
| 20 | | | | | | | | | | | | \$ - |
| 21 | | | | | | | | | | | | \$ - |
| 22 | | | | | | | | | | | | \$ - |
| 23 | | | | | | | | | | | | \$ - |
| 24 | | | | | | | | | | | | \$ - |
| 25 | | | | | | | | | | | | \$ - |
| 26 | | | | | | | | | | | | \$ - |
| 27 | | | | | | | | | | | | \$ - |
| 28 | | | | | | | | | | | | \$ - |
| 29 | | | | | | | | | | | | \$ - |
| 30 | | | | | | | | | | | | \$ - |
| 31 | | | | | | | | | | | | \$ - |
| 32 | | | | | | | | | | | | \$ - |
| 33 | | | | | | | | | | | | \$ - |
| 34 | | | | | | | | | | | | \$ - |
| 35 | | | | | | | | | | | | \$ - |
| Total: | | | | | | | | \$ 447,735.79 | \$ - | \$ 5,000.00 | \$ 204,719.64 | \$ 657,455.43 |

Schedule of Health Benefits - Detailed Cost Analysis

Hackettstown Municipal Utilities Authority

For the Period: December 01, 2023 to November 30, 2024

If no health benefits, check this box:

| | # of Covered Members (Medical & Rx) Proposed Budget | Annual Cost Estimate per Employee Proposed Budget | Total Cost Estimate Proposed Budget | # of Covered Members (Medical & Rx) Current Year | Annual Cost per Employee Current Year | Total Current Year Cost | \$ Increase (Decrease) | % Increase (Decrease) |
|--|---|--|---|---|---|----------------------------|---------------------------|--------------------------|
| Active Employees - Health Benefits - Annual Cost | | | | | | | | |
| Single Coverage | 9 | 16,187.00 | 145,683.00 | 6 | 14,325.00 | 85,950.00 | 59,733.00 | 69.5% |
| Parent & Child | 1 | 28,957.00 | 28,957.00 | 1 | 25,641.84 | 25,641.84 | 3,315.16 | 12.9% |
| Employee & Spouse (or Partner) | 3 | 32,375.00 | 97,125.00 | 6 | 28,650.12 | 171,900.72 | (74,775.72) | -43.5% |
| Family | 6 | 45,163.00 | 270,978.00 | 4 | 39,966.96 | 159,867.84 | 111,110.16 | 69.5% |
| Employee Cost Sharing Contribution (enter as negative -) | | | (135,721.46) | | | (100,176.54) | (35,544.92) | 35.5% |
| Subtotal | 19 | | 407,021.54 | 17 | | 343,183.86 | 63,837.68 | 18.6% |
| Commissioners - Health Benefits - Annual Cost | | | | | | | | |
| Single Coverage | 2 | 16,187.00 | 32,374 | 2 | 14,325.00 | 28,650.00 | 3,724.00 | 13.0% |
| Parent & Child | | | - | | | - | - | |
| Employee & Spouse (or Partner) | 1 | 32,375.00 | 32,375 | 1 | 28,650.12 | 28,650.12 | 3,724.88 | 13.0% |
| Family | | | - | | | - | - | |
| Employee Cost Sharing Contribution (enter as negative -) | | | (1,500) | | | (1,500.00) | - | |
| Subtotal | 3 | | 63,249 | 3 | | 55,800.12 | 7,448.88 | 13.3% |
| Retirees - Health Benefits - Annual Cost | | | | | | | | |
| Single Coverage | 6 | 5,027.69 | 30,166.14 | 6 | 6,699.10 | 40,194.60 | (10,028.46) | -24.9% |
| Parent & Child | | | - | | | - | - | |
| Employee & Spouse (or Partner) | 6 | 22,890.34 | 137,342.04 | 4 | 24,617.37 | 98,469.48 | 38,872.56 | 39.5% |
| Family | | | - | | | - | - | |
| Employee Cost Sharing Contribution (enter as negative -) | | | (35,365.31) | | | (22,800.60) | (12,564.71) | 55.1% |
| Subtotal | 12 | | 132,142.87 | 10 | | 115,863.48 | 16,279.39 | 14.1% |
| GRAND TOTAL | 34 | | 602,413.41 | 30 | | 514,847.46 | 87,565.95 | 17.0% |

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

Yes

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

Yes

Hackettstown Municipal Utilities Authority
For the Period: December 01, 2023 to November 30, 2024

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

If no accumulated absences, check this box:

Legal Basis for Benefit

| Individuals Eligible for Benefit | Gross Days of Accumulated Compensated Absences per Most Recent Audit | Dollar Value of Accrued Compensated Absence Liability | Approved Labor Agreement | Resolution | Individual Employment Agreement |
|----------------------------------|--|--|--------------------------------|------------|---------------------------------------|
| Brady, Michael | 121.25 | \$ 24,473.72 | | X | |
| Clegg, Richard | 63 | \$ 15,201.27 | | X | |
| Cruts, Earl | 48.38 | \$ 12,304.67 | | X | |
| Gapinski, Allen | 97.9 | \$ 21,050.50 | | X | |
| Armstrong, Aaron | 56.38 | \$ 11,472.31 | | X | |
| King, Joseph | 120.75 | \$ 21,990.06 | | X | |
| Klein, Arthur | 68.13 | \$ 17,435.23 | | X | |
| Lasch, Nancy | 25.25 | \$ 6,311.49 | | X | |
| Tynan, Kaeleigh | 0 | \$ - | | X | |
| Corcoran, Kathleen | 31.25 | \$ 19,831.88 | | X | |
| Castelomendes, Diego | 15.83 | \$ 3,397.26 | | X | |
| Tillou, Diane | 65.5 | \$ 15,296.87 | | X | |
| Tynan, Peter | 278.75 | \$ 51,244.98 | | X | |
| Mohr, Robert | 9.15 | \$ 1,653.59 | | X | |
| Volkert, Charles | 73 | \$ 23,794.51 | | X | |
| Stone, Matthew | 19.25 | \$ 3,483.10 | | X | |
| | | | | | |
| | | | | | |

Total liability for accumulated compensated absences at per most recent audit (this page only) \$ 248,941.44

**2023 AUTHORITY BUDGET
FINANCIAL SCHEDULES SECTION**

SUMMARY

Hackettstown Municipal Utilities Authority
For the Period: December 01, 2023 to November 30, 2024

| | FY 2023 Proposed Budget | | | | | | FY 2022 Adopted Budget | <i>\$ Increase (Decrease) Proposed vs. Adopted</i> | <i>% Increase (Decrease) Proposed vs. Adopted</i> | |
|--|--------------------------------|--------------|---------------------|---------------------|---------------------|---------------------|-------------------------------|--|---|-----------------------|
| | Water | Sewer | Operation #3 | Operation #4 | Operation #5 | Operation #6 | Total All Operations | Total All Operations | All Operations | All Operations |
| REVENUES | | | | | | | | | | |
| Total Operating Revenues | \$ 2,515,700 | \$ 2,980,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,495,700 | \$ 5,378,000 | \$ 117,700 | 2.2% |
| Total Non-Operating Revenues | 40,000 | 40,000 | - | - | - | - | 80,000 | 44,000 | 36,000 | 81.8% |
| Total Anticipated Revenues | 2,555,700 | 3,020,000 | - | - | - | - | 5,575,700 | 5,422,000 | 153,700 | 2.8% |
| APPROPRIATIONS | | | | | | | | | | |
| Total Administration | 786,516 | 785,678 | - | - | - | - | 1,572,194 | 1,506,052 | 66,142 | 4.4% |
| Total Cost of Providing Services | 1,377,189 | 1,645,160 | - | - | - | - | 3,022,349 | 3,027,339 | (4,990) | -0.2% |
| Total Principal Payments on Debt Service in Lieu of Depreciation | 19,413 | 26,808 | - | - | - | - | 46,221 | 44,264 | 1,957 | 4.4% |
| Total Operating Appropriations | 2,183,118 | 2,457,646 | - | - | - | - | 4,640,764 | 4,577,655 | 63,109 | 1.4% |
| Total Interest Payments on Debt | 32,528 | 44,919 | - | - | - | - | 77,447 | 79,403 | (1,956) | -2.5% |
| Total Other Non-Operating Appropriations | 740,054 | 617,435 | - | - | - | - | 1,357,489 | 1,264,942 | 92,547 | 7.3% |
| Total Non-Operating Appropriations | 772,582 | 662,354 | - | - | - | - | 1,434,936 | 1,344,345 | 90,591 | 6.7% |
| Accumulated Deficit | - | - | - | - | - | - | - | - | - | #DIV/0! |
| Total Appropriations and Accumulated Deficit | 2,955,700 | 3,120,000 | - | - | - | - | 6,075,700 | 5,922,000 | 153,700 | 2.6% |
| Less: Total Unrestricted Net Position Utilized | 400,000 | 100,000 | - | - | - | - | 500,000 | 500,000 | - | |
| Net Total Appropriations | 2,555,700 | 3,020,000 | - | - | - | - | 5,575,700 | 5,422,000 | 153,700 | 2.8% |
| ANTICIPATED SURPLUS (DEFICIT) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |

Revenue Schedule

Hackettstown Municipal Utilities Authority
For the Period: December 01, 2023 to November 30, 2024

| | FY 2023 Proposed Budget | | | | | | FY 2022 Adopted Budget | \$ Increase (Decrease) Proposed vs. Adopted | % Increase (Decrease) Proposed vs. Adopted | |
|--|--------------------------------|---------------------|--------------|--------------|--------------|--------------|---------------------------------------|--|---|----------------|
| | Water | Sewer | Operation #3 | Operation #4 | Operation #5 | Operation #6 | Total All Operations | Total All Operations | All Operations | All Operations |
| OPERATING REVENUES | | | | | | | | | | |
| <i>Service Charges</i> | | | | | | | | | | |
| Residential | 1,677,000 | 2,143,000 | | | | | \$ 3,820,000 | \$ 3,760,000 | \$ 60,000 | 1.6% |
| Business/Commercial | 422,000 | 608,000 | | | | | 1,030,000 | 1,008,000 | 22,000 | 2.2% |
| Industrial | 172,000 | 124,000 | | | | | 296,000 | 270,000 | 26,000 | 9.6% |
| Intergovernmental | 29,000 | - | | | | | 29,000 | 29,000 | - | 0.0% |
| Other | 215,700 | 105,000 | | | | | 320,700 | 311,000 | 9,700 | 3.1% |
| Total Service Charges | 2,515,700 | 2,980,000 | - | - | - | - | 5,495,700 | 5,378,000 | 117,700 | 2.2% |
| <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> | | | | | | | | | | |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| Total Other Revenue | - | - | - | - | - | - | - | - | - | #DIV/0! |
| Total Operating Revenues | 2,515,700 | 2,980,000 | - | - | - | - | 5,495,700 | 5,378,000 | 117,700 | 2.2% |
| NON-OPERATING REVENUES | | | | | | | | | | |
| <i>Other Non-Operating Revenues (List)</i> | | | | | | | | | | |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| | | | | | | | - | - | - | #DIV/0! |
| Total Other Non-Operating Revenue | - | - | - | - | - | - | - | - | - | #DIV/0! |
| <i>Interest on Investments & Deposits (List)</i> | | | | | | | | | | |
| Interest Earned | 40,000 | 40,000 | | | | | 80,000 | 44,000 | 36,000 | 81.8% |
| Penalties | | | | | | | - | - | - | #DIV/0! |
| Other | | | | | | | - | - | - | #DIV/0! |
| Total Interest | 40,000 | 40,000 | - | - | - | - | 80,000 | 44,000 | 36,000 | 81.8% |
| Total Non-Operating Revenues | 40,000 | 40,000 | - | - | - | - | 80,000 | 44,000 | 36,000 | 81.8% |
| TOTAL ANTICIPATED REVENUES | \$ 2,555,700 | \$ 3,020,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,575,700 | \$ 5,422,000 | \$ 153,700 | 2.8% |

Appropriations Schedule

Hackettstown Municipal Utilities Authority
For the Period: December 01, 2023 to November 30, 2024

| | FY 2023 Proposed Budget | | | | | | FY 2022 | | | | |
|--|--------------------------------|--------------|--------------|--------------|--------------|--------------|-------------------------|-------------------------|----------------------------------|-------------------------|-------------------------|
| | Water | Sewer | Operation #3 | Operation #4 | Operation #5 | Operation #6 | Adopted Budget | | % Increase (Decrease) | | |
| | | | | | | | Total All Operations | Total All Operations | | Proposed vs. Adopted | Proposed vs. Adopted |
| OPERATING APPROPRIATIONS | | | | | | | | | | | |
| <i>Administration - Personnel</i> | | | | | | | | | | | |
| Salary & Wages | \$ 303,963 | \$ 303,963 | | | | | \$ 607,926 | \$ 643,822 | \$ (35,896) | -5.6% | |
| Fringe Benefits | 202,253 | 196,415 | | | | | 398,668 | 339,720 | 58,948 | 17.4% | |
| Total Administration - Personnel | 506,216 | 500,378 | - | - | - | - | 1,006,594 | 983,542 | 23,052 | 2.3% | |
| <i>Administration - Other (List)</i> | | | | | | | | | | | |
| POSTAGE, PHONE & SUPPLIES & SERVICES | 67,100 | 67,100 | | | | | 134,200 | 102,350 | 31,850 | 31.1% | |
| PROFESSIONAL SERVICES | 65,000 | 65,000 | | | | | 130,000 | 150,000 | (20,000) | -13.3% | |
| INSURANCE | 84,000 | 84,000 | | | | | 168,000 | 140,000 | 28,000 | 20.0% | |
| PROPERTY TAXES & REGULATORY FEES | 39,100 | 40,500 | | | | | 79,600 | 77,260 | 2,340 | 3.0% | |
| Miscellaneous Administration* | 25,100 | 28,700 | | | | | 53,800 | 52,900 | 900 | 1.7% | |
| Total Administration - Other | 280,300 | 285,300 | - | - | - | - | 565,600 | 522,510 | 43,090 | 8.2% | |
| Total Administration | 786,516 | 785,678 | - | - | - | - | 1,572,194 | 1,506,052 | 66,142 | 4.4% | |
| <i>Cost of Providing Services - Personnel</i> | | | | | | | | | | | |
| Salary & Wages | 541,609 | 566,742 | | | | | 1,108,351 | 1,237,265 | (128,914) | -10.4% | |
| Fringe Benefits | 360,380 | 366,218 | | | | | 726,598 | 645,174 | 81,424 | 12.6% | |
| Total COPS - Personnel | 901,989 | 932,960 | - | - | - | - | 1,834,949 | 1,882,439 | (47,490) | -2.5% | |
| <i>Cost of Providing Services - Other (List)</i> | | | | | | | | | | | |
| MAINTENANCE & SUPPLIES | 122,600 | 89,500 | | | | | 212,100 | 205,400 | 6,700 | 3.3% | |
| ELECTRIC, GAS, FUEL OIL & GASOLINE | 249,600 | 182,700 | | | | | 432,300 | 442,500 | (10,200) | -2.3% | |
| CHEMICALS & LABORATORY | 103,000 | 220,000 | | | | | 323,000 | 287,000 | 36,000 | 12.5% | |
| SLUDGE DISPOSAL | - | 220,000 | | | | | 220,000 | 210,000 | 10,000 | 4.8% | |
| Miscellaneous COPS* | - | - | | | | | - | - | - | #DIV/0! | |
| Total COPS - Other | 475,200 | 712,200 | - | - | - | - | 1,187,400 | 1,144,900 | 42,500 | 3.7% | |
| Total Cost of Providing Services | 1,377,189 | 1,645,160 | - | - | - | - | 3,022,349 | 3,027,339 | (4,990) | -0.2% | |
| Total Principal Payments on Debt Service in Lieu of Depreciation | 19,413 | 26,808 | - | - | - | - | 46,221 | 44,264 | 1,957 | 4.4% | |
| Total Operating Appropriations | 2,183,118 | 2,457,646 | - | - | - | - | 4,640,764 | 4,577,655 | 63,109 | 1.4% | |
| NON-OPERATING APPROPRIATIONS | | | | | | | | | | | |
| Total Interest Payments on Debt | 32,528 | 44,919 | - | - | - | - | 77,447 | 79,403 | (1,956) | -2.5% | |
| Operations & Maintenance Reserve | | | | | | | | | | #DIV/0! | |
| Renewal & Replacement Reserve | 684,860 | 560,262 | | | | | 1,245,122 | 1,152,575 | 92,547 | 8.0% | |
| Municipality/County Appropriation | | | | | | | | | | #DIV/0! | |
| Other Reserves | 55,194 | 57,173 | | | | | 112,367 | 112,367 | - | 0.0% | |
| Total Non-Operating Appropriations | 772,582 | 662,354 | - | - | - | - | 1,434,936 | 1,344,345 | 90,591 | 6.7% | |
| TOTAL APPROPRIATIONS | 2,955,700 | 3,120,000 | - | - | - | - | 6,075,700 | 5,922,000 | 153,700 | 2.6% | |
| ACCUMULATED DEFICIT | | | | | | | | | | | |
| TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT | 2,955,700 | 3,120,000 | - | - | - | - | 6,075,700 | 5,922,000 | 153,700 | 2.6% | |
| UNRESTRICTED NET POSITION UTILIZED | | | | | | | | | | | |
| Municipality/County Appropriation | | | | | | | | | | #DIV/0! | |
| Other | 400,000 | 100,000 | | | | | 500,000 | 500,000 | - | 0.0% | |
| Total Unrestricted Net Position Utilized | 400,000 | 100,000 | - | - | - | - | 500,000 | 500,000 | - | 0.0% | |
| TOTAL NET APPROPRIATIONS | \$ 2,555,700 | \$ 3,020,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,575,700 | \$ 5,422,000 | \$ 153,700 | 2.8% | |

* 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 \$ 109,155.90 \$ 122,882.30 \$ - \$ - \$ - \$ - \$ 232,038.20

Prior Year Adopted Appropriations Schedule

Hackettstown Municipal Utilities Authority

FY 2022 Adopted Budget

| | Water | Sewer | Operation #3 | Operation #4 | Operation #5 | Operation #6 | Total All Operations |
|--|---------------------|---------------------|--------------|--------------|--------------|--------------|----------------------|
| OPERATING APPROPRIATIONS | | | | | | | |
| <i>Administration - Personnel</i> | | | | | | | |
| Salary & Wages | \$ 321,911 | \$ 321,911 | | | | | \$ 643,822 |
| Fringe Benefits | 184,804 | 154,916 | | | | | 339,720 |
| Total Administration - Personnel | 506,715 | 476,827 | - | - | - | - | 983,542 |
| <i>Administration - Other (List)</i> | | | | | | | |
| Postage, Phone, Supplies, Services | 51,950 | 50,400 | | | | | 102,350 |
| Professional Services | 77,000 | 73,000 | | | | | 150,000 |
| Insurance | 70,000 | 70,000 | | | | | 140,000 |
| Property Taxes & Regulatory Fees | 38,060 | 39,200 | | | | | 77,260 |
| Miscellaneous Administration* | 24,800 | 28,100 | | | | | 52,900 |
| Total Administration - Other | 261,810 | 260,700 | - | - | - | - | 522,510 |
| Total Administration | 768,525 | 737,527 | - | - | - | - | 1,506,052 |
| <i>Cost of Providing Services - Personnel</i> | | | | | | | |
| Salary & Wages | 535,883 | 701,382 | | | | | 1,237,265 |
| Fringe Benefits | 307,643 | 337,531 | | | | | 645,174 |
| Total COPS - Personnel | 843,526 | 1,038,913 | - | - | - | - | 1,882,439 |
| <i>Cost of Providing Services - Other (List)</i> | | | | | | | |
| Maintenance & Supplies | 119,200 | 86,200 | | | | | 205,400 |
| Electric, Gas, Fuel Oil, Gasoline | 260,100 | 182,400 | | | | | 442,500 |
| Chemicals & Laboratory | 81,000 | 206,000 | | | | | 287,000 |
| Sludge Disposal | - | 210,000 | | | | | 210,000 |
| Miscellaneous COPS* | - | - | | | | | - |
| Total COPS - Other | 460,300 | 684,600 | - | - | - | - | 1,144,900 |
| Total Cost of Providing Services | 1,303,826 | 1,723,513 | - | - | - | - | 3,027,339 |
| Total Principal Payments on Debt Service in Lieu of Depreciation | 18,591 | 25,673 | - | - | - | - | 44,264 |
| Total Operating Appropriations | 2,090,942 | 2,486,713 | - | - | - | - | 4,577,655 |
| NON-OPERATING APPROPRIATIONS | | | | | | | |
| Total Interest Payments on Debt | 33,349 | 46,054 | - | - | - | - | 79,403 |
| Operations & Maintenance Reserve | | | | | | | - |
| Renewal & Replacement Reserve | 581,515 | 571,060 | | | | | 1,152,575 |
| Municipality/County Appropriation | | | | | | | - |
| Other Reserves | 55,194 | 57,173 | | | | | 112,367 |
| Total Non-Operating Appropriations | 670,058 | 674,287 | - | - | - | - | 1,344,345 |
| TOTAL APPROPRIATIONS | 2,761,000 | 3,161,000 | - | - | - | - | 5,922,000 |
| ACCUMULATED DEFICIT | | | | | | | - |
| TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT | 2,761,000 | 3,161,000 | - | - | - | - | 5,922,000 |
| UNRESTRICTED NET POSITION UTILIZED | | | | | | | |
| Municipality/County Appropriation | - | - | - | - | - | - | - |
| Other | 300,000 | 200,000 | | | | | 500,000 |
| Total Unrestricted Net Position Utilized | 300,000 | 200,000 | - | - | - | - | 500,000 |
| TOTAL NET APPROPRIATIONS | \$ 2,461,000 | \$ 2,961,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,422,000 |

* 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 \$ 104,547.10 \$ 124,335.65 \$ - \$ - \$ - \$ - \$ 228,882.75

Debt Service Schedule - Principal

Hackettstown Municipal Utilities Authority

If Authority has no debt, check this box:

Fiscal Year Ending in

| | Date of Local Finance Board Approval | <i>Fiscal Year Ending in</i> | | | | | | | | Total Principal Outstanding |
|---------------------------------------|--------------------------------------|------------------------------|------------------------|------------------|------------------|------------------|------------------|------------------|---------------------|-----------------------------|
| | | 2022 (Adopted Budget) | 2023 (Proposed Budget) | 2024 | 2025 | 2026 | 2027 | 2028 | Thereafter | |
| <i>Water</i> | | | | | | | | | | |
| Series G USDA | | \$ 18,591 | \$ 19,413 | \$ 20,272 | \$ 21,168 | \$ 22,104 | \$ 23,082 | \$ 24,103 | \$ 618,148 | \$ 748,290 |
| Total Principal | | 18,591 | 19,413 | 20,272 | 21,168 | 22,104 | 23,082 | 24,103 | 618,148 | 748,290 |
| <i>Sewer</i> | | | | | | | | | | |
| Series G USDA | | 25,673 | 26,808 | 27,994 | 29,232 | 30,525 | 31,875 | 33,285 | 853,633 | 1,033,352 |
| Total Principal | | 25,673 | 26,808 | 27,994 | 29,232 | 30,525 | 31,875 | 33,285 | 853,633 | 1,033,352 |
| <i>Operation #3</i> | | | | | | | | | | |
| Total Principal | | - | - | - | - | - | - | - | - | - |
| <i>Operation #4</i> | | | | | | | | | | |
| Total Principal | | - | - | - | - | - | - | - | - | - |
| <i>Operation #5</i> | | | | | | | | | | |
| Total Principal | | - | - | - | - | - | - | - | - | - |
| <i>Operation #6</i> | | | | | | | | | | |
| Total Principal | | - | - | - | - | - | - | - | - | - |
| TOTAL PRINCIPAL ALL OPERATIONS | | <u>\$ 44,264</u> | <u>\$ 46,221</u> | <u>\$ 48,266</u> | <u>\$ 50,400</u> | <u>\$ 52,629</u> | <u>\$ 54,957</u> | <u>\$ 57,388</u> | <u>\$ 1,471,781</u> | <u>\$ 1,781,642</u> |

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

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

Debt Service Schedule - Interest

Hackettstown Municipal Utilities Authority

If Authority has no debt, check this box:

| | 2022 (Adopted Budget) | 2023 (Proposed Budget) | 2024 | 2025 | 2026 | 2027 | 2028 | Thereafter | Total Interest Payments Outstanding |
|--------------------------------------|--------------------------|---------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|---|
| <i>Water</i> | | | | | | | | | |
| Series G USDA | \$ 33,349 | \$ 32,528 | \$ 31,669 | \$ 30,772 | \$ 29,836 | \$ 28,859 | \$ 27,838 | \$ 263,867 | \$ 445,369 |
| Total Interest Payments | 33,349 | 32,528 | 31,669 | 30,772 | 29,836 | 28,859 | 27,838 | 263,867 | 445,369 |
| <i>Sewer</i> | | | | | | | | | |
| Series G USDA | 46,054 | 44,919 | 43,733 | 42,495 | 41,202 | 39,852 | 38,443 | 364,384 | 615,028 |
| Total Interest Payments | 46,054 | 44,919 | 43,733 | 42,495 | 41,202 | 39,852 | 38,443 | 364,384 | 615,028 |
| <i>Operation #3</i> | | | | | | | | | |
| Total Interest Payments | - | - | - | - | - | - | - | - | - |
| <i>Operation #4</i> | | | | | | | | | |
| Total Interest Payments | - | - | - | - | - | - | - | - | - |
| <i>Operation #5</i> | | | | | | | | | |
| Total Interest Payments | - | - | - | - | - | - | - | - | - |
| <i>Operation #6</i> | | | | | | | | | |
| Total Interest Payments | - | - | - | - | - | - | - | - | - |
| TOTAL INTEREST ALL OPERATIONS | \$ 79,403 | \$ 77,447 | \$ 75,402 | \$ 73,267 | \$ 71,038 | \$ 68,711 | \$ 66,281 | \$ 628,251 | \$ 1,060,397 |

Net Position Reconciliation

Hackettstown Municipal Utilities Authority

For the Period: December 01, 2023 to November 30, 2024

FY 2023 Proposed Budget

| | Water | Sewer | Operation #3 | Operation #4 | Operation #5 | Operation #6 | Total All Operations |
|--|---------------|---------------|--------------|--------------|--------------|--------------|----------------------|
| TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1) | \$ 26,560,533 | \$ 26,457,429 | | | | | \$ 53,017,962 |
| Less: Invested in Capital Assets, Net of Related Debt (1) | 25,063,271 | 19,564,459 | | | | | 44,627,730 |
| Less: Restricted for Debt Service Reserve (1) | 45,907 | 63,393 | | | | | 109,300 |
| Less: Other Restricted Net Position (1) | 2,400,461 | 5,054,654 | | | | | 7,455,115 |
| Total Unrestricted Net Position (1) | (949,106) | 1,774,923 | - | - | - | - | 825,817 |
| Less: Designated for Non-Operating Improvements & Repairs | | | | | | | - |
| Less: Designated for Rate Stabilization | | | | | | | - |
| Less: Other Designated by Resolution | 770,095 | 770,098 | | | | | 1,540,193 |
| Plus: Accrued Unfunded Pension Liability (1) | 1,830,939 | 1,830,940 | | | | | 3,661,879 |
| Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1) | 2,301,340 | 2,301,440 | | | | | 4,602,780 |
| Plus: Estimated Income (Loss) on Current Year Operations (2) | | | | | | | - |
| Plus: Other Adjustments (attach schedule) | | | | | | | - |
| UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET | 2,413,078 | 5,137,205 | - | - | - | - | 7,550,283 |
| Unrestricted Net Position Utilized to Balance Proposed Budget | 400,000 | 100,000 | - | - | - | - | 500,000 |
| Unrestricted Net Position Utilized in Proposed Capital Budget | 215,000 | 400,000 | - | - | - | - | 615,000 |
| Appropriation to Municipality/County (3) | - | - | - | - | - | - | - |
| Total Unrestricted Net Position Utilized in Proposed Budget | 615,000 | 500,000 | - | - | - | - | 1,115,000 |
| PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR | | | | | | | |
| Last issued Audit Report (4) | \$ 1,798,078 | \$ 4,637,205 | \$ - | \$ - | \$ - | \$ - | \$ 6,435,283 |

(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 | \$ 109,156 | \$ 122,882 | \$ - | \$ - | \$ - | \$ - | \$ 232,038 |
|--|------------|------------|------|------|------|------|------------|

(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.

2023

Hackettstown Municipal Utilities Authority

(Authority Name)

2023 AUTHORITY CAPITAL BUDGET/PROGRAM

2023 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

Hackettstown Municipal Utilities Authority

(Authority Name)

Fiscal Year: December 01, 2023 to November 30, 2024

Check the box for the applicable statement below:

- 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, of governing body of the Hackettstown Municipal Utilities Authority, on October 10, 2023.
- It is hereby certified that the governing body of the Hackettstown Municipal Utilities Authority have elected **NOT** to adopt and Capital Budget/Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget by the governing body of the Hackettstown Municipal Utilities for the following reason(s):

| | |
|-----------------------------|--|
| Officer's Signature: | kcorcoran@hmua.com |
| Name: | Kathleen Corcoran |
| Title: | Executive Director |
| Address: | 424 Hurley Dr., PO Box 450 Hackettstown, NJ 07840 |
| Phone Number: | 908-852-3622 |
| Fax Number: | 908-852-2681 |
| E-mail Address: | kcorcoran@hmua.com |

2023 CAPITAL BUDGET/PROGRAM MESSAGE

Hackettstown Municipal Utilities Authority

Fiscal Year: December 01, 2023 to November 30, 2024

Answer all questions below using the space provided.

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 (this may include the governing body or certain officials, such as planning boards, Construction Code Officials) as to these projects?

Yes

2. Has each capital project/project financing been developed from a specific capital improvement plan or report; does it include lifecycle costs; and is it consistent with the appropriate elements of Master Plans or other plans in the jurisdiction(s) served by the authority?

Yes

Yes

Yes

3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?

Yes

4. If amounts are on Page CB-3 in the column Debt Authorizations, indicate the primary source of funding the debt service for the Debt Authorizations (example - rate increase).

Rate Increase.

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.

None.

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.

Proposed Capital Budget

Hackettstown Municipal Utilities Authority

For the Period: December 01, 2023 to November 30, 2024

| | Estimated Total Cost | Funding Sources | | | | |
|--------------------------------------|-------------------------|---------------------------------------|-------------------------------------|-----------------------|----------------|-------------------|
| | | Unrestricted Net Position Utilized | Renewal & Replacement Reserve | Debt Authorization | Capital Grants | Other Sources |
| <i>Water</i> | | | | | | |
| Equip/Meter/Leak Det./Vehicles | \$ 297,000 | | \$ 297,000 | | | |
| Well/PS/Bldg Improvements | 215,000 | 215,000 | | | | |
| Water Main Repl/Soil/Paving | 1,987,000 | | 187,000 | 1,800,000 | | |
| New 1.0 MG Tank | 3,300,000 | | | 3,300,000 | | |
| Total | 5,799,000 | 215,000 | 484,000 | 5,100,000 | - | - |
| <i>Sewer</i> | | | | | | |
| Bldg/Equip. Repl/Improvements | 925,000 | \$ 400,000 | \$ 525,000 | | | |
| Clarifier & TF Repairs/Rebuilds | 170,000 | | 170,000 | | | |
| Vehicles/Paving/Sewer Rehab | 165,000 | | 165,000 | | | |
| Boiler Conversion/Gens/USTs | 525,000 | | | | | 525,000 |
| Total | 1,785,000 | 400,000 | 860,000 | - | - | 525,000 |
| <i>Operation #3</i> | | | | | | |
| | - | | | | | |
| Total | - | - | - | - | - | - |
| <i>Operation #4</i> | | | | | | |
| | - | | | | | |
| Total | - | - | - | - | - | - |
| <i>Operation #5</i> | | | | | | |
| | - | | | | | |
| Total | - | - | - | - | - | - |
| <i>Operation #6</i> | | | | | | |
| | - | | | | | |
| Total | - | - | - | - | - | - |
| TOTAL PROPOSED CAPITAL BUDGET | \$ 7,584,000 | \$ 615,000 | \$ 1,344,000 | \$ 5,100,000 | \$ - | \$ 525,000 |

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

Hackettstown Municipal Utilities Authority
For the Period: December 01, 2023 to November 30, 2024

Fiscal Year Beginning in

| | <u>Estimated Total Cost</u> | <u>Current Budget</u> | | | | | |
|---------------------------------|---------------------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | | <u>Year 2023</u> | <u>2024</u> | <u>2025</u> | <u>2026</u> | <u>2027</u> | |
| <i>Water</i> | | | | | | | |
| Equip/Meter/Leak Det./Vehicles | \$ 1,472,000 | \$ 297,000 | \$ 205,000 | \$ 205,000 | \$ 255,000 | \$ 305,000 | \$ 205,000 |
| Well/PS/Bldg Improvements | 509,500 | 215,000 | 100,000 | - | 94,500 | 100,000 | - |
| Water Main Repl/Soil/Paving | 5,014,000 | 1,987,000 | 617,000 | 1,160,000 | 605,000 | 160,000 | 485,000 |
| New 1.0 MG Tank | 3,300,000 | 3,300,000 | | | | | |
| Total | 10,295,500 | 5,799,000 | 922,000 | 1,365,000 | 954,500 | 565,000 | 690,000 |
| <i>Sewer</i> | | | | | | | |
| Bldg/Equip. Repl/Improvements | 3,015,000 | 925,000 | \$ 780,000 | \$ 305,000 | \$ 555,000 | \$ 225,000 | \$ 225,000 |
| Clarifier & TF Repairs/Rebuilds | 2,745,000 | 170,000 | 575,000 | 500,000 | 825,000 | 350,000 | 325,000 |
| Vehicles/Paving/Sewer Rehab | 500,000 | 165,000 | 75,000 | 175,000 | 25,000 | 30,000 | 30,000 |
| Boiler Conversion/Gens/USTs | 2,775,000 | 525,000 | - | 250,000 | 400,000 | 1,000,000 | 600,000 |
| Total | 9,035,000 | 1,785,000 | 1,430,000 | 1,230,000 | 1,805,000 | 1,605,000 | 1,180,000 |
| <i>Operation #3</i> | | | | | | | |
| | - | - | | | | | |
| Total | - | - | - | - | - | - | - |
| <i>Operation #4</i> | | | | | | | |
| | - | - | | | | | |
| Total | - | - | - | - | - | - | - |
| <i>Operation #5</i> | | | | | | | |
| | - | - | | | | | |
| Total | - | - | - | - | - | - | - |
| <i>Operation #6</i> | | | | | | | |
| | - | - | | | | | |
| Total | - | - | - | - | - | - | - |
| TOTAL | \$ 19,330,500 | \$ 7,584,000 | \$ 2,352,000 | \$ 2,595,000 | \$ 2,759,500 | \$ 2,170,000 | \$ 1,870,000 |

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

Hackettstown Municipal Utilities Authority
For the Period: December 01, 2023 to November 30, 2024

| | | <i>Funding Sources</i> | | | | |
|---------------------------------|-----------|---------------------------------|--|--|-------------------------------|---|
| | | Estimated Total Cost | Unrestricted Net Position Utilized | Renewal & Replacement Reserve | Debt Authorization | Capital Grants Other Sources |
| <i>Water</i> | | | | | | |
| Equip/Meter/Leak Det./Vehicle | \$ | 1,472,000 | | \$ 1,472,000 | | |
| Well/PS/Bldg Improvements | | 509,500 | 215,000 | 294,500 | | |
| Water Main Repl/Soil/Paving | | 5,014,000 | 1,000,000 | 2,214,000 | 1,800,000 | |
| New 1.0 MG Tank | | 3,300,000 | | | 3,300,000 | |
| Total | | 10,295,500 | 1,215,000 | 3,980,500 | 5,100,000 | - |
| <i>Sewer</i> | | | | | | |
| Bldg/Equip. Repl/Improvement | | 3,015,000 | \$ 400,000 | \$ 2,615,000 | | |
| Clarifier & TF Repairs/Rebuilds | | 2,745,000 | 1,000,000 | 1,745,000 | | |
| Vehicles/Paving/Sewer Rehab | | 500,000 | | 500,000 | | |
| Boiler Conversion/Gens/USTs | | 2,775,000 | | 2,250,000 | | 525,000 |
| Total | | 9,035,000 | 1,400,000 | 7,110,000 | - | - |
| <i>Operation #3</i> | | | | | | |
| | | - | | | | |
| Total | | - | - | - | - | - |
| <i>Operation #4</i> | | | | | | |
| | | - | | | | |
| Total | | - | - | - | - | - |
| <i>Operation #5</i> | | | | | | |
| | | - | | | | |
| Total | | - | - | - | - | - |
| <i>Operation #6</i> | | | | | | |
| | | - | | | | |
| Total | | - | - | - | - | - |
| TOTAL | \$ | 19,330,500 | \$ 2,615,000 | \$ 11,090,500 | \$ 5,100,000 | \$ - \$ 525,000 |
| Total 5 Year Plan per CB-4 | \$ | 19,330,500 | | | | |
| 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.

**Annual List of Change Orders Approved
Pursuant to N.J.A.C. 5:30-11**

Contracting Unit: Hackettstown Municipal Utilities Authority Year Ending: November 30, 2022

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regulatory details please consult N.J.A.C. 5:30-11.1 et seq. Please identify each change order by name of the project.

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)

If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here and certify below.

10/13/2023

Date

kcorcoran@hmua.com

Clerk/Secretary to the Governing Body

Appendix to Budget Document