

*Authority Budget of:*

*Township Of Hillsborough Municipal Utilities Authority*

State Filing Year

2021

ADOPTED COPY

*For the Period:*

*December 1, 2021*

*to*

*November 30, 2022*

[www.hillsboroughmua-nj.org](http://www.hillsboroughmua-nj.org)

Authority Web Address



*Division of Local Government Services*



STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
BUREAU OF AUTHORITY REGULATION  
TRENTON, N.J.

CONDITIONAL CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved budget of the Hillsborough Municipal Utilities Authority for the fiscal year ending November 30, 2022 made a part hereof complies with the requirements of law and regulation except for the conditions noted below, and approval is given pursuant to N.J.S.A. 40A:5A-11 subject to the correction of such conditions.

10/22/2021  
Date

By Paul D Ewert CPA, RMA  
Paul Ewert, Supervising Municipal Finance Auditor  
Division of Local Government Services

CONDITIONS

Pursuant to N.J.S.A. 40A:5A-10 and 11 of the Local Authorities Fiscal Control Law and N.J.A.C. 5:31-2.1 et seq., each Authority in the State of New Jersey is required to submit a budget for each fiscal year to the Director of the Division of Local Government Services for review and approval. In accordance with these statutory and regulatory requirements, the Hillsborough Municipal Utilities Authority submitted its introduced budget for the fiscal year ending November 30, 2022 to the Director for review and approval. During the review of the 2021 budget for the Authority, it was concluded that the Authority will need to adopt the 2021 Budget Rate Schedule.

The 2021 budget is approved pending the adoption of the 2021 Budget Rate Schedule on or before November 23, 2021.

When the 2021 Budget Rate Schedule has been adopted, the Authority should proceed as follows:

Upon the adoption of the 2021 Budget Rate Schedule for the Hillsborough Municipal Utilities Authority, the Authority may adopt the 2021 budget and submit the 2021 Budget Rate Schedule and the 2021 Adopted Budget, including pages C-6 and C-7 (which refer to the adoption), to the Division for the Director's approval.

RECEIVED  
11/12/21

**2021 (2021-2022) AUTHORITY BUDGET**

**Certification Section**



# 2021 (2021-2022) PREPARER'S CERTIFICATION

## Township of Hillsborough Municipal Utilities


(Name)

### AUTHORITY BUDGET

FISCAL YEAR: FROM: DEC 1, 2021 TO: NOV 30, 2022

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

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

Preparer's Signature:			
Name:	Robert A. Hough, P.E.		
Title:	Executive Director		
Address:	P O BOX 5909 Hillsborough, NJ 08844		
Phone Number:	908-371-9660	Fax Number:	908-371-9670
E-mail address	<a href="mailto:admin@hillsboroughmua-nj.org">admin@hillsboroughmua-nj.org</a>		

# 2021 (2021-2022) APPROVAL CERTIFICATION

## Township of Hillsborough Municipal Utilities

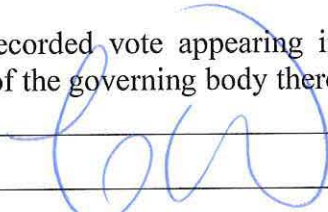
(Name)

### AUTHORITY BUDGET

FISCAL YEAR: FROM: DEC 1, 2021 TO: NOV 30, 2022

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 **Township of Hillsborough Municipal Utilities** Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 22nd day of September, 2021.

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

Officer's Signature:			
Name:	Frank Scarantino		
Title:	Secretary		
Address:	P O Box 5909 Hillsborough, NJ 08844		
Phone Number:	908-371-9660	Fax Number:	908-371-9670
E-mail address	<a href="mailto:admin@hillsboroughmua-nj.org">admin@hillsboroughmua-nj.org</a>		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	<a href="http://www.hillsboroughmua-nj.org">www.hillsboroughmua-nj.org</a>
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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
- 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 is such as PIE Charts, Bar Graphs etc. for such items as Revenues, Expenditures, and other information the Authority deems relevant to inform the public**)
- The complete (**All Pages**) annual audits (**Not the Audit Synopsis**) 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
- 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

**Robert A. Hough, P.E.**

Title of Officer Certifying compliance

**Executive Director**

Signature



**2021 (2021-2022) AUTHORITY BUDGET RESOLUTION**  
**Township of Hillsborough Municipal Utilities**  
 (Name)

**Important --The Amounts on this page need to agree with budget pages F-1 and CB-3. Fill these amounts in after you finalize the amounts on pages F-1 and CB-3. Re-check before this resolution is adopted**

**FISCAL YEAR: FROM: DEC 1, 2021 TO: NOV 30, 2022**

WHEREAS, the Annual Budget and Capital Budget for the Township of Hillsborough Municipal Utilities Authority for the fiscal year beginning, DECEMBER 1, 2021 and ending, NOVEMBER 30, 2022 has been presented before the governing body of the Township of Hillsborough Municipal Utilities Authority at its open public meeting of SEPTEMBER 22, 2021 ; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 6,723,500, Total Appropriations, including any Accumulated Deficit if any, of \$ 6,781,000 and Total Unrestricted Net Position utilized of \$57,500; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$7,969,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 3,219,000 ; 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 Township of Hillsborough Municipal Utilities Authority, at an open public meeting held on SEPTEMBER 22, 2021, that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Township of Hillsborough Municipal Utilities Authority for the fiscal year beginning, DECEMBER 1, 2021 and ending, NOVEMBER 30, 2022 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 Township of Hillsborough Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on NOVEMBER 23, 2021.

  
 ( ROBERT DAMIANO, TREASURER )

OCTOBER 27, 2021  
 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Michael Avolio	X			
Richard Nunn	X			
Frank Scarantino				X
Robert McCray	X			
Robert Damiano	X			

# 2021 (2021-2022) ADOPTION CERTIFICATION

## Township of Hillsborough Municipal Utilities

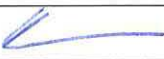
(Name)

### AUTHORITY BUDGET

FISCAL YEAR: FROM: DEC 1, 2021 TO: NOV 30, 2022

**Note: This is filled on for Adoption of the Budget Don't fill in for Introduction of the Budget**

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 Township of Hillsborough Municipal Utilities Authority, pursuant to N.J.A.C. 5:31-2.3, on the 23RD day of, NOVEMBER, 2021.

Officer's Signature:			
Name:	Robert Damiano		
Title:	Treasurer		
Address:	P O Box 5909 Hillsborough, NJ 08844		
Phone Number:	908-371-9660	Fax Number:	908-371-9670
E-mail address	<a href="mailto:admin@hillsboroughmua-nj.org">admin@hillsboroughmua-nj.org</a>		

# 2021 (2021-2022) ADOPTED BUDGET RESOLUTION

This resolution is for Adoption of the Budget Only Don't use for introduction of the Budget

Note Fill in the name of Each Commissioner and indicate their recorded Vote

## Township of Hillsborough Municipal Utilities (Name) **AUTHORITY**

**FISCAL YEAR: FROM: DEC 1, 2021 TO: NOV 30, 2022**

WHEREAS, the Annual Budget and Capital Budget/Program for the Township of Hillsborough Municipal Utilities Authority for the fiscal year beginning DECEMBER 1, 2021 and ending, NOVEMBER 30, 2022 has been presented for adoption before the governing body of the Township of Hillsborough Municipal Utilities Authority at its open public meeting of NOVEMBER 23, 2021; 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 \$ 6,723,500, Total Appropriations, including any Accumulated Deficit, if any, of \$ 6,781,000 and Total Unrestricted Net Position utilized of \$ 57,500 ; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$7,969,000 and Total Unrestricted Net Position planned to be utilized of \$3,219,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Township of Hillsborough Municipal Utilities Authority, at an open public meeting held on NOVEMBER 23, 2021 that the Annual Budget and Capital Budget/Program of the Township of Hillsborough Municipal Utilities Authority for the fiscal year beginning, DECEMBER 1, 2021 and, ending, NOVEMBER 30, 2022 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.



(Treasurer's Signature, Robert Damiano)

NOVEMBER 23, 2021

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Michael Avolio	X			
Richard Nunn	X			
Frank Scarantino				X
Robert McCray	X			
Robert Damiano	X			

# **2021 (2021-2022) AUTHORITY BUDGET**

## **Narrative and Information Section**

# 2021 (2021-2022) AUTHORITY BUDGET MESSAGE & ANALYSIS

## Township of Hillsborough Municipal Utilities

(Name)

### AUTHORITY BUDGET

FISCAL YEAR: FROM: DEC 1, 2021 TO: NOV 30, 2022

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

1. Complete a brief statement on the 2021/2021-2022 proposed Annual Budget and make comparison to the 2020/2020-2021 adopted budget for each Revenues and Appropriations. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. 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.

**Items with a 10% Increase as shown on the F-2 budget form:**

- N/A

**Items with a 10% decrease as shown on the F-2 budget form:**

- N/A

**Items with a 10% Increase as shown on the F-4 budget form:**

- **Equipment Services (+22.2%) – It is expected that equipment services costs will increase in 2022.**

**Items with a 10% Decrease as shown on the F-4 budget form:**

- **Unrestricted Net Position Utilized - Other (-42.5%) – The amount required from the Rate Stabilization Fund to balance the operating budget is less this year.**

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. (Example Consider New Development projects such as Housing /Commercial projects impact on the Authorities expenses or revenues)

**There is no impact.**

3. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget and or Capital 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 is using \$57,500.00 from its Rate Stabilization Fund to balance the operating budget.**

**The Authority is using \$3,219,000.00 from its Capital Improvement Fund to pay for capital improvements in 2021-2022.**

4. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a 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/Municipality budget, etc.).

**There are no sources of funds transferred to the County / Municipality as a budget subsidy or a shared service.**

5. The proposed budget must not reflect an anticipated deficit from 2021/2021-2022 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 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?**

**The Authority has \$1,344,700.00 in its Rate Stabilization Fund as of November 30, 2020 and is using \$57,500.00 to balance this 2021-2022 budget. The balance is available to eliminate the deficit in net assets.**

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 the rate structure, if applicable. (If no changes to fees or rates indicate (Answer as "Rates Are Staying the Same")

**The Authority's Annual Service Charge did not change; however, the Connection or Tapping Fee did increase.**

**RESOLUTION #21-1027-1 - RESOLUTION OF THE TOWNSHIP OF  
HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY ESTABLISHING  
CERTAIN SEWER SERVICE CHARGES AND CONNECTION OR TAPPING  
FEES**

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority (hereinafter the "Authority") is required by law (NJSA 40:14B-22) and by Section 303 of its Service Contract with the Township of Hillsborough to promulgate certain uniform service charges and connection or tapping fees or charges so that the revenues therefrom will at all times be adequate to pay the expenses of operation and maintenance of the utility system, including reserves, insurance, extensions and replacements, and to pay the principal of and interest on any bonds and to maintain such reserves or sinking funds therefor as may be required by the terms of any contract of the Authority or as it may deem necessary or desirable:

**NOW, THEREFORE, BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority that it hereby adopt, prescribe and establish the following sewer service and connection or tapping charges, rates or fees, the same to become effective at 1:00 a.m. on November 1, 2021.

**SECTION I. ANNUAL SERVICE CHARGES**

- A. The annual service charge shall be calculated on the basis that one Equivalent Dwelling Unit ("EDU") is 300 gallons per day.
- B. The annual service charge for each "EDU" (300 gallons per day) shall be \$420.00.
- C. The annual service charge shall be calculated for various uses utilizing the flow criteria set forth in Schedule 1 attached hereto.
- D. The annual service charge for all non-residential uses shall be, as a minimum, one "EDU", and the user shall be billed \$420.00 for each "EDU" or part thereof.
- E. The annual service charge for facilities with combined uses shall be determined by the summation of all appropriate flow values.
- F. The annual service charge for all other industrial, research commercial or mixed uses not specifically mentioned in Schedule 1 shall be determined by the following formula:

$$\frac{\text{Estimated Daily Flow (gallons)}}{300} \times \$420.00 \times$$

(a factor to be determined by the Authority Engineer taking into Account the excess Biochemical Oxygen Demand (B.O.D.) and Suspended Solids (S.S.) of the Sewerage.)

In utilizing this formula:

1. All analysis shall be in accordance with the current edition of "Standard Methods for the Examination of Water and Waste Water" published by the American Public Health Association, the American Water Works Association and the Water Environment Federation, which methods and definitions are adopted by reference herein. A copy of said edition shall be on file with the Executive Director of the Authority.
  2. The estimated daily flow shall be determined by the Authority Engineer according to accepted engineering standards and practices, and this determination shall be filed with the Authority.
- G. Where the Authority determines that any customer, residential or non-residential, is discharging a combination of sewerage and storm water or drainage or water from any source into the lines of the Authority in excess of the estimated basic standard of 300 gallons per day for an EDU, the Authority shall determine the quantity of such excess and may charge therefor \$420.00 per year for each 300 gallons per day or part thereof of such estimate or actual flow which is in excess of the aforesaid basic standard. Such charge shall be in addition to the annual charge to such customer set forth in Schedule 1 hereof, and will be added to the billing of such customer for the next quarter following the quarter when such excess has been determined.

## **SECTION II. BULK RATE SERVICE CHARGES**

The Authority may, at its discretion, and subject to formal written agreement, accept as a customer and permit the connection of a sewer collection system formerly owned and operated as an entity separate and apart from the Authority's facilities. Such customer shall be referred to as a "Bulk Customer".

Service charges for a "Bulk Customer" shall be based on metered flow at the same rate per gallon as a single-family residential dwelling and shall be calculated annually based on the average annual flow per unit. In the event, however, that the owner of such system retains responsibility for some portion of the administration or operation of said system, the annual service charges shall be reduced by calculating the percentage of the total annual operating budget represented by those budget line-item appropriations for which the owner will retain responsibility. The resulting service charge shall be the "Bulk Rate". The "Bulk Rate" will be set forth in the agreement and the percentage reduction shall be recalculated annually upon final adoption of the annual operating budget.

### **SECTION III. METERED FLOWS – NON-RESIDENTIAL USERS**

In all cases of non-residential uses set forth in Schedule 1, any customer being charged for daily flows at or in excess of 15,000 gallons per day, may, on application to the Authority, and with its permission, install a meter at the expense of the customer to continuously measure the flow for the purpose of assisting the Authority Engineer to determine rates and charges utilizing the formula set forth in Paragraph E of Section I. The Authority may consider applications from customers being charged for less than the minimum annual flow set forth herein, but such consideration shall be solely within the discretion of the Authority.

The customer shall give to the Authority, its agents and officers, the right of access to such meters at all reasonable times and the right to inspect all flow records. The Authority may from time to time require any customer to install a meter at such customer's expense. All meters installed hereunder shall meet the design and installation standards of the Authority and shall be approved by the Authority Engineer.

The Authority shall have the right to recompute the estimated daily flow of effluent in gallons. In the event that such a precomputation shows that the actual flow is in excess or less than the estimated flow, the Authority shall bill the customer on the basis of the actual flow commencing with the next quarter's billing at the rate of \$2,800.00 for every 2,000 gallons or part thereof.

### **SECTION IV. CONNECTION OR TAPPING FEES**

In addition to the annual service charges or rates established in Section I hereof, the Authority hereby adopts, prescribes and establishes the following connection or tapping fees as authorized by N.J.S.A. 40:14B-22. The connection or tapping fees are calculated in accordance with the provisions of N.J.S.A. 40:14B-22 and shall be recalculated at the end of each fiscal year.

Single family residential dwelling	\$2,822
Multiple family residential dwellings Including townhouses, condominiums, and apartments.	
1 bedroom unit	\$1,693
2 bedroom unit	\$2,399
3 bedroom unit	\$2,822
Senior housing (age restricted):	
1 bedroom unit	\$1,044
2 bedroom unit	\$1,609
3 bedroom unit	\$2,117

Assisted living facilities:

Per bed \$ 941

All other uses – charge per gallon

of estimated average daily flow \$ 9.41

The estimated average daily flow shall be determined by the Authority on the basis of the factors specified in N.J.S.A. 40:B-22 and such other data and information made available to the Authority from its consulting engineer and the results of its other investigations and studies. Any such determination shall be filed with the Executive Director of the Authority and shall be available for public inspection. The charge may, if the Authority so shall determine, be in the nature of an estimated charge which shall be subject to revision after the installation or construction is completed. In no event shall the connection or tapping fee be reduced from the original charge.

As used in the above paragraph, the phrase “estimated average daily flow” shall be based on that consecutive period of three months which had the highest total flow within the first calendar year provided that there is no change in use.

#### **SECTION V. CHARGES FOR DISCHARGE OF STORM AND/OR DRAIN WATER**

Where the Authority determines that any customer, residential or nonresidential, is discharging a combination of sewerage and storm water or drainage water from any source into the lines of the Authority in excess of the estimated basic standard of 300 gallons per day for an EDU, the Authority shall determine the quantity of such excess and may charge such customer an additional connection or tapping fee at the rate of \$9.41 per gallon of estimated or actual daily flow which is in excess of the aforesaid basic standard. Such charge shall be in addition to the connection or tapping fee charged in Section IV of this Resolution and will be added to the billing of such customer for the next following quarter after such excess has been determined.

#### **SECTION VI. PAYMENT OF CHARGES**

- A. The aforesaid annual service charges as set forth in Section I hereof shall be payable in advance in quarterly installments as billed by the Authority.
- B. The connection or tapping fees established in Section IV hereof shall be due and payable to the Authority at or prior to the time of the issuance of a sewer connection permit by the Authority. In lieu thereof, however, the Authority may, in its discretion, and in written agreements with the party or parties involved, permit such payment to be paid in installments and with such terms and conditions as may seem proper to the Authority. The Authority may, in such a case, charge interest on the unpaid balance at a rate to be established by the Authority.

**SECTION VII. REMEDIES FOR NON-PAYMENT**

- A. In the event a service charge of the Authority with regard to any parcel of real property shall not be paid as and when due, interest shall accrue and be due to the Authority on the unpaid balance at the rate of 1-1/2% per month until such service charge, and the interest thereon, shall be fully paid to the Authority.
- B. In addition to the interest authorized in A above, in the event that any service charge of the Authority with regard to any parcel of real property shall not be paid as and when due, the Authority may, in its discretion, enter upon such parcel and cause any connection or connections thereof leading directly or indirectly to or from the sewer system to be cut and shut off until such service charge and any subsequent service charge with regard to such parcel and all interest accrued thereon shall be fully paid to the Authority.
- C. The collector or other officer of the municipality charged by law with the duty of enforcing municipal liens on real property shall enforce, with and as any other municipal lien on real property in such municipality, all service charges and the lien thereof shown in any statement filed with him by the Authority pursuant to N.J.S.A. 40:14B-41 of the municipal utilities authorities law, L.1957, c.183, and shall pay over to the Authority the sums or a pro rata share of the sums realized upon such enforcement or upon liquidation of any property acquired by the municipality by virtue of such enforcement.
- D. In the event that any service charge of the Authority shall not be paid as and when due, the unpaid balance thereof and all interest accrued thereon, together with attorneys' fees and costs, may be recovered by the Authority in a civil action, and any lien on real property for such service charge and interest accrued thereon may be foreclosed or otherwise enforced by the municipal authority by action or suit in equity as for the foreclosure of mortgage on such real property.
- E. The words or phrase, "service charge" as used in this Section (Section VII) shall mean and include the annual charge imposed by Section I hereof and the connection or tapping fee imposed by Section IV hereof, and the rights and remedies of the Authority granted in these sections for the collection and enforcement of service charges shall be cumulative and concurrent as provided in N.J.S.A. 40:14B-47.
- F. The Authority shall have and its officers shall exercise all of the power and authority conferred upon it and them by the provisions of the municipal utilities authorities law, L.1957, c.183, N.J.S.A. 40:B-1 et seq. as amended and supplemented and by statutes in such case made and provided for the imposition of liens for unpaid bills and the collection thereof.

### **SECTION VIII. DEVELOPERS REIMBURSEMENT AGREEMENTS**

- A. It is lawful for the Authority to enter into any contract to rebate to any person, firm, association or corporation (herein, collectively, a “contractor”) any such part or portion of any connection or tapping fee as the same is defined in Section IV hereof if:
1. Such contractor shall have first constructed and conveyed to the Authority title to a trunk system, part of which was designed in excess of said contractor’s needs and for service to other users of the system, and
  2. Such other users shall have connected to the Authority system and shall have paid their respective connection or tapping fee to the Authority pursuant to such connection, and
  3. The terms, conditions, schedule and amount of such rebate shall have first and previously been established by written agreement between the Authority and the contractor.
  4. Nothing in this Section, however, shall be deemed or construed to modify or waive, partially or in whole, the contractor’s obligation to pay to the Authority its initial connection or tapping fees set forth in Section IV hereof.

### **SECTION IX. NON-USE OF THE SEWER SYSTEM**

No deduction or credit on the annual sewer service charge shall be allowed by reason of non-use of the sewerage system for any part of a year with respect to premises required to be connected, directly, or indirectly, to the sanitary sewerage system of the Authority.

### **SECTION X. PRIOR RATE RESOLUTIONS**

All prior rate resolutions of the Authority are hereby superseded by this resolution, but any charges due the Authority under such prior resolution or resolutions shall remain due and payable notwithstanding the adoption of this resolution.

### **SECTION XI. SEVERABILITY**

In the event any section, subsection, paragraph, clause or provision of this resolution shall be adjudged unconstitutional, unlawful or to be ineffective in whole or in part, such judgment or invalidity of any section, subsection, paragraph, clause or provision of this resolution shall not be taken to affect or prejudice in any way the applicability or validity of such section, subsection, paragraph, clause or provision in any other instance or under any other circumstance.

THE TOWNSHIP OF HILLSBOROUGH  
MUNICIPAL UTILITIES AUTHORITY

**SCHEDULE 1**

Type of Establishment	Measurement Unit	Gallons Per Day
Single family residential dwelling	dwelling	300
Multiple family residential dwellings including townhouses, condominiums and apartments.		
1 bedroom unit	dwelling	180
2 bedroom unit	dwelling	255
3 bedroom unit	dwelling	300
Senior (age restricted) housing:		
1 bedroom unit	dwelling	110
2 bedroom unit	dwelling	170
3 bedroom unit	dwelling	225
Assisted living facilities *	bed	100
Health care facilities: *		
Hospitals	bed	175
Nursing or rehabilitation facilities	bed	125
Hotels, Motels*	bedroom	75
*The gallons per day for these facilities apply to the beds or bedrooms only. Additional flows will be calculated for kitchens, restaurants, bars, laundries, etc. in accordance with Section I.(D).		
Restaurants:		
full service	seat	35
bar/cocktail lounges	seat	20
fast food	seat	15
24 hour service	seat	50
curb service/drive-in	car space	50
Catering/banquet hall	person	20

**SCHEDULE 1 (CONT'D.)**

Type of Establishment	Measurement Unit	Gallons Per Day
Schools (includes staff):		
no shower or cafeteria	student	10
with cafeteria	student	15
with cafeteria and showers	student	20
with cafeteria, showers and laboratory	student	25
boarding	student	75
Churches (worship area only)	seat	3
Clubs:		
residential	member	75
non-residential	member	35
tennis, racquetball	per court per hour	80
Camps:		
children's' residential	bed	50
day camps (no meals)	person	15
parked mobile trailer site	site	200
campground/mobile recreational vehicle/tent	site	100
Firehouses, rescue squad buildings	seat	3
Theaters	seat	3
Dinner theaters	seat	20
Bowling alleys	alley	200
Sports Stadiums	seat	3
Laundromats	machine	300
Automobile service stations	filling position	125
with service bays	bay	50
with mini-market	sq. ft.	.100

**SCHEDULE 1 (CONT'D.)**

Type of Establishment	Measurement Unit	Gallons Per Day
Stores and shopping centers	sq. ft.	.100
Office Buildings	sq. ft.	.100
Factories, warehouses, industry (does not include process wastewater)	employee	25
Factories, warehouses, industry with showers (does not include process wastewater)	employee	40

## AUTHORITY CONTACT INFORMATION 2021 (2021-2022)

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

<b>Name of Authority:</b>	<b><u>Township of Hillsborough Municipal Utilities</u></b>		
<b>Federal ID Number:</b>	<b>22-2016104</b>		
<b>Address:</b>	P O Box 5909		
<b>City, State, Zip:</b>	Hillsborough	NJ	08844
<b>Phone: (ext.)</b>	908-371-9660	<b>Fax:</b>	908-371-9670

<b>Preparer's Name:</b>	<b>Robert A Hough, P.E.</b>		
<b>Preparer's Address:</b>	P O Box 5909		
<b>City, State, Zip:</b>	Hillsborough	NJ	08844
<b>Phone: (ext.)</b>	908-371-9660	<b>Fax:</b>	908-371-9670
<b>E-mail:</b>	<a href="mailto:admin@hillsboroughmua-nj.org">admin@hillsboroughmua-nj.org</a>		

<b>Chief Executive Officer:(1)</b>	<b>Robert A Hough, P.E.</b>		
<b>(1) Or person who performs these functions under another Title</b>			
<b>Phone: (ext.)</b>	908-371-9660	<b>Fax:</b>	908-371-9670
<b>E-mail:</b>	<a href="mailto:admin@hillsboroughmua-nj.org">admin@hillsboroughmua-nj.org</a>		

<b>Chief Financial Officer(1)</b>	<b>Robert A Hough, P.E.</b>		
<b>(1) Or person who performs these functions under another Title</b>			
<b>Phone: (ext.)</b>	908-371-9660	<b>Fax:</b>	908-371-9670
<b>E-mail:</b>	<a href="mailto:admin@hillsboroughmua-nj.org">admin@hillsboroughmua-nj.org</a>		

<b>Name of Auditor:</b>	<b>Robert Butvilla</b>		
<b>Name of Firm:</b>	<b>Suplee, Clooney and Company</b>		
<b>Address:</b>	308 East Broad Street		
<b>City, State, Zip:</b>	Westfield	NJ	07090
<b>Phone: (ext.)</b>	908-789-9300	<b>Fax:</b>	908-789-8535
<b>E-mail:</b>	<a href="mailto:rbutvilla@scnco.com">rbutvilla@scnco.com</a>		

# AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Township of Hillsborough Municipal Utilities

(Name)

FISCAL YEAR: FROM: DEC 1, 2021 TO: NOV 30, 2022

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 2019 or 2020**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 25
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2019 or 2020**) Transmittal of Wage and Tax Statements: \$1,281,587.15
- 3) Provide the number of regular voting members of the governing body: 5 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 (**Regional Authorities may have more than 7 members**)) s per statute for your Authority)
- 4) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 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? NO If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**Most Recent Filing that March 31, 2020 or 2021 deadline has passed 2020 or 2021**) 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? NOIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. NO If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).**

- 11) Did the Authority pay for meals or catering during the current fiscal year? NO 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.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? NO If "yes," **attach a detailed list of all travel expenses** for the current fiscal year and provide an explanation for each expenditure listed.
- 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)
- 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? YES If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is Not Applicable). (New Jersey Infrastructure Trust Loans are not bonded debt of an Authority)
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? NO If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? NO If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.

Authority Informational Questionnaire

The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

December 1, 2021 to November 30, 2022

Page N – 3, Question # 10

Compensation for Board Members is allowed in accordance with Chapter 103. Utilities Authority of the Code of the Township of Hillsborough. The amount of compensation is approved by TTHMUA Board.

The Executive Director's salary was determined by the Board with a three (3) year contract commencing May 2020. All subsequent salary adjustments are reviewed and approved by the Board.

*(This page is directions for filling in page (N-4 (2-of-2) (No answers should be entered on this page)*

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

**Township of Hillsborough Municipal Utilities**

(Name)

**FISCAL YEAR: FROM: DEC 1, 2021 TO: NOV 30, 2022**

*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 2019 or 2020. 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, 2021, the most recent W-2 and 1099 should be used 2020 or 2019 (60 days prior to start of budget year is November 1, 2020, with 2019 being the most recent calendar year ended), and for fiscal years ending June 30, 2021, the calendar year 2020 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2021, with 2020 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)**

Township Of Hillsborough Municipal Utilities Authority

For the Period December 1, 2021

to November 30, 2022

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities	
1	ROBERT HOUGH	Executive Director	40	X	X	X		\$ 128,000				\$ 128,000	NONE					\$ 128,000	
2	MICHAEL AVOLOI	Chairman	4	X				2,500				2,500	NONE					2,500	
3	RICHARD NUNN	Vice-Chairman	4	X				2,500				2,500	NONE					2,500	
4	FRANK SCARANTINO	Secretary	4	X				2,500				2,500	NONE					2,500	
5	ROBERT DAMIANO	Treasurer	4	X				2,500				2,500	NONE					2,500	
6	ROBERT MCCRAY	Asst. Secretary/Treasurer	4	X				2,500				2,500	NONE					2,500	
7												0						0	
8												0						0	
9												0						0	
10												0						0	
11												0						0	
12												0						0	
13												0						0	
14												0						0	
15												0						0	
<b>Total:</b>								\$ 140,500	\$ -	\$ -	\$ -	\$ 140,500				\$ -	\$ -	\$ 140,500	

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

## Schedule of Health Benefits - Detailed Cost Analysis

Township Of Hillsborough Municipal Utilities Authority									
If Not Applicable X this box Below	For the Period	December 1, 2021		to	November 30, 2022				
	# 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 Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)	
<b>Active Employees - Health Benefits - Annual Cost</b>									
Single Coverage	7	\$ 15,000	\$ 105,000	6	\$ 13,000	\$ 78,000	\$ 27,000	34.6%	
Parent & Child	2	25,000	50,000	2	24,000	48,000	2,000	4.2%	
Employee & Spouse (or Partner)	5	24,000	120,000	3	23,000	69,000	51,000	73.9%	
Family	3	37,000	111,000	6	36,000	216,000	(105,000)	-48.6%	
Employee Cost Sharing Contribution (enter as negative - )			(80,000)			(79,000)	(1,000)	1.3%	
<b>Subtotal</b>	<b>17</b>		<b>306,000</b>	<b>17</b>		<b>332,000</b>	<b>(26,000)</b>	<b>-7.8%</b>	
<b>Commissioners - Health Benefits - Annual Cost</b>									
Single Coverage			-			-	-	#DIV/0!	
Parent & Child			-			-	-	#DIV/0!	
Employee & Spouse (or Partner)	2	24,000	48,000	2	23,000	46,000	2,000	4.3%	
Family			-			-	-	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )			(2,400)			(2,400)	(2,400)	#DIV/0!	
<b>Subtotal</b>	<b>2</b>		<b>45,600</b>	<b>2</b>		<b>46,000</b>	<b>(400)</b>	<b>-0.9%</b>	
<b>Retirees - Health Benefits - Annual Cost</b>									
Single Coverage	4	8,000	32,000	5	7,500	37,500	(5,500)	-14.7%	
Parent & Child			-			-	-	#DIV/0!	
Employee & Spouse (or Partner)	3	24,000	72,000	3	23,500	70,500	1,500	2.1%	
Family			-			-	-	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )							-	#DIV/0!	
<b>Subtotal</b>	<b>7</b>		<b>104,000</b>	<b>8</b>		<b>108,000</b>	<b>(4,000)</b>	<b>-3.7%</b>	
<b>GRAND TOTAL</b>	<b>26</b>		<b>\$ 455,600</b>	<b>27</b>		<b>\$ 486,000</b>	<b>\$ (30,400)</b>	<b>-6.3%</b>	
Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)			YES	Yes or No					
Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)			YES	Yes or No					
<b>Note: Remember to Enter an amount in rows for Employee Cost Sharing</b>									

# Schedule of Accumulated Liability for Compensated Absences

Township Of Hillsborough Municipal Utilities Authority

For the Period

December 1, 2021

to

November 30, 2022

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

*X Box if Authority has no Compensated Absences*

*Legal Basis for Benefit  
(check applicable items)*

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
JUDITH CAPRA	21	\$ 5,198			
TRACIE HOHNHORST	20	5,004			
ROBERT HOUGH	5	2,309			
ERIC LEHMAN	23	7,742			
WARREN ELLIOTT	19	6,011			
JOHN PILLA	25	7,307			
JEFFREY RIEHL	21	6,358			
MICHAEL SPINELLI	28	8,653			
DENNIS UR	5	1,017			
LOUIS POLNASEK	20	4,739			
CHRISTOPHER CUOCO	16	3,838			
ROBERT HOWELL	13	2,685			
RANDALL SMITH	14	4,289			
DANIEL REITER	20	6,533			
ANTHONY DONNADIO	3	430			
MICHAEL SWAYNE	1	156			
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$ 72,269</b>			

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



# **2021 (2021-2022) AUTHORITY BUDGET**

## **Financial Schedules Section**

## SUMMARY

Township Of Hillsborough Municipal Utilities Authority  
For the Period December 1, 2021 to November 30, 2022

	<b>FY 2022 Proposed Budget</b>						<b>FY 2021 Adopted Budget</b>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>	
	SEWER	Operation #2	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	
<b>REVENUES</b>										
Total Operating Revenues	\$ 6,691,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,691,500	\$ 6,591,500	\$ 100,000	1.5%
Total Non-Operating Revenues	32,000	-	-	-	-	-	32,000	32,000	-	0.0%
Total Anticipated Revenues	6,723,500	-	-	-	-	-	6,723,500	6,623,500	100,000	1.5%
<b>APPROPRIATIONS</b>										
Total Administration	874,000	-	-	-	-	-	874,000	842,500	31,500	3.7%
Total Cost of Providing Services	5,907,000	-	-	-	-	-	5,907,000	5,881,000	26,000	0.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Operating Appropriations	6,781,000	-	-	-	-	-	6,781,000	6,723,500	57,500	0.9%
Total Interest Payments on Debt	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	6,781,000	-	-	-	-	-	6,781,000	6,723,500	57,500	0.9%
Less: Total Unrestricted Net Position Utilized	57,500	-	-	-	-	-	57,500	100,000	(42,500)	-42.5%
Net Total Appropriations	6,723,500	-	-	-	-	-	6,723,500	6,623,500	100,000	1.5%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>

## Revenue Schedule

Township Of Hillsborough Municipal Utilities Authority  
 For the Period December 1, 2021 to November 30, 2022

	<b>FY 2022 Proposed Budget</b>						<b>FY 2021 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	SEWER	Operation #2	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations
							Total All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>									
<i>Service Charges</i>									
Residential	6,200,000					\$ 6,200,000	\$ 6,100,000	\$ 100,000	1.6%
Business/Commercial						-	-	-	#DIV/0!
Industrial						-	-	-	#DIV/0!
Intergovernmental						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
Total Service Charges	6,200,000	-	-	-	-	6,200,000	6,100,000	100,000	1.6%
<i>Connection Fees</i>									
Residential	385,000					385,000	385,000	-	0.0%
Business/Commercial						-	-	-	#DIV/0!
Industrial						-	-	-	#DIV/0!
Intergovernmental						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
Total Connection Fees	385,000	-	-	-	-	385,000	385,000	-	0.0%
<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>									
Delinquent Penalties	55,000					55,000	55,000	-	0.0%
Inspection Fees	40,000					40,000	40,000	-	0.0%
Plan Review Fees	2,500					2,500	2,500	-	0.0%
Miscellaneous	9,000					9,000	9,000	-	0.0%
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Total Other Revenue	106,500	-	-	-	-	106,500	106,500	-	0.0%
Total Operating Revenues	6,691,500	-	-	-	-	6,691,500	6,591,500	100,000	1.5%
<b>NON-OPERATING REVENUES</b>									
<i>Other Non-Operating Revenues (List)</i>									
RETAINED EARNINGS						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments &amp; Deposits (List)</i>									
Interest Earned	32,000					32,000	32,000	-	0.0%
Penalties						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
Total Interest	32,000	-	-	-	-	32,000	32,000	-	0.0%
Total Non-Operating Revenues	32,000	-	-	-	-	32,000	32,000	-	0.0%
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 6,723,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,723,500</b>	<b>\$ 6,623,500</b>	<b>\$ 100,000</b>	<b>1.5%</b>

# Prior Year Adopted Revenue Schedule

## Township Of Hillsborough Municipal Utilities Authority

	<i>FY 2021 Adopted Budget</i>						Total All Operations
	SEWER	Operation #2	N/A	N/A	N/A	N/A	
<b>OPERATING REVENUES</b>							
<i>Service Charges</i>							
Residential	6,100,000						\$ 6,100,000
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Service Charges	6,100,000	-	-	-	-	-	6,100,000
<i>Connection Fees</i>							
Residential	385,000						385,000
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	385,000	-	-	-	-	-	385,000
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
Delinquent Penalties	55,000						55,000
Inspection Fees	40,000						40,000
Plan Review Fees	2,500						2,500
Miscellaneous	9,000						9,000
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	106,500	-	-	-	-	-	106,500
Total Operating Revenues	6,591,500	-	-	-	-	-	6,591,500
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Total Other Non-Operating Revenues	-	-	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>							
Interest Earned	32,000						32,000
Penalties							-
Other							-
Total Interest	32,000	-	-	-	-	-	32,000
Total Non-Operating Revenues	32,000	-	-	-	-	-	32,000
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 6,623,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,623,500</b>

## Appropriations Schedule

Township Of Hillsborough Municipal Utilities Authority  
For the Period December 1, 2021 to November 30, 2022

	<b>FY 2022 Proposed Budget</b>						Total All Operations	FY 2021 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Operation										
	SEWER	#2	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	\$ 402,500					\$ 402,500	\$ 400,000	\$ 2,500	0.6%		
Fringe Benefits	276,000					276,000	260,000	16,000	6.2%		
Total Administration - Personnel	678,500	-	-	-	-	678,500	660,000	18,500	2.8%		
<i>Administration - Other (List)</i>											
Rent and Overhead	77,000					77,000	74,000	3,000	4.1%		
Equipment Services	55,000					55,000	45,000	10,000	22.2%		
Postage,Printing,Stationary Supplies	38,000					38,000	38,000	-	0.0%		
Dues,Subscriptions,Tuition, Seminars	20,000					20,000	20,000	-	0.0%		
Miscellaneous Administration*	5,500					5,500	5,500	-	0.0%		
Total Administration - Other	195,500	-	-	-	-	195,500	182,500	13,000	7.1%		
Total Administration	874,000	-	-	-	-	874,000	842,500	31,500	3.7%		
<i>Cost of Providing Services - Personnel</i>											
Salary & Wages	1,000,000					1,000,000	998,000	2,000	0.2%		
Fringe Benefits	450,000					450,000	432,000	18,000	4.2%		
Total COPS - Personnel	1,450,000	-	-	-	-	1,450,000	1,430,000	20,000	1.4%		
<i>Cost of Providing Services - Other (List)</i>											
SRVSA Treatment Expense	4,000,000					4,000,000	4,000,000	-	0.0%		
Utilities	170,000					170,000	165,000	5,000	3.0%		
Repairs,Replacement,Vehicle OP& Maint	140,000					140,000	140,000	-	0.0%		
Tools,Materials,Supplies & Bioxide	88,000					88,000	88,000	-	0.0%		
Miscellaneous COPS*	59,000					59,000	58,000	1,000	1.7%		
Total COPS - Other	4,457,000	-	-	-	-	4,457,000	4,451,000	6,000	0.1%		
Total Cost of Providing Services	5,907,000	-	-	-	-	5,907,000	5,881,000	26,000	0.4%		
Total Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-	-	#DIV/0!		
Total Operating Appropriations	6,781,000	-	-	-	-	6,781,000	6,723,500	57,500	0.9%		
<b>NON-OPERATING APPROPRIATIONS</b>											
Total Interest Payments on Debt	-	-	-	-	-	-	-	-	#DIV/0!		
Operations & Maintenance Reserve	-	-	-	-	-	-	-	-	#DIV/0!		
Renewal & Replacement Reserve	-	-	-	-	-	-	-	-	#DIV/0!		
Municipality/County Appropriation	-	-	-	-	-	-	-	-	#DIV/0!		
Other Reserves	-	-	-	-	-	-	-	-	#DIV/0!		
Total Non-Operating Appropriations	-	-	-	-	-	-	-	-	#DIV/0!		
<b>TOTAL APPROPRIATIONS</b>	6,781,000	-	-	-	-	6,781,000	6,723,500	57,500	0.9%		
<b>ACCUMULATED DEFICIT</b>	-	-	-	-	-	-	-	-	#DIV/0!		
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	6,781,000	-	-	-	-	6,781,000	6,723,500	57,500	0.9%		
<b>UNRESTRICTED NET POSITION UTILIZED</b>											
Municipality/County Appropriation	-	-	-	-	-	-	-	-	#DIV/0!		
Other	57,500					57,500	100,000	(42,500)	-42.5%		
Total Unrestricted Net Position Utilized	57,500	-	-	-	-	57,500	100,000	(42,500)	-42.5%		
<b>TOTAL NET APPROPRIATIONS</b>	\$ 6,723,500	\$ -	\$ -	\$ -	\$ -	\$ 6,723,500	\$ 6,623,500	\$ 100,000	1.5%		

\* 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 \$ 339,050.00 \$ - \$ - \$ - \$ - \$ - \$ 339,050.00

# Prior Year Adopted Appropriations Schedule

## Township Of Hillsborough Municipal Utilities Authority

### FY 2021 Adopted Budget

	Operation						Total All Operations
	SEWER	#2	N/A	N/A	N/A	N/A	
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 400,000						\$ 400,000
Fringe Benefits	260,000						260,000
Total Administration - Personnel	660,000	-	-	-	-	-	660,000
<i>Administration - Other (List)</i>							
Rent and Overhead	74,000						74,000
Equipment Service	45,000						45,000
Postage,Printing,Stationary Supplies	38,000						38,000
Dues,Subscriptions,Tuitions,Seminars	20,000						20,000
Miscellaneous Administration*	5,500						5,500
Total Administration - Other	182,500	-	-	-	-	-	182,500
Total Administration	842,500	-	-	-	-	-	842,500
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	998,000						998,000
Fringe Benefits	432,000						432,000
Total COPS - Personnel	1,430,000	-	-	-	-	-	1,430,000
<i>Cost of Providing Services - Other (List)</i>							
SRVSA Treatment Expense	4,000,000						4,000,000
Utilities	165,000						165,000
Repairs,Replacement,Vehicle OP & Maint	140,000						140,000
Tools,Materials,Supplies & Bioxide	88,000						88,000
Miscellaneous COPS*	58,000						58,000
Total COPS - Other	4,451,000	-	-	-	-	-	4,451,000
Total Cost of Providing Services	5,881,000	-	-	-	-	-	5,881,000
Total Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-
Total Operating Appropriations	6,723,500	-	-	-	-	-	6,723,500
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	-	-	-	-	-	-	-
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve							-
Municipality/County Appropriation							-
Other Reserves							-
Total Non-Operating Appropriations	-	-	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	6,723,500	-	-	-	-	-	6,723,500
<b>ACCUMULATED DEFICIT</b>							-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	6,723,500	-	-	-	-	-	6,723,500
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other	100,000						100,000
Total Unrestricted Net Position Utilized	100,000	-	-	-	-	-	100,000
<b>TOTAL NET APPROPRIATIONS</b>	\$ 6,623,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,623,500

\* 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      \$ 336,175.00      \$ -      \$ -      \$ -      \$ -      \$ -      \$ 336,175.00

## Debt Service Schedule - Principal

### Township Of Hillsborough Municipal Utilities Authority

If Authority has no debt X this box

X
---

*Fiscal Year Ending in*

	Adopted Budget Year 2021	Proposed Budget Year 2022	2023	2024	2025	2026	2027	Thereafter	Total Principal Outstanding
<b>SEWER</b>									\$ -
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
<b>Operation #2</b>									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
<b>N/A</b>									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
<b>N/A</b>									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
<b>N/A</b>									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
<b>N/A</b>									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
<b>TOTAL PRINCIPAL ALL OPERATIONS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

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

**Debt Service Schedule - Interest**  
 Township Of Hillsborough Municipal Utilities Authority

If Authority has no debt X this box

X
---

*Fiscal Year Ending in*

	Adopted Budget Year 2021	Proposed Budget Year 2022	2023	2024	2025	2026	2027	Thereafter	Total Interest Payments Outstanding
<i>SEWER</i>									
Type in Issue Name									\$ -
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>Operation #2</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<b>TOTAL INTEREST ALL OPERATIONS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Net Position Reconciliation

## Township Of Hillsborough Municipal Utilities Authority

For the Period      December 1, 2021      to      November 30, 2022

### FY 2022 Proposed Budget

	Operation						Total All Operations
	SEWER	#2	N/A	N/A	N/A	N/A	
<b>TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)</b>	\$ 9,307,275						\$ 9,307,275
Less: Invested in Capital Assets, Net of Related Debt (1)	9,065,884						9,065,884
Less: Restricted for Debt Service Reserve (1)							-
Less: Other Restricted Net Position (1)	1,680,875						1,680,875
Total Unrestricted Net Position (1)	(1,439,484)	-	-	-	-	-	(1,439,484)
Less: Designated for Non-Operating Improvements & Repairs							-
Less: Designated for Rate Stabilization	1,344,700						1,344,700
Less: Other Designated by Resolution	6,895,000						6,895,000
Plus: Accrued Unfunded Pension Liability (1)	2,581,607						2,581,607
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	5,171,521						5,171,521
Plus: Estimated Income (Loss) on Current Year Operations (2)	250,000						250,000
Plus: Other Adjustments (attach schedule)	5,000,000						5,000,000
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	3,323,944	-	-	-	-	-	3,323,944
Unrestricted Net Position Utilized to Balance Proposed Budget	57,500	-	-	-	-	-	57,500
Unrestricted Net Position Utilized in Proposed Capital Budget	3,219,000	-	-	-	-	-	3,219,000
Appropriation to Municipality/County (3)	-	-	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	3,276,500	-	-	-	-	-	3,276,500
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>							
<b>Last issued Audit Report (4)</b>	\$ 47,444	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,444

(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      \$ 339,050    \$ -    \$ -    \$ -    \$ -    \$ -    \$ 339,050

(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.

2021 (2021-2022)

Township of Hillsborough Municipal Utilities  
(Name)

AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2021 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

**Township of Hillsborough Municipal Utilities**  
(Name)

FISCAL YEAR: **FROM: DEC 1, 2021 TO: NOV 30, 2022**

**[ X ] enter X to the left if this paragraph is applicable**

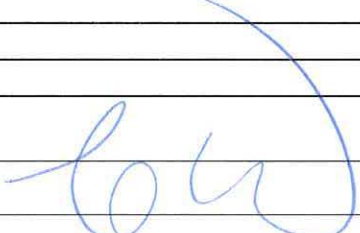
It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the **Township of Hillsborough Municipal Utilities** Authority, on the **23<sup>RD</sup>** day of **NOVEMBER, 2021.**

**OR**

**[ ] enter X to the left if this paragraph is applicable**

It is hereby certified that the governing body of the **Township of Hillsborough 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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officer's Signature:			
Name:	Frank Scarantino		
Title:	Secretary		
Address:	P O Box 5909 Hillsborough, NJ 08844		
Phone Number:	908-371-9660	Fax Number:	908-371-9670
E-mail address	<a href="mailto:admin@hillsboroughmua-nj.org">admin@hillsboroughmua-nj.org</a>		

# 2021 (2021-2022) CAPITAL BUDGET/PROGRAM MESSAGE

## Township of Hillsborough Municipal Utilities Authority

FISCAL YEAR: FROM: DEC 1, 2021 TO: NOV 30, 2022

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?

NO

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?

YES

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

NO

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 Increases Funding or Other sources)

NONE

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.

N/A

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.

N/A

*Add additional sheets if necessary.*

# Proposed Capital Budget

## Township Of Hillsborough Municipal Utilities Authority

For the Period December 1, 2021 to November 30, 2022

	Estimated Total Cost	Funding Sources																																			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources																															
<i>SEWER</i>																																					
SEE ATTACHED LIST	\$ 3,219,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: right;">\$ 3,219,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">4,750,000</td> <td></td> <td style="text-align: right;">4,750,000</td> <td></td> <td></td> </tr> <tr> <td>Type in Description</td> <td style="text-align: right;">-</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type in Description</td> <td style="text-align: right;">-</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right; border-top: 1px solid black;">7,969,000</td> <td style="text-align: right; border-top: 1px solid black;">3,219,000</td> <td style="text-align: right; border-top: 1px solid black;">-</td> <td style="text-align: right; border-top: 1px solid black;">4,750,000</td> <td style="text-align: right; border-top: 1px solid black;">-</td> <td style="text-align: right; border-top: 1px solid black;">-</td> </tr> </table>					\$ 3,219,000							4,750,000		4,750,000			Type in Description	-					Type in Description	-					Total	7,969,000	3,219,000	-	4,750,000	-	-
\$ 3,219,000																																					
	4,750,000							4,750,000																													
Type in Description	-																																				
Type in Description	-																																				
Total	7,969,000	3,219,000	-	4,750,000	-	-																															
SEE ATTACHED LIST	4,750,000																																				
Type in Description	-																																				
Type in Description	-																																				
Total	7,969,000	3,219,000	-	4,750,000	-	-																															
<i>Operation #2</i>																																					
Type in Description	-																																				
Type in Description	-																																				
Type in Description	-																																				
Type in Description	-																																				
Total	-	-	-	-	-	-																															
<i>N/A</i>																																					
Type in Description	-																																				
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Total	-	-	-	-	-	-																															
<i>N/A</i>																																					
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Type in Description	-																																				
Total	-	-	-	-	-	-																															
<i>N/A</i>																																					
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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>																																					
	\$ 7,969,000	\$ 3,219,000	\$ -	\$ 4,750,000	\$ -	\$ -																															

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

## Township Of Hillsborough Municipal Utilities Authority

For the Period December 1, 2021 to November 30, 2022

*Fiscal Year Beginning in*

	Estimated Total	Current Budget					
	Cost	Year 2022	2023	2024	2025	2026	2027
<i>SEWER</i>							
SEE ATTACHED LIST	\$ 6,913,000	\$ 3,219,000	\$ 914,000	\$ 1,085,000	\$ 645,000	\$ 1,050,000	
SEE ATTACHED LIST	9,500,000	4,750,000	4,750,000				
Type in Description	-	-					
Type in Description	-	-					
Total	16,413,000	7,969,000	5,664,000	1,085,000	645,000	1,050,000	-
<i>Operation #2</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>\$ 16,413,000</b>	<b>\$ 7,969,000</b>	<b>\$ 5,664,000</b>	<b>\$ 1,085,000</b>	<b>\$ 645,000</b>	<b>\$ 1,050,000</b>	<b>\$ -</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

**Township Of Hillsborough Municipal Utilities Authority**  
 For the Period December 1, 2021 to November 30, 2022

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources	
<i>SEWER</i>						
SEE ATTACHED LIST	\$ 6,913,000	\$ 3,219,000	\$ 3,694,000			
SEE ATTACHED LIST	9,500,000			9,500,000		
Type in Description	-					
Type in Description	-					
Total	16,413,000	3,219,000	3,694,000	9,500,000	-	
<i>Operation #2</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	-	-	-	-	-	
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	
<b>TOTAL</b>	\$ 16,413,000	\$ 3,219,000	\$ 3,694,000	\$ 9,500,000	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 16,413,000					
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.



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY**

**2022 - 2026 CAPITAL IMPROVEMENT PLAN**

<u>DEPARTMENT</u>	<u>ITEM</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>TOTAL</u>
PUMP STATIONS	ROUTE 206 - REPLACE CHECK VALVE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
PUMP STATIONS	ROUTE 206 - REPAIR / REPLACE CONTROL SYSTEM / SOFTWARE	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
PUMP STATIONS	SUNNYMEADE - PUMP STATION UPGRADE	\$5,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000,000.00
PUMP STATIONS	SUNNYMEADE - THIRD FORCE MAIN INSTALL	\$4,500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500,000.00
VEHICLES	1984 JOHN DEERE HOE / LOADER #1 (Should be auctioned, does not work, not worth repairing.) (Existing equipment to be auctioned in late 2021.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	1999 FORD F250 PICKUP TRUCK (Replace with a F150 in the next 3 years.) (Existing vehicle to be auctioned in late 2021.)	\$0.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00
VEHICLES	2001 FORD F250 PICKUP TRUCK -01 (Transmission issue, replace with a F150.) (Existing vehicle to be auctioned in late 2021.) (New pickup truck purchased in 2021.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2001 FORD F250 PICKUP TRUCK - 22 (Replace with a F150.)	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00
VEHICLES	2002 DODGE RAM VAN (TV van)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2002 STAR TRAILER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2003 JOHN DEERE BACKHOE #2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2003 TRAILER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2004 STIRLING DUMP TRUCK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	DIESEL FUEL TANK (Currently at Gumble Court Pump Station)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	DIESEL FUEL TANK (Currently in the 1999 F250)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2005 FORD F350 DUMP TRUCK	\$0.00	\$0.00	\$0.00	\$65,000.00	\$0.00	\$65,000.00
VEHICLES	2006 FORD F250 PICKUP TRUCK (Used by I/I crew, replaced within next 5 years)	\$0.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00
VEHICLES	2009 CHEVY SILVERADO PICKUP TRUCK (Used by EL, replaced in next 3 years.) (September 2021 - 134,000 miles)	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00
VEHICLES	2010 TRAILER (MAKER CAM)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2011 INTERNATIONAL VAC CON JET	\$0.00	\$400,000.00	\$0.00	\$0.00	\$0.00	\$400,000.00
VEHICLES	2013 TRAILER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2014 JEEP PATRIOT (Used by JR.)	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00
VEHICLES	2014 FORD F250 PICKUP TRUCK	\$0.00	\$0.00	\$0.00	\$55,000.00	\$0.00	\$55,000.00
VEHICLES	2014 JEEP PATRIOT (WHITE) (Used by DR.)	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00
VEHICLES	2016 FORD EXPLORER (Used by RS.)	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00
VEHICLES	2019 FORD F250 PICKUP (UTILITY) TRUCK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2019 FORD F250 PICKUP TRUCK (SUPER CAB)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2019 INTERNATIONAL (NEW) PUMP TRUCK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2019 FORD F250 PICKUP (UTILITY) TRUCK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2019 JEEP CHEROKEE LATITUDE 4X4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2019 FORD TRANSIT 350 VAN 350	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	2020 CAM TRAILER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES	PURCHASE NEW ADMINISTRATION VEHICLE (new vehicle purchased in 2021.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLES AND VEHICLE MAINTENANCE	GARAGE EQUIPMENT	\$25,000.00	\$25,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$140,000.00
VEHICLES AND VEHICLE MAINTENANCE	VEHICLE REPAIRS	\$25,000.00	\$25,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$140,000.00
	<b>TOTALS</b>	<b>\$12,719,000.00</b>	<b>\$914,000.00</b>	<b>\$1,085,000.00</b>	<b>\$645,000.00</b>	<b>\$1,050,000.00</b>	<b>\$16,413,000.00</b>