

*Authority Budget of:*

**ADOPTED COPY**

*Hillsborough Municipal Utilities Authority*

**State Filing Year**

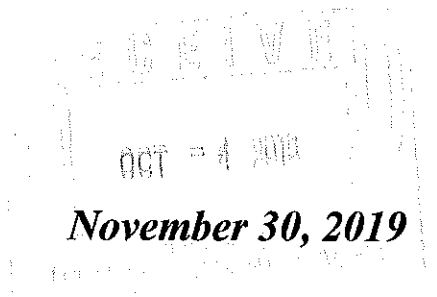
**2018**

*For the Period:*

*December 1, 2018*

*to*

*November 30, 2019*



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

Authority Web Address

**ADOPTED COPY**

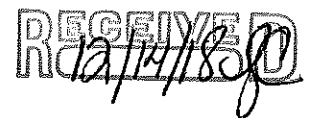
**Department Of**



**Community  
Affairs**



*Division of Local Government Services*



# **2019 AUTHORITY BUDGET**

## **Certification Section**

2019

**Township Of Hillsborough Municipal Utilities**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM DECEMBER 1, 2018 TO NOVEMBER 30, 2019**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

*It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 10/23/2018

**CERTIFICATION OF ADOPTED BUDGET**

*It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 12/11/2018

# 2019 PREPARER'S CERTIFICATION

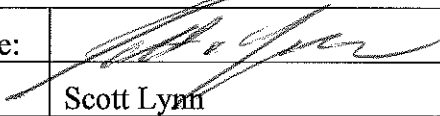
## Township Of Hillsborough Municipal Utilities

### AUTHORITY BUDGET

FISCAL YEAR: FROM: DEC 1, 2018 TO: NOV 30, 2019

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

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

Preparer's Signature:			
Name:	Scott Lynn		
Title:	Executive Director		
Address:	P O Box 5909 Hillsborough, NJ 08844		
Phone Number:	908-371-9660	Fax Number:	908-371-9670
E-mail address	admin@hillsboroughmua-nj.org		

# 2019 APPROVAL CERTIFICATION

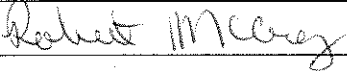
## Township Of Hillsborough Municipal Utilities

### AUTHORITY BUDGET

FISCAL YEAR: FROM: DEC 1, 2018 TO: NOV 30, 2019

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Township of Hillsborough Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 26th day of September, 2018.

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

Officer's Signature:			
Name:	Robert McCray		
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

<b>Authority's Web Address:</b>	<u>www.hillsboroughmua-nj.org</u>
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All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- A description of the Authority's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2013, the annual audits of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.


Name of Officer Certifying compliance

**Scott Lynn**

Title of Officer Certifying compliance

**Executive Director**

Signature



# 2019 AUTHORITY BUDGET RESOLUTION

## Township Of Hillsborough Municipal Utilities

FISCAL YEAR: FROM: DEC 1, 2018 TO: NOV 30, 2019

WHEREAS, the Annual Budget and Capital Budget for the Township of Hillsborough Municipal Utilities Authority for the fiscal year beginning, December 1, 2018 and ending November 30, 2019 has been presented before the governing body of the Township of Hillsborough Municipal Utilities Authority at its open public meeting of September 26, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,324,730, Total Appropriations, including any Accumulated Deficit if any, of 6,633,197 and Total Unrestricted Net Position utilized of \$308,467; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 1,495,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 1,495,000 and

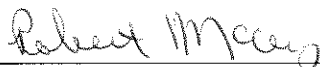
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 26, 2018 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, 2018 and ending, November 30, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Township of Hillsborough Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 28, 2018.



(Secretary's Signature)

September 26, 2018

(Date)

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

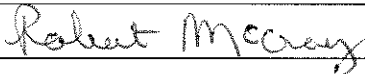
# 2019 ADOPTION CERTIFICATION

## Township Of Hillsborough Municipal Utilities

### AUTHORITY BUDGET

FISCAL YEAR: FROM: DEC 1, 2018 TO: NOV 30, 2019

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Township of Hillsborough Municipal Utilities Authority, pursuant to N.J.A.C. 5:31-2.3, on the 28<sup>TH</sup> day of, November, 2018

Officer's Signature:			
Name:	Robert McCray		
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>		



# 2019 ADOPTED BUDGET RESOLUTION

## Township Of Hillsborough Municipal Utilities

### AUTHORITY

FISCAL YEAR: FROM: DEC 1, 2018 TO: NOV 30, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Township of Hillsborough Municipal Utilities Authority for the fiscal year beginning December 1, 2018 and ending, November 30, 2019 has been presented for adoption before the governing body of the Township of Hillsborough Municipal Utilities Authority at its open public meeting of November 28, 2018; and

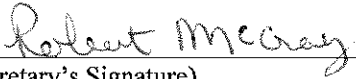
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 6,324,730, Total Appropriations, including any Accumulated Deficit, if any, of \$ 6,633,197 and Total Unrestricted Net Position utilized of \$ 308,467 and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 1,495,000 and Total Unrestricted Net Position planned to be utilized of \$ 1,495,000; 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 28, 2018 that the Annual Budget and Capital Budget/Program of the Township of Hillsborough Municipal Utilities Authority for the fiscal year beginning, December 1, 2018 and, ending, November 30, 2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

  
\_\_\_\_\_  
(Secretary's Signature)

November 28, 2018  
(Date)

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

**2019 AUTHORITY BUDGET**  
**Narrative and Information Section**

# 2019 AUTHORITY BUDGET MESSAGE & ANALYSIS

## Township Of Hillsborough Municipal Utilities

### AUTHORITY BUDGET

FISCAL YEAR: FROM: DEC 1, 2018 TO: NOV 30, 2019

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

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.
2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.
4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.
5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).
6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (**Prepare a response to deficits caused by the implementation of GASB 68**)
7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) **if it has been changed since the prior year budget submission** and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

**AUTHORITY BUDGET MESSAGE & ANALYSIS**  
**Township Of Hillsborough Municipal Utilities Authority**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: DEC 1, 2018 TO: NOV 30, 2019**

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

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.

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

**Equipment Services (+28.0%)** This represents an increase due to the Annual I/T and computer support system.

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

**Miscellaneous Administration(-54.3%)** – This represents a reduction in the Trustee Fees.

**Total Interest Payments on Debt (-38.5%)** – This represents a reduction due to the bond amount outstanding. Thus, reducing the interest on the principal.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

**INSPECTION FEES** : expected construction projects to increase in 2019 thus the required inspection time on these projects will increase

**PLAN REVIEW FEES:** expected project plan submittals to increase in 2019 thus plan review fees to also increase

**AUTHORITY BUDGET MESSAGE & ANALYSIS**  
**Township Of Hillsborough Municipal Utilities Authority**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: DEC 1, 2018 TO: NOV 30, 2019**

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**MISCELLANEOUS:** vehicles to be removed from our fleet, to be sold at County Auction, generating Miscellaneous Reviews.

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

**There is No Impact**

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

**We are utilizing Unrestricted Net Position to avoid any potential rate increase, which was the rational for establishing the Rate Stabilization Fund.**

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

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

6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**

**There is no deficit to report at the end of budget year 2018 and no budget deficit is currently being forecast for the end of budget year 2019.**

7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) **if it has been changed since the prior year budget submission** and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

**There was no change to our 2019 Rate Schedule.**

# AUTHORITY CONTACT INFORMATION

## 2019

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

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

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

<b>Chief Executive Officer:</b>	Scott Lynn		
Phone: (ext.)	908-371-9660	Fax:	908-371-9670
E-mail:	<a href="mailto:admin@hillsboroughmua-nj.org">admin@hillsboroughmua-nj.org</a>		

<b>Chief Financial Officer:</b>	Scott Lynn		
Phone: (ext.)	908-371-9660	Fax:	908-371-9670
E-mail:	<a href="mailto:admin@hillsboroughmua-nj.org">admin@hillsboroughmua-nj.org</a>		

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

# AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Township Of Hillsborough Municipal Utilities Authority

FISCAL YEAR: FROM: DEC 1, 2018 TO: NOV 30, 2019

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

- 1) Provide the number of individuals employed in (Use **Most Recent W-3 Available 2016 or 2017**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 20
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2016 or 2017**) Transmittal of Wage and Tax Statements: \$866,735.11
- 3) Provide the number of regular voting members of the governing body: 5
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? 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, 2017 or 2018 deadline has passed 2017 or 2018**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) YES *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? NO *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? NO
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? NO
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NO*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. NO *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) **review and approval by the commissioners or a committee thereof**; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *Attach a narrative of your Authorities procedures for all employees.*
- 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.*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? **NO** *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? **NO** *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*



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

**Township Of Hillsborough Municipal Utilities**

**FISCAL YEAR: FROM: DEC 1, 2018 TO: NOV 30, 2019**

*Complete the attached table for all persons required to be listed per #1-4 below.*

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

**Officer:** A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

**Key employee:** An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

**Highest compensated employee:** One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

**Compensation:** All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

**Reportable compensation:** (Use the Most Recent W-2 available 2017 or 2018. The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2018, the most recent W-2 and 1099 should be used 2017 or 2016 (60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2017 being the most recent calendar year ended).

**Other Public Entity:** Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period December 1, 2018 to Hillsborough Municipal Utilities Authority November 30, 2019

Position (Can check more than 1 Column for each person) Reportable Compensation from Authority (W-2/1099)

Name	Title	Average Hours per Week Dedicated to Position	Highest Compensated Employee			Base Salary/ Stipend	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 (1) See note below	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
			Commissioner	Officer	Key Employee									
1 Michael Avolio	Chairman	4	X			2,500		\$ 2,500	NONE				\$ 2,500	
2 Richard Nunn	Vice-Chairman	4	X			2,500		\$ 2,500	NONE				\$ 2,500	
3 Robert McCray	Secretary	4	X			2,500		\$ 2,500	NONE				\$ 2,500	
4 Robert Damiano	Asst. Secretary	4	X			2,500		\$ 2,500	NONE				\$ 2,500	
5 Frank Scarrantino	Treasurer	4	X			2,500		\$ 2,500	NONE				\$ 2,500	
6 Scott Lynn	Executive Director	40		X	X	121,985	17,000	\$ 138,985	NONE				\$ 138,985	
7														
8														
9														
10														
11														
12														
13														
14														
15														
Total:							\$ 134,435	\$ 17,000	\$ 151,435					\$ 151,435

(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

Hillsborough Municipal Utilities Authority

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

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed Budget		# of Covered Members (Medical & Rx) Current Year		Annual Cost per Employee Current Year		Total Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Actual	Proposed Budget	Actual	Current Year	Current Year	Current Year	Current Year			
<b>Active Employees - Health Benefits - Annual Cost</b>											
Single Coverage	3	\$ 13,000	\$ 39,000	3	\$ 12,500	\$ 37,500	\$ 1,500	4.0%			
Parent & Child	2	24,000	48,000	2	23,000	46,000	2,000	4.3%			
Employee & Spouse (or Partner)	1	23,000	23,000	1	22,000	22,000	1,000	4.5%			
Family	6	36,000	216,000	6	35,000	210,000	6,000	2.9%			
Employee Cost Sharing Contribution (enter as negative -)			(60,000)			(50,000)	(10,000)	20.0%			
<b>Subtotal</b>	<b>12</b>		<b>266,000</b>	<b>12</b>		<b>265,500</b>	<b>500</b>	<b>0.2%</b>			
<b>Commissioners - Health Benefits - Annual Cost</b>											
Single Coverage			-			-		#DIV/0!			
Parent & Child			-			-		#DIV/0!			
Employee & Spouse (or Partner)	1	27,000	27,000	1	25,000	25,000	2,000	8.0%			
Family	1	37,000	37,000	1	35,000	35,000	2,000	5.7%			
Employee Cost Sharing Contribution (enter as negative -)			(2,100)			(1,900)	(200)	10.5%			
<b>Subtotal</b>	<b>2</b>		<b>61,900</b>	<b>2</b>		<b>58,100</b>	<b>3,800</b>	<b>6.5%</b>			
<b>Retirees - Health Benefits - Annual Cost</b>											
Single Coverage	5	35,000	175,000	5	32,000	160,000	15,000	9.4%			
Parent & Child			-			-		#DIV/0!			
Employee & Spouse (or Partner)	4	32,000	128,000	4	30,000	120,000	8,000	6.7%			
Family			-			-		#DIV/0!			
Employee Cost Sharing Contribution (enter as negative -)								#DIV/0!			
<b>Subtotal</b>	<b>9</b>		<b>303,000</b>	<b>9</b>		<b>280,000</b>	<b>23,000</b>	<b>8.2%</b>			
<b>GRAND TOTAL</b>	<b>23</b>		<b>\$ 630,900</b>	<b>23</b>		<b>\$ 603,600</b>	<b>\$ 27,300</b>	<b>4.5%</b>			

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

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

YES	Yes or No
YES	Yes or No

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

# Schedule of Accumulated Liability for Compensated Absences

Hillsborough Municipal Utilities Authority

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

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

X Box if Authority has no Compensated Absences

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	Legal Basis for Benefit (check applicable items)
Scott Lynn	3	\$ 1,799	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Judith Capra	17	4,085	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tracie Hohnhorst	10	2,251	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Eric Lehman	21	5,682	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Warren Elliott	20	5,275	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
John Pilla	36	9,084	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jeffrey Riehl	9	2,348	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michael Spinelli	27	7,073	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dennis Ur	20	3,147	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Louis Polnasek	29	5,770	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Christopher Cuoco	10	1,860	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Robert Howell	11	1,250	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$ 49,624</b>			

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

# Schedule of Shared Service Agreements

Hillsborough Municipal Utilities Authority  
 December 1, 2018 to November 30, 2019

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority

X

If No Shared Services X this Box

**2019 AUTHORITY BUDGET**

**Financial Schedules Section**

# SUMMARY

Hillsborough Municipal Utilities Authority  
 For the Period December 1, 2018 to November 30, 2019

	SEWER	Operation #2	FY 2019 Proposed Budget				Total All Operations	FY 2018 Adopted Budget Total All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
			N/A	N/A	N/A	N/A				
<b>REVENUES</b>										
Total Operating Revenues	\$ 6,292,730	\$ -	\$ -	\$ -	\$ -	\$ 6,292,730	\$ 6,140,423	\$ 152,307	2.5%	
Total Non-Operating Revenues	32,000	-	-	-	-	32,000	32,000	-	0.0%	
Total Anticipated Revenues	6,324,730	-	-	-	-	6,324,730	6,172,423	152,307	2.5%	
<b>APPROPRIATIONS</b>										
Total Administration	803,300	-	-	-	-	803,300	825,558	(22,258)	-2.7%	
Total Cost of Providing Services	5,617,500	-	-	-	-	5,617,500	5,444,942	172,558	3.2%	
Total Principal Payments on Debt Service in Lieu of Depreciation	198,700	-	-	-	-	198,700	190,271	8,429	4.4%	
Total Operating Appropriations	6,619,500	-	-	-	-	6,619,500	6,460,771	158,729	2.5%	
Total Interest Payments on Debt	13,697	-	-	-	-	13,697	22,255	(8,558)	-38.5%	
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	#DIV/0!	
Total Non-Operating Appropriations	13,697	-	-	-	-	13,697	22,255	(8,558)	-38.5%	
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	6,633,197	-	-	-	-	6,633,197	6,483,026	150,171	2.3%	
Less: Total Unrestricted Net Position Utilized	308,467	-	-	-	-	308,467	310,603	(2,136)	-0.7%	
Net Total Appropriations	6,324,730	-	-	-	-	6,324,730	6,172,423	152,307	2.5%	
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	

## Revenue Schedule

### Hillsborough Municipal Utilities Authority

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

	<b>FY 2019 Proposed Budget</b>						<b>FY 2018 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	5,875,230					\$ 5,875,230	\$ 5,735,423	\$ 139,807	2.4%
Business/Commercial						-	-	-	#DIV/0!
Industrial						-	-	-	#DIV/0!
Intergovernmental						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
<b>Total Service Charges</b>	<b>5,875,230</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,875,230</b>	<b>5,735,423</b>	<b>139,807</b>	<b>2.4%</b>
<i>Connection Fees</i>									
Residential	325,000					325,000	325,000	-	0.0%
Business/Commercial						-	-	-	#DIV/0!
Industrial						-	-	-	#DIV/0!
Intergovernmental						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
<b>Total Connection Fees</b>	<b>325,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>325,000</b>	<b>325,000</b>	<b>-</b>	<b>0.0%</b>
<i>Parking Fees</i>									
Meters						-	-	-	#DIV/0!
Permits						-	-	-	#DIV/0!
Fines/Penalties						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
<b>Total Parking Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Other Operating Revenues (List)</i>									
Delinquent Penalties	50,000					50,000	48,000	2,000	4.2%
Inspection Fees	30,000					30,000	25,000	5,000	20.0%
Plan Review Fees	3,500					3,500	2,000	1,500	75.0%
Miscellaneous	9,000					9,000	5,000	4,000	80.0%
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
<b>Total Other Revenue</b>	<b>92,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>92,500</b>	<b>80,000</b>	<b>12,500</b>	<b>15.6%</b>
<b>Total Operating Revenues</b>	<b>6,292,730</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,292,730</b>	<b>6,140,423</b>	<b>152,307</b>	<b>2.5%</b>
<b>NON-OPERATING REVENUES</b>									
<i>Other Non-Operating Revenues (List)</i>									
Type in						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Interest on Investments &amp; Deposits (List)</i>									
Interest Earned	32,000					32,000	32,000	-	0.0%
Penalties						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
<b>Total Interest</b>	<b>32,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,000</b>	<b>32,000</b>	<b>-</b>	<b>0.0%</b>
<b>Total Non-Operating Revenues</b>	<b>32,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,000</b>	<b>32,000</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 6,324,730</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,324,730</b>	<b>\$ 6,172,423</b>	<b>\$ 152,307</b>	<b>2.5%</b>



# Prior Year Adopted Revenue Schedule

## Hillsborough Municipal Utilities Authority

### FY 2018 Adopted Budget

	Operation						Total All Operations
	SEWER	#2	N/A	N/A	N/A	N/A	
<b>OPERATING REVENUES</b>							
<i>Service Charges</i>							
Residential	5,735,423						\$ 5,735,423
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Service Charges	5,735,423	-	-	-	-	-	5,735,423
<i>Connection Fees</i>							
Residential	325,000						325,000
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	325,000	-	-	-	-	-	325,000
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
Delinquent Penalties	48,000						48,000
Inspection Fees	25,000						25,000
Plan Review Fees	2,000						2,000
Miscellaneous	5,000						5,000
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	80,000	-	-	-	-	-	80,000
Total Operating Revenues	6,140,423	-	-	-	-	-	6,140,423
<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 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>\$ 6,172,423</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,172,423</b>

# Appropriations Schedule

## Hillsborough Municipal Utilities Authority

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

	<b>FY 2019 Proposed Budget</b>						<b>FY 2018 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	Operation					Total All Operations	Total All Operations	All Operations	All Operations
	SEWER	#2	N/A	N/A	N/A	N/A			
<b>OPERATING APPROPRIATIONS</b>									
<i>Administration - Personnel</i>									
Salary & Wages	\$ 370,000	*				\$ 370,000	\$ 390,000	\$ (20,000)	-5.1%
Fringe Benefits	242,500	*				242,500	245,058	(2,558)	-1.0%
<b>Total Administration - Personnel</b>	<b>612,500</b>					<b>612,500</b>	<b>635,058</b>	<b>(22,558)</b>	<b>-3.6%</b>
<i>Administration - Other (List)</i>									
Rent and Overhead	72,000	*				72,000	72,000	-	0.0%
Equipment Service	44,800	*				44,800	35,000	9,800	28.0%
Postage, Printing and Stationary Supplies	41,000	*				41,000	41,000	-	0.0%
Dues, Subscriptions, Tuition, Seminars	25,000	*				25,000	25,000	-	0.0%
Miscellaneous Administration*	8,000	*				8,000	17,500	(9,500)	-54.3%
<b>Total Administration - Other</b>	<b>190,800</b>					<b>190,800</b>	<b>190,500</b>	<b>300</b>	<b>0.2%</b>
<b>Total Administration</b>	<b>803,300</b>					<b>803,300</b>	<b>825,558</b>	<b>(22,258)</b>	<b>-2.7%</b>
<i>Cost of Providing Services - Personnel</i>									
Salary & Wages	675,000	*				675,000	675,000	-	0.0%
Fringe Benefits	645,500	*				645,500	624,442	21,058	3.4%
<b>Total COPS - Personnel</b>	<b>1,320,500</b>					<b>1,320,500</b>	<b>1,299,442</b>	<b>21,058</b>	<b>1.6%</b>
<i>Cost of Providing Services - Other (List)</i>									
SRVSA Treatment Expense	3,750,000	*				3,750,000	3,600,000	150,000	4.2%
Utilities	185,000	*				185,000	185,000	-	0.0%
Repair, Replacement, Vehicle OP & Maint	140,000	*				140,000	140,000	-	0.0%
Tools, Materials, supplies & Bioxide	88,000	*				88,000	95,000	(7,000)	-7.4%
Miscellaneous COPS*	134,000	*				134,000	125,500	8,500	6.8%
<b>Total COPS - Other</b>	<b>4,297,000</b>					<b>4,297,000</b>	<b>4,145,500</b>	<b>151,500</b>	<b>3.7%</b>
<b>Total Cost of Providing Services</b>	<b>5,617,500</b>					<b>5,617,500</b>	<b>5,444,942</b>	<b>172,558</b>	<b>3.2%</b>
<b>Total Principal Payments on Debt Service in Lieu of Depreciation</b>	<b>198,700</b>					<b>198,700</b>	<b>190,271</b>	<b>8,429</b>	<b>4.4%</b>
<b>Total Operating Appropriations</b>	<b>6,619,500</b>					<b>6,619,500</b>	<b>6,460,771</b>	<b>158,729</b>	<b>2.5%</b>
<b>NON-OPERATING APPROPRIATIONS</b>									
Total Interest Payments on Debt	13,697					13,697	22,255	(8,558)	-38.5%
Operations & Maintenance Reserve						-	-	-	#DIV/0!
Renewal & Replacement Reserve						-	-	-	#DIV/0!
Municipality/County Appropriation						-	-	-	#DIV/0!
Other Reserves						-	-	-	#DIV/0!
<b>Total Non-Operating Appropriations</b>	<b>13,697</b>					<b>13,697</b>	<b>22,255</b>	<b>(8,558)</b>	<b>-38.5%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>6,633,197</b>					<b>6,633,197</b>	<b>6,483,026</b>	<b>150,171</b>	<b>2.3%</b>
<b>ACCUMULATED DEFICIT</b>						-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>6,633,197</b>					<b>6,633,197</b>	<b>6,483,026</b>	<b>150,171</b>	<b>2.3%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>									
Municipality/County Appropriation						-	-	-	#DIV/0!
Other	308,467					308,467	310,603	(2,136)	-0.7%
<b>Total Unrestricted Net Position Utilized</b>	<b>308,467</b>					<b>308,467</b>	<b>310,603</b>	<b>(2,136)</b>	<b>-0.7%</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 6,324,730</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,324,730</b>	<b>\$ 6,172,423</b>	<b>\$ 152,307</b>	<b>2.5%</b>

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 330,975.00 \$ - \$ - \$ - \$ - \$ - \$ 330,975.00

# Prior Year Adopted Appropriations Schedule

## Hillsborough Municipal Utilities Authority

	<i>FY 2018 Adopted Budget</i>						Total All Operations
	SEWER	Operation #2	N/A	N/A	N/A	N/A	
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 390,000						\$ 390,000
Fringe Benefits	245,058						245,058
Total Administration - Personnel	635,058	-	-	-	-	-	635,058
<i>Administration - Other (List)</i>							
Rent and Overhead	72,000						72,000
Equipment Service	35,000						35,000
Postage, Printing and Stationary Supplies	41,000						41,000
Dues, Subscriptions, Tuition, Seminar	25,000						25,000
Miscellaneous Administration*	17,500						17,500
Total Administration - Other	190,500	-	-	-	-	-	190,500
Total Administration	825,558	-	-	-	-	-	825,558
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	675,000						675,000
Fringe Benefits	624,442						624,442
Total COPS - Personnel	1,299,442	-	-	-	-	-	1,299,442
<i>Cost of Providing Services - Other (List)</i>							
SRVSA Treatment Expense	3,600,000						3,600,000
Utilities	185,000						185,000
Repair & Replacement, Vehicle OP & Maint	140,000						140,000
Tools, Materials, Supplies & Bioxide	95,000						95,000
Miscellaneous COPS*	125,500						125,500
Total COPS - Other	4,145,500	-	-	-	-	-	4,145,500
Total Cost of Providing Services	5,444,942	-	-	-	-	-	5,444,942
Total Principal Payments on Debt Service in Lieu of Depreciation	190,271	-	-	-	-	-	190,271
Total Operating Appropriations	6,460,771	-	-	-	-	-	6,460,771
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	22,255	-	-	-	-	-	22,255
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve							-
Municipality/County Appropriation							-
Other Reserves							-
Total Non-Operating Appropriations	22,255	-	-	-	-	-	22,255
<b>TOTAL APPROPRIATIONS</b>	<b>6,483,026</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,483,026</b>
<b>ACCUMULATED DEFICIT</b>							<b>-</b>
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>6,483,026</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,483,026</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other	310,603						310,603
Total Unrestricted Net Position Utilized	310,603	-	-	-	-	-	310,603
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 6,172,423</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,172,423</b>

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations      \$ 323,038.55    \$ -    \$ -    \$ -    \$ -    \$ -    \$ 323,038.55

# Debt Service Schedule - Principal

## Hillsborough Municipal Utilities Authority

If Authority has no debt X this box

		<i>Fiscal Year Ending In</i>					Total Principal		
		Proposed	2020	2021	2022	2023	2024	Thereafter	Outstanding
Adopted Budget Year 2018	Budget Year 2019	2019	2020	2021	2022	2023	2024	Thereafter	Outstanding
SEWER									
	2006 Revenue Refunding Bonds	\$ 190,271	\$ 198,700	\$ 211,961					\$ 410,661
	Type in Issue Name								
	Type in Issue Name								
	Type in Issue Name								
	Total Principal	190,271	198,700	211,961					410,661
	Operation #2								
	Type in Issue Name								
	Type in Issue Name								
	Type in Issue Name								
	Type in Issue Name								
	Total Principal								
N/A									
	Type in Issue Name								
	Type in Issue Name								
	Type in Issue Name								
	Type in Issue Name								
	Total Principal								
N/A									
	Type in Issue Name								
	Type in Issue Name								
	Type in Issue Name								
	Type in Issue Name								
	Total Principal								
N/A									
	Type in Issue Name								
	Type in Issue Name								
	Type in Issue Name								
	Type in Issue Name								
	Total Principal								
N/A									
	Type in Issue Name								
	Type in Issue Name								
	Type in Issue Name								
	Type in Issue Name								
	Total Principal								
	<b>TOTAL PRINCIPAL ALL OPERATIONS</b>	<b>\$ 190,271</b>	<b>\$ 198,700</b>	<b>\$ 211,961</b>					<b>\$ 410,661</b>

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

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

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

If Authority has no debt X this box

	Adopted Budget Year 2018	Proposed Budget Year 2019	Fiscal Year Ending in					Total Interest Payments Outstanding
			2020	2021	2022	2023	2024	
<b>SEWER</b>								
2006 Revenue Refunding Bonds	\$ 22,255	\$ 13,697	\$ 4,663					\$ 18,360
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
Total Interest Payments	22,255	13,697	4,663	-	-	-	-	18,360
Operation #2								
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
Total Interest Payments	-	-	-	-	-	-	-	-
N/A								
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
Total Interest Payments	-	-	-	-	-	-	-	-
N/A								
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
Total Interest Payments	-	-	-	-	-	-	-	-
N/A								
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
Total Interest Payments	-	-	-	-	-	-	-	-
N/A								
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
Total Interest Payments	-	-	-	-	-	-	-	-
<b>TOTAL INTEREST ALL OPERATIONS</b>	\$ 22,255	\$ 13,697	\$ 4,663	\$ -	\$ -	\$ -	\$ -	\$ 18,360

# Net Position Reconciliation

Hillsborough Municipal Utilities Authority  
 For the Period December 1, 2018 to November 30, 2019

## FY 2019 Proposed Budget

	SEWER	Operation #2	N/A	N/A	N/A	N/A	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)</b>	\$ 15,252,124						\$ 15,252,124
Less: Invested in Capital Assets, Net of Related Debt (1)	8,014,538						8,014,538
Less: Restricted for Debt Service Reserve (1)	423,201						423,201
Less: Other Restricted Net Position (1)	1,720,756						1,720,756
Total Unrestricted Net Position (1)	5,093,629	-	-	-	-	-	5,093,629
Less: Designated for Non-Operating Improvements & Repairs	6,000,000						6,000,000
Less: Designated for Rate Stabilization	1,296,605						1,296,605
Less: Other Designated by Resolution							-
Plus: Accrued Unfunded Pension Liability (1)	2,643,452						2,643,452
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)							-
Plus: Estimated Income (Loss) on Current Year Operations (2)	925,000						925,000
Plus: Other Adjustments (attach schedule)							-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	1,365,476	-	-	-	-	-	1,365,476
Unrestricted Net Position Utilized to Balance Proposed Budget	308,467						308,467
Unrestricted Net Position Utilized in Proposed Capital Budget	1,495,000						1,495,000
Appropriation to Municipality/County (3)							-
Total Unrestricted Net Position Utilized in Proposed Budget	1,803,467	-	-	-	-	-	1,803,467
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>	\$ (437,991)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (437,991)
<b>Last issued Audit Report (4)</b>							

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 330,975 \$ - \$ - \$ - \$ - \$ - \$ - \$ 330,975  
 (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.

**Township Of Hillsborough Municipal Utilities Authority**

**AUTHORITY BUDGET – F8 Explanation**

FISCAL YEAR: FROM: DEC 1, 2018 TO: NOV 30, 2019

**Explanation for 'OTHER ADJUSTMENTS' ON PAGE F8.**

This \$1,495.000 is coming out of the Authority's Capital Improvement Fund to pay capital expenses.

# 2019

**Township of Hillsborough Municipal Utilities**

# AUTHORITY CAPITAL BUDGET/ PROGRAM



# 2019 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

## Township of Hillsborough Municipal Utilities

FISCAL YEAR: FROM: DEC 1, 2018 TO: NOV 30, 2019

It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Township of Hillsborough Municipal Utilities Authority, on the 28<sup>TH</sup> day of November, 2018

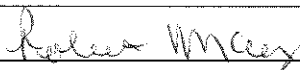
OR

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):

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Officer's Signature:			
Name:	Robert McCray		
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>		

# 2019 CAPITAL BUDGET/PROGRAM MESSAGE

## Township Of Hillsborough Municipal Utilities Authority

FISCAL YEAR: FROM: DEC 1, 2018 TO: NOV 30, 2019

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program?

NO

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 (10-20 years) infrastructure needs assessment or other capital plan with a horizon beyond six years been prepared?

NO

4. Describe the projected impact of the proposed capital projects, including impact on the schedule of rates, fees, and service charges and the impact on current and future year's schedules.

NONE – NO INCREASE IN RATES ANTICIPATED

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

## Hillsborough Municipal Utilities Authority

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

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>SEWER</i>						
SEE ATTACHED LIST	\$ 1,495,000	\$ 1,495,000				
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	1,495,000	1,495,000	-	-	-	-
<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 PROPOSED CAPITAL BUDGET</b>	<b>\$ 1,495,000</b>	<b>\$ 1,495,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

# 5 Year Capital Improvement Plan

## Hillsborough Municipal Utilities Authority

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

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget Year 2019	2020	2021	2022	2023	2024
<b>SEWER</b>							
SEE ATTACHED LIST	\$ 5,360,000	\$ 1,495,000	\$ 765,000	\$ 872,000	\$ 1,079,000	\$ 1,149,000	
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	5,360,000	1,495,000	765,000	872,000	1,079,000	1,149,000	-
<b>Operation #2</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>N/A</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>N/A</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>N/A</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>N/A</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 5,360,000</b>	<b>\$ 1,495,000</b>	<b>\$ 765,000</b>	<b>\$ 872,000</b>	<b>\$ 1,079,000</b>	<b>\$ 1,149,000</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

## Hillsborough Municipal Utilities Authority

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

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>SEWER</i>						
SEE ATTACHED LIST	\$ 5,360,000	\$ 5,360,000				
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	5,360,000	5,360,000	-	-	-	-
<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>	\$ 5,360,000	\$ 5,360,000	\$ -	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 5,360,000					
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**

**2019 YEAR CAPITAL IMPROVEMENT PLAN**

**(Anticipated 2019 Expenditures)**

	<b><u>5 Year Capital Plan</u></b>	<b><u>2019 Plan</u></b>
A. SUNNYMEAD PUMP STATION UPGRADE	\$1,120,000	\$500,000
B. REHABILITATION OF BLACKWELL'S MILLS PUMP STATION	\$175,000	\$85,000
C. COMPUTER SYSTEM UPGRADE (Software & Hardware)	\$25,000	\$0
D. REHABILITATION OF DISCHARGE LINE FROM BLACKWELL'S MILL PUMP STATION	\$125,000	\$0
E. REHABILITATION OF ROUTE 206 SEWER LINES	\$150,000	\$150,000
F. PUMPING STATION UPGRADES	\$500,000	\$100,000
G. SATELLITE LATERAL TV SYSTEM	\$145,000	\$0
H. REPLACE VIDEO TV/GROUTING TRUCK	\$50,000	\$35,000
I. SUNNYMEAD PUMPING STATION BY-PASS PUMP	\$100,000	\$0
J. VEHICLE REPLACEMENTS	\$300,000	\$75,000
K. REPLACE VACUUM TRUCK	\$200,000	\$200,000
L. INFILTRATION / INFLOW EVALUTION STUDY	\$100,000	\$100,000
M. SUNNYMEAD PUMPING THIRD FORCE MAIN INSTALL	\$1,500,000	\$0
N. MISC. EQUIPMENT	\$220,000	\$0
O. REHABILITATION OF SEWER LINES	\$450,000	\$50,000
P. RECONSTRUCT DISCHARGE LINES AT SUNNYMEAD	<u>\$200,000</u>	<u>\$200,000</u>
<b>TOTAL ESTIMATED COST</b>	<b>\$5,360,000</b>	<b>\$1,495,000</b>

(Adopted September 26, 2018)