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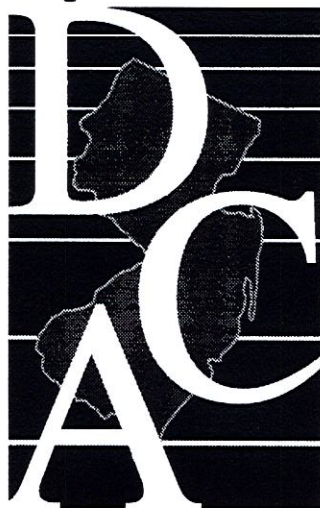
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Raritan Township Municipal Utilities Authority Budget

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Department Of



Community
Affairs



LOCAL GOVT SERVICES
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Division of Local Government Services

2016 AUTHORITY BUDGET

Certification Section

2016

RARITAN TOWNSHIP MUNICIPAL UTILITIES
AUTHORITY

FISCAL YEAR: FROM DECEMBER 1, 2015 TO NOVEMBER 30, 2016

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

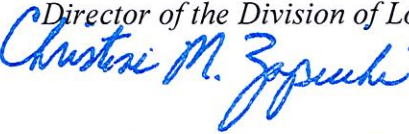
It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

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

By:  Date: 11/16/15

CERTIFICATION OF ADOPTED BUDGET

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

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


By: _____ Date: 11/28/16


2016 PREPARER'S CERTIFICATION

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2015 **TO:** NOVEMBER 30, 2016

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:	Greg LaFerla		
Title:	Chief Operator/Director		
Address:	365 Old York Road, Flemington NJ, 08822		
Phone Number:	(908)782-7453	Fax Number:	(908)782-7466
E-mail address	glaferla@rtmua.com		

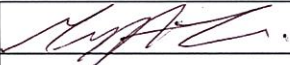
2016 APPROVAL CERTIFICATION

RARITAN TOWNSHIP MUNICIPAL UTILITIES
AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2015 **TO:** NOVEMBER 30, 2016

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 Raritan Township Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 17th day of September, 2015.

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:	Greg LaFerla		
Title:	Chief Operator/Director		
Address:	365 Old York Road, Flemington NJ, 08822		
Phone Number:	(908)782-7453	Fax Number:	(908)782-7466
E-mail address	glaferla@rtmua.com		



INTERNET WEBSITE CERTIFICATION

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

- ☒ A description of the Authority's mission and responsibilities
- ☒ Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☒ Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

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

Name of Officer Certifying compliance

Greg LaFerla

Title of Officer Certifying compliance

Chief Operator/Director

Signature



2016 AUTHORITY BUDGET RESOLUTION

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2015 **TO:** NOVEMBER 30, 2016

WHEREAS, the Annual Budget and Capital Budget for the Raritan Township Municipal Utilities Authority for the fiscal year beginning, December 1, 2015 and ending, November 30, 2016 has been presented before the governing body of the Raritan Township Municipal Utilities Authority at its open public meeting of September 17, 2015; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,848,453, Total Appropriations, including any Accumulated Deficit if any, of \$5,925,733 and Total Unrestricted Net Position utilized of \$77,280; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$5,427,000, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$17,000; and

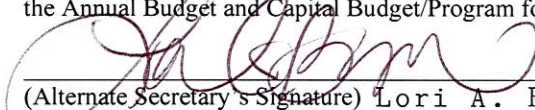
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 Raritan Township Municipal Utilities Authority, at an open public meeting held on September 17, 2015 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Raritan Township Municipal Utilities Authority for the fiscal year beginning, December 1, 2015 and ending, November 30, 2016 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 Raritan Township Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on October 15, 2015.


(Alternate Secretary's Signature) Lori A. Buza

9/18/15

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Dr. Buza	X			
Dr. Dougherty	X			
Mr. Kendzulak, Jr.	X			
Mr. Kinsella	X			
Mr. Tully				X

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vote @

RESOLUTION #2015 – 61

MOTION BY: Dr. Dougherty

SECOND BY: Mr. Kendzulak, Jr.

ROLL CALL VOTE:	Dr. Buza	-	Yes
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Kinsella	-	Yes
	Mr. Tully	-	Absent

I certify that the above Resolution was adopted at the meeting of the Raritan Township Municipal Utilities Authority held on September 17, 2015.

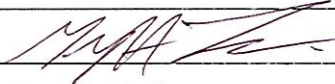

Regina Nicaretta, Executive Secretary

2016 ADOPTION CERTIFICATION

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2015 **TO:** NOVEMBER 30, 2016

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 Raritan Township Municipal Utilities Authority, pursuant to N.J.A.C. 5:31-2.3, on the 19th day of, November, 2015.

Officer's Signature:			
Name:	Greg LaFerla		
Title:	Chief Operator/Director		
Address:	365 Old York Road, Flemington NJ, 08822		
Phone Number:	(908)782-7453	Fax Number:	(908)782-7466
E-mail address	glaferla@rtmua.com		

RESOLUTION #2015 - 72
2016 ADOPTED BUDGET RESOLUTION

RARITAN TOWNSHIP MUNICIPAL UTILITIES
AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2015 TO: NOVEMBER 30, 2016

WHEREAS, the Annual Budget and Capital Budget/Program for the Raritan Township Municipal Utilities Authority for the fiscal year beginning December 1, 2015 and ending, November 30, 2016 has been presented for adoption before the governing body of the Raritan Township Municipal Utilities Authority at its open public meeting of November 19, 2015; 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 \$5,848,453, Total Appropriations, including any Accumulated Deficit, if any, of \$5,925,733 and Total Unrestricted Net Position utilized of \$77,280; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$5,427,000 and Total Unrestricted Net Position planned to be utilized of \$17,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Raritan Township Municipal Utilities Authority, at an open public meeting held on November 19, 2015 that the Annual Budget and Capital Budget/Program of the Raritan Township Municipal Utilities Authority for the fiscal year beginning, December 1, 2015 and ending, November 30, 2016 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 19, 2015
(Date)

Governing Body Member:	Recorded Vote Aye	Nay	Abstain	Absent
Dr. Buza	X			
Dr. Dougherty	X			
Mr. Kendzulak, Jr.	X			
Chair Kinsella	X			
Mr. Tully	X			

RESOLUTION #2015 – 72

MOTION BY: Dr. Buza

SECOND BY: Mr. Tully

ROLL CALL VOTE:	Dr. Buza	-	Yes
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Kinsella	-	Yes
	Mr. Tully	-	Yes

I certify that the above Resolution was adopted at the meeting of the Raritan Township Municipal Utilities Authority held on November 19, 2015.


Regina Nicaretta, Executive Secretary

2016 AUTHORITY BUDGET

Financial Schedules Section

2016 Budget Summary

Raritan Township Municipal Utilities

For the Period December 1, 2015 to November 30, 2016

	Proposed Budget					Adopted Budget		% Increase (Decrease)		
	Operation #2	Operation #3	Operation #4	Operation #5	Total All Operations	Total All Operations	Total All Operations	Proposed vs. Adopted	Proposed vs. Adopted	
	Sewer									
REVENUES										
Total Operating Revenues	\$ 5,835,453	\$ -	\$ -	\$ -	\$ 5,835,453	\$ 5,418,131	\$ 417,322	7.7%		
Total Non-Operating Revenues	13,000	-	-	-	13,000	13,000	-	0.0%		
Total Anticipated Revenues	5,848,453	-	-	-	5,848,453	5,431,131	417,322	7.7%		
APPROPRIATIONS										
Total Administration	1,066,495	-	-	-	1,066,495	1,099,025	(32,530)	-3.0%		
Total Cost of Providing Services	4,352,597	-	-	-	4,352,597	4,204,486	148,111	3.5%		
Total Principal Payments on Debt Service in Lieu of Depreciation	319,550	-	-	-	319,550	343,271	(23,721)	-6.9%		
Total Operating Appropriations	5,738,642	-	-	-	5,738,642	5,646,782	91,860	1.6%		
Total Interest Payments on Debt	187,091	-	-	-	187,091	201,867	(14,776)	-7.3%		
Total Other Non-Operating Appropriations	-	-	-	-	-	35,000	(35,000)	-100.0%		
Total Non-Operating Appropriations	187,091	-	-	-	187,091	236,867	(49,776)	-21.0%		
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!		
Total Appropriations and Accumulated Deficit	5,925,733	-	-	-	5,925,733	5,883,649	42,084	0.7%		
Less: Total Unrestricted Net Position Utilized	77,280	-	-	-	77,280	452,518	(375,238)	-82.9%		
Net Total Appropriations	5,848,453	-	-	-	5,848,453	5,431,131	417,322	7.7%		
ANTICIPATED SURPLUS (DEFICIT)	\$ 1	\$ -	\$ -	\$ -	\$ 1	\$ 1	\$ -	0.0%		

2016 Revenue Schedule

Raritan Township Municipal Utilities
For the Period December 1, 2015 to November 30, 2016

	Proposed Budget					Adapted Budget		
	Sewer	Operation #2	Operation #3	Operation #4	Operation #5	Total All Operations	Total All Operations	All Operations
OPERATING REVENUES								
Service Charges								
Residential	\$ 2,319,331					\$ 2,319,331	\$ 2,090,075	\$ 229,256 11.0%
Business/Commercial	1,355,940					1,355,940	1,267,388	88,552 7.0%
Industrial	878,454					878,454	832,809	45,645 5.5%
Intergovernmental	781,728					781,728	777,859	3,869 0.5%
Other	-					-	-	#DIV/0!
Total Service Charges	5,335,453	-	-	-	-	5,335,453	4,968,131	367,322 7.4%
Connection Fees								
Residential	48,750					48,750	OK 65,000	(16,250) -25.0%
Business/Commercial	26,250					26,250	OK 35,000	(8,750) -25.0%
Industrial	-					-	-	#DIV/0!
Intergovernmental	-					-	-	#DIV/0!
Other	-					-	-	#DIV/0!
Total Connection Fees	75,000	-	-	-	-	75,000	100,000	(25,000) -25.0%
Parking Fees								
Meters	-					-	-	#DIV/0!
Permits	-					-	-	#DIV/0!
Fines/Penalties	-					-	-	#DIV/0!
Other	-					-	-	#DIV/0!
Total Parking Fees	-	-	-	-	-	-	-	#DIV/0!
Other Operating Revenues (List)								
Delinquent Charges	30,000					30,000	30,000	- 0.0%
Septage	375,000					375,000	300,000	75,000 25.0%
Other	20,000					20,000	20,000	- 0.0%
Other Revenue 4	-					-	-	#DIV/0!
Total Other Revenue	425,000	-	-	-	-	425,000	350,000	75,000 21.4%
Total Operating Revenues	5,835,453	-	-	-	-	5,835,453	5,418,131	417,322 7.7%
NON-OPERATING REVENUES								
Grants & Entitlements (List)								
Grant #1	-					-	-	#DIV/0!
Grant #2	-					-	-	#DIV/0!
Grant #3	-					-	-	#DIV/0!
Grant #4	-					-	-	#DIV/0!
Total Grants & Entitlements	-	-	-	-	-	-	-	#DIV/0!
Local Subsidies & Donations (List)								
Local Subsidy #1	-					-	-	#DIV/0!
Local Subsidy #2	-					-	-	#DIV/0!
Local Subsidy #3	-					-	-	#DIV/0!
Local Subsidy #4	-					-	-	#DIV/0!
Total Local Subsidies & Donations	-	-	-	-	-	-	-	#DIV/0!
Interest on Investments & Deposits								
Investments	13,000					13,000	OK 13,000	- 0.0%
Security Deposits	-					-	-	#DIV/0!
Penalties	-					-	-	#DIV/0!
Other Investments	-					-	-	#DIV/0!
Total Interest	13,000	-	-	-	-	13,000	13,000	- 0.0%
Other Non-Operating Revenues (List)								
Other Non-Operating #1	-					-	-	#DIV/0!
Other Non-Operating #2	-					-	-	#DIV/0!
Other Non-Operating #3	-					-	-	#DIV/0!
Other Non-Operating #4	-					-	-	#DIV/0!
Other Non-Operating Revenues	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Revenues	13,000	-	-	-	-	13,000	13,000	- 0.0%
TOTAL ANTICIPATED REVENUES	\$ 5,848,453	\$ -	\$ -	\$ -	\$ -	\$ 5,848,453	\$ 5,431,131	\$ 417,322 7.7%

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2015 Revenue Schedule

Raritan Township Municipal Utilities

	Adopted Budget					
	Sewer	Operation #2	Operation #3	Operation #4	Operation #5	Total All Operations
OPERATING REVENUES						
<i>Service Charges</i>						
Residential	\$ 2,090,075					\$ 2,090,075
Business/Commercial	1,267,388	OK				1,267,388
Industrial	832,809					832,809
Intergovernmental	777,859					777,859
Other						-
Total Service Charges	4,968,131	✓	-	-	-	4,968,131
<i>Connection Fees</i>						
Residential	65,000	OK				65,000
Business/Commercial	35,000					35,000
Industrial						-
Intergovernmental						-
Other						-
Total Connection Fees	100,000	✓	-	-	-	100,000
<i>Parking Fees</i>						
Meters						-
Permits						-
Fines/Penalties						-
Other						-
Total Parking Fees	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>						
Delinquent Charges	30,000	OK				30,000
Septage	300,000					300,000
Other	20,000					20,000
Other Revenue 4						-
Total Other Revenue	350,000	✓	-	-	-	350,000
Total Operating Revenues	5,418,131		-	-	-	5,418,131
NON-OPERATING REVENUES						
<i>Grants & Entitlements (List)</i>						
Grant #1						-
Grant #2						-
Grant #3						-
Grant #4						-
Total Grants & Entitlements	-	-	-	-	-	-
<i>Local Subsidies & Donations (List)</i>						
Local Subsidy #1						-
Local Subsidy #2						-
Local Subsidy #3						-
Local Subsidy #4						-
Total Local Subsidies & Donations	-	-	-	-	-	-
<i>Interest on Investments & Deposits</i>						
Investments	13,000	OK				13,000
Security Deposits						-
Penalties						-
Other Investments						-
Total Interest	13,000	✓	-	-	-	13,000
<i>Other Non-Operating Revenues (List)</i>						
Other Non-Operating #1						-
Other Non-Operating #2						-
Other Non-Operating #3						-
Other Non-Operating #4						-
Other Non-Operating Revenues	-	-	-	-	-	-
Total Non-Operating Revenues	13,000		-	-	-	13,000
TOTAL ANTICIPATED REVENUES	\$ 5,431,131	\$	\$	\$	\$	\$ 5,431,131

2016 Appropriations Schedule

Raritan Township Municipal Utilities
For the Period December 1, 2015 to November 30, 2016

OK

	Proposed Budget					Adopted Budget		
	Sewer	Operation #2	Operation #3	Operation #4	Operation #5	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration - Personnel</i>								
Salary & Wages	\$ 237,420					\$ 237,420	\$ 334,161	\$ (96,741) -29.0%
Fringe Benefits	98,246					98,246	132,449	(34,203) -25.8%
Total Administration - Personnel	335,666	-	-	-	-	335,666	466,610	(130,944) -28.1%
<i>Administration - Other (List)</i>								
Other Admin Expense #1	448,029					448,029	445,777	2,252 0.5%
Retirement Benefits	142,100					142,100	103,638	38,462 37.1%
Engineering	140,700					140,700	83,000	57,700 69.5%
Other Admin Expense #4	-					-	-	#DIV/0!
Miscellaneous Administration*	-					-	-	#DIV/0!
Total Administration - Other	730,829	-	-	-	-	730,829	632,415	98,414 15.6%
Total Administration	1,066,495	-	-	-	-	1,066,495	1,099,025	(32,530) -3.0%
<i>Cost of Providing Services - Personnel</i>								
Salary & Wages	2,015,361					2,015,361	1,920,606	94,755 4.9%
Fringe Benefits	833,971					833,971	741,175	92,796 12.5%
Total COPS - Personnel	2,849,332	-	-	-	-	2,849,332	2,661,781	187,551 7.0%
<i>Cost of Providing Services - Other (List)</i>								
Other COPS Expense #1	1,503,265					1,503,265	1,542,705	(39,440) -2.6%
Other COPS Expense #2	-					-	-	#DIV/0!
Other COPS Expense #3	-					-	-	#DIV/0!
Other COPS Expense #4	-					-	-	#DIV/0!
Miscellaneous COPS*	-					-	-	#DIV/0!
Total COPS - Other	1,503,265	-	-	-	-	1,503,265	1,542,705	(39,440) -2.6%
Total Cost of Providing Services	4,352,597	-	-	-	-	4,352,597	4,204,486	148,111 3.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	319,550	-	-	-	-	319,550	343,271	(23,721) -6.9%
Total Operating Appropriations	5,738,642	-	-	-	-	5,738,642	5,646,782	91,860 1.6%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	187,091	-	-	-	-	187,091	201,867	(14,776) -7.3%
Operations & Maintenance Reserve	-					-	-	#DIV/0!
Renewal & Replacement Reserve	-					-	35,000	(35,000) -100.0%
Municipality/County Appropriation	-					-	-	#DIV/0!
Other Reserves	-					-	-	#DIV/0!
Total Non-Operating Appropriations	187,091	-	-	-	-	187,091	236,867	(49,776) -21.0%
TOTAL APPROPRIATIONS	5,925,733	-	-	-	-	5,925,733	5,883,649	42,084 0.7%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	5,925,733	-	-	-	-	5,925,733	5,883,649	42,084 0.7%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other	77,280					77,280	452,518	(375,238) -82.9%
Total Unrestricted Net Position Utilized	77,280	-	-	-	-	77,280	452,518	(375,238) -82.9%
TOTAL NET APPROPRIATIONS	\$ 5,848,453	\$ -	\$ -	\$ -	\$ -	\$ 5,848,453	\$ 5,431,131	\$ 417,322 7.7%

* 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 \$ 286,932.08 \$ - \$ - \$ - \$ - \$ - \$ 286,932.08

See attached

2016 Budget Worksheet

<u>Account Description</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
ADMINISTRATIVE - OTHER EXPENSES:		
Legal	\$ 25,000	\$ 30,000
Audit	45,000	45,000
Accounting	8,000	8,000
Engineering	83,000	140,700
Medical	1,000	1,000
Trustee Fee	6,000	6,000
NJEIT Fees	8,727	8,860
Independent Contractors	29,150	31,500
Insurance	193,500	206,009
Education	10,000	10,000
Travel Expenses & Meals	9,000	7,000
Dues and Memberships	5,500	5,500
Conferences and Seminars	7,000	5,000
Office Expense	24,000	21,000
Public Advertising	2,000	2,500
Postage	10,500	10,500
Permits & Licenses Fees	25,000	22,000
Retirement Benefits	103,638	142,100
Computer Maint & Upgrade	36,400	28,160
SUBTOTAL	\$ 632,415	\$ 730,829
COST OF PROVIDING SERVICES - OTHER EXPENSES:		
Main Treatment Facility:		
Chlorine	\$ 33,000	\$ 36,000
Polymer	26,000	26,000
Sulfur Dioxide & Other	34,000	34,000
Utility - Electric	340,000	320,000
Utility - Water	2,000	3,000
Utility - Telephone	23,000	23,000
Utility - Natural Gas, Propane	32,000	33,529
Utility - Welding Gas	230	230
Supplies and Services - Dyed Diesel	8,000	8,000
Sludge Disposal	485,000	510,000
Tools	5,500	5,500
Janitorial Supplies	3,000	3,000
Gasoline & Diesel	20,000	16,000
Laboratory Equipment	17,000	17,000
Independent Lab	14,000	14,000
Safety Equipment	10,000	10,000
Pump Station & Collect System	50,000	50,000
Maint - Treatment Plant	140,000	140,000
Maint - Buildings & Grounds	16,000	16,000
Maint - Painting	2,000	2,000
Maint - Instr. & Meter Calib./Scada	37,000	28,000
Maint - Vehicles	12,000	12,000
Maint - Plant Lab	4,500	5,000
Main - Septage Tank Cleaning	15,000	20,000
Misc Contingencies & Emergency	20,000	20,000
Leasing Equipment	2,500	2,500
Flemington Wet Weather Facility:		
Misc Contingencies & Emergency	20,000	20,000
Legal	17,500	17,500
Accounting & Audit	12,000	12,000
Engineering	60,500	17,000
Insurance	5,775	6,006
Permits	7,500	6,000
Chemicals	8,500	10,000
Utilities	35,000	35,000
Service Supplies & Equip Lab	10,000	10,000
Safety Supplies & Equip	1,000	1,000
Maint - Operations	2,000	2,500
Maint - Bldgs & Grounds	8,000	8,000
Maint - Instruments & Meters	3,200	3,500
SUBTOTAL	\$ 1,542,705	\$ 1,503,265

2015 Appropriations Schedule

Raritan Township Municipal Utilities

	Adopted Budget					
	Sewer	Operation #2	Operation #3	Operation #4	Operation #5	Total All Operations
OPERATING APPROPRIATIONS						
<i>Administration - Personnel</i>						
Salary & Wages	\$ 334,161	OK				\$ 334,161
Fringe Benefits	132,449					132,449
Total Administration - Personnel	466,610	-	-	-	-	466,610
<i>Administration - Other (List)</i>						
Other Admin Expense #1	445,777	OK				445,777
Retirement Benefits	103,638					103,638
Engineering	83,000					83,000
Other Admin Expense #4						-
Miscellaneous Administration*						-
Total Administration - Other	632,415	-	-	-	-	632,415
Total Administration	1,099,025	-	-	-	-	1,099,025
<i>Cost of Providing Services - Personnel</i>						
Salary & Wages	1,920,606	OK				1,920,606
Fringe Benefits	741,175					741,175
Total COPS - Personnel	2,661,781	-	-	-	-	2,661,781
<i>Cost of Providing Services - Other (List)</i>						
Other COPS Expense #1	1,542,705	OK				1,542,705
Other COPS Expense #2						-
Other COPS Expense #3						-
Other COPS Expense #4						-
Miscellaneous COPS*						-
Total COPS - Other	1,542,705	-	-	-	-	1,542,705
Total Cost of Providing Services	4,204,486	-	-	-	-	4,204,486
Total Principal Payments on Debt Service in Lieu of Depreciation	343,271	-	-	-	-	343,271
Total Operating Appropriations	5,646,782	-	-	-	-	5,646,782
NON-OPERATING APPROPRIATIONS						
Total Interest Payments on Debt	201,867	-	-	-	-	201,867
Operations & Maintenance Reserve						-
Renewal & Replacement Reserve	35,000					35,000
Municipality/County Appropriation						-
Other Reserves						-
Total Non-Operating Appropriations	236,867	-	-	-	-	236,867
TOTAL APPROPRIATIONS	5,883,649	-	-	-	-	5,883,649
ACCUMULATED DEFICIT						-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	5,883,649	-	-	-	-	5,883,649
UNRESTRICTED NET POSITION UTILIZED						
Municipality/County Appropriation	-	-	-	-	-	-
Other	452,518	OK				452,518
Total Unrestricted Net Position Utilized	452,518	-	-	-	-	452,518
TOTAL NET APPROPRIATIONS	\$ 5,431,131	\$ -	\$ -	\$ -	\$ -	\$ 5,431,131

* 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	\$ 282,339.08	\$ -	\$ -	\$ -	\$ -	\$ 282,339.08
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5 Year Debt Service Schedule - Principal

Raritan Township Municipal Utilities

	Fiscal Year Beginning in								Total Principal Outstanding
	Current Year (2015)	2016	2017	2018	2019	2020	2021	Thereafter	
Sewer									
Bond Series 2010	\$ 150,000	\$ 155,000	\$ 160,000	\$ 170,000	\$ 175,000	\$ 180,000	\$ 190,000	\$ 2,200,000	\$ 3,230,000
NJEIT Loan Series 2012	113,271	113,271	113,271	113,271	118,271	118,271	118,271	1,312,705	2,007,328
NJEIT Loan Series 2015		51,279	51,279	51,279	51,279	51,279	51,279	721,626	1,029,300
NJEIT Loan Series 2015 (Estimated)	80,000								
Total Principal	343,271	319,550	324,550	334,550	344,550	349,550	359,550	4,234,331	6,266,628
Operation #2									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
Operation #3									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
Operation #4									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
Operation #5									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
Operation #6									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
TOTAL PRINCIPAL ALL OPERATIONS	\$ 343,271	\$ 319,550	\$ 324,550	\$ 334,550	\$ 344,550	\$ 349,550	\$ 359,550	\$ 4,234,331	\$ 6,266,628

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

Bond Rating Year of Last Rating	Moody's	Fitch	Standard & Poor's
	Non Available	Non Available	Non Available
	Not Obtained for 2010 Bonds, All Other Debt is NJEIT		

5 Year Debt Service Schedule - Interest

Raritan Township Municipal Utilities

	Fiscal Year Beginning in							Total Interest Payments Outstanding
	Current Year (2015)	2016	2017	2018	2019	2020	2021	Thereafter
Sewer								
Bond Series 2010	\$ 151,900	\$ 147,325	\$ 141,800	\$ 135,200	\$ 128,300	\$ 121,200	\$ 113,800	\$ 530,750
NJEIT Loan Series 2012	29,967	28,766	27,266	25,766	24,266	22,516	20,766	99,965
NJEIT Loan Series 2015		11,000	10,500	10,000	9,500	9,000	8,500	57,950
NJEIT Loan Series 2015 (Estimated)	20,000							
Total Interest Payments	201,867	187,091	179,566	170,966	162,066	152,716	143,066	688,665
Operation #2								
Debt Issuance #1								
Debt Issuance #2								
Debt Issuance #3								
Debt Issuance #4								
Total Interest Payments	-	-	-	-	-	-	-	-
Operation #3								
Debt Issuance #1								
Debt Issuance #2								
Debt Issuance #3								
Debt Issuance #4								
Total Interest Payments	-	-	-	-	-	-	-	-
Operation #4								
Debt Issuance #1								
Debt Issuance #2								
Debt Issuance #3								
Debt Issuance #4								
Total Interest Payments	-	-	-	-	-	-	-	-
Operation #5								
Debt Issuance #1								
Debt Issuance #2								
Debt Issuance #3								
Debt Issuance #4								
Total Interest Payments	-	-	-	-	-	-	-	-
Operation #6								
Debt Issuance #1								
Debt Issuance #2								
Debt Issuance #3								
Debt Issuance #4								
Total Interest Payments	-	-	-	-	-	-	-	-
TOTAL INTEREST ALL OPERATIONS								
Total Interest Payments	-	-	-	-	-	-	-	-
	\$ 201,867	\$ 187,091	\$ 179,566	\$ 170,966	\$ 162,066	\$ 152,716	\$ 143,066	\$ 688,665
								\$ 1,684,136

2016 Net Position Reconciliation

Raritan Township Municipal Utilities

For the Period December 1, 2015 to November 30, 2016

	Proposed Budget					
	Sewer	Operation #2	Operation #3	Operation #4	Operation #5	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 26,545,210 ✓					\$ 26,545,210
Less: Invested in Capital Assets, Net of Related Debt (1)	24,420,337 ✓					24,420,337
Less: Restricted for Debt Service Reserve (1)	305,500 ✓					305,500
Less: Other Restricted Net Position (1)	280,363 ✓					280,363
Total Unrestricted Net Position (1)	1,539,010 ✓	-	-	-	-	1,539,010
Less: Designated for Non-Operating Improvements & Repairs						-
Less: Designated for Rate Stabilization						-
Less: Other Designated by Resolution						-
Plus: Accrued Unfunded Pension Liability (1)						-
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)						-
Plus: Estimated Income (Loss) on Current Year Operations (2)						-
Plus: Other Adjustments (attach schedule)						-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	1,539,010 ✓	-	-	-	-	1,539,010
Unrestricted Net Position Utilized to Balance Proposed Budget	77,280 ✓	-	-	-	-	77,280
Unrestricted Net Position Utilized in Proposed Capital Budget	17,000 ✓	-	-	-	-	17,000
Appropriation to Municipality/County (3)	-	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	94,280	-	-	-	-	94,280
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR						
(4)	\$ 1,444,730	\$ -	\$ -	\$ -	\$ -	\$ 1,444,730

(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 \$ 286,932 \$ - \$ - \$ - \$ - \$ 286,932

(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.

2016
RARITAN
TOWNSHIP
MUNICIPAL
UTILITIES
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

**2016 CERTIFICATION OF AUTHORITY CAPITAL
BUDGET/PROGRAM**

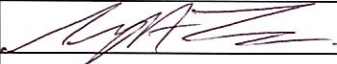
**RARITAN TOWNSHIP MUNICIPAL UTILITIES
AUTHORITY**

FISCAL YEAR: FROM: DECEMBER 1, 2015 TO: NOVEMBER 30, 2016

[X] 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 Raritan Township Municipal Utilities Authority, on the 17 day of September, 2015.

OR

[] It is hereby certified that the governing body of the _____ Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): _____

Officer's Signature:			
Name:	Greg LaFerla		
Title:	Chief Operator/Director		
Address:	365 Old York Road, Flemington NJ 08822		
Phone Number:	(908)782-7453 Ext 17	Fax	(908)782-7466
E-mail address	glaferla@rtmua.com		

2016 CAPITAL BUDGET/PROGRAM MESSAGE

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2015 TO: NOVEMBER 30, 2016

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? **Yes. The Authority serves other municipalities and there are Interlocal service agreements with them that include reimbursement for certain operating and capital requirements.**

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? **In the Process of Assessing – See Operating Budget Message and the increase in engineering fees.**

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. **Unrestricted Net Position is utilized for the Capital Budget and rate stabilization.**

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. **A rate increase for 2016 has been planned**

6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for that Center/Endorsed Plan. **None.**

Add additional sheets if necessary.

2016 Proposed Capital Budget

Raritan Township Municipal Utilities
For the Period December 1, 2015 to November 30, 2016

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Sewer</i>						
Hach Lab Data Management	\$ 17,000	\$ 17,000				
Headworks Building	1,430,000			1,430,000		
Final Clarifier Improvements	1,710,000			1,710,000		
Sludge Holding Tank Replacement	500,000			500,000		
Total	3,657,000	17,000	-	3,640,000	-	-
<i>Operation #2</i>						
Mechanical Screen Replacement	1,570,000			1,570,000		
Upstream interceptor Rehabilitation	-					
Bushkill Interceptor Rehabilitation	-					
Aeration Tank Valve & Gates	-					
Total	1,570,000	-	-	1,570,000	-	-
<i>Operation #3</i>						
Refurbish Sludge Holding Tank	-					
Grit Removal Equipment	-					
MTP Pavement	-					
Settling Tank Sludge Collectors	-					
Total	-	-	-	-	-	-
<i>Operation #4</i>						
Upgrade Pumping - Station 2	-					
Phosphorus Removal	-					
Upgrade Nitrification	-					
SCADA	200,000			200,000		
Total	200,000	-	-	200,000	-	-
<i>Operation #5</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
<i>Operation #6</i>						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 5,427,000	\$ 17,000	\$ -	\$ 5,410,000	\$ -	\$ -

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

Raritan Township Municipal Utilities

For the Period December 1, 2015 to November 30, 2016

	Estimated Total Cost	Fiscal Year Beginning in					
		Current Year Proposed Budget	2017	2018	2019	2020	2021
Sewer							
Hach Lab Data Management	\$ 17,000	\$ 17,000					
Headworks Building	1,430,000	1,430,000					
Final Clarifier Improvements	1,710,000	1,710,000					
Sludge Holding Tank Replacement	500,000	500,000					
Total	3,657,000	3,657,000	-	-	-	-	-
Operation #2							
Mechanical Screen Replacement	1,570,000	1,570,000					
Upstream interceptor Rehabilitation	1,379,000	-	879,000	500,000			
Bushkill Interceptor Rehabilitation	2,545,000	-		545,000	2,000,000		
Aeration Tank Valve & Gates	270,000	-	270,000				
Total	5,764,000	1,570,000	1,149,000	1,045,000	2,000,000	-	-
Operation #3							
Refurbish Sludge Holding Tank	670,000	-	670,000				
Grit Removal Equipment	1,600,000	-		500,000	1,100,000		
MTP Pavement	690,000	-		690,000			
Settling Tank Sludge Collectors	190,000	-			190,000		
Total	3,150,000	-	670,000	1,190,000	1,290,000	-	-
Operation #4							
Upgrade Pumping - Station 2	860,000	-				860,000	
Phosphorus Removal	3,000,000	-			1,500,000	1,500,000	
Upgrade Nitrification	3,800,000	-				3,800,000	
SCADA	1,200,000	200,000	200,000	200,000	200,000	200,000	200,000
Total	8,860,000	200,000	200,000	200,000	1,700,000	6,360,000	200,000
Operation #5							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
Operation #6							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 21,431,000	\$ 5,427,000	\$ 2,019,000	\$ 2,435,000	\$ 4,990,000	\$ 6,360,000	\$ 200,000

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

Raritan Township Municipal Utilities
For the Period December 1, 2015 to November 30, 2016

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.

2016 AUTHORITY BUDGET

Narrative and Information Section

2016 AUTHORITY BUDGET MESSAGE & ANALYSIS

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2015 TO: NOVEMBER 30, 2016

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

1. Complete a brief statement on the 2016 proposed Annual Budget and make comparison to the 2015 adopted budget for each operation. Explain any variances over +/-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. **In fiscal year 2015 the Executive Director position was eliminated and combined with the Chief Operator position. As a result the Authority's 2016 budget for Administration Salaries and Benefits were decreased. Further, as a result of the elimination of the position, the former executive director is entitled to a payment for compensated absences which is why retirement benefits was increased in the 2016 budget.**
The Authority is undertaking extensive capital improvements. These improvements require evaluation and assessment of equipment and systems. As it is unknown when or if a capital asset will result from these studies, they are being charged to the current year budget as opposed to capital per GAAP rules. The Authority will be introducing a new rate at the October board meeting to be effective for the 2016 calendar year. The rate increase combined with more users are the reason for the budgeted revenue 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% from the current year adopted budget. **As stated above, the Authority will be introducing a new rate at the October board meeting to be effective for the 2016 calendar year. The main driver for the need for the rate increase is the capital program. The authority had no debt as of 2010. Since then, the authority issued bonds in 2010 and participated in 2 NJEIT loan programs in order to upgrade the facilities.**
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **The state of the local/regional economy has no impact on this budget as there is low unemployment and few, if any vacant homes.**
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. **Unrestricted Net Position is utilized for the Capital Budget and rate stabilization.**
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.). **The Authority does not plan to make a contribution to the municipality in the current year.**
6. The proposed budget must not reflect an anticipated deficit from 2016 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. **There is no net deficit reported.**
7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) 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. **Attached. The Authority anticipates raising rates from \$686 to \$734 in 2016**
8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include sewer and water billings; parking rents and collections; number of customers; number of available parking spaces; etc. See Local Finance Notice 2014-9 for more information. **The Authority's bond resolution does not require a separate continuing disclosure agreement. The only required item to be uploaded to EMMA is the Audit Report.**

RARITAN TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
HUNTERDON COUNTY, NEW JERSEY
365 Old York Road
Flemington, NJ 08822

SCHEDULE OF SEWER USE CHARGES AND FEES
January 1st, 2015 through December 31st, 2015

1.	SEWER USE CHARGES.....	\$545.00	Per EDU per year (Includes Base User Fee)
2.	BASE USER FEE.....	\$141.00	Per EDU per year
3.	CONNECTION FEE.....	\$4,296.00	Per EDU
4.	SEPTAGE CHARGES.....	\$.06	Per Gallon
5.	GREYWATER CHARGES.....	\$.035	Per Gallon
6.	APPLICATION FEES:		
	A. Sewer Service Determination.....	\$50.00	
	B. Class IA Sewer Service.....	\$75.00	
	C. Class IIA Sewer Service.....	\$75.00	
	D. Class IB Sewer Service		
	1.Preliminary Application.....	\$75.00	
	2.Final Application.....	\$ 1.00	Per foot of sewer main extension (\$100.00 min., \$500.00 max.)
	E. Class IIB Sewer Service		
	1. Preliminary Application.....	\$ 75.00	
	2. Final Application	\$ 1.00	Per foot of sewer main extension (\$100.00 min., \$500.00 max.)
	F. Class III Sewer Service.....	\$500.00	
	G. Application for SIU Permit.....	\$100.00	
	H. Application for Point System.....	\$ 50.00	
7.	ESCROW FEES:		
	A. Legal / Engineering Review.....		Deposit of 5% of cost of improvements
	B. Engineering Inspection.....		Deposit of 5% of cost of improvements
	C. SIU Legal/Engineering Review.....	\$2,000.00	
	D. SIU Treatability Study.....	\$2,000.00	
	E. Performance Bond.....		120% of cost of improvements
	F. Maintenance Bond.....		15% of cost of improvements
8.	SAMPLING CHARGES:		
	A. Biochemical Oxygen Demand (BOD)	\$25.00	Per analysis
	B. Total Suspended Solids (TSS).....	\$25.00	Per analysis
	C. Other.....		115% of Contract Laboratory Charges

*need
certified
resolution*

9.	INDUSTRIAL SURCHARGES:		
	A. Biochemical Oxygen Demand (BOD).....	\$0.30	Per pound
	B. Total Suspended Solids (TSS).....	\$0.30	Per pound
10.	COPYING CHARGES:		
	A. Per Letter Size Page.....	\$0.05	
	B. Per Legal Size Page.....	\$0.07	
11.	MISCELLANEOUS CHARGES:		
	A. Return Check Charge.....	\$20.00	
	B. Sewer Lien Advertising Fee.....	\$15.00	
	C. Vactor and Camera Truck Service Charge (4 hour minimum)		
	i. Regular Rental.....	\$200.00	Per hour
	ii. Off Hours Emergency.....	\$350.00	Per hour
	iii. Holiday Emergency.....	\$500.00	Per hour
	D. Inspection Charge..... (1 hour minimum)	\$200.00	Per hour
	E. Sewer Use Rules & Regulations.....	\$10.00	

Approved by RTMUA Board 12/18/14

AUTHORITY CONTACT INFORMATION

2016

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

Name of Authority:	Raritan Township Municipal Utilities Authority		
Federal ID Number:	22-1936771		
Address:	365 Old York Road		
City, State, Zip:	Flemington NJ, 08822		
Phone: (ext.)	(908)782-7453	Fax	(908)782-7466

Preparer's Name:	Greg LaFerla		
Preparer's Address:	365 Old York Road		
City, State, Zip:	Flemington NJ, 08822		
Phone: (ext.)	(908)782-7453 Ext 17	Fax	(908)782-7466
E-mail:	glaferla@rtmua.com		

Chief Executive Officer:			
Phone: (ext.)	(908)782-7453 Ext 17	Fax	(908)782-7466
E-mail:	glaferla@rtmua.com		

Manager of Accounting and Operations:	Pam Struening		
Phone: (ext.)	(908)782-7453 Ext 15	Fax	(908)782-7466
E-mail:	pstruening@rtmua.com		

Name of Auditor:	Carol McAllister		
Name of Firm:	Bowman & Company LLP		
Address:	601 White Horse Road		
City, State, Zip:	Voorhees, NJ, 08049		
Phone: (ext.)	856-435-6200	Fax:	856-435-0440
E-mail:	cmcallister@bowmanllp.com		



AUTHORITY INFORMATIONAL QUESTIONNAIRE

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2015 TO: NOVEMBER 30, 2016

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

- 1) Provide the number of individuals employed in calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: **53**
- 2) Provide the amount of total salaries and wages for calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: **2,128,460.02.**
- 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 because of their relationship with the Authority file the form as required? **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. **Commissioner's Salary are set by a resolution from the municipality upon appointment by Township. The compensation of the plant employees are set through a negotiated union contract between the union and the commissioners. Administration employees are reviewed annually by the board to determine if adjustments to compensation are warranted.**
- 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? **Yes. See Attached** *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.*
- 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.*

Raritan Township Municipal Utilities Authority
2016 Budget Informational Questionnaire
Page N-3 (Supplemental)

The following is a summary of travel and Meal expenses for the employees listed on page N-4 during 2014.

Employee	Description	Amount
Greg Laferla	Water Enviroment Federation Conference. Including Airfare, Hotel, and Meals	\$ 3,491.85
Greg Laferla	March Atlantic City AEA Convention Hotel and Meals	101.24
Greg Laferla	NJWEA Convention Hotel and Meals	547.48
Greg Laferla	Luncheon after Pension Seminar	16.75
Greg Laferla	November Atlantic City AEA Conventio Hotel & Meals	190.77
Greg Laferla	FEMA Luncheon	11.50
Bruce Miller	March Atlantic City AEA Convention Hotel and Meals	93.30
Bruce Miller	NJWEA Convention Hotel and Meals	596.80
Bruce Miller	Luncheon Meeting	49.00
Bruce Miller	AEA Luncheon Meeting	16.00
Bruce Miller	AEA Luncheon Meeting	20.50
Bruce Miller	November Atlantic City AEA Conventio Hotel & Meals	219.91
		<u>\$ 5,355.10</u>

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES
AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2015 **TO:** NOVEMBER 30, 2016

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

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

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

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

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

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

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

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

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2016, with 2015 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, 2015 to November 30, 2016

Raritan Township Municipal Utilities

Reportable Compensation from Authority (W-2/ 1099)

Name		Title	Average Hours per Week Dedicated to Position	Highest Compensated Employee		Former Commissioner		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	Ray Frank	Crew Chief Executive Director	40				x	\$ 108,252	N/A	N/A	N/A	\$ 23,891	\$ 132,143	N/A	N/A	N/A	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ 132,143
2	Bruce Miller	Director	40				x	117,000	N/A	N/A	N/A	13,390	130,390	N/A	N/A	N/A	N/A	N/A	N/A	-	-	-	130,390
3	Greg LaFerla	Chief Operator	40				x	116,329	N/A	N/A	N/A	18,766	135,095	N/A	N/A	N/A	N/A	N/A	N/A	-	-	-	135,095
4	Charles Allen Lincoln	Crew Chief	40				x	105,006	N/A	N/A	N/A	17,241	122,247	N/A	N/A	N/A	N/A	N/A	N/A	-	-	-	122,247
5	Ethbaal Pena	Operator	40				x	101,794	N/A	N/A	N/A	22,932	124,726	N/A	N/A	N/A	N/A	N/A	N/A	-	-	-	124,726
6	Jeff Ruffin	Crew Chief	40				x	115,552	N/A	N/A	N/A	24,458	140,010	N/A	N/A	N/A	N/A	N/A	N/A	-	-	-	140,010
7	Dr. Edward Dougherty	Commissioner	5 x					2,100	N/A	N/A	N/A	-	2,100	N/A	N/A	N/A	N/A	N/A	N/A	-	-	-	2,100
8	John Tully	Commissioner	5 x					1,400	N/A	N/A	N/A	-	1,400	N/A	N/A	N/A	N/A	N/A	N/A	-	-	-	1,400
9	Peter Kinsella Michael	Commissioner	5 x					2,100	N/A	N/A	N/A	20,865	22,965	N/A	N/A	N/A	N/A	N/A	N/A	-	-	-	22,965
10	DelVecchio John Kendzulak	Commissioner	5 x					2,100	N/A	N/A	N/A	-	2,100	N/A	N/A	N/A	N/A	N/A	N/A	-	-	-	2,100
11	Jr	Commissioner	5 x					1,400	N/A	N/A	N/A	-	1,400	N/A	N/A	N/A	N/A	N/A	N/A	-	-	-	1,400
12																						-	-
13																							-
14																							-
15																							-
Total:								\$ 673,033	\$ -	\$ -	\$ -	\$ 141,543	\$ 814,576							\$ -	\$ -	\$ -	\$ 814,576

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed:

chedule of Health Benefits - Detailed Cost Analysis

Raritan Township Municipal Utilities

For the Period December 1, 2015 to November 30, 2016

	Annual Cost												
	# of Covered Members (Medical & Rx) Proposed Budget	Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)					
Active Employees - Health Benefits - Annual Cost													
Single Coverage	4	11,704	\$ 46,815	4	\$ 10,989	\$ 43,958	\$ 2,857	6.5%					
Parent & Child	1	20,497	20,497	1	19,246	19,246	1,251	6.5%					
Employee & Spouse (or Partner)	4	22,838	91,353	5	21,444	107,222	(15,869)	-14.8%					
Family	13	31,652	411,471	13	29,720	386,357	25,113	6.5%					
Employee Cost Sharing Contribution (enter as negative -)			(144,621)			(102,068)	(42,553)	41.7%					
Subtotal	22		425,515	23		454,715	(29,201)	-6.4%					
Commissioners - Health Benefits - Annual Cost													
Single Coverage			-			-	-	#DIV/0!					
Parent & Child			-			-	-	#DIV/0!					
Employee & Spouse (or Partner)	1	23,488	23,488	1	22,054	22,054	1,434	6.5%					
Family			-			-	-	#DIV/0!					
Employee Cost Sharing Contribution (enter as negative -)			(618)			(386)	(232)	60.1%					
Subtotal	1		22,870	1		21,668	1,202	5.5%					
Retirees - Health Benefits - Annual Cost													
Single Coverage	2	6,591	13,182	2	6,189	12,378	805	6.5%					
Parent & Child			-			-	-	#DIV/0!					
Employee & Spouse (or Partner)	4	22,680	90,719	4	21,296	85,182	5,537	6.5%					
Family			-			-	-	#DIV/0!					
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!					
Subtotal	6		103,901	6		97,560	6,341	6.5%					
GRAND TOTAL													
	29		\$ 552,286	30		\$ 573,943	\$ (21,657)	-3.8%					

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

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

Yes
Yes

**Raritan Township Municipal Utilities
Detail Compensated Absences**

		Liability at 11/30/2014 (in dollars)		
	<u>Dept</u>	<u>Sick</u>	<u>Vacation</u>	<u>Total</u>
Crown	Administration	\$ 4,701.20		\$ 4,701.20
Miller	Administration	33,114.24	\$ 11,952.44	45,066.68
Nicaretta	Administration	2,091.85	295.32	2,387.17
Phipps	Administration			-
Struening	Administration	884.00		884.00
Arrington	Plant	13,035.84	2,318.72	15,354.56
Benson	Plant	2,317.68	2,364.01	4,681.69
Clerico	Plant			-
Cooper	Plant			-
Frank	Plant	11,457.24	1,503.20	12,960.44
Gardinsky	Plant	355.20		355.20
Gettel	Plant			-
Hallinger	Plant	6,553.44		6,553.44
Higley	Plant	8.88		8.88
Laferla	Plant	5,237.76	7,551.68	12,789.44
Lincoln	Plant	3,647.16		3,647.16
Loudon	Plant	1,462.68	1,614.12	3,076.80
Mazza	Plant	1,918.08	1,956.42	3,874.50
McGrath	Plant	568.32	579.68	1,148.00
Pena	Plant	2,557.44	2,608.56	5,166.00
Ruffin	Plant	1,731.48	563.70	2,295.18
Schneider	Plant	2,471.43	367.84	2,839.27
Sciss	Plant			-
Stone	Plant	4,404.48	2,841.60	7,246.08
Waisempacher	Plant	3,409.92	3,478.08	6,888.00
		<u>\$ 101,928.32</u>	<u>\$ 12,097.04</u>	<u>\$ 141,923.68</u>

Schedule of Shared Service Agreements

Raritan Township Municipal Utilities

For the Period

December 1, 2015

to

November 30, 2016

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

[illegible]

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