

*Authority Budget of:*

ADOPTED COPY

ADOPTED COPY  
APPROVED COPY

*Raritan Township Municipal Utilities Authority*

State Filing Year

2018

*For the Period:*

*December 1, 2018*

*to*

*November 30, 2019*



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

Authority Web Address

RECEIVED

DEC 17 2018

R.T.M.U.A

Department Of



Community  
Affairs

*Division of Local Government Services*

**State of New Jersey**  
**Department of Community Affairs**  
**Division of Local Government Services**  
**ADOPTED AUTHORITY BUDGET**  
**ADOPTED BUDGET TRANSMITTAL PACKAGE (After Adoption of Budget)**


Submit all budget related materials in one package to: *Bureau of Authority Regulation Affairs, Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, NJ 08625-0803*. Check the box of each item to indicate that it is included in budget or has been completed.

**Adopted Authority Budget Document**

- ☒ 2 copies of the Adopted budget document submitted that includes all pages completed
  - ☒ All items on the Introduced Budget Transmittal Package completed and included
  - ☒ Page C-6 Signed with Manual Signature along with title, address, e-mail address, phone number and fax number.
  - ☒ Page C-7 Resolution of the Authority governing body approving the introduced budget is enclosed with recorded vote
- Note: Aye Votes must total a majority of the full membership of the governing body (Not including Alternates in total)**

**PDF of Adopted Budget (All pages)**

- ☒ Submit a pdf copy of the budget package (Adopted) to [authoritiesunit@dca.nj.gov](mailto:authoritiesunit@dca.nj.gov) with the name of the authority in the subject line along with wording Adopted Budget.

Official'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		

# **2018 AUTHORITY BUDGET**

## **Certification Section**

2018

**RARITAN TOWNSHIP MUNICIPAL UTILITIES  
AUTHORITY**

**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: 10/17/2018

**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: 12/12/2018



## 2018 PREPARER'S CERTIFICATION


### RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

### AUTHORITY BUDGET

**FISCAL YEAR:** FROM: December 1, 2018 **TO:** November 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:	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		

# 2018 APPROVAL CERTIFICATION


## RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

### AUTHORITY BUDGET

**FISCAL YEAR:** FROM: December 1, 2018 **TO:** November 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 Raritan Township Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 15<sup>th</sup> day of November, 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:	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

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





# 2018 AUTHORITY BUDGET RESOLUTION RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

**FISCAL YEAR:** FROM: December 1, 2018 TO: November 30, 2019

WHEREAS, the Annual Budget and Capital Budget for the Raritan Township 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 Raritan Township Municipal Utilities Authority at its open public meeting of September 18, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,964,000.00, Total Appropriations, including any Accumulated Deficit if any, of \$6,627,000.00 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$3,417,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$337,000.00; 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 18, 2018 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, 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 Raritan Township Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 15, 2018.

  
(Secretary's Signature)

9/18/18

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Mr. Grand	X			
Mr. Hazard	X			
Mr. Kendzulak, Jr.	X			
Mrs. Robitzski	X			
Mr. Tully	X			

**RESOLUTION #2018 - 63**

Page 2

**MOTION BY:** Mrs. Robitzski

**SECOND BY:** Mr. Hazard

<b>ROLL CALL VOTE:</b>	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Yes
	Mr. Tully	-	Yes

I certify that the above Resolution was adopted at the meeting of the Raritan Township Municipal Utilities Authority held on September 18, 2018.

  
Regina Nicaretta, Executive Secretary




## 2018 ADOPTION CERTIFICATION

### RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

### AUTHORITY BUDGET

**FISCAL YEAR:** FROM: December 1, 2018 **TO:** November 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 Raritan Township Municipal Utilities Authority, pursuant to N.J.A.C. 5:31-2.3, on the 15th day of, November, 2018.

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 #2018 - 81  
**2018 ADOPTED BUDGET RESOLUTION**

**RARITAN TOWNSHIP MUNICIPAL UTILITIES  
AUTHORITY  
AUTHORITY**

**FISCAL YEAR:** FROM: December 1, 2018 TO: November 30, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Raritan Township 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 Raritan Township Municipal Utilities Authority at its open public meeting of November 15, 2018 and

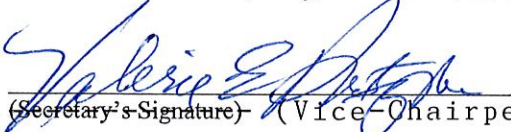
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$6,964,000.00, Total Appropriations, including any Accumulated Deficit, if any, of \$6,627,000.00 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$3,417,000 and Total Unrestricted Net Position planned to be utilized of \$337,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Raritan Township Municipal Utilities Authority, at an open public meeting held on November 15, 2018 that the Annual Budget and Capital Budget/Program of the Raritan Township 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) (Vice-Chairperson)

11/15/18  
(Date)

Governing Body Member:	Recorded Vote Aye	Nay	Abstain	Absent
Mr. Grand	X			
Mr. Hazard				X
Mr. Kendzulak, Jr.	X			
Mrs. Robitzski	X			
Mr. Tully				X

**RESOLUTION #2018 - 81**

Page 2

**MOTION BY:** Mrs. Robitzski

**SECOND BY:** Mr. Kendzulak, Jr.

<b>ROLL CALL VOTE:</b>	Mr. Grand	-	Yes
	Mr. Hazard	-	Absent
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Yes
	Mr. Tully	-	Absent

I certify that the above Resolution was adopted at the meeting of the Raritan Township Municipal Utilities Authority held on November 15, 2018.

  
Regina Nicaretta, Executive Secretary

# **2018 AUTHORITY BUDGET**

## **Narrative and Information Section**



# **2018 AUTHORITY BUDGET MESSAGE & ANALYSIS RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

## **AUTHORITY BUDGET**

**FISCAL YEAR:** FROM: December 1, 2018 **TO:** November 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.

**In fiscal year 2019, the administration budget decreased by \$2,956.00 or -.2% and the cost of service budget increased by \$305,743.00 or 7.2%.**

**The Authority is continuing to make extensive capital improvements. These improvements require evaluation and assessment of equipment and systems. As a result, the amounts for debt service principal (\$52,033.00, 10.7%) continue to rise and impact the current and future budgets.**

### **Appropriation Variances**

#### **Cost of Service**

**Misc Contingencies & Emergency – The Authority increased this appropriation by \$10,000.00 as a result of the increased maintenance cost of the system as it gets older.**

**Maint – Buildings & Grounds – The Authority increased this appropriation by \$10,000.00 as a result of the increased maintenance cost of the building as it gets older.**

**Maintenance – Treatment Plant – The Authority increased this appropriation by \$40,000.00 as a result of the increased maintenance cost of the plant as it gets older.**

**Utility – Telephone – The Authority increased this appropriation by \$7,500.00 as a result of increasing costs related to its telephone system.**

**Pump Station & Collect System – The Authority increased this appropriation by \$18,438.00 as a result of the increased maintenance cost of the plant as it gets older.**



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

**The Authority will be introducing a new rate at the December board meeting to be effective for the 2019 calendar year. The main driver for the need for the rate increase is the increase in debt service and capital expenses.**

#### **Revenue Variances**

**Intergovernmental – As result of the Interlocal Service Agreement with the Township of Flemington, the Authority is anticipating receiving an additional \$240,000.00 in FY 2019 as a reimbursement of their portion of capital expenditures.**

**Connection Fees – The Authority is expecting an increase in the number of units that will connect in FY 2019, and a result the revenue budgeted from connection fees has been increased by \$25,000.00.**

**Septage – 2 years ago a septage processing plant opening in Phillipsburg with an introductory rate to draw more business in. How their rate has since increased and the businesses have started to return to using the Authority. As a result, the Authority is budgeting for an increase in revenue of \$59,000.00.**

**Other – In FY 2017, the Authority only realized approximately 12,000 in other revenues. As a result, the Authority is only budgeting for \$12,000 in FY 19, a decrease of \$8,000.00.**

**Interest Earned – As a result of increasing interest rates, the Authority has started to receive interest on all of its bank accounts. As a result, the anticipated revenue has been increased by 20,000.00.**

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 to reduce the amount of debt to be issued.**

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 2018/2018-2019 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (**Prepare a response to deficits caused by the implementation of GASB 68**)

**The Authority's recording of the Net Pension Liability as a result of GASB Statement 68 resulted in the Authority's unrestricted net position ended the fiscal year in a deficit. If the liability was not recorded, the Authority's unrestricted net position would not be a deficit. The Authority will continue to pay its annual contractually required contribution to the Division of Pensions which contains an amount to fund its unfunded accrued liability and monitor the investments held by the State Division of Pensions in hopes that the liability will decrease and eliminate the deficit. If or when the Authority is informed that it must pay its unfunded pension liability, it will then address how the liability will be funded and the impact it will have on its rates. It would best serve the Authority and its rate payers, if the deficit was eliminated over a five to ten-year span.**

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

**The Authority anticipates raising the user fee from \$636.00 to \$648.00 and the base fee from \$165.00 to \$168.00.**

# AUTHORITY CONTACT INFORMATION

## 2018

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

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

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

<b>Chief Executive Officer:</b>	Greg LaFerla		
<b>Phone: (ext.)</b>	(908)782-7453 Ext. 17	<b>Fax:</b>	(908)782-7466
<b>E-mail:</b>	glaferla@rtmua.com		

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

<b>Name of Auditor:</b>	Carol McAllister		
<b>Name of Firm:</b>	Bowman & Company LLP		
<b>Address:</b>	601 White Horse Road		
<b>City, State, Zip:</b>	Voorhees	NJ	08043
<b>Phone: (ext.)</b>	(856)435-6200	<b>Fax:</b>	(856)435-0440
<b>E-mail:</b>	cmcallister@bowmanllp.com		



# AUTHORITY INFORMATIONAL QUESTIONNAIRE RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: December 1, 2018 TO: November 30, 2019

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

- 1) Provide the number of individuals employed in 2017 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: **33**
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: **\$2,104,703.08**
- 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? (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 Authority's procedures for all employees.**

**Commissioner's salary is set by a resolution from the municipality appointment by Township. The compensation of the plant employees is 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? **Yes, See Attached** *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. (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.*



**Raritan Township Municipal Utilities Authority  
FY 2019 Budget Informational Questionnaire**

The following is a summary of meal or catering expenses during FY 2017.

<b>Employee</b>	<b>Description</b>	<b>Amount</b>
Anthony Adams	Meal Ticket Reimbursement for 2017	\$ 150.00
Gary Arrington	Meal Ticket Reimbursement for 2017	190.00
Travis Beatty	Meal Ticket Reimbursement for 2017	100.00
John Benson	Meal Ticket Reimbursement for 2017	40.00
Daniel Clerico	Meal Ticket Reimbursement for 2017	90.00
Christopher Cooper	Meal Ticket Reimbursement for 2017	60.00
Robert Figueiredo	Meal Ticket Reimbursement for 2017	120.00
Gregory Frace	Meal Ticket Reimbursement for 2017	130.00
Raymond Frank	Meal Ticket Reimbursement for 2017	100.00
Alex Gardinsky	Meal Ticket Reimbursement for 2017	130.00
Ronald Gettel	Meal Ticket Reimbursement for 2017	170.00
Mark Hallinger	Meal Ticket Reimbursement for 2017	210.00
Gregory LaFerla	NJWEA Luncheon, June 2017	25.00
C. Alan Lincoln	Meal Ticket Reimbursement for 2017	70.00
Robert McGrath	Meal Ticket Reimbursement for 2017	10.00
Ethbaal Pena	Meal Ticket Reimbursement for 2017	210.00
Jeffrey Ruffin	Meal Ticket Reimbursement for 2017	170.00
Michael Waisempacher	Meal Ticket Reimbursement for 2017	330.00
		<u>\$ 2,305.00</u>

The following is a summary of travel expenses for the employees listed on page N-4 during FY 2017.

Raymond Frank	NJWEA 102nd. Annual Conference, May 2017-Hotel, Mileage & Meal	\$ 746.59
Gregory LaFerla	AEA Annual Spring Convention, March 2017-Hotel Reservations	310.60
Gregory LaFerla	NJWEA 102nd. Annual Conference, May 2017-Hotel, Mileage & Meal	773.30
Gregory LaFerla	AEA Annual Fall Convention, Nov. 2017-Hotel, Mileage & Meal	403.58
Pamela Struening	Mileage Reimbursements for 2017	46.95
		<u>\$ 2,281.02</u>

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

**RARITAN TOWNSHIP MUNICIPAL UTILITIES  
AUTHORITY**

**FISCAL YEAR:**        **FROM:**    December 1, 2018        **TO:**    November 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)**

**Raritan Township Municipal Utilities Authority**  
For the Period December 1, 2018 to 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	Commissioner	Highest Compensated Employee	Former Key Employee	Reportable Compensation from Authority (W- 2/ 1099)		Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from 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	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	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
						Base Salary/ Stipend	Bonus								
1 Gregory A. LaPerla	Chief Operator / Director	40	X			\$ 136,344	N/A		\$ 48,191	\$ 184,535	None	N/A	N/A		\$ 184,535
2 Pamela A. Struening	Administrator	40	X			73,902	N/A	5,000	15,577	94,479	None	N/A	N/A		94,479
3 Lori A. Buza	Commissioner	5 X		X		1,400	N/A		107	1,507	None	N/A	N/A		1,507
4 Edward Dougherty	Commissioner	5 X			X	2,100	N/A		161	2,261	None	N/A	N/A		2,261
5 Lawrence Grand	Commissioner	5 X				1,400	N/A		107	1,507	None	N/A	N/A		1,507
6 John Kinsella, Jr.	Commissioner	5 X				1,400	N/A		107	1,507	None	N/A	N/A		1,507
7 Peter Kinsella	Commissioner	5 X				2,100	N/A		432	2,532	None	N/A	N/A		2,532
8 Valeria Robitski	Commissioner	5 X				1,400	N/A		107	1,507	None	N/A	N/A		1,507
9 John Tully	Commissioner	5 X				1,400	N/A		107	1,507	None	N/A	N/A		1,507
10 Raymond Frank	Senior Crew Chief	40		X		83,450	N/A	18,717	42,159	144,326	None	N/A	N/A		144,326
11 Charles A. Lincoln	Crew Chief	40		X		81,328	N/A	22,559	34,608	138,495	None	N/A	N/A		138,495
12 Ethbaal Pena	Operator	40		X		78,395	N/A	31,797	18,950	128,742	None	N/A	N/A		128,742
13 Jeffrey Ruffin	Crew Chief	40		X		81,328	N/A	29,921	43,135	154,384	None	N/A	N/A		154,384
14									0	0					0
15									0	0					0
Total:						\$ 545,947	\$ -	\$ 107,994	\$ 203,349	\$ 857,290				\$ -	\$ 857,290

(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

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

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	4	\$ 11,477	\$ 45,908	4	\$ 11,477	\$ 45,907	\$ 1	0.0%
Parent & Child	1	20,692	20,692	1	20,694	20,694	(2)	0.0%
Employee & Spouse (or Partner)	3	23,195	69,585	3	23,195	69,586	(1)	0.0%
Family	12	32,349	388,188	12	32,349	388,190	(2)	0.0%
Employee Cost Sharing Contribution (enter as negative - )			(125,822)			(128,910)	3,088	-2.4%
Subtotal	20		398,551	20		395,467	3,084	0.8%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )							-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	3	6,719	20,157	3	7,632	22,896	(2,739)	-12.0%
Parent & Child	0	-	-			-	-	#DIV/0!
Employee & Spouse (or Partner)	6	25,713	154,278	2	42,035	84,069	70,209	83.5%
Family	1	39,349	39,349	5	25,719	128,596	(89,247)	-69.4%
Employee Cost Sharing Contribution (enter as negative - )							-	#DIV/0!
Subtotal	10		213,784	10		235,561	(21,777)	-9.2%
<b>GRAND TOTAL</b>	<b>30</b>		<b>\$ 612,335</b>	<b>30</b>		<b>\$ 631,028</b>	<b>\$ (18,693)</b>	<b>-3.0%</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

Raritan Township 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

Legal Basis for Benefit  
(check applicable items)

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Administration (See Attached)	78.97	\$ 26,820		X	
Plant Employees (See Attached)	289.56	88,794	X	X	
Total liability for accumulated compensated absences at beginning of current year		\$ 115,614			

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

**Raritan Township Municipal Utilities Authority**

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

<b>Individuals Eligible for Benefit</b>	<b>Gross Days of Accumulated Compensated Absences at beginning of Current Year</b>	<b>Dollar Value of Accrued Compensated Absence Liability</b>
Hallinger	21.38	\$ 4,630.50
Nicaretta	24.25	5,761.80
Laferla	28.13	14,812.11
Sciss	3.09	1,011.53
Struening	2.13	604.01
	<u>78.97</u>	<u>\$ 26,819.95</u>
Adams	4.22	\$ 1,275.55
Arrington	48.88	14,770.23
Beatty	7.88	2,374.47
Benson	10.13	3,069.61
Clerico	3.00	904.56
Cooper	4.00	1,206.08
Figueirido	9.97	3,030.00
Frace	8.44	2,544.08
Frank	49.28	15,833.41
Gardinsky	5.81	1,755.63
Gettel	15.00	4,559.28
Hallinger	45.25	13,662.02
Lincoln	21.22	6,637.23
Loudon	1.94	476.47
McGrath	7.00	2,110.64
Pena	11.00	3,341.04
Ruffin	15.13	4,743.39
Waisempacher	21.44	6,500.32
	<u>289.56</u>	<u>\$ 88,793.99</u>



## Schedule of Shared Service Agreements

Raritan Township Municipal Utilities Authority  
For the Period 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
Raritan Township MUA	Borough of Flemington	Waste Water Treatment		8/27/2013		\$ 730,351

If No Shared Services X this Box

# **2018 AUTHORITY BUDGET**

## **Financial Schedules Section**

---

## SUMMARY

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

	<i>FY 2019 Proposed Budget</i>				<i>FY 2018 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	Sewer	N/A	N/A	N/A	Total All Operations	All Operations	All Operations
<b>REVENUES</b>							
Total Operating Revenues	\$ 6,939,000	\$ -	\$ -	\$ -	\$ 6,939,000	\$ 6,441,043	\$ 497,957 7.7%
Total Non-Operating Revenues	25,000	-	-	-	25,000	5,000	20,000 400.0%
Total Anticipated Revenues	6,964,000	-	-	-	6,964,000	6,446,043	517,957 8.0%
<b>APPROPRIATIONS</b>							
Total Administration	1,356,033	-	-	-	1,356,033	1,358,989	(2,956) -0.2%
Total Cost of Providing Services	4,548,967	-	-	-	4,548,967	4,243,224	305,743 7.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	538,138	-	-	-	538,138	486,105	52,033 10.7%
Total Operating Appropriations	6,443,138	-	-	-	6,443,138	6,088,318	354,820 5.8%
Total Interest Payments on Debt	183,862	-	-	-	183,862	202,075	(18,213) -9.0%
Total Other Non-Operating Appropriations	-	-	-	-	-	-	- #DIV/0!
Total Non-Operating Appropriations	183,862	-	-	-	183,862	202,075	(18,213) -9.0%
Accumulated Deficit	-	-	-	-	-	-	- #DIV/0!
Total Appropriations and Accumulated Deficit	6,627,000	-	-	-	6,627,000	6,290,393	336,607 5.4%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	- #DIV/0!
Net Total Appropriations	6,627,000	-	-	-	6,627,000	6,290,393	336,607 5.4%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<b>\$ 337,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 337,000</b>	<b>\$ 155,650</b>	<b>\$ 181,350 116.5%</b>



## Revenue Schedule

Raritan Township 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>
	<b>Sewer</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>
<b>OPERATING REVENUES</b>							
<i>Service Charges</i>							
Residential	\$ 2,768,300				\$ 2,768,300	\$ 2,682,800	\$ 85,500 3.2%
Business/Commercial	1,486,000				1,486,000	1,463,200	22,800 1.6%
Industrial	1,232,400				1,232,400	1,198,244	34,156 2.9%
Intergovernmental	1,015,300				1,015,300	735,799	279,501 38.0%
Other	-				-	-	- #DIV/0!
Total Service Charges	6,502,000	-	-	-	6,502,000	6,080,043	421,957 6.9%
<i>Connection Fees</i>							
Residential	75,000				75,000	50,000	25,000 50.0%
Business/Commercial	-				-	-	- #DIV/0!
Industrial	-				-	-	- #DIV/0!
Intergovernmental	-				-	-	- #DIV/0!
Other	-				-	-	- #DIV/0!
Total Connection Fees	75,000	-	-	-	75,000	50,000	25,000 50.0%
<i>Parking Fees</i>							
Meters	-				-	-	- #DIV/0!
Permits	-				-	-	- #DIV/0!
Fines/Penalties	-				-	-	- #DIV/0!
Other	-				-	-	- #DIV/0!
Total Parking Fees	-	-	-	-	-	-	- #DIV/0!
<i>Other Operating Revenues (List)</i>							
Delinquent Charges	30,000				30,000	30,000	- 0.0%
Septage	320,000				320,000	261,000	59,000 22.6%
Other	12,000				12,000	20,000	(8,000) -40.0%
	-				-	-	- #DIV/0!
	-				-	-	- #DIV/0!
	-				-	-	- #DIV/0!
	-				-	-	- #DIV/0!
	-				-	-	- #DIV/0!
	-				-	-	- #DIV/0!
	-				-	-	- #DIV/0!
	-				-	-	- #DIV/0!
Total Other Revenue	362,000	-	-	-	362,000	311,000	51,000 16.4%
Total Operating Revenues	6,939,000	-	-	-	6,939,000	6,441,043	497,957 7.7%
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
	-				-	-	- #DIV/0!
	-				-	-	- #DIV/0!
	-				-	-	- #DIV/0!
	-				-	-	- #DIV/0!
	-				-	-	- #DIV/0!
	-				-	-	- #DIV/0!
	-				-	-	- #DIV/0!
Total Other Non-Operating Revenue	-	-	-	-	-	-	- #DIV/0!
<i>Interest on Investments &amp; Deposits (List)</i>							
Interest Earned	25,000				25,000	5,000	20,000 400.0%
Penalties	-				-	-	- #DIV/0!
Other	-				-	-	- #DIV/0!
Total Interest	25,000	-	-	-	25,000	5,000	20,000 400.0%
Total Non-Operating Revenues	25,000	-	-	-	25,000	5,000	20,000 400.0%
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 6,964,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,964,000</b>	<b>\$ 6,446,043</b>	<b>\$ 517,957 8.0%</b>

## Prior Year Adopted Revenue Schedule

### Raritan Township Municipal Utilities Authority

<i>FY 2018 Adopted Budget</i>					
	Sewer	N/A	N/A	N/A	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Service Charges</i>					
Residential	\$ 2,682,800				\$ 2,682,800
Business/Commercial	1,463,200				1,463,200
Industrial	1,198,244				1,198,244
Intergovernmental	735,799				735,799
Other					-
Total Service Charges	6,080,043	-	-	-	6,080,043
<i>Connection Fees</i>					
Residential	50,000				50,000
Business/Commercial					-
Industrial					-
Intergovernmental					-
Other					-
Total Connection Fees	50,000	-	-	-	50,000
<i>Parking Fees</i>					
Meters					-
Permits					-
Fines/Penalties					-
Other					-
Total Parking Fees	-	-	-	-	-
<i>Other Operating Revenues (List)</i>					
Delinquent Charges	30,000				30,000
Septage	261,000				261,000
Other	20,000				20,000
					-
					-
					-
					-
					-
					-
Total Other Revenue	311,000	-	-	-	311,000
Total Operating Revenues	6,441,043	-	-	-	6,441,043
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
					-
					-
					-
					-
					-
					-
Other Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	5,000				5,000
Penalties					-
Other					-
Total Interest	5,000	-	-	-	5,000
Total Non-Operating Revenues	5,000	-	-	-	5,000
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 6,446,043</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,446,043</b>

# Appropriations Schedule

Raritan Township 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>
	<b>Sewer</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations All Operations</b>
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 237,644				\$ 237,644	\$ 257,925	\$ (20,281) -7.9%
Fringe Benefits	130,583				130,583	132,224	(1,641) -1.2%
Total Administration - Personnel	368,227	-	-	-	368,227	390,149	(21,922) -5.6%
<i>Administration - Other (List)</i>							
Other Admin Expenses (See Attached)	987,806				987,806	968,840	18,966 2.0%
					-	-	#DIV/0!
					-	-	#DIV/0!
					-	-	#DIV/0!
Miscellaneous Administration*					-	-	#DIV/0!
Total Administration - Other	987,806	-	-	-	987,806	968,840	18,966 2.0%
Total Administration	1,356,033	-	-	-	1,356,033	1,358,989	(2,956) -0.2%
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	2,060,058				2,060,058	1,960,504	99,554 5.1%
Fringe Benefits	739,971				739,971	749,270	(9,299) -1.2%
Total COPS - Personnel	2,800,029	-	-	-	2,800,029	2,709,774	90,255 3.3%
<i>Cost of Providing Services - Other (List)</i>							
Other COPS Expense (See Attached)	1,438,000				1,438,000	1,308,450	129,550 9.9%
					-	-	#DIV/0!
					-	-	#DIV/0!
					-	-	#DIV/0!
Miscellaneous COPS*	310,938				310,938	225,000	85,938 38.2%
Total COPS - Other	1,748,938	-	-	-	1,748,938	1,533,450	215,488 14.1%
Total Cost of Providing Services	4,548,967	-	-	-	4,548,967	4,243,224	305,743 7.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	538,138	-	-	-	538,138	486,105	52,033 10.7%
Total Operating Appropriations	6,443,138	-	-	-	6,443,138	6,088,318	354,820 5.8%
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	183,862	-	-	-	183,862	202,075	(18,213) -9.0%
Operations & Maintenance Reserve					-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	#DIV/0!
Municipality/County Appropriation					-	-	#DIV/0!
Other Reserves					-	-	#DIV/0!
Total Non-Operating Appropriations	183,862	-	-	-	183,862	202,075	(18,213) -9.0%
<b>TOTAL APPROPRIATIONS</b>	6,627,000	-	-	-	6,627,000	6,290,393	336,607 5.4%
<b>ACCUMULATED DEFICIT</b>							
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	6,627,000	-	-	-	6,627,000	6,290,393	336,607 5.4%
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	\$ 6,627,000	\$ -	\$ -	\$ -	\$ 6,627,000	\$ 6,290,393	\$ 336,607 5.4%

\* 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 \$ 322,156.90 \$- \$- \$ - \$ 322,156.90



**Raritan Township Municipal Utilities Authority**  
For The Period December 1, 2018 to November 30, 2019

	FY 2019 Proposed Budget Sewer	FY 2018 Adopted Budget Sewer	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<b>Other Admin Expense</b>				
Legal	\$ 60,000.00	\$ 45,000.00	\$ 15,000.00	33.3%
Audit	49,000.00	40,000.00	9,000.00	22.5%
Accounting	8,000.00	8,000.00	-	0.0%
Medical	1,000.00	1,000.00	-	0.0%
Retirement Benefits	226,000.00	246,020.00	(20,020.00)	-8.1%
Engineering	173,000.00	162,700.00	10,300.00	6.3%
Insurance	204,450.00	204,245.00	205.00	0.1%
Trustee Fee	6,000.00	6,000.00	-	0.0%
NJEIT Fees	9,520.00	10,824.00	(1,304.00)	-12.0%
Independent Contractors	106,510.00	103,710.00	2,800.00	2.7%
Education	15,000.00	15,000.00	-	0.0%
Travel Expenses & Meals	7,000.00	7,000.00	-	0.0%
Dues and Memberships	6,000.00	6,000.00	-	0.0%
Conferences and Seminars	4,000.00	4,000.00	-	0.0%
Office Expense	30,000.00	30,000.00	-	0.0%
Public Advertising	2,500.00	2,500.00	-	0.0%
Postage	12,500.00	10,500.00	2,000.00	19.0%
Permits & Licenses Fees	28,500.00	28,000.00	500.00	1.8%
Computer Maint & Upgrade	38,826.00	38,341.00	485.00	1.3%
	<u>\$ 987,806.00</u>	<u>\$ 968,840.00</u>	<u>\$ 18,966.00</u>	2.0%

**Raritan Township Municipal Utilities Authority**  
For The Period December 1, 2018 to November 30, 2019

	FY 2019 Proposed Budget Sewer	FY 2018 Adopted Budget Sewer	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<b>Other COPS Expense</b>				
Main Treatment Facility:				
Chlorine	\$ 40,000.00	\$ 36,000.00	\$ 4,000.00	11.1%
Polymer	25,000.00	25,000.00	-	0.0%
Utility - Electric	355,000.00	320,000.00	35,000.00	10.9%
Utility - Water	3,300.00	3,300.00	-	0.0%
Utility - Natural Gas, Propane	30,000.00	25,000.00	5,000.00	20.0%
Utility - Welding Gas	450.00	450.00	-	0.0%
Supplies and Services - Dyed Diesel	6,000.00	4,000.00	2,000.00	50.0%
Sludge Disposal	640,000.00	594,000.00	46,000.00	7.7%
Tools	4,000.00	4,000.00	-	0.0%
Janitorial Supplies	3,000.00	3,000.00	-	0.0%
Gasoline & Diesel	10,000.00	8,500.00	1,500.00	17.6%
Laboratory Equipment	17,000.00	15,000.00	2,000.00	13.3%
Independent Lab	15,000.00	12,000.00	3,000.00	25.0%
Safety Equipment	7,000.00	7,000.00	-	0.0%
Maint - Painting	1,000.00	1,000.00	-	0.0%
Maint - Instr. & Meter Calib./Scada	20,000.00	20,000.00	-	0.0%
Maint - Vehicles	12,000.00	12,000.00	-	0.0%
Maint - Plant Lab	5,000.00	4,000.00	1,000.00	25.0%
Main - Septage Tank Cleaning	20,000.00	20,000.00	-	0.0%
Sulfur Dioxide & Other	25,000.00	18,000.00	7,000.00	38.9%
Leasing Equipment	1,000.00	1,000.00	-	0.0%
Flemington Wet Weather Facility:				
Misc Contingencies & Emergency	10,000.00	5,000.00	5,000.00	100.0%
Legal	40,000.00	31,000.00	9,000.00	29.0%
Accounting & Audit	8,000.00	8,000.00	-	0.0%
Engineering	60,000.00	60,000.00	-	0.0%
Insurance	6,500.00	6,500.00	-	0.0%
Permits	7,500.00	7,500.00	-	0.0%
Chemicals	15,000.00	10,200.00	4,800.00	47.1%
Utilities	30,000.00	30,000.00	-	0.0%
Service Supplies & Equip Lab	10,000.00	9,000.00	1,000.00	11.1%
Safety Supplies & Equip	750.00	500.00	250.00	50.0%
Maint - Operations	2,500.00	1,500.00	1,000.00	66.7%
Maint - Bldgs & Grounds	5,000.00	4,000.00	1,000.00	25.0%
Maint - Instruments & Meters	3,000.00	2,000.00	1,000.00	50.0%
	<u>\$ 1,438,000.00</u>	<u>\$ 1,308,450.00</u>	<u>\$ 129,550.00</u>	9.9%
<b>Miscellaneous COPS Expense</b>				
Misc Contingencies & Emergency	\$ 30,000.00	\$ 20,000.00	\$ 10,000.00	50.0%
Maint - Buildings & Grounds	26,000.00	16,000.00	10,000.00	62.5%
Maint - Treatment Plant	140,000.00	100,000.00	40,000.00	40.0%
Utility - Telephone	26,500.00	19,000.00	7,500.00	39.5%
Pump Station & Collect System	88,438.00	70,000.00	18,438.00	26.3%
	<u>\$ 310,938.00</u>	<u>\$ 225,000.00</u>	<u>\$ 85,938.00</u>	38.2%

# Prior Year Adopted Appropriations Schedule

## Raritan Township Municipal Utilities Authority

	FY 2018 Adopted Budget				Total All Operations
	Sewer	N/A	N/A	N/A	
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration - Personnel</i>					
Salary & Wages	\$ 257,925				\$ 257,925
Fringe Benefits	132,224				132,224
Total Administration - Personnel	390,149	-	-	-	390,149
<i>Administration - Other (List)</i>					
Other Admin Expenses (See Attached)	968,840				968,840
					-
					-
					-
Miscellaneous Administration*					-
Total Administration - Other	968,840	-	-	-	968,840
Total Administration	1,358,989	-	-	-	1,358,989
<i>Cost of Providing Services - Personnel</i>					
Salary & Wages	1,960,504				1,960,504
Fringe Benefits	749,270				749,270
Total COPS - Personnel	2,709,774	-	-	-	2,709,774
<i>Cost of Providing Services - Other (List)</i>					
Other COPS Expense (See Attached)	1,308,450				1,308,450
					-
					-
					-
Miscellaneous COPS*	225,000				225,000
Total COPS - Other	1,533,450	-	-	-	1,533,450
Total Cost of Providing Services	4,243,224	-	-	-	4,243,224
Total Principal Payments on Debt Service in Lieu of Depreciation	486,105	-	-	-	486,105
Total Operating Appropriations	6,088,318	-	-	-	6,088,318
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	202,075	-	-	-	202,075
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	202,075	-	-	-	202,075
<b>TOTAL APPROPRIATIONS</b>	6,290,393	-	-	-	6,290,393
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	6,290,393	-	-	-	6,290,393
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 6,290,393	\$ -	\$ -	\$ -	\$ 6,290,393

\* 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      \$ 304,415.90      \$ -      \$ -      \$ -      \$ 304,415.90



## Raritan Township Municipal Utilities Authority

\_\_\_\_\_

Fiscal Year Ending in

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

Bond Rating
Year of Last Rating

**Raritan Township Municipal Utilities Authority**  
For the Period December 1, 2018 to November 30, 2019

	<i>Fiscal Year Ending in</i>								Total Principal Outstanding
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	
<i>Sewer</i>									
Bond Series 2010	\$ 170,000	\$ 175,000	\$ 180,000						\$ 355,000
Bond Series 2017	-	10,000	10,000	\$ 200,000	\$ 210,000	\$ 220,000	\$ 225,000	\$ 1,565,000	2,440,000
NJEIT Loan Series 2012	113,271	118,270	118,270	118,271	123,271	123,270	128,270	916,352	1,645,974
NJEIT Loan Series 2015A-1	51,279	51,279	51,279	51,279	51,279	51,279	51,279	567,789	875,463
NJEIT Loan Series 2015A-2	77,826	77,826	77,826	77,826	82,826	82,826	82,826	956,091	1,438,047
NJEIT Loan Series 2019 (estimated)	73,729	105,763	205,920	205,920	205,920	205,920	205,920	3,024,637	4,160,000
Total Principal	486,105	538,138	643,295	653,296	673,296	683,295	693,295	7,029,869	10,914,484
<b>TOTAL PRINCIPAL ALL OPERATIONS</b>	<b>\$ 486,105</b>	<b>\$ 538,138</b>	<b>\$ 643,295</b>	<b>\$ 653,296</b>	<b>\$ 673,296</b>	<b>\$ 683,295</b>	<b>\$ 693,295</b>	<b>\$ 7,029,869</b>	<b>\$ 10,914,484</b>

# Debt Service Schedule - Interest

Raritan Township 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	Thereafter	
Sewer									
See Attached	\$ 202,075	\$ 183,862	\$ 197,105	\$ 183,942	\$ 170,378	\$ 155,915	\$ 141,150	\$ 671,691	\$ 1,704,043
									-
									-
Total Interest Payments	202,075	183,862	197,105	183,942	170,378	155,915	141,150	671,691	1,704,043
N/A									-
									-
									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									-
									-
									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									-
									-
									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									-
									-
									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									-
									-
									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									-
									-
									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
TOTAL INTEREST ALL OPERATIONS	\$ 202,075	\$ 183,862	\$ 197,105	\$ 183,942	\$ 170,378	\$ 155,915	\$ 141,150	\$ 671,691	\$ 1,704,043

**Raritan Township Municipal Utilities Authority**  
For the Period December 1, 2018 to November 30, 2019

	Adopted Budget Year 2018	Proposed Budget Year 2019	Fiscal Year Ending in						Total Interest Payments Outstanding
			2020	2021	2022	2023	2024	Thereafter	
<i>Sewer</i>									
Bond Series 2010	\$ 135,200	\$ 10,700	\$ 3,600						\$ 14,300
Bond Series 2017	-	97,400	97,000	\$ 92,800	\$ 84,600	\$ 76,000	\$ 67,100	\$ 194,900	709,800
NJEIT Loan Series 2012	25,767	24,267	22,517	20,767	19,017	17,017	15,016	48,913	167,514
NJEIT Loan Series 2015A-1	10,000	9,500	9,000	8,500	8,000	7,500	7,000	35,450	84,950
NJEIT Loan Series 2015A-2	14,488	13,738	12,988	12,238	11,488	10,488	9,488	52,066	122,494
NJEIT Loan Series 2019 (estimated)	16,620	28,257	52,000	49,637	47,273	44,910	42,546	340,362	604,985
Total Interest Payments	202,075	183,862	197,105	183,942	170,378	155,915	141,150	671,691	1,704,043
<b>TOTAL INTEREST ALL OPERATIONS</b>	<b>\$ 202,075</b>	<b>\$ 183,862</b>	<b>\$ 197,105</b>	<b>\$ 183,942</b>	<b>\$ 170,378</b>	<b>\$ 155,915</b>	<b>\$ 141,150</b>	<b>\$ 671,691</b>	<b>\$ 1,704,043</b>



## Net Position Reconciliation

### Raritan Township Municipal Utilities Authority

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

### *FY 2019 Proposed Budget*

	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)</b>	\$ 20,447,333						\$ 20,447,333
Less: Invested in Capital Assets, Net of Related Debt (1)	23,280,495						23,280,495
Less: Restricted for Debt Service Reserve (1)	636,928						636,928
Less: Other Restricted Net Position (1)	33,382						33,382
Total Unrestricted Net Position (1)	(3,503,472)	-	-	-	-	-	(3,503,472)
Less: Designated for Non-Operating Improvements & Repairs							-
Less: Designated for Rate Stabilization							-
Less: Other Designated by Resolution							-
Plus: Accrued Unfunded Pension Liability (1)	6,074,491						6,074,491
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	453,170						453,170
Plus: Estimated Income (Loss) on Current Year Operations (2)	337,000						337,000
Plus: Other Adjustments (attach schedule)							-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	3,361,189	-	-	-	-	-	3,361,189
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	337,000	-	-	-	-	-	337,000
Appropriation to Municipality/County (3)	-	-	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	337,000	-	-	-	-	-	337,000
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>							
<b>Last issued Audit Report (4)</b>	\$ 3,024,189	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,024,189

(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 \$ 322,157 \$ - \$ - \$ - \$ - \$ - \$ 322,157

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2018  
RARITAN  
TOWNSHIP  
MUNICIPAL  
UTILITIES  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2018 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

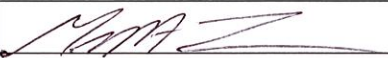
## RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

**FISCAL YEAR:** FROM: December 1, 2018 **TO:** November 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 Raritan Township Municipal Utilities Authority, on the 18th day of September, 2018.

**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	Fax Number:	(908)782-7466
E-mail address	glaferla@rtmua.com		

# 2018 CAPITAL BUDGET/PROGRAM MESSAGE

## Raritan Township Municipal Utilities Authority

**FISCAL YEAR:**      **FROM:**      December 1, 2018      **TO:**      November 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?

**Yes. The Authority serves other municipalities and there are service agreements with them that included 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 and debt service are utilized for the capital budget when applicable.**

5. Please indicate which capital projects/project financings are being undertaken in the Metropolitan or Suburban Planning Areas as defined in the State Development and Redevelopment Plan.

**None.**

6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for that Center/Endorsed Plan.

**None.**

*Add additional sheets if necessary.*



# Proposed Capital Budget

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

		Funding Sources				
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
Sewer	See Supplemental Page	\$ 3,417,000	\$ 337,000		\$ 3,080,000	
		-				
		-				
		-				
Total		3,417,000	337,000	-	3,080,000	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				
		-				
		-				
		-				
Total		-	-	-	-	-
N/A		-				

**Raritan Township Municipal Utilities Authority**

For the Period December 1, 2018

to

November 30, 2019

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Sewer						
Mechanical Screen & Headworks Bldg.	\$ -					
Final Clarifier Improvements	2,080,000			\$ 2,080,000		
Sludge Holding Tank Replacement	-					
Sewer Evaluation Rehabilitation	1,000,000			1,000,000		
Phosphorus Removal	-					
FWWF Equalization Tank Constr.	300,000	\$ 300,000				
Aeration Tank Valves	-					
New Pickup Truck	37,000	37,000				
	-					
TOTAL PROPOSED CAPITAL BUDGET	\$ 3,417,000	\$ 337,000	\$ -	\$ 3,080,000	\$ -	\$ -

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 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
<i>Sewer</i>							
See Supplemental Page	\$ 13,287,000	\$ 3,417,000	\$ 4,370,000	\$ 1,500,000	\$ 1,000,000	\$ 2,000,000	\$ 1,000,000
	-	-					
	-	-					
	-	-					
Total	13,287,000	3,417,000	4,370,000	1,500,000	1,000,000	2,000,000	1,000,000
N/A	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
N/A	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
N/A	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
N/A	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
N/A	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 13,287,000</b>	<b>\$ 3,417,000</b>	<b>\$ 4,370,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 1,000,000</b>

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

**Raritan Township Municipal Utilities Authority**  
For the Period December 1, 2018 to November 30, 2019

		<i>Fiscal Year Beginning in</i>					
	<b>Estimated Total</b>	<b>Current Year</b>					
	<b>Cost</b>	<b>Proposed Budget</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<i>Sewer</i>							
Mechanical Screen & Headworks Bldg.	\$ 1,000,000		\$ 1,000,000				
Final Clarifier Improvements	4,160,000	\$ 2,080,000	2,080,000				
Sludge Holding Tank Replacement	1,020,000		20,000	\$ 500,000	\$ 500,000		
Sewer Evaluation Rehabilitation	3,500,000	1,000,000	1,000,000	1,000,000	500,000		
Phosphorus Removal	3,000,000					\$ 2,000,000	\$ 1,000,000
FWWF Equalization Tank Constr.	300,000	300,000					
Aeration Tank Valves	270,000		270,000				
New Pickup Truck	37,000	37,000					
	-						
<b>TOTAL</b>	<b>\$ 13,287,000</b>	<b>\$ 3,417,000</b>	<b>\$ 4,370,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 1,000,000</b>

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



## 5 Year Capital Improvement Plan Funding Sources

### Raritan Township Municipal Utilities Authority

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

		<i>Funding Sources</i>				
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants    Other Sources
<i>Sewer</i>						
	See Supplemental Page	\$ 13,287,000	\$ 337,000		\$ 12,950,000	
		-				
		-				
		-				
	Total	13,287,000	337,000	-	12,950,000	-
<i>N/A</i>						
		-				
		-				
		-				
	Total	-	-	-	-	-
<i>N/A</i>						
		-				
		-				
		-				
	Total	-	-	-	-	-
<i>N/A</i>						
		-				
		-				
		-				
	Total	-	-	-	-	-
<i>N/A</i>						
		-				
		-				
		-				
	Total	-	-	-	-	-
<i>N/A</i>						
		-				
		-				
		-				
	Total	-	-	-	-	-
<i>N/A</i>						
		-				
		-				
		-				
	Total	-	-	-	-	-
<i>N/A</i>						
		-				
		-				
		-				
	Total	-	-	-	-	-
<i>N/A</i>						
		-				
		-				
		-				
	Total	-	-	-	-	-
<b>TOTAL</b>		<u>\$ 13,287,000</u>	<u>\$ 337,000</u>	<u>\$ -</u>	<u>\$ 12,950,000</u>	<u>\$ -</u>
	Total 5 Year Plan per CB-4	<u>\$ 13,287,000</u>				
	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.*

**Raritan Township Municipal Utilities Authority**

For the Period December 1, 2018

to

November 30, 2019

		<i>Funding Sources</i>				
		<b>Renewal &amp;</b>				
	<b>Estimated Total Cost</b>	<b>Unrestricted Net Position Utilized</b>	<b>Replacement Reserve</b>	<b>Debt Authorization</b>	<b>Capital Grants</b>	<b>Other Sources</b>
<i>Sewer</i>						
Mechanical Screen & Headworks Bldg.	\$ 1,000,000			\$ 1,000,000		
Final Clarifier Improvements	4,160,000			4,160,000		
Sludge Holding Tank Replacement	1,020,000			1,020,000		
Sewer Evaluation Rehabilitation	3,500,000			3,500,000		
Phosphorus Removal	3,000,000			3,000,000		
FWWF Equalization Tank Constr.	300,000	\$ 300,000				
Aeration Tank Valves	270,000			270,000		
New Pickup Truck	37,000	37,000				
	-					
Total 5 Year Plan per CB-4	<u>\$ 13,287,000</u>	<u>\$ 337,000</u>	<u>\$ -</u>	<u>\$ 12,950,000</u>	<u>\$ -</u>	<u>\$ -</u>
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.*

**Raritan Township Municipal Utilities Authority**  
For The Period December 1, 2018 to November 30, 2019

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

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

1 Route 31 Interceptor Sewer Relocation Project

2

3

4

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

**RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION #2018 – 42**

**AUTHORIZATION FOR ADDITIONAL PAYMENT IN CONNECTION WITH THE  
RELOCATION OF THE RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
SEWER LINE AND TO SIGN ADDENDUM TO SHARED SERVICES AGREEMENT  
WITH HUNTERDON CENTRAL REGIONAL BOARD OF EDUCATION**

**WHEREAS**, the Raritan Township Municipal Utilities Authority ("Authority") previously entered into a Shared Services Agreement for sewer line relocation with the Hunterdon Central Regional Board of Education; and

**WHEREAS**, during construction it became evident that the engineering estimates for clean fill needed for the project were incorrect; and

**WHEREAS**, an additional \$75,000.00 of clean fill was required to complete the project; and

**WHEREAS**, the Authority's engineers have reviewed the situation and agree that the original clean fill calculations were incorrect and that the amount of additional fill needed to complete the project is correct; and

**WHEREAS**, the Authority and Hunterdon Central Regional Board of Education have agreed to evenly bear the cost of the additional clean fill; and

**WHEREAS**, the parties have prepared an Addendum to Shared Services Agreement to so reflect the additional costs and the responsibility therefore; and

**WHEREAS**, the Authority certifies that it has available funds for this purpose in the FY 2018 Capital Budget – Flemington Borough Route 31 HS Interceptor; and

**NOW, THEREFORE, BE IT RESOLVED** by the Raritan Township Municipal Utilities Authority that it hereby authorizes the additional payment of \$37,500.00 to Montana Construction for additional fill needed to complete the sewer line relocation project.

**BE IT FURTHER RESOLVED** that the Authority's Chairman be and he is hereby authorized to execute the Addendum to Shared Services Agreement for sewer line relocation, a true copy of which is annexed hereto.



**RESOLUTION #2018 – 42**

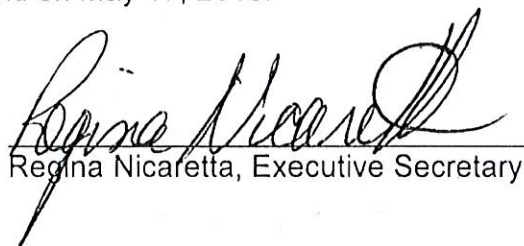
Page 2

**MOTION BY:** Mr. Grand

**SECOND BY:** Mr. Hazard

<b>ROLL CALL VOTE:</b>	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Absent
	Mr. Tully	-	Absent

I certify that the above Resolution was adopted at the meeting of the Raritan Township Municipal Utilities Authority held on May 17, 2018.



---

Regina Nicaretta, Executive Secretary



# Hunterdon Co Democrat

## LEGAL AFFIDAVIT

AD#: 0008847901

Total

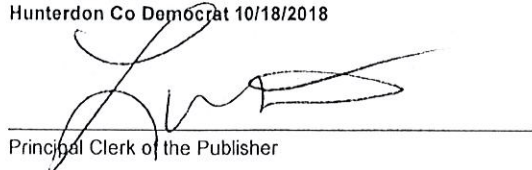
\$19.94

State of New Jersey,) ss

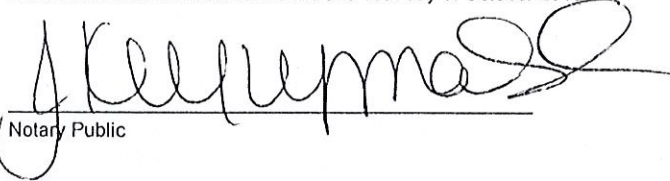
County of Hunterdon)

Loretta Doran being duly sworn, deposes that he/she is principal clerk of NJ Advance Media; that Hunterdon Co Democrat is a public newspaper, with general circulation in Hunterdon, Mercer, Somerset, and Warren Counties, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

Hunterdon Co Democrat 10/18/2018

  
Principal Clerk of the Publisher

Sworn to and subscribed before me this 18th day of October 2018

  
Notary Public

JEANETTE KRZYMALSKI  
NOTARY PUBLIC OF NEW JERSEY  
ID # 50033947  
My Commission Expires 3/8/2021

### RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

#### Professional Services • Notice of Contracts Awarded • Amendment

The Raritan Township Municipal Utilities Authority has amended a contract that was previously awarded without competitive bidding. The Contracts and the Resolutions authorizing the same, are on file and available for public inspection in the offices of the Raritan Township Municipal Utilities Authority, 365 Old York Road, Flemington, New Jersey 08822.

Awarded to:	Montana Construction Group
Type of Contract:	Flemington Borough Route 31 Interceptor Relocation Project
Original Contract Amount:	\$458,241.00
Additional Amount Expended:	\$75,000.00
Reason for Additional Amount:	Additional Clean Fill Required
(Pr's fee \$19.94)	10/18/18

