

Fiscal Year

Start Year

2024

–

End Year

2024

***Authority Budget of:***  
***Raritan Township Municipal Utilities Authority***

State Filing Year

2024

*For the Period:*                      *January 1, 2024*      to      *December 31, 2024*

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

Authority Web Address



***Division of Local Government Services***

**2024 AUTHORITY BUDGET  
CERTIFICATION SECTION**

# FISCAL YEAR 2024

Raritan Township Municipal Utilities Authority

## AUTHORITY BUDGET

FISCAL YEAR: January 01, 2024 to December 31, 2024

### For Division Use Only

#### CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul Ewert Date: 1/8/2024

#### 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: \_\_\_\_\_

# FISCAL YEAR 2024

Raritan Township Municipal Utilities Authority

## AUTHORITY BUDGET

FISCAL YEAR: January 01, 2024 to December 31, 2024

*For Division Use Only*

### CERTIFICATION OF APPROVED BUDGET

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

### CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul Ewert Date: 2/27/2024



# 2024 PREPARER'S CERTIFICATION

Raritan Township Municipal Utilities Authority

## AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

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

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

Preparer's Signature:	mcragin@bowman.cpa
Name:	Michael P. Cragin Jr.
Title:	Partner
Address:	601 White Horse Road Voorhees, NJ 08043
Phone Number:	856-454-3086
Fax Number:	856-454-3086
E-mail Address:	mcragin@bowman.cpa

# AUTHORITY 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.
- ☒ The budgets for the current fiscal year and immediately preceding two prior years.
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information *(Similar information includes items such as Revenue and Expenditure pie charts, or other types of charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority).*
- ☒ The complete (all pages) annual audits (not the Audit Synopsis) for the most recent fiscal year and immediately preceding two prior years.
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the Authority to the interests of the residents within the Authority's service area or jurisdiction.
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time date, location and agenda of each meeting.
- ☒ The approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years.
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority.
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

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

Name of Officer Certifying Compliance:	Ray Frank
Title of Officer Certifying Compliance:	Chief Operator
Signature:	rfrank@rtmua.com

# 2024 APPROVAL CERTIFICATION

Raritan Township Municipal Utilities Authority

## AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Raritan Township Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on October 19, 2023.

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

<b>Officer's Signature:</b>	Rfrank@rtmua.com
<b>Name:</b>	Ray Frank
<b>Title:</b>	Chief Operator
<b>Address:</b>	365 Old York Road Flemington, NJ 08822
<b>Phone Number:</b>	908-782-7453
<b>Fax Number:</b>	908-782-7466
<b>E-mail Address:</b>	Rfrank@rtmua.com



# 2024 AUTHORITY BUDGET RESOLUTION

# Raritan Township Municipal Utilities Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

WHEREAS, the Annual Budget for Raritan Township Municipal Utilities Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented before the governing body of the Raritan Township Municipal Utilities Authority at its open public meeting of October 19, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$8,020,000.00, Total Appropriations including any Accumulated Deficit, if any, of \$7,888,635.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$5,254,664.03 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$2,552,427.03; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Raritan Township Municipal Utilities Authority, at an open public meeting held on October 19, 2023 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 January 01, 2024 and ending December 31, 2024, 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 December 15, 2023.

rnicaretta@rtmua.com

(Secretary's Signature)

10/19/2023

(Date)

### Governing Body Recorded Vote

[illegible]

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# 2024 ADOPTION CERTIFICATION

Raritan Township Municipal Utilities Authority

## AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Raritan Township Municipal Utilities Authority, pursuant to N.J.A.C 5:31-2.3, on February 15, 2024.

<b>Officer's Signature:</b>	msciss@rtmua.com		
<b>Name:</b>	Michael Sciss		
<b>Title:</b>	Executive Director		
<b>Address:</b>	365 Old York Road Flemington, NJ 08822		
<b>Phone Number:</b>	908-782-7453	<b>Fax:</b>	908-782-7466
<b>E-mail address:</b>	msciss@rtmua.com		



# 2024 ADOPTED BUDGET RESOLUTION

## Raritan Township Municipal Utilities Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

WHEREAS, the Annual Budget and Capital Budget/Program for the Raritan Township Municipal Utilities Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented for adoption before the governing body of the Raritan Township Municipal Utilities Authority at its open public meeting of February 15, 2024; and

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

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$8,020,000.00, Total Appropriations, including any Accumulated Deficit, if any, of \$7,888,635.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$5,254,664.03 and Total Unrestricted Net Position Utilized of \$2,552,427.03; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Raritan Township Municipal Utilities Authority at an open public meeting held on February 15, 2024 that the Annual Budget and Capital Budget/Program of the Raritan Township Municipal Utilities Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

rnicaretta@rtmua.com  
(Secretary's Signature)

2/15/2024  
(Date)

### Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
John P. Tully, Chairperson	X			
Daniel Murray	X			
Jeffrey J. Anclien	X			
Frank Scipione	X			
Scott Sipos	X			

**2024 AUTHORITY BUDGET  
NARRATIVE AND INFORMATION SECTION**

# 2024 AUTHORITY BUDGET MESSAGE & ANALYSIS

## Raritan Township Municipal Utilities Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

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

1. Complete a brief statement on the Fiscal Year 2024 proposed Annual Budget and make comparison to the Fiscal Year 2023 adopted budget for each Revenues and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

In the 2024 budget, revenues are projected to increase 3.3% or \$259,600. Total net appropriations are projected to increase by \$527,635 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 capital budget is utilizing unrestricted net position of \$2,552,427, of which \$164,365 will be regenerated by the 2024 operating budget. The funds of many of the Authority's capital projects were raised in prior years but due to project delays, they have not been able to complete the projects.

### Revenue Variances

Delinquent Charges & Other revenue – The Authority has budgeted these revenues based on what was collected in 2022.

Interest Earned – The Authority uses the actual interest income earned in 2022 to calculate the projected amount of 2024 earnings.

### Appropriation Variances

Administration & COPS – Fringe Benefits – The Authority was notified of a 9% increase in health benefits.

Legal & FWWF Legal- Due to ongoing legal disputes with the DEP, the Authority has increased the legal expenditures budget.

COPS – Chlorine – The Authority went out to bid and received a significant price increase

Sulfur Dioxide & Other expense increased by 128% due to additional expenses expected to be incurred

Telephone & Contingencies - Increased by 10,000 due to additional expected costs.

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

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

Unrestricted net position is utilized for the capital budget to reduce the amount of debt to be issued.



# 2024 AUTHORITY BUDGET MESSAGE & ANALYSIS

Raritan Township Municipal Utilities Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

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

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

The Authority does not plan to make a contribution to the municipality in the current year.

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

The Authority's recording of the Net Pension Liability and Net OPEB Liability as a result of GASB Statement 68 & 75 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 contractually required contribution. If or when the Authority is informed that it must pay its unfunded 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.

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

# 2024 AUTHORITY BUDGET MESSAGE & ANALYSIS

Raritan Township Municipal Utilities Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

*Answer the question below using the space provided.*

6. Attach in FAST a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) if it has been changed since the prior year budget submission and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in rate structure, if applicable. (If no changes to fees or rates, indicate answer as "Rates Are Staying The Same").

The Authority is considering a 3% increase in its user rates to support the 2024 budget.

	2023	2024
Base Fee	174	179
Base and User Fee	674	694

# AUTHORITY CONTACT INFORMATION

## FISCAL YEAR 2024

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		
<i>Federal ID Number:</i>	22-1936771		
<i>Address:</i>	365 Old York Road		
<i>City, State, Zip:</i>	Flemington	NJ	08822
<i>Phone: (ext.)</i>	908-782-7453	<i>Fax:</i>	908-782-7466

<b>Preparer's Name:</b>	Michael P. Cragin Jr.		
<i>Preparer's Address:</i>	601 White Horse Road		
<i>City, State, Zip:</i>	Voorhees	NJ	08043
<i>Phone: (ext.)</i>	856-454-3086	<i>Fax:</i>	856-454-3086
<i>E-mail:</i>	<a href="mailto:mcragin@bowman.cpa">mcragin@bowman.cpa</a>		

<b>Chief Executive Officer*</b>	Ray Frank		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	908-782-7453	<i>Fax:</i>	908-782-7466
<i>E-mail:</i>	<a href="mailto:rfrank@rtmua.com">rfrank@rtmua.com</a>		

<b>Chief Financial Officer*</b>	Kristi Gano		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	908-782-7453	<i>Fax:</i>	908-782-7466
<i>E-mail:</i>	<a href="mailto:kgano@rtmua.com">kgano@rtmua.com</a>		

<b>Name of Auditor:</b>	Michael P. Cragin Jr.		
<i>Name of Firm:</i>	Bowman & Company LLP		
<i>Address:</i>	601 White Horse Road		
<i>City, State, Zip:</i>	Voorhees	NJ	08043
<i>Phone: (ext.)</i>	856-454-3086	<i>Fax:</i>	856-454-3086
<i>E-mail:</i>	<a href="mailto:mcragin@bowman.cpa">mcragin@bowman.cpa</a>		



# AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Raritan Township Municipal Utilities Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

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

35

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

\$ 1,934,903.97

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

5

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

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

0

(Maximum is 2)

**5. Regional Authorities Only** - Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required?

N/A

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

If "no", provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.

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

No

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

7. Was the Authority a party to a business transaction with one of the following parties:

a. A current or former commissioner, officer, key employee, or highest compensated employee?

No

b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee?

No

c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner?

No

If the answer to any of the above is "yes", provide a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.

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

No

\*A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor.

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

9. Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).

# AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Raritan Township Municipal Utilities Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

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

Yes

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

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

Yes

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

**12.** Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?

- a. First class or charter travel
- b. Travel for companions
- c. Tax indemnification and gross-up payments
- d. Discretionary spending account
- e. Housing allowance or residence for personal use
- f. Payments for business use of personal residence
- g. Vehicle/auto allowance or vehicle for personal use
- h. Health or social club dues or initiation fees
- i. Personal services (i.e. maid, chauffeur, chef)

No

No

No

No

No

No

No

No

No

*If the answer to any of the above is "yes", provide a description of the transaction including the name and position of the individual and the amount expended.*

**13.** Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement?

Yes

*If "no", attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements, indicate that in answer).*

**14.** Did the Authority make any payments to current or former commissioners or employees for severance or termination?

No

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

**15.** Did the Authority make payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses?

No

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

**16.** Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate?

Yes

*If "yes", provide explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*

# AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Raritan Township Municipal Utilities Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

17. Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e. sewer overflow, etc.)?

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



# AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Raritan Township Municipal Utilities Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

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

9. 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

10. The Authority paid for meals for the following employees:

Employee	Description	Amount
Anthony Adams	Meal Ticket Reimbursement for 2022	190
Gary Arrington	Meal Ticket Reimbursement for 2022	60
Travis Beatty	Meal Ticket Reimbursement for 2022	180
John Benson	Meal Ticket Reimbursement for 2022	40
Daniel Clerico	Meal Ticket Reimbursement for 2022	90
Robert Figueiredo	Meal Ticket Reimbursement for 2022	360
Gregory Frace	Meal Ticket Reimbursement for 2022	220
Alex Gardinsky	Meal Ticket Reimbursement for 2022	150
Ronald Gettel	Meal Ticket Reimbursement for 2022	180
Mark Hallinger	Meal Ticket Reimbursement for 2022	10
Frank Janiec	Meal Ticket Reimbursement for 2022	150
Brenda Karcher	Meal Ticket Reimbursement for 2022	320
Chris Karcher	Meal Ticket Reimbursement for 2022	60
C. Alan Lincoln	Meal Ticket Reimbursement for 2022	100
Ethbaal Pena	Meal Ticket Reimbursement for 2022	230
Ryan Powers	Meal Ticket Reimbursement for 2022	170
Michael Waisempacher	Meal Ticket Reimbursement for 2022	210

11. The Authority paid for travel for the following employees:

Michael Sciss	AEA Convention Meals, Mileage & Tolls	175.02
Michael Sciss	Hotel AEA Conference	196
Ray Frank	Hotel NJWEA Convention	462.16
Jennifer Loudon	Hotel NJWEA Convention	462.16
Jennifer Loudon	NJWEA Convention	288.73
Ray Frank	NJWEA Convention	133.3
Ray Frank	Tolls	17.26
Ray Frank	AEA Room	155
Ray Frank	NJWEA Convention Meals, tolls & room fees	38.76

16. The Authority is opening bids on 10/17/23 for repairs to remediate repairs required.

17. The Authority paid a \$1,000.00 fine in 2022 for a permit exceedance.

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

## **Raritan Township Municipal Utilities Authority**

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

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

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

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

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

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

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

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

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

**Reportable Compensation** (Use the most recent W-2 available): The aggregate compensation that is reported (or required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year.



**Raritan Township Municipal Utilities Authority**  
**For the Period January 01, 2024 to December 31, 2024**

			Position	Reportable Compensation from Authority (W-2/ 1099)					Estimated amount of other compensation from the Authority (health benefits, pension, etc.)			Total Compensation from Authority
Average Hours per Week Dedicated to Position			Commissioner	Officer	Key Employee	Highest Compensated	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)		
1	Pamela A. Struening	Administrator	40	x	x	x	x	\$ 36,279.36	\$ -	\$ 12,124.00	\$ 8,880.00	\$ 57,283.36
2	Kristi Gano	Administrator	40	x	x			\$ 38,783.76	\$ -	\$ 2,226.94	\$ 8,672.00	\$ 49,682.70
3	Frank Scipione	Commissioner	5 x					\$ -	\$ -	\$ -	\$ -	\$ -
4	John Kendzulak, Jr.	Commissioner	5 x					\$ -	\$ -	\$ -	\$ -	\$ -
5	Jeffrey Ancien	Commissioner	5 x					\$ -	\$ -	\$ -	\$ -	\$ -
6	Gary Hazard	Commissioner	5 x					\$ -	\$ -	\$ -	\$ -	\$ -
7	John Tully	Commissioner	5 x					\$ -	\$ -	\$ -	\$ -	\$ -
8	Raymond Frank	Chief Operator	40	x	x			\$ 126,969.18	\$ -	\$ 25,153.12	\$ 43,927.80	\$ 196,050.10
9	Michael Sciss	Maintenance-Supervisor	40			x		\$ 94,130.67	\$ -	\$ 3,701.04	\$ 35,882.61	\$ 133,714.32
10	Charles A. Lincoln	Crew Chief	40			x		\$ 89,181.20	\$ -	\$ 32,684.36	\$ 39,322.87	\$ 161,188.43
11	Anthony Adams	Operator	40			x		\$ 86,522.26	\$ -	\$ 18,181.82	\$ 46,623.39	\$ 151,327.47
12	Gary Arrington	Operator	40			x		\$ 84,805.34	\$ -	\$ 9,671.40	\$ 44,910.07	\$ 139,386.81
13	Travis Beatty	Operator	40			x		\$ 84,998.37	\$ -	\$ 14,378.51	\$ 36,594.12	\$ 135,971.00
14	John Benson	Line Crew	40			x		\$ 64,663.09	\$ -	\$ 14,241.02	\$ 29,152.69	\$ 108,056.80
15	Daniel Clerico	Operator	40			x		\$ 75,898.96	\$ -	\$ 7,532.67	\$ 17,213.30	\$ 100,644.93
16	Robert Figueiredo	Maintenance-Mechanic	40			x		\$ 83,636.80	\$ -	\$ 16,493.88	\$ 45,175.85	\$ 145,306.53
17	Gregory Frace	Operator	40			x		\$ 86,243.52	\$ -	\$ 20,008.74	\$ 45,405.57	\$ 151,657.83
18	Alex Gardinsky	Operator	40			x		\$ 88,969.60	\$ -	\$ 19,297.24	\$ 43,266.34	\$ 151,533.18
19	Ron Gettel	Line Crew	40			x		\$ 88,462.04	\$ -	\$ 12,426.56	\$ 35,197.39	\$ 136,085.99
20	Mark Hallinger	Operator	40			x		\$ 84,150.48	\$ -	\$ 10,964.92	\$ 35,727.72	\$ 130,843.12
21	Ethbaal Pena	Operator	40			x		\$ 75,539.77	\$ -	\$ 41,416.18	\$ 20,445.10	\$ 137,401.05
22	Michael Waisempacher	Line Crew	40			x		\$ 88,783.70	\$ -	\$ 19,747.84	\$ 38,715.06	\$ 147,246.60
23	Chris Cooper	Maintenance-Mechanic	40			x		\$ 64,979.36	\$ -	\$ 2,591.09	\$ 39,125.33	\$ 106,695.78
24	Brenda Karcher	Maintenance-Mechanic	40			x		\$ 65,788.44	\$ -	\$ 10,849.86	\$ 40,286.84	\$ 116,925.14
25	Ryan Powers	Line Crew	40			x		\$ 67,363.94	\$ -	\$ 9,929.90	\$ 42,623.73	\$ 119,917.57
26											\$ -	\$ -
27											\$ -	\$ -
28											\$ -	\$ -
29											\$ -	\$ -
30											\$ -	\$ -
31											\$ -	\$ -
32											\$ -	\$ -
33											\$ -	\$ -
34											\$ -	\$ -
35											\$ -	\$ -
Total:								\$ 1,576,149.84	\$ -	\$ 303,621.09	\$ 697,147.78	\$ 2,576,918.71





# Schedule of Health Benefits - Detailed Cost Analysis

Raritan Township Municipal Utilities Authority

For the Period: January 01, 2024 to December 31, 2024

If no health benefits, check this box: ☐

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	4	16,020.28	64,081.12	4	15,241.00	60,964.00	3,117.12	5.1%
Parent & Child	1	28,961.36	28,961.36	1	27,742.00	27,742.00	1,219.36	4.4%
Employee & Spouse (or Partner)	6	31,203.02	187,218.12	6	30,744.00	184,464.00	2,754.12	1.5%
Family	8	45,734.88	365,879.04	8	44,654.00	357,232.00	8,647.04	2.4%
Employee Cost Sharing Contribution (enter as negative - )			(137,160.00)			(145,998.00)	8,838.00	-6.1%
Subtotal	19		508,979.64	19		484,404.00	24,575.64	5.1%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	-
Parent & Child			-			-	-	-
Employee & Spouse (or Partner)			-			-	-	-
Family			-			-	-	-
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	-
Subtotal			-			-	-	-
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	2	7,203.89	14,407.78	3	6,992.00	20,976.00	(6,568.22)	-31.3%
Parent & Child			-			-	-	-
Employee & Spouse (or Partner)	10	26,135.55	261,355.50	9	25,285.00	227,565.00	33,790.50	14.8%
Family			-			-	-	-
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	-
Subtotal	12		275,763.28	12		248,541.00	27,222.28	11.0%
GRAND TOTAL	31		784,742.92	31		732,945.00	51,797.92	7.1%

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

**Raritan Township Municipal Utilities Authority**  
**For the Period: January 01, 2024 to December 31, 2024**

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

*If no accumulated absences, check this box:* ☐

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences per Most Recent Audit	Dollar Value of		Legal Basis for Benefit		
		Accrued	Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Frank, Ray	57	\$ 30,926.47			x	
Hallinger, Samanatha	23.5	\$ 5,952.05			x	
Nicarettta, Regina	38	\$ 10,603.09			x	
Sciss, Michael	3.69	\$ 1,444.39			x	
Gano, Kristi	4.78	\$ 1,316.40			x	
<b>Total liability for accumulated compensated absences at per most recent audit (this page only)</b>		<b>\$ 50,242.40</b>				





**Raritan Township Municipal Utilities Authority**  
**For the Period: January 01, 2024 to December 31, 2024**

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences per Most Recent Audit	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Adams, Anthony	2	\$ 692.58	x	x	
Arrington, Gary	57.88	\$ 20,041.45	x	x	
Beatty, Travis	7.13	\$ 2,467.31	x	x	
Clerico, Dan	0.19	\$ 64.93	x	x	
Figueirido, Rob	23.88	\$ 8,267.64	x	x	
Frace, Greg	0.31	\$ 108.22	x	x	
Gardinsky, Alex	14.13	\$ 4,923.62	x	x	
Gettel, Ron	12	\$ 4,155.46	x	x	
Hallinger, Mark	14.13	\$ 4,891.33	x	x	
Karcher, Brenda	9.63	\$ 2,626.80	x	x	
Karcher, Chris	7	\$ 1,910.40	x	x	
Lincoln, Charles Alan	27.59	\$ 9,911.85	x	x	
Pena, Ethbaal	1	\$ 346.29	x	x	
Waisempacher, Michael	8	\$ 2,770.31	x	x	
Willett, Lauren	2	\$ 538.24	x	x	
<b>Total liability for accumulated compensated absences at per most recent audit (all pages)</b>		<b>\$ 113,958.83</b>			





## For the Period: January 01, 2024 to December 31, 2024

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
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[illegible]

**2024 AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

SUMMARY

Raritan Township Municipal Utilities Authority  
For the Period: January 01, 2024 to December 31, 2024

	FY 2024 Proposed Budget						FY 2023 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Total All Operations								
	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations	All Operations	All Operations
REVENUES									
Total Operating Revenues	\$ 7,522,000	\$ -	\$ -	\$ -	\$ -	\$ 7,522,000	\$ 7,328,800	\$ 193,200	2.6%
Total Non-Operating Revenues	498,000	-	-	-	-	498,000	431,600	66,400	15.4%
Total Anticipated Revenues	8,020,000	-	-	-	-	8,020,000	7,760,400	259,600	3.3%
APPROPRIATIONS									
Total Administration	1,829,454	-	-	-	-	1,829,454	1,671,635	157,819	9.4%
Total Cost of Providing Services	5,285,339	-	-	-	-	5,285,339	4,883,872	401,467	8.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	648,038	-	-	-	-	648,038	633,038	15,000	2.4%
Total Operating Appropriations	7,762,831	-	-	-	-	7,762,831	7,188,545	574,286	8.0%
Total Interest Payments on Debt	125,804	-	-	-	-	125,804	139,455	(13,651)	-9.8%
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	125,804	-	-	-	-	125,804	139,455	(13,651)	-9.8%
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	7,888,635	-	-	-	-	7,888,635	7,328,000	560,635	7.7%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	7,888,635	-	-	-	-	7,888,635	7,328,000	560,635	7.7%
ANTICIPATED SURPLUS (DEFICIT)	\$ 131,365	\$ -	\$ -	\$ -	\$ -	\$ 131,365	\$ 432,400	\$ (301,035)	-69.6%



# Revenue Schedule

Raritan Township Municipal Utilities Authority  
For the Period: January 01, 2024 to December 31, 2024

FY 2024 Proposed Budget							FY 2023 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations
<b>OPERATING REVENUES</b>									
<i>Service Charges</i>									
Residential	3,416,700						\$ 3,416,700	\$ 3,299,400	\$ 117,300 3.6%
Business/Commercial	1,525,100						1,525,100	1,459,600	65,500 4.5%
Industrial	1,226,900						1,226,900	1,174,600	52,300 4.5%
Intergovernmental	796,300						796,300	760,000	36,300 4.8%
Other							-	-	#DIV/0!
Total Service Charges	6,965,000	-	-	-	-	-	6,965,000	6,693,600	271,400 4.1%
<i>Connection Fees</i>									
Residential	75,000						75,000	75,000	- 0.0%
Business/Commercial							-	-	#DIV/0!
Industrial							-	-	#DIV/0!
Intergovernmental							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Connection Fees	75,000	-	-	-	-	-	75,000	75,000	- 0.0%
<i>Parking Fees</i>									
Meters							-	-	#DIV/0!
Permits							-	-	#DIV/0!
Fines/Penalties							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Parking Fees		-	-	-	-	-	-	-	#DIV/0!
<i>Other Operating Revenues (List)</i>									
Delinquent Charges	12,000						12,000	80,200	(68,200) -85.0%
Septage	430,000						430,000	462,000	(32,000) -6.9%
Other	40,000						40,000	18,000	22,000 122.2%
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
Total Other Revenue	482,000	-	-	-	-	-	482,000	560,200	(78,200) -14.0%
Total Operating Revenues	7,522,000	-	-	-	-	-	7,522,000	7,328,800	193,200 2.6%
<b>NON-OPERATING REVENUES</b>									
<i>Other Non-Operating Revenues (List)</i>									
Contributed Capital	416,000						416,000	416,000	- 0.0%
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
Total Other Non-Operating Revenue	416,000	-	-	-	-	-	416,000	416,000	- 0.0%
<i>Interest on Investments &amp; Deposits (List)</i>									
Interest Earned	82,000						82,000	15,600	66,400 425.6%
Penalties							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Interest	82,000	-	-	-	-	-	82,000	15,600	66,400 425.6%
Total Non-Operating Revenues	498,000	-	-	-	-	-	498,000	431,600	66,400 15.4%
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 8,020,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,020,000</b>	<b>\$ 7,760,400</b>	<b>\$ 259,600 3.3%</b>

# Prior Year Adopted Revenue Schedule

## Raritan Township Municipal Utilities Authority

### FY 2023 Adopted Budget

	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations
<b>OPERATING REVENUES</b>							
<i>Service Charges</i>							
Residential	3,299,400						\$ 3,299,400
Business/Commercial	1,459,600						1,459,600
Industrial	1,174,600						1,174,600
Intergovernmental	760,000						760,000
Other							-
Total Service Charges	6,693,600	-	-	-	-	-	6,693,600
<i>Connection Fees</i>							
Residential	75,000						75,000
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	75,000	-	-	-	-	-	75,000
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
Delinquent Charges	80,200						80,200
Septage	462,000						462,000
Other	18,000						18,000
							-
							-
							-
							-
							-
							-
Total Other Revenue	560,200	-	-	-	-	-	560,200
Total Operating Revenues	7,328,800	-	-	-	-	-	7,328,800
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
Contributed Capital	416,000						416,000
							-
							-
							-
							-
Other Non-Operating Revenues	416,000	-	-	-	-	-	416,000
<i>Interest on Investments &amp; Deposits</i>							
Interest Earned	15,600						15,600
Penalties							-
Other							-
Total Interest	15,600	-	-	-	-	-	15,600
Total Non-Operating Revenues	431,600	-	-	-	-	-	431,600
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 7,760,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,760,400</b>

# Appropriations Schedule

Raritan Township Municipal Utilities Authority  
For the Period: January 01, 2024 to December 31, 2024

	FY 2024 Proposed Budget						FY 2023 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS										
Administration - Personnel										
Salary & Wages	\$ 317,663						\$ 317,663	\$ 323,860	\$ (6,197)	-1.9%
Fringe Benefits	172,079						172,079	156,033	16,046	10.3%
Total Administration - Personnel	489,742	-	-	-	-	-	489,742	479,893	9,849	2.1%
Administration - Other (List)										
Other Admin Expenses (See Attached)	998,345						998,345	925,842	72,503	7.8%
Legal	94,500						94,500	55,000	39,500	71.8%
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
Miscellaneous Administration*	246,867						246,867	210,900	35,967	17.1%
Total Administration - Other	1,339,712	-	-	-	-	-	1,339,712	1,191,742	147,970	12.4%
Total Administration	1,829,454	-	-	-	-	-	1,829,454	1,671,635	157,819	9.4%
Cost of Providing Services - Personnel										
Salary & Wages	2,188,044						2,188,044	2,088,036	100,008	4.8%
Fringe Benefits	975,114						975,114	884,186	90,928	10.3%
Total COPS - Personnel	3,163,158	-	-	-	-	-	3,163,158	2,972,222	190,936	6.4%
Cost of Providing Services - Other (List)										
Other COPS Expenses (See attached)	1,603,226						1,603,226	1,488,550	114,676	7.7%
Chlorine	160,125						160,125	85,000	75,125	88.4%
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
Miscellaneous COPS*	358,830						358,830	338,100	20,730	6.1%
Total COPS - Other	2,122,181	-	-	-	-	-	2,122,181	1,911,650	210,531	11.0%
Total Cost of Providing Services	5,285,339	-	-	-	-	-	5,285,339	4,883,872	401,467	8.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	648,038	-	-	-	-	-	648,038	633,038	15,000	2.4%
Total Operating Appropriations	7,762,831	-	-	-	-	-	7,762,831	7,188,545	574,286	8.0%
NON-OPERATING APPROPRIATIONS										
Total Interest Payments on Debt	125,804	-	-	-	-	-	125,804	139,455	(13,651)	-9.8%
Operations & Maintenance Reserve							-	-	-	#DIV/0!
Renewal & Replacement Reserve							-	-	-	#DIV/0!
Municipality/County Appropriation							-	-	-	#DIV/0!
Other Reserves							-	-	-	#DIV/0!
Total Non-Operating Appropriations	125,804	-	-	-	-	-	125,804	139,455	(13,651)	-9.8%
TOTAL APPROPRIATIONS	7,888,635	-	-	-	-	-	7,888,635	7,328,000	560,635	7.7%
ACCUMULATED DEFICIT										
							-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	7,888,635	-	-	-	-	-	7,888,635	7,328,000	560,635	7.7%
UNRESTRICTED NET POSITION UTILIZED										
Municipality/County Appropriation	-	-	-	-	-	-	-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 7,888,635	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,888,635	\$ 7,328,000	\$ 560,635	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	\$ 388,141.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 388,141.55
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**AUTHORITY PROPOSED APPROPRIATIONS**  
**APPROPRIATION DETAIL PAGE**

# Raritan Township Municipal Utilities Authority

**For the Period: January 01, 2024 to December 31, 2024**

*Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"*

[illegible]

# AUTHORITY PROPOSED APPROPRIATIONS

## APPROPRIATION DETAIL PAGE

Raritan Township Municipal Utilities Authority

For the Period: January 01, 2024 to December 31, 2024

*Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"*

Line Item:	Sewer	N/A	N/A	N/A	N/A	N/A
Other COPS Expense						
Main Treatment Facility:						
Sulfur Dioxide & Other	57,000.00					
Utility - Electric	410,000.00					
Utility - Water	4,100.00					
Utility - Telephone	45,000.00					
Sludge Disposal	650,000.00					
Tools	4,500.00					
Pump Station &						
Collection System	88,500.00					
Maint - Treatment Plant	154,000.00					
Maint - Buildings & Grounds	27,000.00					
Misc Contingencies &						
Emergency	40,000.00					
Flemington Wet Weather Facility:						
Misc Contingencies &						
Emergency	7,500.00					
Legal	64,376.00					
Insurance	6,500.00					
Permits	15,000.00					
Chemicals	17,000.00					
Safety Supplies & Equip	1,250.00					
Maint - Operations	2,500.00					
Maint - Bldgs & Grounds	5,000.00					
Maint - Instruments & Meters	4,000.00					
Total Other COPS Expense	1,603,226.00					





# Prior Year Adopted Appropriations Schedule

## Raritan Township Municipal Utilities Authority

<i>FY 2023 Adopted Budget</i>							
	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 323,860						\$ 323,860
Fringe Benefits	156,033						156,033
Total Administration - Personnel	479,893	-	-	-	-	-	479,893
<i>Administration - Other (List)</i>							
Other Admin Expenses (See Attached)	925,842						925,842
Legal	55,000						55,000
							-
							-
Miscellaneous Administration*	210,900						210,900
Total Administration - Other	1,191,742	-	-	-	-	-	1,191,742
Total Administration	1,671,635	-	-	-	-	-	1,671,635
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	2,088,036						2,088,036
Fringe Benefits	884,186						884,186
Total COPS - Personnel	2,972,222	-	-	-	-	-	2,972,222
<i>Cost of Providing Services - Other (List)</i>							
Other COPS Expenses (See attached)	1,488,550						1,488,550
Chlorine	85,000						85,000
							-
							-
Miscellaneous COPS*	338,100						338,100
Total COPS - Other	1,911,650	-	-	-	-	-	1,911,650
Total Cost of Providing Services	4,883,872	-	-	-	-	-	4,883,872
Total Principal Payments on Debt Service in Lieu of Depreciation	633,038	-	-	-	-	-	633,038
Total Operating Appropriations	7,188,545	-	-	-	-	-	7,188,545
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	139,455	-	-	-	-	-	139,455
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve							-
Municipality/County Appropriation							-
Other Reserves							-
Total Non-Operating Appropriations	139,455	-	-	-	-	-	139,455
<b>TOTAL APPROPRIATIONS</b>	7,328,000	-	-	-	-	-	7,328,000
<b>ACCUMULATED DEFICIT</b>							-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	7,328,000	-	-	-	-	-	7,328,000
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other							-
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 7,328,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,328,000

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

5% of Total Operating Appropriations	\$ 359,427.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 359,427.25
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# AUTHORITY PRIOR YEAR ADOPTED APPROPRIATIONS

## APPROPRIATION DETAIL PAGE

Raritan Township Municipal Utilities Authority

FY 2023 Adopted Budget

*Use the space below to provide further detail of any Appropriations listed on "F-5 Appropriations (PY Adopted)"*

Line Item:	Sewer	N/A	N/A	N/A	N/A	N/A
Other COPS Expense						
Main Treatment Facility:						
Sulfur Dioxide & Other	25,000.00					
Utility - Electric	380,000.00					
Utility - Water	4,100.00					
Utility - Telephone	35,000.00					
Sludge Disposal	650,000.00					
Tools	4,500.00					
Pump Station &						
Collection System	88,500.00					
Maint - Treatment Plant	154,000.00					
Maint - Buildings & Grounds	27,000.00					
Misc Contingencies &						
Emergency	30,000.00					
Flemington Wet Weather Facility:						
Misc Contingencies &						
Emergency	7,500.00					
Legal	31,700.00					
Insurance	6,500.00					
Permits	15,000.00					
Chemicals	17,000.00					
Safety Supplies & Equip	1,250.00					
Maint - Operations	2,500.00					
Maint - Bldgs & Grounds	5,000.00					
Maint - Instruments & Meters	4,000.00					
Total Other COPS Expense	1,488,550.00					







## Raritan Township Municipal Utilities Authority



Indicate the Authority's most recent bond rating and the year of the rating by ratings service.			
	Moody's	Fitch	Standard & Poor's
Bond Rating	N/R	N/R	AA+
Year of Last Rating	N/A	N/A	2017

## Raritan Township Municipal Utilities Authority

Page F-6 (Detail)

# Debt Service Schedule - Interest

Raritan Township Municipal Utilities Authority

If Authority has no debt, check this box: ☐

Fiscal Year Ending in										Total Interest Payments Outstanding
	2025	2026	2027	2028	2029	Thereafter				
Sewer										
	Bond Series 2017	\$ 76,000								
	NJIB Loan Series 2012	17,017								
	NJIB Loan Series 2015A	17,988								
	NJIB Loan Series 2021	28,450								

## Raritan Township Municipal Utilities Authority

Page F-7 (Detail)



# Net Position Reconciliation

Raritan Township Municipal Utilities Authority

For the Period: January 01, 2024 to December 31, 2024

## FY 2024 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>	\$ 18,546,187						\$ 18,546,187
Less: Invested in Capital Assets, Net of Related Debt (1)	21,880,047						21,880,047
Less: Restricted for Debt Service Reserve (1)	297,800						297,800
Less: Other Restricted Net Position (1)	1,175,536						1,175,536
Total Unrestricted Net Position (1)	(4,807,196)	-	-	-	-	-	(4,807,196)
Less: Designated for Non-Operating Improvements & Repairs							-
Less: Designated for Rate Stabilization							-
Less: Other Designated by Resolution							-
Plus: Accrued Unfunded Pension Liability (1)	4,061,655						4,061,655
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	9,004,917						9,004,917
Plus: Estimated Income (Loss) on Current Year Operations (2)	131,365						131,365
Plus: Other Adjustments (attach schedule)							-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	8,390,741	-	-	-	-	-	8,390,741
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	2,552,427	-	-	-	-	-	2,552,427
Appropriation to Municipality/County (3)	-	-	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	2,552,427	-	-	-	-	-	2,552,427
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>							
<b>Last issued Audit Report (4)</b>	\$ 5,838,314	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,838,314

(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

\$ 388,142

\$ -

\$ -

\$ -

\$ -

\$ -

\$ 388,142

(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.

# **FISCAL YEAR 2024**

**Raritan Township Municipal Utilities Authority**

---

(Authority Name)

**2024 AUTHORITY CAPITAL BUDGET/PROGRAM**

# 2024 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

**Raritan Township Municipal Utilities Authority**

(Authority Name)

**Fiscal Year: January 01, 2024 to December 31, 2024**

*Check the box for the applicable statement below:*

☒ It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the Raritan Township Municipal Utilities Authority, on October 19, 2023.

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

<b>Officer's Signature:</b>	Rfrank@rtmua.com
<b>Name:</b>	Ray Frank
<b>Title:</b>	Chief Operator
<b>Address:</b>	365 Old York Road Flemington, NJ 08822
<b>Phone Number:</b>	908-782-7453
<b>Fax Number:</b>	908-782-7466
<b>E-mail Address:</b>	Rfrank@rtmua.com

# 2024 CAPITAL BUDGET/PROGRAM MESSAGE

Raritan Township Municipal Utilities Authority

**Fiscal Year: January 01, 2024 to December 31, 2024**

*Answer all questions below using the space provided.*

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (this may include the governing body or certain officials, such as planning boards, Construction Code Officials) as to these projects?

Yes

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

Yes

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

Yes

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

The Authority will evaluate potential rate increases, uses of net position or reduction of spending in order to fund any debt service appropriations.

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

N/A

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

N/A



# Proposed Capital Budget

Raritan Township Municipal Utilities Authority  
For the Period: January 01, 2024 to December 31, 2024

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Sewer</i>						
See Attached	\$ 5,254,664	\$2,552,427	\$ -	\$ 2,702,237	\$ -	\$ -
	-					
	-					
Total	5,254,664	2,552,427	-	2,702,237	-	-
<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 PROPOSED CAPITAL BUDGET</b>	<b>\$ 5,254,664</b>	<b>\$ 2,552,427</b>	<b>\$ -</b>	<b>\$ 2,702,237</b>	<b>\$ -</b>	<b>\$ -</b>

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





## Proposed Capital Budget

**Raritan Township Municipal Utilities Authority**  
For the Period: January 01, 2024 to December 31, 2024

	Estimated Total Cost	<i>Funding Sources</i>				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
	\$0					
	-					
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TOTAL ALL DETAIL PAGES	\$5,254,664	\$ 2,552,427	\$ -	\$ 2,702,237	\$ -	\$ -



# 5 Year Capital Improvement Plan

Raritan Township Municipal Utilities Authority  
For the Period: January 01, 2024 to December 31, 2024

		Fiscal Year Ending in					
	Estimated Total Cost	2024 (Proposed Budget)	2025	2026	2027	2028	2029
<i>Sewer</i>							
See Attached	\$ 10,754,664	\$ 5,254,664	\$ 1,000,000	\$ 3,500,000	\$ 1,000,000	\$ -	\$ -
	-	-					
	-	-					
	-	-					
Total	10,754,664	5,254,664	1,000,000	3,500,000	1,000,000	-	-
<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	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 10,754,664</b>	<b>\$ 5,254,664</b>	<b>\$ 1,000,000</b>	<b>\$ 3,500,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Raritan Township Municipal Utilities Authority**  
For the Period: January 01, 2024 to December 31, 2024

	Estimated Total Cost	2024 (Proposed Budget)	2025	2026	2027	2028	2029
Mechanical Screen	\$ 1,000,000	\$1,000,000					
Sewer Evaluations	3,500,000	1,000,000	\$ 1,000,000	\$ 1,500,000			
Two Generators & Prof. Fees	443,000	443,000					
Repaving&Milling Driveway	225,000	225,000					
FWWF Equalization Tanks Const	520,000	520,000					
Klampress Partial Reconditionin	202,237	202,237					
4x4 Utility Truck with Crane	172,716	172,716					
PEM Sulzer Volute Case/Impelle	31,015	31,015					
PEM(4) Dry Pit Pumps and Insta	492,341	492,341					
PEM (4) Swing Check Valve	27,659	27,659					
PSI Bypass Main Influent Station	24,910	24,910					
Inflow Infiltration	50,000	50,000					
Difussers	50,000	50,000					
2009 Ford F450 Refurbish	14,310	14,310					
Cat D40 GC Diesel Generator Se	40,600	40,600					
Roof Kren Building	44,000	44,000					
Mag Meter 4 Pump Station	32,200	32,200					
Flemington Driveway	49,370	49,370					
Servers	45,020	45,020					
License Alan Bradley Logic	104,642	104,642					
Tree Removal	25,000	25,000					
New Lab	68,300	68,300					
Contingencies	92,344	92,344					
Difussers	500,000	500,000					
Phosphorus Removal	3,000,000			2,000,000	1,000,000		
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
TOTAL THIS PAGE ONLY	\$ 10,754,664	\$ 5,254,664	\$ 1,000,000	\$ 3,500,000	\$ 1,000,000	\$ -	\$ -



5 Year Capital Improvement Plan

Raritan Township Municipal Utilities Authority  
For the Period: January 01, 2024 to December 31, 2024

		Fiscal Year Ending in					
Estimated Total Cost		2024 (Proposed Budget)	2025	2026	2027	2028	2029
	\$ -						
	-						
	-						
	-						
	-						
	-						
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	-						
	-						
	-						
TOTAL ALL DETAIL PAGES		\$ 10,754,664	\$ 5,254,664	#####	\$ 3,500,000	\$ 1,000,000	\$ - \$ -



# 5 Year Capital Improvement Plan Funding Sources

Raritan Township Municipal Utilities Authority  
For the Period: January 01, 2024 to December 31, 2024

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Sewer</i>						
See attached	\$ 10,754,664	\$ 2,552,427	\$ -	\$ 8,202,237	\$ -	\$ -
	-					
	-					
	-					
Total	10,754,664	2,552,427	-	8,202,237	-	-
<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>\$ 10,754,664</u>	<u>\$ 2,552,427</u>	<u>\$ -</u>	<u>\$ 8,202,237</u>	<u>\$ -</u>	<u>\$ -</u>
Total 5 Year Plan per CB-4	<u>\$ 10,754,664</u>					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				



## 5 Year Capital Improvement Plan Funding Sources

**Raritan Township Municipal Utilities Authority**  
For the Period: January 01, 2024 to December 31, 2024

[illegible]

5 Year Capital Improvement Plan Funding Sources

Raritan Township Municipal Utilities Authority  
For the Period: January 01, 2024 to December 31, 2024

		Funding Sources				
Estimated Total Cost		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
	-					
	-					
	-					
	-					
	-					
	-					
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	-					
	-					
	-					
	-					
TOTAL ALL DETAIL PAGES	\$10,754,664	\$2,552,427	\$ -	\$ 8,202,237	\$ -	\$ -



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

Contracting Unit: \_\_\_\_\_ Year Ending: \_\_\_\_\_ December 31, 2022

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

Change Order for Legal Counsel 2023-46

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

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

10/19/2023

Date

rnicaretta@rtmua.com

Clerk/Secretary to the Governing Body

Appendix to Budget Document