

2014

Lower Township Municipal Utilities

# Authority Budget

Department Of



**Community  
Affairs**

Division of Local Government Services

2014

**Lower Township Municipal Utilities**

**AUTHORITY BUDGET**

FISCAL YEAR: FROM December 1, 2013 TO November 30, 2014

*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. 40A:5A-11.*

*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: \_\_\_\_\_ Date: \_\_\_\_\_

## 2014 PREPARER'S CERTIFICATION

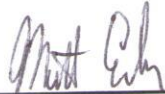
### Lower Township Municipal Utilities

## AUTHORITY BUDGET

FISCAL YEAR: FROM December 1, 2013 TO November 30, 2014

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 Supplemental Schedules required are completed and attached.



\_\_\_\_\_  
(Preparer's signature)

**Matthew V. Ecker**

\_\_\_\_\_  
(Print Name)

**Executive Director**

\_\_\_\_\_  
(Title)

**2900 Bayshore Road**

\_\_\_\_\_  
(Address)

**Villas, New Jersey 08251**

\_\_\_\_\_  
(City, State, Zip Code)

**609-886-7146 / 212 / 609-886-6184**

\_\_\_\_\_  
(Phone number) (ext) (Fax number)

**meltmua@comcast.net**

\_\_\_\_\_  
(Email Address)

# 2014 APPROVAL CERTIFICATION

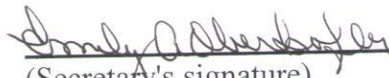
## Lower Township Municipal Utilities

### AUTHORITY BUDGET

FISCAL YEAR: FROM December 1, 2013 TO November 30, 2014

It is hereby certified that the Authority Budget, including Supplemental Schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the LTMU Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 2nd day of October, 2013.

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

  
\_\_\_\_\_  
(Secretary's signature)

**Emily A. Oberkofler**

\_\_\_\_\_  
(Print Name)

**Office Supervisor / Board Secretary**

\_\_\_\_\_  
(Title)

**2900 Bayshore Road**

\_\_\_\_\_  
(Address)

**Villas, New Jersey 08251**

\_\_\_\_\_  
(City, State, Zip Code)

**609-886-7146 / 215 / 609-886-6184**

\_\_\_\_\_  
(Phone number) (ext) (Fax number)

**eoltmua@comcast.net**

\_\_\_\_\_  
(Email Address)

## AUTHORITY INFORMATION SHEET 2014

Please complete the following information regarding this Authority:

<b>Name of Authority:</b>	Lower Township Municipal Utilities Authority		
Address:	2900 Bayshore Road		
City, State, Zip:	Villas	NJ	08251
Phone: (ext.)	609-886-7146 (212)	Fax:	609-886-6184

<b>Preparer's Name:</b>	Matthew V. Ecker		
Preparer's Address:	2900 Bayshore Road		
City, State, Zip:	Villas	NJ	08251
Phone: (ext.)	609-886-7146 (212)	Fax:	609-886-6184

<b>Chief Executive Officer:</b>	Matthew V. Ecker		
Phone: (ext.)	609-886-7146 (212)	Fax:	609-886-6184
E-mail:	meltmua@comcast.net		

<b>Financial Officer:</b>	Harrison A. Bitting		
Phone: (ext.)	609-886-7146 (212)	Fax:	609-886-6184
E-mail:	eoltmua@comcast.net		

<b>Name of Auditor:</b>	Leon Costello		
Name of Firm:	Ford-Scott & Associates, LLC		
Address:	1535 Haven Avenue P. O. Box 538		
City, State, Zip:	Ocean City	NJ	08226-0538
Phone: (ext.)	609-399-6333 (225)	Fax:	609-399-3710
E-mail:	lcostello@ford-scott.com		

Membership of Board of Commissioners (Full Name)	Title
Nels Johnson	Chairperson
Joseph Mento	Vice Chairperson
Harrison A. Bitting	Treasurer
Thomas Frisoli	Assistant Treasurer
Stephen Sheftz	Member

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION NO. 108-2013

RE: INTRODUCTION OF THE ANNUAL 2013-2014 WATER BUDGET  
IN THE AMOUNT OF \$4,241,943

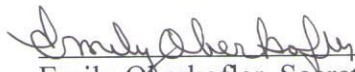
BE IT RESOLVED, by the Lower Township Municipal Utilities Authority that the Annual 2013-2014 Water Budget as presented at a meeting of this Authority held on October 3, 2013 is hereby approved.

BE IT FURTHER RESOLVED, that said Budget will be adopted formally after State Approval and Public Hearing on Wednesday, November 6, 2013.

RESOLUTION NO. 108-2013

	JOHNSON	MENTO	BITTING	FRISOLI	SHEFTZ
MOTION				X	
SECOND			X		
AYES	X	X	X	X	X
NAY					
ABSENT					
ABSTAIN					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on October 2, 2013.

  
Emily Oberkofler, Secretary

# 2014 Authority Budget Resolution Lower Township Municipal Utilities Authority

**FISCAL YEAR: FROM December 1, 2013 TO November 30, 2014**

WHEREAS, the Annual Budget and Capital Budget for the LTMU Authority for the fiscal year beginning, 12/01/2013 and ending, 11/30/2014 has been presented before the governing body of the LTMU Authority at its open public meeting of October 2, 2013; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$3,817,288 , Total Appropriations, including any Accumulated Deficit if any, of \$ 4,241,943 and Total Unrestricted Net Assets utilized of \$424,655; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 692,500 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$-0-; and

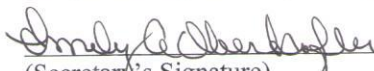
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 LTMU Authority, at an open public meeting held on October 2, 2013 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the LTMU Authority for the fiscal year beginning, 12/01/2013 and ending, 11/30/2014 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 LTMU Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 6, 2013.

  
(Secretary's Signature)

10-2-2013  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Nels Johnson	X			
Joseph Mento	X			
Harrison A. Bitting	X			
Thomas Frisoli	X			
Stephen Sheftz	X			

**BUDGET MESSAGE 2014**  
**Lower Township Municipal Utilities**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM December 1, 2013 TO November 30, 2014**

1. Complete a brief statement on the 2013-2014 proposed Annual Budget and make comparison to the current year's adopted budget. Explain significant increases or decreases, if any.

*The proposed budget is greater than the current year budget. The increase is generally due to increased personnel related expenses, operating costs and debt service payments.*

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.

*There will be no adverse impact on service charges or financial statements.*

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 should not impact the proposed Annual Budget or Capital Budget/Program.*

4. Describe the reasons for utilizing Unrestricted Net Assets in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc.

N/A.

5. If the proposed Annual Budget contains an Accumulated Deficit either existing or anticipated, pursuant to N.J.S.A 40A:5A-12, then an explanation as to reasons for occurrence must be disclosed.

N/A.



2014

**AUTHORITY BUDGET**

WATER  
(OPERATION)

Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

**---ANTICIPATED REVENUES---**

OPERATING REVENUES -----	CROSS REF. -----	2014 PROPOSED BUDGET -----	2013 CURRENT YEAR'S ADOPTED BUDGET -----
SERVICE CHARGES	* A-1 *	\$3,188,186 *	\$2,767,408 *
CONNECTION FEES	* A-2 *	\$409,600 *	\$268,000 *
PARKING FEES	* A-3 *		
OTHER OPERATING REVENUES	* A-4 *	\$219,002 *	\$215,237 *
<b>TOTAL OPERATING REVENUES</b>	* R-1 *	<b>\$3,816,788 *</b>	<b>\$3,250,645 *</b>
NON-OPERATING REVENUES -----	CROSS REF. -----	2014 PROPOSED BUDGET -----	2013 CURRENT YEAR'S ADOPTED BUDGET -----
OPERATING GRANTS & ENTITLEMENTS	* A-5 *		
LOCAL SUBSIDIES & DONATIONS	* A-6 *		
INTEREST ON INVESTMENTS AND DEPOSIT	* A-7 *	\$500 *	\$2,500 *
OTHER NON-OPERATING REVENUES	* A-8 *		
<b>TOTAL NON-OPERATING REVENUES</b>	* R-2 *	<b>\$500 *</b>	<b>\$2,500 *</b>
<b>TOTAL ANTICIPATED REVENUES</b> (R-1 + R-2)	* B-1 *	<b>\$3,817,288 *</b>	<b>\$3,253,145 *</b>

2014

**AUTHORITY BUDGET**

WATER  
(OPERATION)

Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

**---BUDGETED APPROPRIATIONS---**

**--OPERATING APPROPRIATIONS--**

----- ADMINISTRATION -----	CROSS REF. -----	2014 PROPOSED BUDGET -----	2013 CURRENT YEAR'S ADOPTED BUDGET -----
SALARY & WAGES	* * *	\$194,540 *	\$163,000 *
FRINGE BENEFITS	* * *	\$162,250 *	\$104,050 *
OTHER EXPENSES	* * *	\$477,933 *	\$225,500 *
<b>TOTAL ADMINISTRATION</b>	* E-1 *	\$834,723 *	\$492,550 *
----- COST OF PROVIDING SERVICES -----	CROSS REF. -----	2014 PROPOSED BUDGET -----	2013 CURRENT YEAR'S ADOPTED BUDGET -----
SALARY & WAGES	* * *	\$346,500 *	\$342,500 *
FRINGE BENEFITS	* * *	\$374,550 *	\$246,300 *
OTHER EXPENSES	* * *	\$771,500 *	\$508,700 *
<b>TOTAL COST OF PROVIDING SERVICES</b>	* E-2 *	\$1,492,550 *	\$1,097,500 *
<b>TOTAL PRINCIPAL PAYMENTS ON DEBT SERVICE IN LIEU OF DEPRECIATION</b>	* D-1 *	\$1,262,578 *	\$1,076,870 *
<b>TOTAL OPERATING APPROPRIATIONS</b> (E-1 + E-2 + D-1)	* B-2 *	\$3,589,851 *	\$2,666,920 *

2014

**AUTHORITY BUDGET**

WATER  
(OPERATION)

Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

**---BUDGETED APPROPRIATIONS---**

**--NON-OPERATING APPROPRIATIONS--**

				2014 PROPOSED BUDGET	2013 CURRENT YEAR'S ADOPTED BUDGET
	CROSS REF.			-----	-----
TOTAL INTEREST PAYMENTS ON DEBT	*	D-2	*	\$459,592	\$417,489
OPERATIONS & MAINTENANCE RESERVE	*		*		
RENEWAL & REPLACEMENT RESERVE(S)	*	C-1	*	\$192,500	
MUNICIPALITY/COUNTY APPROPRIATION	*		*		
OTHER RESERVES	*	C-2	*		\$168,736
<b>TOTAL NON-OPERATING APPROPRIATIONS</b>	*	<b>B-3</b>	*	\$652,092	\$586,225
<b>ACCUMULATED DEFICIT</b>	*	<b>B-4</b>	*		
<b>TOTAL OPERATING &amp; NON-OPERATING APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b> (B-2 + B-3 + B-4)	*	<b>B-5</b>	*	\$4,241,943	\$3,253,145
UNRESTRICTED NET ASSETS UTILIZED:					
MUNICIPALITY/COUNTY APPROPRIATION	*	R-3a	*		
OTHER	*	R-3b	*	\$424,655	
<b>LESS: TOTAL UNRESTRICTED NET ASSETS UTILIZED (R-3a + R-3b)</b>	*	<b>R-3</b>	*	\$424,655	
<b>NET TOTAL APPROPRIATIONS</b> (B-5 - R-3)	*	<b>B-6</b>	*	\$3,817,288	\$3,253,145

## 2014 ADOPTION CERTIFICATION

### Lower Township Municipal Utilities

## AUTHORITY BUDGET

FISCAL YEAR: FROM December 1, 2013 TO November 30, 2014

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 LTMU Authority, pursuant to N.J.A.C. 5:31-2.3, on the 6th day of November 6, 2013.

\_\_\_\_\_  
(Secretary's signature)

**Emily A. Oberkofler**  
\_\_\_\_\_

(Print Name)

**Office Supervisor / Board Secretary**  
\_\_\_\_\_

(Title)

**2900 Bayshore Road**  
\_\_\_\_\_

(Address)

**Villas, New Jersey 08251**  
\_\_\_\_\_

(City, State, Zip Code)

**609-886-7146 / 215 / 609-886-6184**  
\_\_\_\_\_

(Phone number) (ext.) (Fax number)

**eoltmua@comcast.net**  
\_\_\_\_\_

(Email Address)

2014

Lower Township Municipal Utilities

AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2014 CERTIFICATION of AUTHORITY CAPITAL BUDGET/PROGRAM

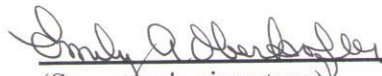
## Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM December 1, 2013 TO November 30, 2014

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 LTMU Authority, on the 2nd day of October 2, 2013.

OR

It is further 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): \_\_\_\_\_

  
\_\_\_\_\_  
(Secretary's signature)

**Emily A. Oberkofler**  
\_\_\_\_\_  
(Print Name)

**Office Supervisor / Board Secretary**  
\_\_\_\_\_  
(Title)

**2900 Bayshore Road**  
\_\_\_\_\_  
(Address)

**Villas, New Jersey 08251**  
\_\_\_\_\_  
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**609-886-7146 / 215 / 609-886-6184**  
\_\_\_\_\_  
(Phone number) (ext.) (Fax number)

**eoltmua@comcast.net**  
\_\_\_\_\_  
(Email Address)

## 2014 Capital Budget/Program Message

### Lower Township Municipal Utilities Authority

**FISCAL YEAR: FROM December 1, 2013 TO November 30, 2014**

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?

*The Capital Plan has been reviewed by appropriate municipalities.*

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

*Each project has been developed from a specific capital improvement plan or report.*

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

*A long term infrastructure needs assessment and capital improvement plan has been prepared.*

4. Describe the projected impacts 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.

*The proposed capital projects will allow for proper maintenance of the facilities and should not adversely impact current or future year's rate schedules.*

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

*N/A*

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

*N/A*

**Add additional sheets if necessary.**

2014

**AUTHORITY CAPITAL BUDGET**

WATER  
(OPERATION)

Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

PROPOSED YEAR'S CAPITAL IMPROVEMENT PLAN

PROJECTS	ESTIMATED TOTAL COST	-----FUNDING SOURCES-----			
		UNRESTRICTED NET ASSETS	RENEWAL & REPLACEMENT RESERVE	DEBT AUTHORIZATION	OTHER SOURCES
A WATER MAIN - VILLAS N.E.	\$500,000				\$500,000 (1)
B WATER MAIN - N. CAPE MAY	\$75,000		\$75,000		
C OPERATION EQUIPMENT	\$95,000		\$95,000		
D VEHICLES	\$17,500		\$17,500		
E OFFICE EQUIPMENT	\$5,000		\$5,000		
F					
G					
H					
I					
J					
K					
L					
M					
N					
<b>TOTAL</b>	<b>\$692,500</b>		<b>\$192,500</b>		<b>\$500,000</b>

(1) GRANT FUNDS



LTMUA WATER FIVE YEAR CAPITAL PROGRAM

Water Items	Total Cost	2014	2015	2016	2017	2018	2019	Source				
								Application Grants	Bonds Notes	Other Reserves		
<b>Rehab Various Wells 10 Years</b>												
Well #1 1956 - Seal												50,000
Well #2 1962 - Seal				50,000								50,000
Well #6 2003	50,000											
Well #7 2005	50,000				50,000							
Well #8 2011												
Well #9 2008						700,000					700,000	
Well #10 -Future	700,000											
<b>Storage Tanks Painting 10 Years</b>												
Scott Avenue 1956												
Shunpike 1975 - 2003	350,000		350,000							85,000	265,000	
Airport 2008	400,000					400,000					400,000	
Millman 2010												
<b>Water Main Installation</b>												
Breakwater Road WM	500,000			500,000					125,000		375,000	
Villas WM - Northeast Section	900,000	500,000	100,000	100,000	100,000	100,000			500,000		400,000	
North Cape May	550,000	75,000	75,000			400,000					400,000	150,000
<b>Operation Equipment</b>												
SCADA System	75,000	75,000										75,000
Other Operating Equipment	20,000	20,000										20,000
<b>Vehicles &amp; Equipment</b>												
Truck #2 Replacement*	17,500	17,500										17,500
Truck #6 Utility/Crane-2003 *	20,000		20,000									20,000
Truck #10 Utility Body-2003 *	15,000				15,000							15,000
Truck #8 Utility/Lift Gate-2004 *	20,000			20,000								20,000
Truck #14 Dump Truck*	40,000						40,000					40,000
Copier*	5,000	5,000										5,000
<b>Totals</b>	<b>3,712,500</b>	<b>692,500</b>	<b>545,000</b>	<b>670,000</b>	<b>165,000</b>	<b>1,600,000</b>	<b>40,000</b>	<b>710,000</b>	<b>2,540,000</b>	<b>462,500</b>		

\* 50% Water & 50% Sewer

2014

**AUTHORITY CAPITAL PROGRAM**

WATER  
(OPERATION)

Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

**5 YEAR CAPITAL IMPROVEMENT PLAN COSTS**

<u>PROJECTS</u>	<u>ESTIMATED TOTAL COST</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
A							
B							
C							
D							
E							
F							
G							
H							
I							
J							
K							
L							
M							
N							
<b>TOTAL</b>	<u>\$3,712,500</u>	<u>\$692,500</u>	<u>\$545,000</u>	<u>\$670,000</u>	<u>\$165,000</u>	<u>\$1,600,000</u>	<u>\$40,000</u>

PLEASE REFER TO PREVIOUS ATTACHED PAGE FOR  
5 YEAR CAPITAL PROJECTS PLAN FUNDING

2014

**AUTHORITY CAPITAL PROGRAM**

WATER  
(OPERATION)

Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

5 YEAR CAPITAL PLAN FUNDING SOURCES: From 2014 to 2019

PROJECTS	ESTIMATED TOTAL COST	-----FUNDING SOURCES-----			
		UNRESTRICTED NET ASSETS	RENEWAL & REPLACEMENT RESERVE	DEBT AUTHORIZATION	OTHER SOURCES
A		PLEASE REFER TO PREVIOUS ATTACHED PAGE FOR			
B		5 YEAR CAPITAL PROJECTS PLAN FUNDING			
C					
D					
E					
F					
G					
H					
I					
J					
K					
L					
M					
N					
<b>TOTAL</b>	<b>\$3,712,500</b>		<b>\$462,500</b>	<b>\$2,540,000</b>	<b>\$710,000</b>

(1)

(1) GRANT FUNDS

2014

Lower Township Municipal Utilities

AUTHORITY

SUPPLEMENTAL SCHEDULES

STATE OF NEW JERSEY

DIVISION OF LOCAL GOVERNMENT SERVICES

2014

WATER  
(OPERATION)

**AUTHORITY BUDGET**  
**SUPPLEMENTAL SCHEDULES**

Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

==== OPERATING REVENUES ====

----SERVICE CHARGES----	CROSS REF.	# UNITS	2014 PROPOSED ANNUAL COLLECTION	# UNITS	2013 CURRENT YEAR'S ADOPTED BUDGET
RESIDENTIAL	* *	9056	\$2,918,517	* 6901	\$2,468,258 *
BUSINESS/COMMERCIAL	* *	265	\$269,669	* 264	\$299,150 *
INDUSTRIAL	* *			* *	* *
INTERGOVERNMENTAL	* *			* *	* *
OTHER	* *			* *	* *
<b>TOTAL SERVICE CHARGES</b>	* <b>A-1</b> *		<b>\$3,188,186</b>	* *	<b>\$2,767,408</b> *

----CONNECTION FEES----	CROSS REF.	# UNITS	2014 PROPOSED ANNUAL COLLECTION	# UNITS	2013 CURRENT YEAR'S ADOPTED BUDGET
RESIDENTIAL	* *	1280	\$409,600	* *	\$268,000 *
BUSINESS/COMMERCIAL	* *			* *	* *
INDUSTRIAL	* *			* *	* *
INTERGOVERNMENTAL	* *			* *	* *
OTHER	* *			* *	* *
<b>TOTAL CONNECTION FEES</b>	* <b>A-2</b> *		<b>\$409,600</b>	* *	<b>\$268,000</b> *

\* INCLUDE ALL APPLICABLE RATE SCHEDULES TO SUPPORT SUCH FEES

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION NO. 171-2010**

**RESOLUTION AMENDING SCHEDULES OF RATES AND CHARGES FOR THE WATER SYSTEM OF THE LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AND RESCINDING ALL PREVIOUS RESOLUTIONS**

WHEREAS, the following increases in the water service charges have been recommended and approved by the Auditors, Ford, Scott and Associates of the Lower Township Municipal Utilities Authority; and

WHEREAS, the Authority has determined that the following water service charges should be charged and collected in accordance with the Municipal Utilities Authorities Law of the State of New Jersey (N.J.S.A. 40:14B, et seq.) and Bond Resolutions adopted pursuant thereto.

NOW, THEREFORE, BE IT RESOLVED, by the Lower Township Municipal Utilities Authority that the Schedule of Rates and Fees is adopted as follows:

**SECTION I: RATE SCHEDULE OF QUARTERLY WATER SERVICE RATES AND CHARGES**

SIZE OF METER	CONSUMPTION OF WATER ALLOWED IN MINIMUM QUARTERLY CHARGE IN GALLONS	MINIMUM QUARTERLY CHARGE
5/8" Residential	10,000	\$ 62.48
3/4" Residential	10,000	66.06
1" Residential	20,000	157.36
5/8" Commercial	10,000	62.48
3/4" Commercial	10,000	66.06
1" Commercial	20,000	157.36
1 1/2" Commercial	40,000	216.21
2" Commercial	50,000	272.69
3" Commercial	80,000	430.05
4" Commercial	120,000	629.42
6" Commercial	250,000	1,236.02
8" Commercial	337,500	1,666.06
METER CHECKS		50.00
METER BOTTOM REPLACEMENT		50.00

Consumption in excess of the water allowance for the minimum quarterly charge shall be determined as follows:

- (1) Excess usage, within the quarter, above the minimum, but less than twice the minimum, shall be charged at the rate of \$3.61 per thousand gallons.
- (2) Excess usage, within the quarter, exceeding twice the minimum, shall be charged at the rate of \$3.97 per thousand gallons.
- (3) Annual charge per Fire Hydrant Public \$41.50
- (4) Annual charge per Fire Hydrant Private \$41.50
- (5) Annual charge per Sprinkler System \$139.34

**SECTION II: BULK WATER SALES**

- (1) All bulk sales of water to any municipality, Utility Authority, Authority or private water utility shall be through a termed agreement approved by both parties and the New Jersey Department of Environmental Protection (NJDEP). Any infrastructure improvements to the MUA's wells, treatment, storage tanks, pipe lines, booster pumps, water meters, et cetera, required to supply, treat or deliver the water purchased shall be at the expense of the purchaser.
- (2) All water meters used to calculate the amount of water supplied to the purchaser shall be in gallons and calibrated annually by actual flow of the meter. The cost of the calibration testing shall be shared equally by the MUA and the purchaser.
- (3) The cost of water sold to the purchaser during off-peak times, (September 16 to May 14) shall be set at \$6.25 per 1,000 gallons or equal to the current quarterly minimum charge of a 5/8" water meter divided by the quarterly allowed water consumption in gallons.
- (4) The cost of water sold to the purchaser during peak times, (May 15 to September 15) shall be set at \$7.81 per 1,000 gallons or equal to the current quarterly minimum charge of a 5/8" water meter divided by the quarterly allowed water consumption in gallons times one and one quarter percent (1.25%).
- (5) A delivery charge of \$1.60 per 1,000 gallons shall be applied which is equal to the current connection fee divided by allowable gallons in five years, then divided by five (5) years. Example: \$1,600/200 = \$8.00/5 = \$1.60 per 1,000 gallons.
- (6) Payment for bulk water sales shall be made monthly. The MUA shall read the bulk meter and issue a monthly invoice to the purchaser. Payment shall be made within thirty (30) days of the invoice date. Interest shall be applied to all unpaid balances at one and one half percent (1.5%) per month. Failure to pay within the thirty (30) day time limit shall result in termination of service and an interruption of service fee applied to the account as per the rate schedule.

**SECTION III: BULK WATER SALES TANK TRUCKLOAD**

One time bulk sales or tank truck sales shall be set at a rate of \$150.00 per truckload to a maximum of 7,000 gallons per truckload. Payment shall be due prior to providing the water.

**SECTION IV: EMERGENCY BULK PURCHASES**

- (1) Emergency bulk purchases to any municipality, Utility Authority, Authority, or private water utility that currently has an interconnection with the MUA shall be defined as a condition where an immediate emergency or shortage of water is due to a mechanical failure, pipeline failure, or natural disaster and shall be for a period of time not to exceed thirty (30) days so adequate repairs may be made to the purchaser's system. The MUA Board may at their discretion extend the thirty (30) day period upon Board approval.
- (2) The cost of water sold to the purchaser during off-peak times, (September 16 to May 14) shall be set at \$3.97 per 1,000 gallons or equal to the current excess usage at twice the minimum.
- (3) The cost of water sold to the purchaser during peak times, (May 15 to September 15) shall be set at \$6.25 per 1,000 gallons or equal to the current quarterly minimum charge of a 5/8" water meter divided by the quarterly allowed water consumption in gallons.
- (4) Payment for bulk water sales shall be made monthly. The MUA shall read the bulk meter and issue a monthly invoice to the purchaser. Payment shall be made within thirty (30) days of the invoice date. Interest shall be applied to all unpaid balances at one and one half percent (1.5%) per month. Failure to pay within the thirty (30) day time limit shall result in termination of service and an interruption of service fee applied to the account as per the rate schedule.

**SECTION V: MISCELLANEOUS CHARGES**

Charges for all other types of services not included in the above shall be established by contract between the Authority and each of such users. Only Fire Companies may use fire hydrants without special authorization of the Authority.

**SECTION VI: DISCONTINUANCE AND RESTORATION OF SERVICE**

- (1) Discontinuance of service, at the user's request, shall be the responsibility of the user and the user must arrange to have his plumber turn off the service at the curb and must be responsible to drain the meter and lines within the property that would be susceptible to freezing. The Authority shall not be held liable or accountable for any damage which may result from water leaks, burst water pipes, frozen pipes or meters resulting from negligence of the property owner to take the necessary precautions to protect the complete water service, meter and appurtenances within the property.
- (2) When water is turned "ON" or "OFF" at the request of the property owner, there will be no pro-rations of the minimum quarterly charge. It is the property owner's responsibility to maintain the account up to date.

(3) In the event that a service charge and/or a connection charge with regard to any parcel of real property shall not be paid as and when due, interest shall accrue and be due to the Municipal Utilities Authority on the unpaid balance at the rate of one and one half (1.5%) percent per month until such charge, and the interest thereon, shall be fully paid to the Municipal Utilities Authority and shall be a lien upon the premises so served. The Authority also has the right to terminate services in the event accounts become delinquent. If service is terminated, the property owner is responsible for paying the account up to date and an interruption of service fee of \$160.00 for residential properties and \$900.00 for commercial properties before service will be restored. The Township of Lower Municipal Utilities Authority is not responsible for any damages caused by termination of service.

(4) All billing will be made to the property owner who will remain responsible regardless of any change in tenants or those in possession. It is the owner's responsibility to notify the Authority in writing of correct billing information, including change of address, if inaccurate or if changed.

(5) With respect to charge for properties which shall be connected for the first time with said water system, from and after the date thereof, the charge for the first quarterly period shall be a percentage of the quarterly charge hereinabove, equal to the percentage of the quarterly period remaining after such connection.

(6) Any requests for review of any bill must be submitted in writing and received by the Authority within thirty (30) days of the billing date.

(7) All requests for disconnection shall be in writing and effective the date of disconnection. Disconnection shall require line being cut and capped. In the event of disconnection at owner's request, any application for reconnection shall be considered as a new customer and require all procedural aspects of a new connection, including but not limited to payment of one connection fee then in place. At the time of disconnection, the property owner may opt to continue to pay the minimum quarterly fee until water service is reconnected to the property. A new or reconnection fee shall be waived if the account is maintained up to date.

**SECTION VII:**

- (1) The officers and agents of the Authority shall have unrestricted access at reasonable hours to all premises served by the Authority to inspect the water service and to see that the requirements of the Authority regarding the use of the customer's water connection are being observed.
- (2) Any damage to lines, meters or any other property of the Authority caused by carelessness or neglect of a customer must be paid for by the customer upon presentation of a bill therefore.
- (3) The names and addresses of the customers of the Authority shall not be publicly available, except to the extent required by law, and no mailing lists shall be provided by the Authority or by any of its Officers or Employees, which mailing lists are compiled from records of the Authority.

**SECTION VIII:**

- (1) Any and all previous water rate resolutions are hereby rescinded.

Offered by: Thomas M. Brown, Sr.

Seconded: Kenn Mann

Adopted: January 5, 2011

Emily Oberkofler, Secretary

The foregoing Resolution was adopted after Second Reading and Public Hearing at the Regular meeting of the LTMUA held January 5, 2011.

2014

WATER  
(OPERATION)

**AUTHORITY BUDGET**  
SUPPLEMENTAL SCHEDULES

Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

==== OPERATING REVENUES ====

---PARKING FEES---	CROSS REF.	# UNITS	2014 PROPOSED ANNUAL COLLECTION	# UNITS	2013 CURRENT YEAR'S ADOPTED BUDGET
	-----	-----	-----	-----	-----
METERS	* *			*	*
PERMITS	* *		N/A	*	N/A *
FINES/PENALTIES	* *			*	*
OTHER	* *			*	*
<b>TOTAL PARKING FEES</b>	* <b>A-3</b> *		-----	*	-----
			=====		=====
---OTHER OPERATING REVENUES---	CROSS REF.	# UNITS	2014 PROPOSED ANNUAL COLLECTION	# UNITS	2013 CURRENT YEAR'S ADOPTED BUDGET
	-----	-----	-----	-----	-----
<b>LIST IN DETAIL:</b>					
HYDRANTS & FIRE SPRINKLERS	* *		\$25,348	*	\$27,083 *
PENALTY/INTEREST REVENUE	* *		\$20,000	*	\$20,000 *
MISCELLANEOUS REVENUE	* *		\$173,654	*	\$168,154 *
	* *			*	*
	* *			*	*
<b>TOTAL OTHER REVENUES</b>	* <b>A-4</b> *		-----	*	-----
			=====		=====

\* INCLUDE ALL APPLICABLE RATE SCHEDULES TO SUPPORT SUCH FEES  
PAGE SS-2

2014

WATER  
(OPERATION)

**AUTHORITY BUDGET**  
SUPPLEMENTAL SCHEDULES

Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

==== NON-OPERATING REVENUES ====

----GRANTS &---- ----ENTITLEMENTS----	CROSS REF.	2014 PROPOSED BUDGET	2013 CURRENT YEAR'S ADOPTED BUDGET
LIST IN DETAIL:	*	*	*
	*	N/A	N/A
	*	*	*
	*	*	*
TOTAL GRANTS & ENT.	* A-5 *	=====	=====

---LOCAL SUBSIDIES--- ---& DONATIONS---	CROSS REF.	2014 PROPOSED BUDGET	2013 CURRENT YEAR'S ADOPTED BUDGET
LIST IN DETAIL:	*	*	*
	*	N/A	N/A
	*	*	*
	*	*	*
TOTAL SUB. & DONATIONS	* A-6 *	=====	=====



2014

WATER  
(OPERATION)

**AUTHORITY BUDGET**  
SUPPLEMENTAL SCHEDULES

Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

==== NON-OPERATING REVENUES ====

---INTEREST ON INVESTMENTS--- ---AND DEPOSITS---	CROSS REF.	2014 PROPOSED BUDGET	2013 CURRENT YEAR'S ADOPTED BUDGET
	-----	-----	-----
INVESTMENTS	* * *	\$500 *	\$2,500 *
SECURITY DEPOSITS	* * *		*
PENALTIES	* * *		*
OTHER INVESTMENTS	* * *		*
<b>TOTAL INTEREST ON INVESTMENTS &amp; DEPOSITS</b>	* * A-7 *	\$500 *	\$2,500 *
		=====	=====
---OTHER NON-OPERATING REVENUES---	CROSS REF.	2014 PROPOSED BUDGET	2013 CURRENT YEAR'S ADOPTED BUDGET
	-----	-----	-----
LIST IN DETAIL:	* * *		*
	* * *		*
	* * *		*
	* * *		*
	* * *		*
<b>TOTAL OTHER REVENUES</b>	* * A-8 *		*
		=====	=====

2014

WATER  
(OPERATION)

**AUTHORITY BUDGET**  
SUPPLEMENTAL SCHEDULES

Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

==== NON-OPERATING APPROPRIATIONS ====

----RENEWAL &---- ---REPLACEMENT RESERVE(S)----	CROSS REF.	2014 PROPOSED BUDGET	2013 CURRENT YEAR'S ADOPTED BUDGET
<hr/>			
LIST IN DETAIL:			
CAPITAL IMPROVEMENT FUND	* * *	\$192,500	* *
	* * *		* *
	* * *		* *
	* * *		* *
		<hr/>	<hr/>
TOTAL RENEWAL & REPLACEMENT RESERVE(S)	* C-1 *	\$192,500	* *
		=====	=====
---OTHER RESERVES---	CROSS REF.	2014 PROPOSED BUDGET	2013 CURRENT YEAR'S ADOPTED BUDGET
<hr/>			
LIST IN DETAIL:			
WATER METERS	* * *		\$75,000 *
RECONDITION WATER	* * *		\$93,736 *
VEHICLE REPLACEMENT	* * *		* *
EQUIPMENT REPLACEMENT	* * *		* *
		<hr/>	<hr/>
TOTAL OTHER RESERVES	* C-2 *		\$168,736 *
		=====	=====

2014

**AUTHORITY BUDGET  
SUPPLEMENTAL SCHEDULES**

WATER  
(OPERATION)

Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

==== BUDGETED DEBT SERVICE REQUIREMENTS ====

---PRINCIPAL PAYMENTS---			2014 PROPOSED BUDGET		2013 CURRENT YEAR'S ADOPTED BUDGET
	CROSS REF.				
AUTHORITY NOTES	* P-1 *			*	*
AUTHORITY BONDS	* P-2 *		\$1,262,578	*	\$1,076,870 *
CAPITAL LEASES	* P-3 *			*	*
INTERGOVERN. LOANS	* P-4 *			*	*
OTHER OBLIGATIONS	* P-5 *			*	*
<b>TOTAL PRINCIPAL PAYMENTS</b>	* D-1 *		<u>\$1,262,578</u>	*	<u>\$1,076,870</u> *
			=====		=====
---INTEREST PAYMENTS---			2014 PROPOSED BUDGET		2013 CURRENT YEAR'S ADOPTED BUDGET
	CROSS REF.				
AUTHORITY NOTES	* I-1 *			*	\$86,220 *
AUTHORITY BONDS	* I-2 *		\$459,592	*	\$331,269 *
CAPITAL LEASES	* I-3 *			*	*
INTERGOVERN. LOANS	* I-4 *			*	*
OTHER OBLIGATIONS	* I-5 *			*	*
<b>TOTAL INTEREST PAYMENTS</b>	* D-2 *		<u>\$459,592</u>	*	<u>\$417,489</u> *
			=====		=====

2014

WATER  
(OPERATION)

**AUTHORITY BUDGET**  
SUPPLEMENTAL SCHEDULES

Lower Township Municipal Utilities Authority  
FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014  
5 YEAR DEBT SERVICE SCHEDULE

PRINCIPAL PAYMENTS	YEARS					
	2014	2015	2016	2017	2018	2019
--AUTHORITY NOTES--	*	*	*	*	*	*
	*	*	*	*	*	*
	*	*	*	*	*	*
	*	*	*	*	*	*
<b>TOTAL PAYMENTS P-1</b>	*	*	*	*	*	*
--AUTHORITY BONDS--						
BONDS	\$1,108,800	\$1,156,050	\$945,000	\$1,004,850	\$261,450	\$100,800
USDA - Series 2010	\$22,493	\$23,402	\$24,347	\$25,331	\$26,355	\$27,419
USDA - Series 2012	\$131,285	\$134,090	\$136,954	\$139,880	\$142,868	\$145,921
<b>TOTAL PAYMENTS P-2</b>	\$1,262,578	\$1,313,542	\$1,106,301	\$1,170,061	\$430,673	\$274,140
--AUTHORITY CAPITAL LEASES--						
	*	*	*	*	*	*
	*	*	*	*	*	*
	*	*	*	*	*	*
<b>TOTAL PAYMENTS P-3</b>	*	*	*	*	*	*
--AUTHORITY INTERGOVERNMENTAL LOANS--						
	*	*	*	*	*	*
	*	*	*	*	*	*
	*	*	*	*	*	*
<b>TOTAL PAYMENTS P-4</b>	*	*	*	*	*	*
--AUTHORITY OBLIGATIONS (LIST)--						
	*	*	*	*	*	*
	*	*	*	*	*	*
	*	*	*	*	*	*
<b>TOTAL PAYMENTS P-5</b>	*	*	*	*	*	*
<b>TOTAL PRINCIPAL DEBT PAYMENTS SS-6</b>	\$1,262,578	\$1,313,542	\$1,106,301	\$1,170,061	\$430,673	\$274,140

2014

WATER  
(OPERATION)

**AUTHORITY BUDGET**

SUPPLEMENTAL SCHEDULES

Lower Township Municipal Utilities Authority

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

5 YEAR DEBT SERVICE SCHEDULE

INTEREST PAYMENTS	YEARS					2019
	2014	2015	2016	2017	2018	
--AUTHORITY NOTES--	*	*	*	*	*	*
	*	*	*	*	*	*
	*	*	*	*	*	*
	*	*	*	*	*	*
<b>TOTAL PAYMENTS I-1</b>	*	*	*	*	*	*
--AUTHORITY BONDS--						
BONDS	*	*	*	*	*	*
USDA - Series 2010	* \$214,842	* \$171,325	* \$134,479	* \$93,460	* \$64,543	* \$58,290
USDA - Series 2012	* \$71,895	* \$70,986	* \$70,041	* \$69,057	* \$68,033	* \$66,969
	* \$172,855	* \$170,050	* \$167,186	* \$164,260	* \$161,271	* \$158,219
<b>TOTAL PAYMENTS I-2</b>	* \$459,592	* \$412,361	* \$371,706	* \$326,777	* \$293,847	* \$283,478
--AUTHORITY CAPITAL LEASES--						
	*	*	*	*	*	*
	*	*	*	*	*	*
	*	*	*	*	*	*
<b>TOTAL PAYMENTS I-3</b>	*	*	*	*	*	*
--AUTHORITY INTERGOVERNMENTAL LOANS--						
	*	*	*	*	*	*
	*	*	*	*	*	*
	*	*	*	*	*	*
<b>TOTAL PAYMENTS I-4</b>	*	*	*	*	*	*
--AUTHORITY OBLIGATIONS (LIST)--						
	*	*	*	*	*	*
	*	*	*	*	*	*
	*	*	*	*	*	*
<b>TOTAL PAYMENTS I-5</b>	*	*	*	*	*	*
<b>TOTAL INTEREST DEBT PAYMENTS SS-6</b>	* \$459,592	* \$412,361	* \$371,706	* \$326,777	* \$293,847	* \$283,478

Lower Township Municipal Utilities Authority

WATER  
(OPERATION)

AUTHORITY BUDGET  
SUPPLEMENTAL SCHEDULES

FISCAL YEAR: FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014

(1) PY UNRESTRICTED NET ASSETS	PY AUDIT	*	*	\$1,860,285	*
<b>ADJUSTMENTS DURING CURRENT YEAR</b>					
(a) EST. NET INCOME OR (LOSS) ON CURRENT YEAR'S RESULTS OF OPERATIONS		*	*	1,312,482	*
(b) ADJUSTMENTS: OTHER (Attach list):		*	*		*
(2) SUBTOTAL - ADJUSTMENTS	(ADD AMOUNTS ON LINES a-b)		*	1,312,482	*
(3) ADD LINES 1 AND 2			*	3,172,767	*
<b>CURRENT YEAR ESTIMATED CHANGES IN RESTRICTIONS</b>					
(attach documentation)					
(c) DEBT SERVICE		*	*		*
(d) MAINTENANCE RESERVE		*	*		*
(e) OPERATING REQUIREMENT		*	*		*
(f) OTHER LEGAL RESERVATIONS		*	*		*
(4) SUB-TOTAL - RESTRICTIONS	(ADD AMOUNTS ON LINES c-f)		*		*
<b>DESIGNATIONS (attach documentation)</b>					
(g) NON-OPERATING IMPROVEMENTS & REPAIRS (CB-4&5)		*	*	763,203	*
(h) CONTRIBUTION TO RATE STABILIZATION PLAN (#)		*	*		*
(i) OTHER BOARD DESIGNATION		*	*		*
(j) ADJUSTMENTS /OTHER (Attach list):		*	*		*
(5) SUBTOTAL - DESIGNATIONS	(ADD AMOUNTS ON LINES g-i)		*	763,203	*
(6) ADD LINES 4 and 5			*	763,203	*
(7) UNRESTRICTED NET ASSETS AVAILABLE FOR USE IN PROPOSED BUDGET	(SUBTRACT LINE 6 FROM LINE 3)		*	2,409,564	*
<b>PROPOSED UTILIZATION OF AVAILABLE UNRESTRICTED NET ASSETS</b>					
(8) AS REVENUE IN ANNUAL BUDGET (PAGE 6, LINE R-3b)		*	*	424,655	*
(9) FOR CURRENT YEAR CAPITAL BUDGET (PAGE CB-3)		*	*		*
(10) SUBTOTAL - U/R NET ASSETS UTILIZED	(ADD AMOUNTS ON LINES 8-9)		*	424,655	*
(11) MAXIMUM ALLOWABLE FOR APPROPRIATION TO MUNICIPALITY/COUNTY	(Budget Item B-2 times 5%)			\$179,493	
(12) AS APPROPRIATED TO MUNICIPALITY/COUNTY (PAGE 6, LINE R-3a)			*		*
(13) TOTAL UNRESTRICTED/UNDESIGNATED NET ASSETS	(SUBTRACT LINES 10 AND 12 FROM LINE 7)		*	\$1,984,909	*

(609) 886-7144 (212) 1 (609) 886-4184 \_\_\_\_\_ CERTIFIED BY: Matt Egan  
 Phone # (extension) / Fax# EXECUTIVE DIRECTOR