

State Filing Year

2017

**ADOPTED COPY**

Start Year

End Year

Fiscal Year

2017

2018

*Authority Budget of:*

*Lower Township Municipal Utilities Authority*

*For the Period:*

*December 1, 2017*

*to*

*November 30, 2018*

[www.ltmua.org](http://www.ltmua.org)

Authority Web Address

**Department Of**



**Community  
Affairs**

*Division of Local Government Services*

LOCAL GOVT SERVICES  
2017 NOV -9 P 12:51  
RECEIVED

**2017 AUTHORITY BUDGET**

**Certification Section**

2017

**LOWER TOWNSHIP MUNICIPAL UTILITIES  
AUTHORITY BUDGET**

**FISCAL YEAR: FROM DECEMBER 1, 2017 TO NOVEMBER 30, 2018**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

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

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

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

**CERTIFICATION OF ADOPTED BUDGET**

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

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

By: Paul D Cwert CPA, RMA Date: 11/13/2017

# 2017 PREPARER'S CERTIFICATION

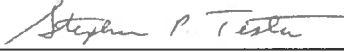
## LOWER TOWNSHIP MUNICIPAL UTILITIES

### AUTHORITY BUDGET

**FISCAL YEAR:** FROM: DECEMBER 1, 2017 TO: NOVEMBER 30, 2018

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

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

Preparer's Signature:			
Name:	Stephen P. Testa, CPA, RMA for Romano, Hearing, Testa & Knorr		
Title:	Financial Services Consultant		
Address:	150 S. Main Road Vineland, New Jersey 08360		
Phone Number:	856.692.9100 Ext. 103	Fax Number:	856.794.8862
E-mail address	stesta@rhtservices.com		

**2017 APPROVAL CERTIFICATION**

**LOWER TOWNSHIP MUNICIPAL UTILITIES**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: DECEMBER 1, 2017 TO: NOVEMBER 30, 2018**

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Lower Township Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 4th day of October, 2017.

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

Officer's Signature:	<i>Sharon Otto</i>		
Name:	Sharon Otto		
Title:	Secretary		
Address:	2900 Bayshore Road Villas, NJ 08251		
Phone Number:	(609) 886-7146 Ext. 222	Fax Number:	(609) 886-6184
E-mail address	soltmua@comcast.net		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

www.ltmua.org

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

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

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

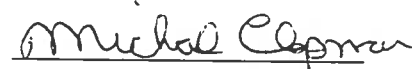
Name of Officer Certifying compliance

Michael Chapman

Title of Officer Certifying compliance

Executive Director

Signature



**RESOLUTION NO. 106-2017**  
**2017 AUTHORITY BUDGET RESOLUTION**  
**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**FISCAL YEAR: FROM: DECEMBER 1, 2017 TO: NOVEMBER 30, 2018**

WHEREAS, the Annual Budget and Capital Budget for the Lower Township Municipal Utilities Authority for the fiscal year beginning, December 1, 2017 and ending, November 30, 2018 has been presented before the governing body of the Lower Township Municipal Utilities Authority at its open public meeting of October 4, 2017; and

WHEREAS, the Annual Budget – **Sewer Operation** as introduced reflects Total Revenues of \$4,978,300, Total Appropriations, including any Accumulated Deficit if any, of \$5,428,165 and Total Unrestricted Net Position utilized of \$449,865; and

WHEREAS, the Capital Budget – **Sewer Operation** as introduced reflects Total Capital Appropriations of \$4,199,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and

WHEREAS, the Annual Budget – **Water Operation** as introduced reflects Total Revenues of \$3,703,300 Total Appropriations, including any Accumulated Deficit if any, of \$4,100,353 and Total Unrestricted Net Position utilized of \$397,053; and

WHEREAS, the Capital Budget – **Water Operation** as introduced reflects Total Capital Appropriations of \$7,122,225 and Total Unrestricted Net Position 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 Lower Township Municipal Utilities Authority, at an open public meeting held on October 4, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Lower Township Municipal Utilities Authority for the fiscal year beginning, December 1, 2017 and ending, November 30, 2018 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 Lower Township Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 1, 2017.

SPENCER W OTTO  
 (Secretary's Signature)

10-4-2017  
 (Date)

Governing Body  
 Member:

Recorded Vote

Member:		Aye	Nay	Abstain	Absent
Brian O'Connor	Chairman	X			
Jacqueline Henderson	Vice Chairman				
Harrison Bitting	Treasurer	X			X
Stephen Sheftz	Assistant Treasurer	X			
John Young	Member	X			


**2017 ADOPTION CERTIFICATION**

**LOWER TOWNSHIP MUNICIPAL UTILITIES**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: DECEMBER 1, 2017 TO: NOVEMBER 30, 2018**

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 Lower Township Municipal Utilities Authority, pursuant to N.J.A.C. 5:31-2.3, on the 1<sup>st</sup> day of, November, 2017.

Officer's Signature:			
Name:	Sharon Otto		
Title:	Secretary		
Address:	2900 Bayshore Road Villas, NJ 08251		
Phone Number:	(856) 468-1111	Fax Number:	(856) 464-0034
E-mail address	soltmua@comcast.net		



**RESOLUTION NO. 118-2017  
2017 ADOPTED BUDGET RESOLUTION**

**LOWER TOWNSHIP MUNICIPAL UTILITIES  
AUTHORITY**

**FISCAL YEAR: FROM: DECEMBER 1, 2017 TO: NOVEMBER 30, 2018**

WHEREAS, the Annual Budget and Capital Budget/Program for the Lower Township Municipal Utilities Authority for the fiscal year beginning December 1, 2017 and ending, November 30, 2018 has been presented for adoption before the governing body of the Lower Township Municipal Utilities Authority at its open public meeting of November 1, 2017; 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 – **Sewer Operation** as introduced reflects Total Revenues of \$4,978,300, Total Appropriations, including any Accumulated Deficit if any, of \$5,428,165 and Total Unrestricted Net Position utilized of \$449,865; and

WHEREAS, the Capital Budget – **Sewer Operation** as introduced reflects Total Capital Appropriations of \$4,199,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and

WHEREAS, the Annual Budget – **Water Operation** as introduced reflects Total Revenues of \$3,703,300 Total Appropriations, including any Accumulated Deficit if any, of \$4,100,353 and Total Unrestricted Net Position utilized of \$397,053; and

WHEREAS, the Capital Budget – **Water Operation** as introduced reflects Total Capital Appropriations of \$7,122,225 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Lower Township Municipal Utilities Authority, at an open public meeting held on November 1, 2017 that the Annual Budget and Capital Budget/Program of the Lower Township Municipal Utilities Authority for the fiscal year beginning, December 1, 2017 and, ending, November 30, 2018 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.

*Armin O'Hara*  
(Secretary's Signature)

11-1-17  
(Date)

Governing Body  
Member:

Recorded Vote

		Aye	Nay	Abstain	Absent
Brian O'Connor	Chairman	X			
Jacqueline Henderson	Vice Chairman	X			
Harrison Bitting	Treasurer	X			
Stephen Sheftz	Assistant Treasurer	X			
John Young	Member	X			

# **2017 AUTHORITY BUDGET**

## **Narrative and Information Section**

**2017 AUTHORITY BUDGET MESSAGE & ANALYSIS  
LOWER TOWNSHIP MUNICIPAL UTILITIES  
AUTHORITY BUDGET**

**FISCAL YEAR: FROM: DECEMBER 1, TO: NOVEMBER  
2017 30, 2018**

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.

**See continuation sheet attached.**

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

**Service charge rates are not anticipated to increase in the proposed budget. No significant increases/decreases are anticipated. See continuation sheet attached for additional comments regarding revenues.**

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 local economy is stable and should have no impact on the proposed budget.**

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

**Unrestricted Net Position is being utilized for rate stabilization and to balance the Sewer and Water Operations Budgets, but primarily to fund the non-operating appropriation *Renewal and Replacement Reserve*.**

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

**Not Applicable.**

6. The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (Prepare a response to deficits caused by the implementation of GASB 68).

**Not Applicable.**

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

**See attached schedule of the Authority's rates. There are no planned increases at this time.**

**2017 AUTHORITY BUDGET MESSAGE & ANALYSIS (Continued)**  
**LOWER TOWNSHIP MUNICIPAL UTILITIES**  
**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: DECEMBER 1, TO: NOVEMBER**  
**2017 30, 2018**

**I. With respect to Revenues:**

Total Anticipated Revenues are budgeted to be \$300,840 more than last year, which is only a 3.58% change. This change is mainly attributable to the inclusion of Sewer revenues from the Shawcrest section of the Authority's service area and other service areas located in neighboring municipalities. The Shawcrest user's effluent is treated by the County of Cape May and the majority of the revenue collected from them is paid to the County through quarterly payments. While the payments to the County have always been budgeted, to reflect the Authority's gross cash flow, the cash collections from these outside service areas are now being budgeted. Further, the Authority's budget also reflects a \$19,000 increase in the payments to the County for the Shawcrest users due to the increasing rates that the County charges.

The Authority's Water revenues include a base rate that is charged to all users. Due to the East Villas expansion projects, which will ultimately result in about 500 new water users, the base user rates are expected to increase \$72,000 in the current year. However, this increase is offset slightly since a more conservative estimate on water usage has been implemented. The net result of the increase in base rates and decrease in anticipated water usage results in anticipated Water user rates increasing \$19,000.

Connection fees are projected to be the same as last year while customers continue to be added in the East Villas section of the Township. Other Operating Revenue is also projected to remain steady with minimal changes. Of the other operating revenues, only Penalty/Interest revenue is projected to increase. The projected increase in penalties and interest is \$10,400 and due mainly to the interest charged on delinquent water connection fees and the overall increase in water users. Non-Operating Revenues also remains steady as the budget continues to include all Water Tower Leases to cell phone service providers, which were included for the first time in the prior year budget.

**With respect to Appropriations:**

During the fiscal year 2017, administration authorized a complete departmental operating cost study. The cost study resulted in changes in how salaries and benefits are proportioned between both the Water and Sewer Division and the Administration and Cost of Operations categories. This study was also for the purpose of determining a cost per gallon operational cost of the Water and Sewer Divisions.

Administration costs are projected to decrease 1.3%. The net decrease is due to the decrease in Administration Benefits (\$38,000) being greater than the increase in Administration Salaries and Wages (\$19,268). Administration – Other Expense remained steady with only a 0.3% increase or \$2,000.

Cost of Providing Services saw similar changes as Administration. Benefits decreased \$97,000 but saw an increase in Salaries and Wages of \$117,851.

Principal payments in lieu of Depreciation is anticipated to decrease by \$1,047,317 due to the final principal payment on the 2014 bonds being significantly less than the penultimate one. However, the Authority is planning on issuing a new USDA loan in October 2017 and is budgeting estimated interest payments that result in Interest Payments on Debt increasing \$47,806.

The decrease in Non-Operating appropriations primarily reflects the decrease in the provision for Renewal & Replacement Reserves in the amount of \$280,000 to fund capital projects. The decrease is a result of projects being funded by Loans rather than R&R reserves. There is also a decrease in the Municipality/County Appropriation line due to the fact there is no provision for a payment to the Township, while in the prior year, the Authority amended its budget to appropriate \$60,000 to the Township.

## AUTHORITY CONTACT INFORMATION 2017

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

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

<b>Preparer's Name:</b>	Stephen P. Testa, CPA, RMA for Romano, Hearing, Testa & Knorr, Financial Services Consultant		
<b>Preparer's Address:</b>	150 S. Main Road		
<b>City, State, Zip:</b>	Vineland	NJ	08360
<b>Phone: (ext.)</b>	(856) 692-9100 Ext. 103	<b>Fax:</b>	856-794-8862
<b>E-mail:</b>	stesta@rhtservices.com		

<b>Chief Executive Officer:</b>	Michael Chapman, Executive Director		
<b>Phone: (ext.)</b>	(609) 886-7146 (X 218)	<b>Fax:</b>	(609) 886-6184
<b>E-mail:</b>	mchapman@ltmua.org		

<b>Chief Financial Officer:</b>	Harrison Bitting, Treasurer		
<b>Phone: (ext.)</b>	(609) 886-7146	<b>Fax:</b>	(609) 886-6184
<b>E-mail:</b>			

<b>Name of Auditor:</b>	Carol A. McAllister, CPA, RMA		
<b>Name of Firm:</b>	Bowman & Company, LLP		
<b>Address:</b>	601 White Horse Road		
<b>City, State, Zip:</b>	Voorhees	NJ	08043
<b>Phone: (ext.)</b>	(856) 821-6864	<b>Fax:</b>	(856) 435-0440
<b>E-mail:</b>	cmcallister@bowmanllp.com		

# AUTHORITY INFORMATIONAL QUESTIONNAIRE

## LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2017 TO: NOVEMBER 30, 2018

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

- 1) Provide the number of individuals employed in calendar year 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 27
- 2) Provide the amount of total salaries and wages for calendar year 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$1,234,416 (FICA Wages).
- 3) Provide the number of regular voting members of the governing body: 5
- 4) Provide the number of alternate voting members of the governing body: None
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? No

*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. The compensation for all Board members was established by Ordinance of the Township of Lower and was \$1,200 for fiscal year 2016 and is \$2,500 for fiscal year 2017 and forward. The compensation for the Executive Director and Superintendent is determined by written employment contract. Such contracts are reviewed and approved by the Authority's Board.
- 11) Did the Authority pay for meals or catering during the current fiscal year? No If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.

**AUTHORITY INFORMATIONAL QUESTIONNAIRE  
(CONTINUED)  
LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**FISCAL YEAR: FROM: DECEMBER 1, TO: NOVEMBER**  
2017 30, 2018

- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.  
Michael Chapman, Executive Director received mileage and toll reimbursements of \$327.07 and training and seminar reimbursements of \$5,334.94.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel No
  - b. Travel for companions No
  - c. Tax indemnification and gross-up payments No
  - d. Discretionary spending account No
  - e. Housing allowance or residence for personal use No
  - f. Payments for business use of personal residence No
  - g. Vehicle/auto allowance or vehicle for personal use Yes (See below).
  - h. Health or social club dues or initiation fees No
  - i. Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 13) g. Michael Chapman, Executive Director, Craig Loper, Superintendent, Mark Johnson, Supervisor: Auto Fringe for personal use of vehicle- Amount to be determined at the end of the year.
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses.
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No If "yes," attach explanation including amount paid.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No If "yes," attach explanation including amount paid.
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? Yes. If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. The Audited financial statements were posted to EMMA, and the Authority has engaged Phoenix Advisors to perform the annual updates to the annual operating data and required disclosure and have them posted to EMMA.
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? No If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.

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

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**FISCAL YEAR: FROM: DECEMBER 1, 2017 TO: NOVEMBER 30, 2018**

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

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

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

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

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

- a) The individual received reportable compensation from the authority and all related 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 related entities is greater than \$100,000 for the most recent fiscal year completed.

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

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2016, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2016, with 2015 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2016 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2016 being the most recent calendar year ended).

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



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

For the Period December 1, 2017 to December 30, 2018  
 Lower Township Municipal Utilities Authority  
 November 30, 2018

Position (Can Check more than 1 Column for each person)

Reportable Compensation from Authority (W-2/1099)

Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/Stipend	Bonus	Other (auto allowance, expense payment in lieu of health benefits, etc.)	Estimated amount of other compensation from Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
1 Brian O'Connor	Chairman		X	X				1,100				1,100	Cape May County	GIS Specialist	35	69,460		70,560
2 Thomas A. Frisoli, Jr.	Vice Chairman (to 1/31/17) Member (from 2/1/17)		X	X				1,100				1,100						1,100
3 John Young	Treasurer		X	X				1,100				1,100						1,100
4 Harrison Blitting	Asst. Treasurer		X	X				1,100				1,100						1,100
5 Steve Sheftz	Member		X	X				1,100				1,100						1,100
6 Jacqueline Henderson	Exec. Director	40	X					117,734		10,000		117,734	Stone Harbor	Plant Oper	10,000		117,734	
7 Michael Chapman	Superintendent	40	X					96,489				106,489	Lower Cape May Regh	Plant Oper	3,000		116,489	
8 Craig Loper																		3,000
9 Craig Loper (Continued)																		0
10																		0
11																		0
12																		0
13																		0
14																		0
15																		0
<b>Total:</b>								\$ 219,723	\$ -	\$ 10,000	\$ -	\$ 229,723		\$ 82,460	\$ -	\$ -	\$ 312,183	

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

# Schedule of Health Benefits - Detailed Cost Analysis

Lower Township Municipal Utilities Authority  
 For the Period December 1, 2017 to November 30, 2018

	Annual Cost		# of Covered Members	# of Covered Members (Medical & Rx)	Total Cost Estimate Proposed Budget	Annual Cost per Employee Proposed Budget	Annual Cost per Employee Current Year	Total Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	# of Covered Members (Medical & Rx)	Annual Cost Estimate Proposed Budget								
<b>Active Employees - Health Benefits - Annual Cost</b>										
Single Coverage	2	\$ 12,369	2	0	\$ 24,738	\$ 12,369	-	\$ -	\$ 24,738	#DIV/0!
Parent & Child	1	23,251	2	2	23,251	23,251	20,089	40,178	(16,927)	-42.1%
Employee & Spouse (or Partner)	2	25,479	1	1	50,958	25,479	22,446	22,446	28,512	127.0%
Family	14	34,989	14	15	489,846	34,989	31,192	467,880	21,966	4.7%
Employee Cost Sharing Contribution (enter as negative - )					(65,793)			(36,331)	(29,462)	81.1%
Subtotal	19		19	18	523,000			494,173	28,827	5.8%
<b>Commissioners - Health Benefits - Annual Cost</b>										
Single Coverage					-			-	-	#DIV/0!
Parent & Child					-			-	-	#DIV/0!
Employee & Spouse (or Partner)					-			-	-	#DIV/0!
Family					-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )					-			-	-	#DIV/0!
Subtotal	0		0	0	-			-	-	#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>										
Single Coverage	2	11,754	2	2	23,508	11,754	11,754	23,508	-	0.0%
Parent & Child	1	23,427	1	1	23,427	23,427	23,427	23,427	-	0.0%
Employee & Spouse (or Partner)	10	26,207	10	10	262,070	26,207	28,998	289,980	(27,910)	-9.6%
Family					-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )					-			-	-	#DIV/0!
Subtotal	13		13	13	309,005			336,915	(27,910)	-8.3%
<b>GRAND TOTAL</b>	<b>32</b>		<b>32</b>	<b>31</b>	<b>\$ 832,005</b>			<b>\$ 831,088</b>	<b>\$ 917</b>	<b>0.1%</b>

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

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

# Schedule of Accumulated Liability for Compensated Absences

Lower Township Municipal Utilities Authority

For the Period December 1, 2017 to December 30, 2018

Complete the below table for the Authority's accrued liability for compensated absences.  
 X Box if Authority has no Compensated Absences

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Chapman, Michael	24	11,535			
McFeeters, Erin	51	2,618			
Melissa Bailey	64	1,801			
Justin lowe	68	1,722			
Otto, Sharon	270	22,549			
Brown, Charles	82	3,942			
Dunn, William	118	7,275			
Embs, Donald	246	22,297			
Girard, Michael	262	20,331			
Hilvert, Andrew	69	4,719			
Johnson, Mark	141	17,866			
Matsinger, Jesse J	16	4,243			
McDonald, James M	39	8,004			
Total From Previous Page		36,192			
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$ 165,094</b>			

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

# Schedule of Accumulated Liability for Compensated Absences

Lower Township Municipal Utilities Authority  
 For the Period December 1, 2017 to November 30, 2018

Complete the below table for the Authority's accrued liability for compensated absences.  
 X Box if Authority has no Compensated Absences

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of		Legal Basis for Benefit (check applicable items)		
		Accrued	Compensated	Approved Labor Agreement	Resolution	Individual Employment Agreement
Stockton, Edward C	16	1,820				
Winter, Gustave	36	3,041				
Sudol, Steve	65	2,994				
Winslow, Dennis	48	5,692				
Bray, James	86	5,394				
Loper, Craig	73	17,252				
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$ 36,192</b>				

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

# Schedule of Shared Service Agreements

For the Period Lower Township Municipal Utilities Authority November 30, 2018  
 December 1, 2017 to

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
No formal shared services agreements at the current time						

If No Shared Services X this Box   X

**2017 AUTHORITY BUDGET  
(12/1/17 TO 11/30/18)**

**Financial Schedules Section**

# SUMMARY

Lower Township Municipal Utilities Authority  
 For the Period December 1, 2017 to November 30, 2018

	<i>FY 2018 Proposed Budget</i>				FY 2017 Adopted Budget	All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted		
	Sewer	Water	N/A	N/A						Total All Operations	Total All Operations
	\$	\$	\$	\$						\$	\$
<b>REVENUES</b>											
Total Operating Revenues	\$ 4,977,800	\$ 3,548,000	-	-	\$ 8,224,960	\$ 8,224,960	\$ 300,840	3.7%			
Total Non-Operating Revenues	500	155,300	-	-	155,800	155,800	-	0.0%			
Total Anticipated Revenues	4,978,300	3,703,300	-	-	8,380,760	8,380,760	300,840	3.6%			
<b>APPROPRIATIONS</b>											
Total Administration	642,750	671,750	-	-	1,314,500	1,331,232	(16,732)	-1.3%			
Total Cost of Providing Services	2,936,750	1,428,750	-	-	4,365,500	4,317,649	47,851	1.1%			
Total Principal Payments on Debt Service in Lieu of Depreciation	112,850	500,044	-	-	612,894	1,660,211	(1,047,317)	-63.1%			
Total Operating Appropriations	3,692,350	2,600,544	-	-	6,292,894	7,309,092	(1,016,198)	-13.9%			
Total Interest Payments on Debt	36,815	370,809	-	-	407,624	359,818	47,806	13.3%			
Total Other Non-Operating Appropriations	1,699,000	1,129,000	-	-	2,828,000	3,168,000	(340,000)	-10.7%			
Total Non-Operating Appropriations	1,735,815	1,499,809	-	-	3,235,624	3,527,818	(292,194)	-8.3%			
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!		
Total Appropriations and Accumulated Deficit	5,428,165	4,100,353	-	-	9,528,518	10,836,910	(1,308,392)	-12.1%			
Less: Total Unrestricted Net Position Utilized	449,865	397,053	-	-	846,918	2,456,150	(1,609,232)	-65.5%			
Net Total Appropriations	4,978,300	3,703,300	-	-	8,681,600	8,380,760	300,840	3.6%			
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	#DIV/0!		

## Revenue Schedule

Lower Township Municipal Utilities Authority  
For the Period December 1, 2017 to November 30, 2018

	<b>FY 2018 Proposed Budget</b>						<b>FY 2017 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	Sewer	Water	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	4,120,000	2,943,000					\$ 7,063,000	\$ 6,979,647	\$ 83,353	1.2%
Business/Commercial	821,000	488,000					1,309,000	1,094,913	214,087	19.6%
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
<b>Total Service Charges</b>	<b>4,941,000</b>	<b>3,431,000</b>					<b>8,372,000</b>	<b>8,074,560</b>	<b>297,440</b>	<b>3.7%</b>
<i>Connection Fees</i>										
Residential	4,800	72,000					76,800	76,800	-	0.0%
Business/Commercial							-	-	-	#DIV/0!
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
<b>Total Connection Fees</b>	<b>4,800</b>	<b>72,000</b>					<b>76,800</b>	<b>76,800</b>	<b>-</b>	<b>0.0%</b>
<i>Parking Fees</i>										
Meters							-	-	-	#DIV/0!
Permits							-	-	-	#DIV/0!
Fines/Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
<b>Total Parking Fees</b>							<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Other Operating Revenues (List)</i>										
Penalty/Interest Revenue	30,000	36,000					66,000	55,600	10,400	18.7%
Miscellaneous Fees	2,000	9,000					11,000	18,000	(7,000)	-38.9%
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
<b>Total Other Revenue</b>	<b>32,000</b>	<b>45,000</b>					<b>77,000</b>	<b>73,600</b>	<b>3,400</b>	<b>4.6%</b>
<b>Total Operating Revenues</b>	<b>4,977,800</b>	<b>3,548,000</b>					<b>8,525,800</b>	<b>8,224,960</b>	<b>300,840</b>	<b>3.7%</b>
<b>NON-OPERATING REVENUES</b>										
<i>Other Non-Operating Revenues (List)</i>										
Water Tower Leases		154,800					154,800	154,800	-	0.0%
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>		<b>154,800</b>					<b>154,800</b>	<b>154,800</b>	<b>-</b>	<b>0.0%</b>
<i>Interest on Investments &amp; Deposits (List)</i>										
Interest Earned	500	500					1,000	1,000	-	0.0%
Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
<b>Total Interest</b>	<b>500</b>	<b>500</b>					<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>0.0%</b>
<b>Total Non-Operating Revenues</b>	<b>500</b>	<b>155,300</b>					<b>155,800</b>	<b>155,800</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,978,300</b>	<b>\$ 3,703,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,681,600</b>	<b>\$ 8,380,760</b>	<b>\$ 300,840</b>	<b>3.6%</b>



# Prior Year Adopted Revenue Schedule

## Lower Township Municipal Utilities Authority

### FY 2017 Adopted Budget

	Sewer	Water	N/A	N/A	N/A	N/A	Total All Operations
<b>OPERATING REVENUES</b>							
<i>Service Charges</i>							
Residential	3,831,272	3,148,375					\$ 6,979,647
Business/Commercial	830,555	264,358					1,094,913
Industrial							-
Intergovernmental							-
Other							-
<b>Total Service Charges</b>	<b>4,661,827</b>	<b>3,412,733</b>	-	-	-	-	<b>8,074,560</b>
<i>Connection Fees</i>							
Residential	4,800	72,000					76,800
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
<b>Total Connection Fees</b>	<b>4,800</b>	<b>72,000</b>	-	-	-	-	<b>76,800</b>
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
<b>Total Parking Fees</b>	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
Penalty/Interest Revenue	25,600	30,000					55,600
Miscellaneous Fees	9,000	9,000					18,000
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
<b>Total Other Revenue</b>	<b>34,600</b>	<b>39,000</b>	-	-	-	-	<b>73,600</b>
<b>Total Operating Revenues</b>	<b>4,701,227</b>	<b>3,523,733</b>	-	-	-	-	<b>8,224,960</b>
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
Water Tower Leases		154,800					154,800
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
<b>Total Other Non-Operating Revenues</b>	-	<b>154,800</b>	-	-	-	-	<b>154,800</b>
<i>Interest on Investments &amp; Deposits</i>							
Interest Earned	500	500					1,000
Penalties							-
Other							-
<b>Total Interest</b>	<b>500</b>	<b>500</b>	-	-	-	-	<b>1,000</b>
<b>Total Non-Operating Revenues</b>	<b>500</b>	<b>155,300</b>	-	-	-	-	<b>155,800</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,701,727</b>	<b>\$ 3,679,033</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,380,760</b>

**Lower Township Municipal Utilities Authority  
Appropriations Supporting Schedule  
Budget Year 12-1-17 through 11-30-18**

	Appropriations (Proposed)		Appropriations (Curr. Adopted)	
	FY 2017-18		FY 2016-17	
	Sewer	Water	Sewer	Water
<b>Administration - Other :</b>				
Professional Services	\$ 148,000	\$ 173,000	\$ 148,000	\$ 173,000
Insurance	87,000	58,000	87,000	58,000
Other Administration	81,500	94,500	79,500	94,500
<b>Total Administration - Other</b>	<b>\$ 316,500</b>	<b>\$ 325,500</b>	<b>\$ 314,500</b>	<b>\$ 325,500</b>
<b>Cost of Providing Services - Other:</b>				
Chemicals	\$ 116,000	\$ 46,500	\$ 90,000	\$ 60,500
Sludge Handling	184,000		180,000	
Utilities	262,500	143,000	258,500	143,000
Cape May County MUA Agreement	700,000		700,000	
Collection Materials & Supplies	150,000		150,000	
Plant Materials & Supplies	150,000		150,000	
Transportation Equipment Fuel & Expenses	86,000	67,000	86,000	67,000
Water Distribution Supplies		225,000		225,000
Well/Tank Maintenance		25,000		25,000
Other	135,000	106,000	130,000	104,000
<b>Total Cost of Providing Services - Other</b>	<b>\$ 1,783,500</b>	<b>\$ 612,500</b>	<b>\$ 1,744,500</b>	<b>\$ 624,500</b>

## Appropriations Schedule

Lower Township Municipal Utilities Authority  
For the Period December 1, 2017 to November 30, 2018

	<b>FY 2018 Proposed Budget</b>						FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Sewer	Water	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	
<b>OPERATING APPROPRIATIONS</b>										
<i>Administration - Personnel</i>										
Salary & Wages	\$ 184,000	\$ 184,000					\$ 368,000	\$ 348,732	\$ 19,268	5.5%
Fringe Benefits	142,250	162,250				304,500	342,500	(38,000)	-11.1%	
Total Administration - Personnel	326,250	346,250	-	-	-	-	672,500	691,232	(18,732)	-2.7%
<i>Administration - Other (List)</i>										
See Attached Schedule	316,500	325,500					642,000	640,000	2,000	0.3%
Type in Description							-	-	-	#DIV/0!
Type in Description							-	-	-	#DIV/0!
Type in Description							-	-	-	#DIV/0!
Miscellaneous Administration*							-	-	-	#DIV/0!
Total Administration - Other	316,500	325,500	-	-	-	-	642,000	640,000	2,000	0.3%
Total Administration	642,750	671,750	-	-	-	-	1,314,500	1,331,232	(16,732)	-1.3%
<i>Cost of Providing Services - Personnel</i>										
Salary & Wages	690,000	465,000					1,155,000	1,037,149	117,851	11.4%
Fringe Benefits	463,250	351,250					814,500	911,500	(97,000)	-10.6%
Total COPS - Personnel	1,153,250	816,250	-	-	-	-	1,969,500	1,948,649	20,851	1.1%
<i>Cost of Providing Services - Other (List)</i>										
See Attached Schedule	1,783,500	612,500					2,396,000	2,369,000	27,000	1.1%
Type in Description							-	-	-	#DIV/0!
Type in Description							-	-	-	#DIV/0!
Type in Description							-	-	-	#DIV/0!
Miscellaneous COPS*							-	-	-	#DIV/0!
Total COPS - Other	1,783,500	612,500	-	-	-	-	2,396,000	2,369,000	27,000	1.1%
Total Cost of Providing Services	2,936,750	1,428,750	-	-	-	-	4,365,500	4,317,649	47,851	1.1%
Total Principal Payments on Debt Service in Lieu of Depreciation	112,850	500,044	-	-	-	-	612,894	1,660,211	(1,047,317)	-63.1%
Total Operating Appropriations	3,692,350	2,600,544	-	-	-	-	6,292,894	7,309,092	(1,016,198)	-13.9%
<b>NON-OPERATING APPROPRIATIONS</b>										
Total Interest Payments on Debt	36,815	370,809	-	-	-	-	407,624	359,818	47,806	13.3%
Operations & Maintenance Reserve							-	-	-	#DIV/0!
Renewal & Replacement Reserve	1,699,000	1,129,000					2,828,000	3,108,000	(280,000)	-9.0%
Municipality/County Appropriation							-	60,000	(60,000)	-100.0%
Other Reserves							-	-	-	#DIV/0!
Total Non-Operating Appropriations	1,735,815	1,499,809	-	-	-	-	3,235,624	3,527,818	(292,194)	-8.3%
<b>TOTAL APPROPRIATIONS</b>	<b>5,428,165</b>	<b>4,100,353</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,528,518</b>	<b>10,836,910</b>	<b>(1,308,392)</b>	<b>-12.1%</b>
<b>ACCUMULATED DEFICIT</b>										
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>5,428,165</b>	<b>4,100,353</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,528,518</b>	<b>10,836,910</b>	<b>(1,308,392)</b>	<b>-12.1%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>										
Municipality/County Appropriation							-	60,000	(60,000)	-100.0%
Other	449,865	397,053					846,918	2,396,150	(1,549,232)	-64.7%
Total Unrestricted Net Position Utilized	449,865	397,053	-	-	-	-	846,918	2,456,150	(1,609,232)	-65.5%
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 4,978,300</b>	<b>\$ 3,703,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,681,600</b>	<b>\$ 8,380,760</b>	<b>\$ 300,840</b>	<b>3.6%</b>

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

5% of Total Operating Appropriations \$ 184,617.50 \$ 130,027.20 \$ - \$ - \$ - \$ - \$ - \$ 314,644.70

# Prior Year Adopted Appropriations Schedule

## Lower Township Municipal Utilities Authority

	FY 2017 Adopted Budget						Total All Operations
	Sewer	Water	N/A	N/A	N/A	N/A	
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 174,366	\$ 174,366					\$ 348,732
Fringe Benefits	171,250	171,250					342,500
Total Administration - Personnel	345,616	345,616	-	-	-	-	691,232
<i>Administration - Other (List)</i>							
See Attached Schedule	314,500	325,500					640,000
Type In Description							-
Type In Description							-
Type In Description							-
Miscellaneous Administration*							-
Total Administration - Other	314,500	325,500	-	-	-	-	640,000
Total Administration	660,116	671,116	-	-	-	-	1,331,232
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	535,825	501,324					1,037,149
Fringe Benefits	457,250	454,250					911,500
Total COPS - Personnel	993,075	955,574	-	-	-	-	1,948,649
<i>Cost of Providing Services - Other (List)</i>							
See Attached Schedule	1,744,500	624,500					2,369,000
Type In Description							-
Type In Description							-
Type In Description							-
Miscellaneous COPS*							-
Total COPS - Other	1,744,500	624,500	-	-	-	-	2,369,000
Total Cost of Providing Services	2,737,575	1,580,074	-	-	-	-	4,317,649
Total Principal Payments on Debt Service in Lieu of Depreciation	553,150	1,107,061	-	-	-	-	1,660,211
Total Operating Appropriations	3,950,841	3,358,251	-	-	-	-	7,309,092
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	46,805	313,013	-	-	-	-	359,818
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve	2,244,000	864,000					3,108,000
Municipality/County Appropriation	30,000	30,000					60,000
Other Reserves							-
Total Non-Operating Appropriations	2,320,805	1,207,013	-	-	-	-	3,527,818
<b>TOTAL APPROPRIATIONS</b>	<b>6,271,646</b>	<b>4,565,264</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,836,910</b>
<b>ACCUMULATED DEFICIT</b>							
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>6,271,646</b>	<b>4,565,264</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,836,910</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	30,000	30,000	-	-	-	-	60,000
Other	1,539,919	856,231					2,396,150
Total Unrestricted Net Position Utilized	1,569,919	886,231	-	-	-	-	2,456,150
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 4,701,727</b>	<b>\$ 3,679,033</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,380,760</b>

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

5% of Total Operating Appropriations    \$ 197,542.05    \$ 167,912.55    \$ -    \$ -    \$ -    \$ -    \$ 365,454.60

## Debt Service Schedule - Principal

### Lower Township Municipal Utilities Authority

If Authority has no debt X this box

	Fiscal Year Ending in							Total Principal Outstanding	
	Adopted Budget Year 2017	Proposed Budget Year 2018	2019	2020	2021	2022	2023		Thereafter
<b>Sewer</b>									
Series 2012	\$ 55,500	\$ 57,350	\$ 59,200	\$ 61,050	\$ 61,050	\$ 64,750	\$ 66,600	\$ 791,800	\$ 1,161,800
Series 2014	497,650	55,500							55,500
<b>Water</b>									
Total Principal	553,150	112,850	59,200	61,050	61,050	64,750	66,600	791,800	1,217,300
Series 2012	94,500	97,650	100,800	103,950	103,950	110,250	113,400	1,348,200	1,978,200
Series 2014	847,350	94,500							94,500
USDA Series 2010	25,331	26,354	27,419	28,526	29,679	30,878	32,126	1,532,378	1,707,360
Carried From F-6a	139,880	281,540	284,593	287,710	290,893	294,145	297,467	9,612,444	11,348,792
Total Principal	1,107,061	500,044	412,812	420,186	424,522	435,273	442,993	12,493,022	15,128,852
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
<b>TOTAL PRINCIPAL ALL OPERATIONS</b>	\$ 1,660,211	\$ 612,894	\$ 472,012	\$ 481,236	\$ 485,572	\$ 500,023	\$ 509,593	\$ 13,284,822	\$ 16,346,152

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

	<b>Fitch</b>	<b>Standard &amp; Poors</b>
Bond Rating		
Year of Last Rating	2014	

## Debt Service Schedule - Principal

Lower Township Municipal Utilities Authority

If Authority has no debt X this box

	Adopted Budget Year 2017	Proposed Budget Year 2018	<i>Fiscal Year Ending in</i>				Thereafter	Total Principal Outstanding
			2019	2020	2021	2022		
<i>Sewer</i>								\$ -
<b>Total Principal</b>								
<i>Water</i>								
USDA Series 2013	139,880	142,868	145,921	149,038	152,221	155,473	158,795	6,720,476
USDA Series 2017 (Estimated)		138,672	138,672	138,672	138,672	138,672	138,672	2,891,968
<b>Total Principal</b>	<b>139,880</b>	<b>281,540</b>	<b>284,593</b>	<b>287,710</b>	<b>290,893</b>	<b>294,145</b>	<b>297,467</b>	<b>9,612,444</b>
N/A								11,348,792
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
<b>Total Principal</b>								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
<b>Total Principal</b>								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
<b>Total Principal</b>								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
<b>Total Principal</b>								
<b>TOTAL PRINCIPAL ALL OPERATIONS</b>	<b>\$ 139,880</b>	<b>\$ 281,540</b>	<b>\$ 284,593</b>	<b>\$ 287,710</b>	<b>\$ 290,893</b>	<b>\$ 294,145</b>	<b>\$ 297,467</b>	<b>\$ 9,612,444</b>
								<b>\$ 11,348,792</b>

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

	<i>Moody's</i>	<i>Fitch</i>	<i>Standard &amp; Poors</i>
Bond Rating	Aa3		
Year of Last Rating	2014		

# Debt Service Schedule - Interest

Lower Township Municipal Utilities Authority

If Authority has no debt X this box

	Adopted Budget Year 2017	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
		2018	2019	2020	2021	2022		
<b>Sewer</b>								
Series 2012	\$ 37,675	\$ 35,982	\$ 34,234	\$ 32,621	\$ 31,395	\$ 29,363	\$ 27,350	\$ 139,690
Series 2014	9,130	833						
<b>Water</b>								
Total Interest Payments	46,805	36,815	34,234	32,621	31,395	29,363	27,350	139,690
Series 2012	64,150	61,268	58,291	55,544	52,645	49,996	46,569	237,851
Series 2014	15,546	1,417						1,417
USDA Series 2010	69,057	68,033	66,969	65,861	64,709	63,510	62,262	965,506
Carried From F-6a	164,260	240,091	235,760	231,336	226,819	222,205	217,492	3,771,981
Total Interest Payments	313,013	370,809	361,020	352,741	344,173	335,711	326,323	4,975,338
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Interest Payments								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Interest Payments								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Interest Payments								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Interest Payments								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Interest Payments								
<b>TOTAL INTEREST ALL OPERATIONS</b>	<b>\$ 359,818</b>	<b>\$ 407,624</b>	<b>\$ 395,254</b>	<b>\$ 385,362</b>	<b>\$ 375,568</b>	<b>\$ 365,074</b>	<b>\$ 353,673</b>	<b>\$ 5,115,028</b>
								<b>\$ 7,397,583</b>

## Debt Service Schedule - Interest

Lower Township Municipal Utilities Authority

If Authority has no debt X this box

	Adopted Budget Year 2017	<i>Fiscal Year Ending in</i>					Total Interest Payments Outstanding
		Proposed Budget Year 2018	2019	2020	2021	2022	
<i>Sewer</i>							
Total Interest Payments	-	-	-	-	-	-	-
<i>Water</i>							
USDA Series 2013	164,260	158,220	155,102	151,919	148,667	145,345	2,402,290
USDA Series 2017 (Estimated)		77,540	76,234	74,900	73,538	72,147	1,369,691
Total Interest Payments	164,260	235,760	231,336	226,819	222,205	217,492	3,771,981
N/A							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Total Interest Payments	-	-	-	-	-	-	-
N/A							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Total Interest Payments	-	-	-	-	-	-	-
N/A							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Total Interest Payments	-	-	-	-	-	-	-
N/A							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Total Interest Payments	-	-	-	-	-	-	-
Total Interest Payments	\$ 240,091						
TOTAL INTEREST ALL OPERATIONS	\$ 164,260	\$ 235,760	\$ 231,336	\$ 226,819	\$ 222,205	\$ 217,492	\$ 3,771,981
							\$ 5,145,684



# Net Position Reconciliation

Lower Township Municipal Utilities Authority  
For the Period December 1, 2017 to November 30, 2018

## FY 2018 Proposed Budget

	Sewer	Water	N/A	N/A	N/A	N/A	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)</b>	\$ 16,480,713	\$ 16,480,713					\$ 32,961,426
Less: Invested in Capital Assets, Net of Related Debt (1)	11,017,249	11,017,249					22,034,498
Less: Restricted for Debt Service Reserve (1)	599,955	1,021,545					1,621,500
Less: Other Restricted Net Position (1)	599,955	1,021,545					1,621,500
Total Unrestricted Net Position (1)	4,263,554	3,420,374	-	-	-	-	7,683,928
Less: Designated for Non-Operating Improvements & Repairs	3,201,063	3,208,008					6,409,071
Less: Designated for Rate Stabilization							-
Less: Other Designated by Resolution							-
Plus: Accrued Unfunded Pension Liability (1)	1,680,456	1,680,456					3,360,912
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)							-
Plus: Estimated Income (Loss) on Current Year Operations (2)							-
Plus: Other Adjustments (attach schedule)	900,580	1,533,420					2,434,000
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	3,643,527	3,426,242	-	-	-	-	7,069,769
Unrestricted Net Position Utilized to Balance Proposed Budget	449,865	397,053					846,918
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-					-
Appropriation to Municipality/County (3)	-	-					-
Total Unrestricted Net Position Utilized in Proposed Budget	449,865	397,053					846,918
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>							
<b>Last issued Audit Report (4)</b>	\$ 3,193,662	\$ 3,029,189	\$ -	\$ -	\$ -	\$ -	\$ 6,222,851

(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 \$ 184,618 \$ 130,027 \$ - \$ - \$ - \$ 314,645

(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.

**Lower Township Municipal Utilities Authority  
Attachment to Net Position Reconciliation Schedule  
Budget Year 12-1-17 through 11-30-18**

	<u>Sewer</u>	<u>Water</u>	<u>Total</u>
Plus: Other Adjustments Line Support:			
Decrease in Net Position Restricted for Debt Service Reserve Requirement	\$ 450,290	\$ 766,710	\$ 1,217,000
Decrease in Net Position Restricted for Debt Service Requirement	<u>450,290</u>	<u>766,710</u>	<u>1,217,000</u>
	<u>\$ 900,580</u>	<u>\$ 1,533,420</u>	<u>\$ 2,434,000</u>

Calculated as follows:

Net Position Restricted for Debt Service Reserve Requirement - 11/30/16 (PY Audit)	\$ 599,955	\$ 1,021,545	\$ 1,621,500
Net Position Restricted for Debt Service Reserve Requirement - 11/30/17	<u>149,665</u>	<u>254,835</u>	<u>404,500</u>
	<u>\$ 450,290</u>	<u>\$ 766,710</u>	<u>\$ 1,217,000</u>

Note- The restricted for debt service reserve requirement and the restricted for debt service are the same amount as the reserve requirement is based on maximum annual debt service, and the restricted for debt service is based on the next year's debt service. In this instance, they are both the same year and therefore the same amount.

2017  
LOWER  
TOWNSHIP  
MUNICIPAL  
UTILITIES  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2017 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

## LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2017 TO: NOVEMBER 30, 2018

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 Lower Township Municipal Utilities Authority, on the 4th day of October, 2017.

OR

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

Officer's Signature:	<i>Sharon Otto</i>		
Name:	Sharon Otto		
Title:	Secretary		
Address:	2900 Bayshore Road Villas, NJ 08251		
Phone Number:	(856) 468-1111	Fax Number:	(856) 464-0034
E-mail address	soltmua@comcast.net		

# 2017 CAPITAL BUDGET/PROGRAM MESSAGE

## LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, TO: NOVEMBER  
2017 30, 2018

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 is submitted along with the annual budget to the Township of Lower.*

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

*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 has been performed in fiscal year 2017 that included the Wastewater Treatment Facility.*

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

*The proposed capital projects will allow for proper maintenance of the facilities and expansion of the water and sewer services and should not have an adverse impact on current or future rate schedules, although increases in rates in the future cannot be ruled out.*

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

*N/A*

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

*N/A*

*Add additional sheets if necessary.*

# Proposed Capital Budget

Lower Township Municipal Utilities Authority  
 For the Period December 1, 2017 to November 30, 2018

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Sewer</i>						
See Attached	\$ 4,199,000		\$ 1,699,000	\$ 2,500,000		
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>4,199,000</b>	-	1,699,000	2,500,000	-	-
<i>Water</i>						
See Attached	7,122,225		\$ 1,129,000	\$ 5,993,225		
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>7,122,225</b>	-	1,129,000	5,993,225	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>-</b>	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>-</b>	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>-</b>	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>-</b>	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 11,321,225</b>	<b>\$ -</b>	<b>\$ 2,828,000</b>	<b>\$ 8,493,225</b>	<b>\$ -</b>	<b>\$ -</b>

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

Lower Township Municipal Utilities Authority  
Sewer Capital Program

Sewer Project Description	Total Cost	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Grants	Bonds & Notes	Renewal & Replacement
<b>Treatment Plant Improvements</b>										
Plant Capital Improvement Plan yr 1	\$ 3,190,000	\$ 3,190,000							\$ 2,500,000	\$ 690,000
Plant Capital Improvement Plan yr 2	1,500,000		1,500,000						1,000,000	500,000
Plant Capital Improvement Plan yr 3	1,800,000			1,800,000					1,500,000	300,000
Plant Capital Improvement Plan yr 4	1,800,000				1,800,000				1,500,000	300,000
Plant Capital Improvement Plan yr 5	555,000					555,000			1,500,000	555,000
<b>Rehab Various Pump Stations</b>										
Pump Station 1	150,000	150,000								150,000
Pump Station 2	150,000	150,000								150,000
Pump Station 3	150,000	150,000								150,000
Pump Station 4	150,000		150,000							150,000
Pump Station 5	150,000		150,000							150,000
Pump Station 7	150,000		150,000							150,000
Pump Station Rehab	1,800,000			450,000	450,000	450,000	450,000			1,800,000
<b>Sewer Main Installation</b>										
Sanitary Sewer Main Replacement	2,100,000	350,000	350,000	350,000	350,000	350,000	350,000			2,100,000
Sanitary Sewer Expansion Study & Eng	175,000	175,000								175,000
Sanitary Sewer Expansion Phase 1	2,950,000		2,950,000						2,950,000	
Sanitary Sewer Expansion Phase 2	2,950,000			2,950,000					2,950,000	
Sanitary Sewer Expansion Phase 3	2,000,000				2,000,000				2,000,000	
Sanitary Sewer Expansion Phase 4	2,000,000					2,000,000			2,000,000	
<b>Vehicles &amp; Equipment</b>										
Utility Body Truck (1 truck each year) *	204,000	34,000	34,000	34,000	34,000	34,000	34,000			204,000
Replace Supervisors Vehicle	50,000			25,000						50,000
<b>Totals</b>	<b>\$ 23,974,000</b>	<b>\$ 4,199,000</b>	<b>\$ 5,284,000</b>	<b>\$ 5,609,000</b>	<b>\$ 4,634,000</b>	<b>\$ 3,414,000</b>	<b>\$ 834,000</b>	<b>\$ -</b>	<b>\$ 16,400,000</b>	<b>\$ 7,574,000</b>

\* Costs 50% Water 50% Sewer

Lower Township Municipal Utilities Authority  
Water Capital Program

Water Project Description	Total Cost	2017-18	2018-19	2019-20	2020-21	2021-22	2022-2023	Grants	Bonds & Notes	Renewal & Replacement
<b>Rehab Various Wells 10 Years</b>										
Well #1 1956 - Seal	\$ 75,000	\$	\$	\$	\$ 75,000	\$ 75,000	\$	\$	\$	\$ 75,000
Well #2 1962 - Seal	75,000									75,000
Well #6 2003	50,000		50,000							50,000
Well #7 2005	50,000			50,000						50,000
Well #8 2011	50,000					50,000				50,000
<b>Storage Tanks Painting</b>										
Shun Pike Painting and Rehab	950,000	950,000								950,000
Airport - Painting Cleaning and Repairs	101,500		101,500							101,500
Milman Tower - Painting and Repairs	75,000		75,000							75,000
Scott Ave Refurbish	820,750				820,750					820,750
<b>Water Main Installation</b>										
Villas East Phase 2	2,958,000	2,958,000							2,958,000	
Water Main Extension - Lower Cape May Reg	3,035,225	3,035,225							3,035,225	
Install Water Main under Rt 109	75,000	75,000								75,000
Water Main and valve Replacement	1,000,000			250,000	250,000	250,000	250,000			1,000,000
<b>Operation Equipment</b>										
Emergency Back Up Generator Well 8	70,000	70,000								70,000
<b>Vehicles &amp; Equipment</b>										
Replace Utility Body Truck *	206,000	34,000	34,000	34,000	34,000	35,000	35,000			206,000
Replace Supervision Vehicles *	50,000			25,000		25,000				50,000
<b>Totals</b>	<b>\$ 9,641,475</b>	<b>\$ 7,122,225</b>	<b>\$ 185,500</b>	<b>\$ 434,000</b>	<b>\$ 1,179,750</b>	<b>\$ 435,000</b>	<b>\$ 285,000</b>	<b>\$ -</b>	<b>\$ 5,993,225</b>	<b>\$ 3,648,250</b>

\* 50% Water & 50% Sewer



## 5 Year Capital Improvement Plan

Lower Township Municipal Utilities Authority  
 For the Period December 1, 2017 to November 30, 2018

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					2023
		Year 2018	2019	2020	2021	2022	
<i>Sewer</i>							
See Attached	\$ 23,974,000	\$ 4,199,000	\$ 5,284,000	\$ 5,609,000	\$ 4,634,000	\$ 3,414,000	\$ 834,000
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>23,974,000</b>	<b>4,199,000</b>	<b>5,284,000</b>	<b>5,609,000</b>	<b>4,634,000</b>	<b>3,414,000</b>	<b>834,000</b>
<i>Water</i>							
See Attached	9,641,475	7,122,225	\$ 185,500	\$ 434,000	\$ 1,179,750	\$ 435,000	\$ 285,000
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>9,641,475</b>	<b>7,122,225</b>	<b>185,500</b>	<b>434,000</b>	<b>1,179,750</b>	<b>435,000</b>	<b>285,000</b>
<i>N/A</i>							
Type in Description	-						
Type in Description	-						
Type in Description	-						
Type in Description	-						
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>N/A</i>							
Type in Description	-						
Type in Description	-						
Type in Description	-						
Type in Description	-						
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>N/A</i>							
Type in Description	-						
Type in Description	-						
Type in Description	-						
Type in Description	-						
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>N/A</i>							
Type in Description	-						
Type in Description	-						
Type in Description	-						
Type in Description	-						
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>\$ 33,615,475</b>	<b>\$ 11,321,225</b>	<b>\$ 5,469,500</b>	<b>\$ 6,043,000</b>	<b>\$ 5,813,750</b>	<b>\$ 3,849,000</b>	<b>\$ 1,119,000</b>

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

## 5 Year Capital Improvement Plan Funding Sources

### Lower Township Municipal Utilities Authority

For the Period December 1, 2017 to November 30, 2018

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Sewer</i>						
See Attached	\$ 23,974,000		\$ 7,574,000	\$ 16,400,000		
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	23,974,000	-	7,574,000	16,400,000	-	-
<i>Water</i>						
See Attached	9,641,475		\$ 3,648,250	\$ 5,993,225		
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	9,641,475	-	3,648,250	5,993,225	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 33,615,475</b>	<b>\$ -</b>	<b>\$ 11,222,250</b>	<b>\$ 22,393,225</b>	<b>\$ -</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	<u>\$ 33,615,475</u>					
Balance check						

- If amount is other than zero, verify that projects listed above match projects listed on CB-4.

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



Quick Search

Enter CUSIP or Name

ADVANCED SEARCH

BROWSE ISSUERS

TOOLS AND  
RESOURCES

MARKET ACTIVITY ▾

EMMA HELP

Home > Muni Search > Search Results > Issuer Details > Issue Details

Issue Details

**THE TOWNSHIP OF LOWER MUNICIPAL UTILITIES AUTHORITY CAPE MAY COUNTY,  
NEW JERSEY REVENUE REFUNDING BONDS, SERIES 2014 (NJ)**

**LOWER TWP NJ MUN UTILS AUTH REV REF (NJ)\***

**Dated Date:** 03/14/2014

**Underwriting Spread Amount:** \$28,600.00

**Closing Date:** 03/14/2014

**Time of Formal Award:** 02/26/2014 04:51 PM

**Time of First Execution:** 02/27/2014 01:30 PM

**Maturities and issue-related documents**

View all maturities of an issue and download the official statement and other documents available from EMMA for this issue. Click on a CUSIP number for security-specific data, including trade price data.

➔ View issuer homepage: LOWER TWP NJ MUN UTILS AUTH REV | ➔ See other issues by this issuer | ➔ Return to search results

Final Scale   Official Statement   Continuing Disclosure   Trade Activity

View continuing disclosure or advance refunding document, which provides important information about the security after initial issuance.

**FINANCIAL INFORMATION & DOCUMENTS**

Collapse ▲

**Most Recent** 2016 Operating Data: Lower Township Municipal Utilities Authority for the year ended 11/30/2016 posted 08/25/2017 (18 KB) [details](#)

Annual Financial Information and Operating Data

<a href="#">2016 Operating Data: Lower Township Municipal Utilities Authority for the year ended 11/30/2016 posted 08/25/2017 (18 KB)</a>	<a href="#">details</a>
<a href="#">2016 Operating Data - Lower Township for the year ended 12/31/2016 posted 07/19/2017 (113 KB)</a>	<a href="#">details</a>
<a href="#">2015 Operating Data: Lower Township MUA for the year ended 11/30/2015 posted 10/07/2016 (16 KB)</a>	<a href="#">details</a>
<a href="#">2014 Operating Data: Lower Township MUA for the year ended 11/30/2014 posted 08/04/2016 (16 KB)</a>	<a href="#">details</a>
<a href="#">2015 Operating Data - Lower Township for the year ended 12/31/2015 posted 07/27/2016 (108 KB)</a>	<a href="#">details</a>
<a href="#">2015 Annual Financial Statement - Lower Twp NJ for the year ended 12/31/2015 posted 01/25/2016 (4.1 MB)</a>	<a href="#">details</a>
<a href="#">2015 Annual Debt Statement - Lower Twp NJ for the year ended 12/31/2015 posted 01/25/2016 (1.3 MB)</a>	<a href="#">details</a>
<a href="#">2014 Operating Data - Lower Township for the year ended 12/31/2014 posted 07/14/2015 (598 KB)</a>	<a href="#">details</a>

Audited Financial Statements or CAFR

<a href="#">2016 Audit- Lower Township for the year ended 12/31/2016 posted 07/12/2017 (1.5 MB)</a>	<a href="#">details</a>
<a href="#">2016 Audit: Lower Township Municipal Utilities Authority for the year ended 11/30/2016 posted 06/14/2017 (2.5 MB)</a>	<a href="#">details</a>
<a href="#">Report of Audit with supplementary information for the year ended 11/30/2015 posted 10/12/2016 (1.3 MB)</a>	<a href="#">details</a>
<a href="#">2015 Audit: Lower Township MUA for the year ended 11/30/2015 posted 10/07/2016 (2 MB)</a>	<a href="#">details</a>
<a href="#">2015 Audit: Lower Township for the year ended 12/31/2015 posted 06/28/2016 (1.1 MB)</a>	<a href="#">details</a>
<a href="#">2014 Audit-Lower Township for the year ended 12/31/2014 posted 06/23/2015 (1.4 MB)</a>	<a href="#">details</a>
<a href="#">2014 Audit - Lower Township MUA for the year ended 11/30/2014 posted 06/03/2015 (738 KB)</a>	<a href="#">details</a>

**Links to Former NRMSIRs**

Until 2009, the organizations listed below served as Nationally Recognized Municipal Securities Information Repositories (NRMSIRs) and may have primary market and continuing disclosure documents produced before July 1, 2009, when the EMMA website became the official repository for municipal market disclosures.

- Bloomberg L.P.
- DPC Data
- ICE Data Services (formerly Interactive Data Pricing and Reference Data)
- Standard & Poor's

<a href="#">2013 Annual Audit for the year ended 12/31/2013 posted 09/30/2014 (1.5 MB)</a>	<a href="#">details</a>
<a href="#">2013 Annual Financial Statements for the year ended 12/31/2013 posted 09/30/2014 (1.4 MB)</a>	<a href="#">details</a>
<a href="#">Lower Twp MUA Audited Financial Statements YE 11-3-13 &amp; 2012 for the year ended 11/30/2013 posted 07/14/2014 (2 MB)</a>	<a href="#">details</a>

Budget

<a href="#">2017 Budget: Lower Township Municipal Utilities Authority for the year ended 11/30/2017 posted 06/14/2017 (2.5 MB)</a>	<a href="#">details</a>
<a href="#">2017 Budget - Lower Township for the year ended 12/31/2017 posted 03/21/2017 (2.8 MB)</a>	<a href="#">details</a>
<a href="#">2016 Budget: Lower Township for the year ended 12/31/2016 posted 03/15/2016 (3.7 MB)</a>	<a href="#">details</a>
<a href="#">2016 Budget: Lower Township MUA for the year ended 11/30/2016 posted 02/25/2016 (4 MB)</a>	<a href="#">details</a>
<a href="#">2014 Sewer Budget: Lower Township MUA for the year ended 11/30/2014 posted 02/24/2016 (3.8 MB)</a>	<a href="#">details</a>
<a href="#">2014 Water Budget: Lower Township MUA for the year ended 11/30/2014 posted 02/24/2016 (3.7 MB)</a>	<a href="#">details</a>
<a href="#">2015 Water Budget - Lower Township MUA for the year ended 11/30/2015 posted 06/03/2015 (4 MB)</a>	<a href="#">details</a>
<a href="#">2015 Sewer Budget - Lower Township MUA for the year ended 11/30/2015 posted 06/03/2015 (4 MB)</a>	<a href="#">details</a>
<a href="#">2015 Budget - Lower Township for the year ended 12/31/2015 posted 04/23/2015 (1.5 MB)</a>	<a href="#">details</a>

Failure to Provide Annual Financial Information

<a href="#">Failure to File Notice: Lower Township MUA for the period from 12/01/2010 to 11/30/2015 posted 11/04/2016 (12 KB)</a>	<a href="#">details</a>
---	-------------------------

Other Financial / Operating Data

<a href="#">Annual Financial Statement - Lower Twp. NJ for the year ended 12/31/2016 posted 01/27/2017 (50 KB)</a>	<a href="#">details</a>
<a href="#">2016 Annual Debt Statement-Lower Township for the year ended 12/31/2016 posted 01/24/2017 (182 KB)</a>	<a href="#">details</a>
<a href="#">Annual Debt Statement-Lower Township for the year ended 12/31/2014 posted 04/09/2015 (165 KB)</a>	<a href="#">details</a>
<a href="#">2013 Annual Audit as of 12/31/2013 posted 09/30/2014 (1.5 MB)</a>	<a href="#">details</a>
<a href="#">2013 Annual Financial Statements as of 12/31/2013 posted 09/30/2014 (1.4 MB)</a>	<a href="#">details</a>

EVENT NOTICES

[Collapse](#)

The MSRB began collecting continuing disclosures on July 1, 2009. No event notices have been received for this security.

[View Document Archive](#)

NOTICE: \* CUSIP numbers and certain related descriptive information are copyrighted by the [American Bankers Association \(ABA\)](#) and are used with permission from the [CUSIP Global Services](#) managed on behalf of the ABA by Standard & Poor's. © 2017 ABA See [EMMA's Terms and Conditions of Use](#) for a description of proprietary rights in and restrictions on use of such data. "CUSIP" is a registered trademark of ABA.



[About EMMA](#) [Sitemap](#) [Privacy Policy](#) [Terms of Use](#) [MSRB.org](#) [MSRB Systems Status](#)  
 © 2017 Municipal Securities Rulemaking Board (MSRB)

EMMA is a service of the Municipal Securities Rulemaking Board, which protects investors, state and local governments, and the public interest. Portions of EMMA data provided by [Standard & Poor's Securities Evaluations, Inc.](#), [CUSIP Global Services](#) & [American Bankers Association](#).

Ratings data are provided by the following and are reprinted with permission, and copyright notices for the respective owners are as follows: Copyright © 2017, Fitch, Inc. All rights reserved. Copyright © 2017, [Kroll Bond Rating Agency, Inc.](#), and/or its licensors and affiliates (together, "KBRA"). All rights reserved. Copyright © 2017, [Moody's Corporation](#), [Moody's Investors Service, Inc.](#), [Moody's Analytics, Inc.](#), and/or their licensors and affiliates (collectively, "MOODY'S"). All rights reserved. Copyright © 2017, [Standard and Poor's Financial Services LLC](#). All rights reserved.

1.0.3806-242-R

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION NO. 170-2010**

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

WHEREAS, the following sewer 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 sewer 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 be adopted as follows:

**SECTION I: RATE SCHEDULE OF ANNUAL SEWER SERVICE RATES AND CHARGES.**

CUSTOMER CLASSIFICATION	YEARLY
1. Single Family Dwelling (includes Condominiums, Townhouses, Mobile Homes, etc.)	\$320.00
2. Boarding House 0 to 4 Rental Rooms	400.00
Each Additional Room Thereafter	80.00
3. Apartment House Residential per unit	320.00
4. Apartment House Commercial per unit	320.00
5. Laundromat First Washer	400.00
Each Additional Washer Thereafter	240.00
6. Motel First Unit	320.00
Each Additional Unit Thereafter	160.00
7. Store less than 4,000 SF	400.00
8. Store more than 4,000 SF	2,000.00
9. Convenience Store more than 4,000 SF	2,500.00
10. Supermarket more than 4,000 SF	4,000.00
11. Fish Market	1,118.00
12. Garage Sales of Gasoline and Allied Products (no repairs)	320.00
13. Garage Sales of Gasoline and Allied Products (including repairs)	640.00
14. Office Fixtures 0 to 2	320.00
Each Additional Fixture Thereafter	80.00
15. Restaurant, Diner, Luncheonette, Bar, Lounge and any other Food Establishment with Public Restrooms (with or without seating capacity) 0-10 Seats	640.00
Each Additional Seat Thereafter	32.00
16. Marina Fixtures 0 to 2	1280.00
Each Additional Fixture Thereafter	240.00
17. Car Wash First Bay	960.00
Each Additional Bay Thereafter	240.00
18. Fire Station Fixtures 0 to 2	320.00
Each Additional Fixture Thereafter	80.00
19. Church	320.00
20. School 0 to 35 Pupils	640.00
Each Additional Pupil Thereafter	16.00
21. Barber Shop	320.00
22. Beauty Shop	640.00
23. Gym / Health Club less than 4 fixtures	1,000.00
24. Gym / Health Club more than 4 fixtures	1,350.00
25. Rescue Squad Building Fixtures 0 to 2	320.00
Each Additional Fixture Thereafter	80.00
26. Light Industry (Under 20 Employees) Fixtures 0 to 2	320.00
Each Additional Fixture Thereafter	80.00
27. Light Industry (Over 20 Employees)	1,280.00
Each Additional Employee	32.00
28. Assembly Halls, Lodges Fixtures 0 to 2	320.00
Each Additional Fixture Thereafter	80.00
29. RV & Travel Trailer sites 0 to 3 sites	640.00
Each Additional RV, Trailer site Thereafter	80.00
Each Additional Fixture in Common Areas	40.00
30. Coast Guard Base Fixtures 0 to 2	320.00
Each Additional Fixture Thereafter	80.00
31. Swimming Pool Fixtures 0 to 2	320.00
Each Additional Fixture Thereafter	80.00
32. Seafood Processing Facility, Per Thousand Gallons	3.69
33. Airport Industrial Park, Per Thousand Gallons	3.69
34. DRBA Ferry Terminal, Per Thousand Gallons	3.69
35. Convalescent Home, Per Thousand Gallons	3.69

Items to be included as a fixture; Toilets, Urinals, Tubs, Showers, Kitchen Sinks, Waste Sinks, Dishwashers and Washing Machines

**SECTION II:**

(1) Charges for all industries, manufacturing establishments, and types of properties not included above shall be established by contract between the Authority and each of such users.

(2) Any use not otherwise set forth shall be billed as a Single Family Dwelling.

**SECTION III:**

(1) The sewer service charges established herein shall become effective and chargeable to the owner of each connection unit on the date designated by the Authority, following the issuance of the Certificate of Completions on which date it shall be prepared to accept sewage into the Authority's sewer system for treatment.

(2) There is hereby established a Schedule of Rate Charges per year, payable quarterly in advance to the Authority Office. Said charges shall draw interest at the rate of one and one half (1.5%) percent per month from the time it becomes due and shall be a lien upon the premises connected. Such sewer charges are based upon estimated annual operation costs, annual amortization costs, and other costs of the Authority's sewage system, and may be changed from time to time as the need generated by such costs may require.

(3) Where premises or a building is occupied by more than one (1) commercial or industrial establishment, or by a combination of both types of establishments, the charge will be determined by applying the aforesaid rates to each commercial and industrial establishment located therein.

(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 sewage 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 request for review of any bill must be submitted in writing and received by the Authority within thirty (30) days of the billing date. This provision shall apply to request for change of billing classification. There will be no retroactive classification changes.

(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 sewer service is reconnected to the property. A new or reconnection fee shall be waived if the account balance is maintained current.

(8) The Authority has the right to terminate services in the event accounts become delinquent. If service is terminated property owner is responsible for paying the account current plus an interruption of service fee of \$160.00 for residential properties and \$900.00 for commercial properties, before service will be restored. Lower Township Municipal Utilities Authority is not responsible for any damages caused by termination of service.

**SECTION IV:**

(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 collection system and to see that the requirements of the Authority regarding the use of the customer's sewer connection are being observed.

(2) Any damage to pipes, manholes, 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 the 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 this Authority or by any of its Officers or Employees, which mailing lists are compiled from records of the Authority.

**SECTION V: SURCHARGES AND FEES FOR SEAFOOD PROCESSING WASTE**

(a) **SURCHARGES REQUIRED.** Although the Sewage Treatment works will be capable of treating the seafood processing waste, actual treatment of such Wastes may increase the costs of operating and maintaining the Public Sanitary Sewage System. Therefore, there will be imposed upon each entity discharging such Waste into the Public Sanitary Sewage System, a surcharge or surcharges which are intended to cover such additional costs. Such surcharges shall be in addition to regular Sewage service charges and shall be payable as herein provided.

(b) **DETERMINATION OF SURCHARGES.** The strength of any Seafood Processing Waste discharge of which is to be subject to surcharge as determined by subsection (c) of this Section VI shall be determined quarterly, or more frequently as the Authority shall determine, from samples taken either at the connection Manhole or metering chamber, or at any other sampling point mutually agreed upon by the Authority and the producer of such Waste. The frequency and duration of the sampling period shall be such, as in the opinion of the Authority, will permit a reasonably reliable determination of the average composition of such Waste, exclusive of Storm Water runoff. Samples shall be collected or their collection supervised by a representative of the Authority and will be composite samples that reasonably reflect the characteristics of the Waste over a 24 hour period. Except as herein after provided, the strength of Waste so found by analysis shall be used for establishing the surcharge or surcharges. However, the Authority may, if it so elects, accept the results of routine sampling and analysis by the producer of such Wastes in lieu of making its own sampling and analysis.

(c) **CALCULATION OF SURCHARGES.** In the event that, after sampling and analysis as prescribed in subsection (b) hereof, any Seafood Processing Waste is found by the Authority to have Pollutants concentration in excess of 500mg/l of Biochemical Oxygen Demand (BOD) and 500mg/l of Total Suspended Solids (TSS) concentration in excess both averaged on a quarterly basis the producer of said Waste shall pay a strength of Waste surcharge in addition to the basic Sewage Service Charge, which surcharge shall be computed by using the following formula:

$$S = \frac{BOD}{500} + \frac{TSS}{500} / 2$$

Where:

S is the surcharge to be multiplied by the basic Sewage Service Charge, BOD and TSS are the respective concentrations of BOD and TSS of the Seafood Processing Waste expressed in mg/l. Surcharges are only applicable when either the average BOD or TSS concentration is less than 500mg/l, then 500mg/l should be used in the calculations.

(d) Any municipal or industrial waste user causing or contributing to downstream problems of their discharge point in the MUA sewer system, such as grease, solids, hydrogen sulfide (H<sub>2</sub>S), excessive corrosion, odors or other problems, shall be responsible for a pro-rata share of any cost the MUA expends to resolve the problem, whether the solution is short or long term. This applies to any material replacement, mechanical equipment, labor to install or chemical treatment.

(e) **SAMPLING FEES AND SCHEDULES.** All Industrial Users requiring an Industrial Waste Discharge Permit and all Significant Waste Generators shall be assessed a fee or service charge for each scheduled sampling to be performed by the Authority. The fees to the User for each scheduled sampling shall include charges as determined by the Authority, for sample collection, analysis and administrative services and shall be in addition to any costs of sample collection and analysis for which the User performs or has performed independently or privately.

**SECTION VI**

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

Offered by: Joseph Mento

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.

**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 Oberkoffer, Secretary

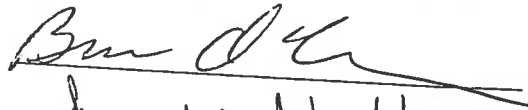
The foregoing Resolution was adopted after Second Reading and Public Hearing at the Regular meeting of the LTMUA held January 5, 2011.

## AUDIT REVIEW CERTIFICATE

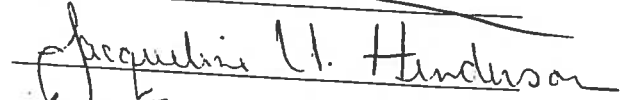
We, the members of the governing body of the Lower Township Municipal Utilities Authority, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the Lower Township Municipal Utilities Authority.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended November 30, 2016, and specifically the sections of the audit report entitled "Schedule of Findings and Questioned Costs"

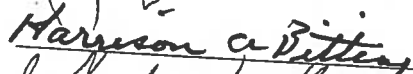
Brian O'Connor, Chairman



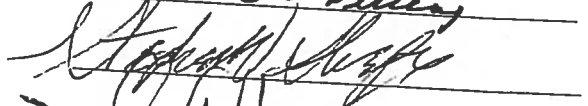
Jacqueline Henderson, Vice Chairman



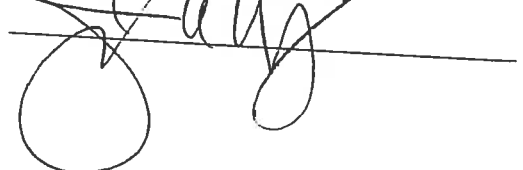
Harrison A. Bitting, Treasurer



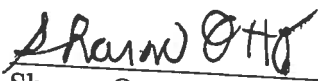
Stephen W. Sheftz, Assistant Treasurer



John Young, Member



Sworn to and subscribed before me this 7<sup>th</sup> day of June 2017.

  
Sharon Otto, Secretary

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION NO. 75-2017**

**RE: 2016 ANNUAL AUDIT REPORT**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual report of audit for the year ended November 30, 2016 has been completed and filed with the Lower Township Municipal Utilities Authority, County of Cape May, pursuant to N.J.S.A. 40A:5A-15, and

**WHEREAS**, N.J.S.A. 40A:5A-17 requires the governing body each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, and specifically the section entitled "Schedule of Findings and Questioned Costs", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the members of the governing body have received the annual report of audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "Schedule of Findings and Questioned Costs", in accordance with N.J.S.A. 40A:5A-17,

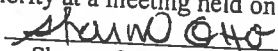
**NOW THEREFORE BE IT RESOLVED**, the governing body of the Lower Township Municipal Utilities Authority, County of Cape May, hereby certifies to the Local Finance Board of the State of New Jersey that each Board member has personally reviewed the annual report of audit for the year ended November 30, 2016 and specifically has reviewed the sections of the report of audit entitled "Schedule of Findings and Questioned Costs", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED**, that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

RESOLUTION NO. 75-2017

	BITTING	HENDERSON	O'CONNOR	SHEFTZ	YOUNG
<b>MOTION</b>	x				
<b>SECOND</b>		x			
<b>AYES</b>	x	x	x	x	x
<b>NAY</b>					
<b>ABSENT</b>					
<b>ABSTAIN</b>					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Township of Lower Municipal Utilities Authority at a meeting held on June 7<sup>th</sup> 2017

  
 Sharon Otto, Secretary



**SUMMARY OR SYNOPSIS OF AUDIT REPORT FOR PUBLICATION**  
 Summary or Synopsis of 2016 Audit Report of Township of Lower Municipal  
 Utilities Authority as required by N.J.S. 40A:5A-16

**STATEMENT OF NET POSITION AS OF NOVEMBER 30, 2016 and 2015**

	2016	2015
<b>Assets</b>		
<b>Current Assets:</b>		
<b>Unrestricted Assets:</b>		
Cash and Cash Equivalents	\$ 7,316,595.23	\$ 4,962,197.26
Consumer Accounts Receivable, Net of Allowance of \$29,655.19 and \$118,697.42, respectively	821,596.50	680,178.44
Connection Fees Receivable	536,142.37	419,718.61
Prepaid Expenses	57,201.01	
<b>Total Unrestricted Assets</b>	<b>8,731,535.11</b>	<b>6,062,094.31</b>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	8,854,963.00	8,866,885.81
<b>Total Restricted Assets</b>	<b>8,854,963.00</b>	<b>8,866,885.81</b>
<b>Total Current Assets</b>	<b>17,586,498.11</b>	<b>14,928,980.12</b>
<b>Noncurrent Assets:</b>		
<b>Capital Assets:</b>		
Land	97,234.00	97,234.00
Completed (Net of Accumulated Depreciation)	34,088,431.43	33,758,565.94
Construction in Progress	2,419,477.29	288,988.50
<b>Total Capital Assets</b>	<b>36,605,142.72</b>	<b>34,144,788.44</b>
<b>Unrestricted Assets:</b>		
Connection Fees Receivable	894,230.54	1,013,480.15
<b>Total Noncurrent Assets</b>	<b>37,499,373.26</b>	<b>35,158,268.59</b>
<b>Total Assets</b>	<b>55,085,871.37</b>	<b>50,087,248.71</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Related to Pensions	1,001,515.00	545,874.08
Deferred Loss on Defeasance of Debt	77,026.14	85,415.87
<b>Total Deferred Outflows of Resources</b>	<b>1,078,541.14</b>	<b>631,289.95</b>
<b>LIABILITIES</b>		
<b>Current Liabilities Payable from Unrestricted Assets:</b>		
Accounts Payable	\$ 541,896.90	\$ 488,594.31
Accounts Payable - Related to Pensions	103,917.00	127,229.00
Overpayments -	17,777.88	
Capital Lease	1,799.51	
Deposits and Reserves	244.68	3,470.28
<b>Total Current Liabilities Payable from Unrestricted Assets</b>	<b>665,635.97</b>	<b>619,293.59</b>
<b>Current Liabilities Payable from Restricted Assets:</b>		
Construction Contracts Payable	646,130.40	85,239.00
Deposits and Reserves	12,300.71	12,300.71
Accrued Interest on Bonds and Loans Payable	137,509.94	142,006.37
Bond Anticipation Notes	3,000,000.00	
Revenue Bonds Payable - Current Portion	1,495,000.00	1,430,000.00
USDA Loans Payable - Current Portion	165,210.92	161,301.19
<b>Total Current Liabilities Payable from Restricted Assets</b>	<b>5,456,151.97</b>	<b>1,830,847.27</b>
<b>Long-term Liabilities:</b>		
Compensated Absences	165,094.06	102,103.48
Net Pension Liability	3,464,400.00	3,322,008.00
Accrued Liability - Related to Pensions	43,299.00	53,012.08
Capital Lease	6,225.59	
Revenue Bonds Payable	3,316,402.26	4,848,015.11
USDA Loans Payable	9,332,150.16	9,497,361.69
<b>Total Long-Term Liabilities</b>	<b>16,327,571.07</b>	<b>17,822,500.36</b>
<b>Total Liabilities</b>	<b>22,449,359.01</b>	<b>20,272,641.22</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Related to Pensions	750,811.00	364,762.00
Deferred Gain on Defeasance of Debt	2,815.54	7,573.70
<b>Total Deferred Inflows of Resources</b>	<b>753,626.54</b>	<b>372,335.70</b>
<b>NET POSITION</b>		
Net Investment in Capital Assets	22,034,498.49	19,744,371.45
<b>Restricted:</b>		
Bond Service Fund	1,621,500.00	1,593,950.00
Bond Service ReseM Fund	1,621,500.00	1,621,500.00
Unrestricted	7,683,928.47	7,113,740.29
<b>Total Net Position</b>	<b>\$ 32,961,426.96</b>	<b>\$ 30,073,561.74</b>

**STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION FOR THE FISCAL YEAR ENDED NOVEMBER 30, 2016 and 2015**

	2016	2015
<b>Operating Revenues:</b>		
User Charges, Service Agreements, Fees, Penalties and Provision for Doubtful Accounts	\$ 8,411,214.78	\$ 8,395,516.02
Connection Fees	650,980.00	748,842.64
Other Operating Revenues	36,439.96	15,806.50
<b>Total Operating Revenues</b>	<b>9,098,634.74</b>	<b>9,160,165.16</b>
<b>Operating Expenses:</b>		
<b>Administration:</b>		
Salaries and Wages	310,279.66	193,463.22
Fringe Benefits	240,766.63	194,141.50
Other Expenses	446,802.73	587,659.17
<b>Cost of Providing Services:</b>		
Salaries and Wages	989,556.68	920,850.96
Fringe Benefits	808,595.40	750,000.56
Other Expenses	1,636,995.57	1,971,322.18
Depreciation	1,438,877.74	1,427,974.38
<b>Total Operating Expenses</b>	<b>5,871,874.41</b>	<b>6,045,411.97</b>
<b>Operating Income</b>	<b>3,226,760.33</b>	<b>3,114,753.19</b>
<b>Non-Operating Revenue / (Expenses):</b>		
Water Tower Leases	144,814.96	164,738.54
Appropriations to Lower Township	(205,000.00)	(205,000.00)
Investment Income	(1,665.31)	(1,328.85)
Capital Project Reserve Loss Transactions		3,052.85
Interest on Debt	(403,061.38)	(419,424.76)
Bad Debt Recaptured (Expense)	89,403.77	(41,243.90)
Loss on Disposal of Assets		(1,985.56)
Amortization of Premium	36,612.85	57,539.12
<b>Total Non-Operating Revenue / (Expenses)</b>	<b>(338,895.11)</b>	<b>(443,652.56)</b>
<b>Change in Net Position</b>	<b>2,887,865.22</b>	<b>2,671,100.63</b>
<b>Net Position - Beginning</b>	<b>30,073,561.74</b>	<b>27,402,461.11</b>
<b>Net Position - Ending</b>	<b>\$ 32,961,426.96</b>	<b>\$ 30,073,561.74</b>
<b>RECOMMENDATIONS</b>		
None		

The above summary or synopsis, which omits all audit opinions and disclosures, was prepared from the Report of Audit of the Township of Lower Municipal Utilities Authority, County of Cape May, for the fiscal year ended November 30, 2016. This Report of Audit, submitted by Carol A. McAllister, Certified Public Accountant, Registered Municipal Accountant of Bowman & Company LLP, Certified Public Accountants & Consultants, is on file in the Board Secretary's office at 2900 Bayshore Road, Villas, New Jersey and may be inspected by any interested person. This information included herein is not intended to represent complete financial information as presented in the Report of Audit.

Sharon Otto  
 Secretary  
 Printers Fee: \$102.51  
 Pub. Date: June 15, 2017

Order No. 000038724-01

**State of New Jersey**  
**Department of Community Affairs**  
**Division of Local Government Services**  
**PROPOSED INTRODUCED AUTHORITY BUDGET**  
**INTRODUCED BUDGET TRANSMITTAL PACKAGE**

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

**Proposed Introduced Authority Budget Document**

- 2 copies of the Introduced budget document that includes all pages completed
  - Authority Name and Fiscal Year are filled in
  - Signature blocks on Pages C-2, C-3, and C-4 are filled in along with title, address, e-mail address, phone number and fax number.
  - Page C-5 Resolution of the Authority governing body approving the introduced budget is enclosed with recorded vote
- Note: Aye Votes must total a majority of the full membership of the governing body (Not including Alternates in total)**
- Page C-5 Proposed hearing date for adoption of Budget reflected in Authority Budget Resolution
  - Page C-5 Authority Budget Resolution is signed with original hand written signature
  - Budget Narrative (N Pages) and Information Section is complete (All items answered or indicated N/A)
  - Pages N-6 and F-8 applicable amounts agree to the most recent issued audit report of the Authority
  - Sheets not completed have an explanation on them (Such as Authority has no Debt Service)

**Introduced Capital Budget (Page CB-1 through CB-5)**

- Authority Name and Fiscal Year are filled in
- Signature blocks on Page CB-1 are filled in along with title, address, e-mail address, phone number and fax number and proper Box Checked off (Top Box 1 Have a Capital Budget or Bottom Box 2 Don't have a Capital Budget)
- Page CB-2-- has all questioned answered or an explanation why question does not apply
- Page CB-5—Balance Check amount equals Zero

Official's Signature:	<i>Sharon Otto</i>		
Name:	Sharon Otto		
Title:	Secretary		
Address:	2900 Bayshore Road Villas, New Jersey 08251		
Phone Number:	609.886.7146 Ext 222	Fax Number:	609.886.6184
E-mail address:	soltmua@comcast.net		