

*Authority Budget of:* **ADOPTED COPY**

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

**State Filing Year**

**2018**

**APPROVED COPY**

*For the Period:*

*January 1, 2018*

*to*

*December 31, 2018*

**WWW.MHMUA.COM**

Authority Web Address

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**Department Of**

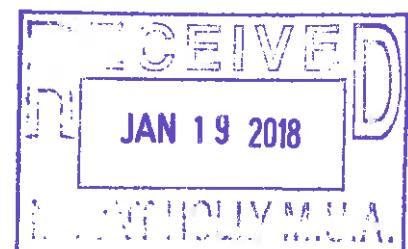


**Community  
Affairs**

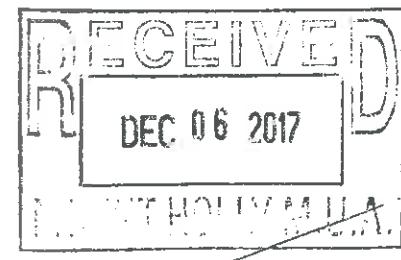
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***Division of Local Government Services***



## **2018 AUTHORITY BUDGET**

### **Certification Section**

2018

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**  
**AUTHORITY BUDGET**

**FISCAL YEAR: FROM JANUARY 1, 2018 TO DECEMBER 31, 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: Paul D. Cwint CPA, RMA Date: 11/29/2017

**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. Cwint CPA, RMA Date: 1/16/2018

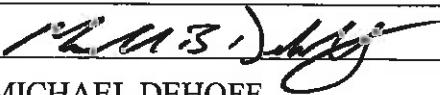
## 2018 PREPARER'S CERTIFICATION

### MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY AUTHORITY BUDGET

FISCAL                    FROM:                    JANUARY                    DECEMBER  
YEAR:                    1, 2018                    TO:                    31, 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:	MICHAEL DEHOFF		
Title:	FINANCE ADMINISTRATOR		
Address:	1 PARK DRIVE, MOUNT HOLLY NJ 08060		
Phone Number:	609.267.0015	Fax Number:	609.267.5420
E-mail address	MDEHOFF@MHMUA.COM		

## 2018 APPROVAL CERTIFICATION

### MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2018 TO: DECEMBER 31, 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 Mount Holly Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 9<sup>th</sup> day of November, 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:			
Name:	ROBERT MAYBURY		
Title:	EXECUTIVE DIRECTOR		
Address:	1 PARK DRIVE, MOUNT HOLLY NJ 08060		
Phone Number:	609.267.0015	Fax Number:	609.267.5420
E-mail address	MAYBURYB@MHMUA.COM		

# INTERNET WEBSITE CERTIFICATION

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

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

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

Name of Officer Certifying compliance

ROBERT MAYBURY

Title of Officer Certifying compliance

EXECUTIVE DIRECTOR

Signature



**2018 AUTHORITY BUDGET RESOLUTION  
RESOLUTION 2017-100  
MOUNT HOLLY MUNICIPAL UTILITIES  
AUTHORITY**

WHEREAS, the Annual Budget and Capital Budget for the Mount Holly Municipal Utilities Authority for the fiscal year beginning, January 1, 2018 and ending, December 31, 2018 has been presented before the governing body of the Mount Holly Municipal Utilities Authority at its open public meeting of November 9, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$13,912,000, Total Appropriations, including any Accumulated Deficit if any, of \$14,250,000 and Total Unrestricted Net Position utilized of \$338,000; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$2,614,500 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$1,314,500; 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 Mount Holly Municipal Utilities Authority, at an open public meeting held on November 9, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Mount Holly Municipal Utilities Authority for the fiscal year beginning, January 1, 2018 and ending, December 31, 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 Mount Holly Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 14, 2017.

consider the Annual Budget and Capital Budget/Pro  
Mandy C. Berginger  
(Secretary's Signature)

ember 14, 2017.  
11/09/17  
(Date)

### Governing Body

### Recorded Vote

Member:

Commissioner Thiessen

## Commissioner Silcox

## Commissioner Banks

Commissioner Banks  
Commissioner Jones

Nay

Abstain

Absent

1

4

1

3

1

# THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

## RESOLUTION 2017-101

### A RESOLUTION AUTHORIZING THE LATE INTRODUCTION AND SUBMISSION OF THE 2018 BUDGET

**WHEREAS**, the regulatory deadline for introduction and submission of Authority's Budget to the Director of the Division of Local Government Services is sixty (60) days prior to the beginning of the Authority's fiscal year, and;

**WHEREAS**, the Authority developed the Capital Budget/Program and requires additional time to implement a new procedure that notifies all townships utilizing the Authority's sanitary sewer service and to provide time for each one to review the Capital Budget/Program prior to introduction and;

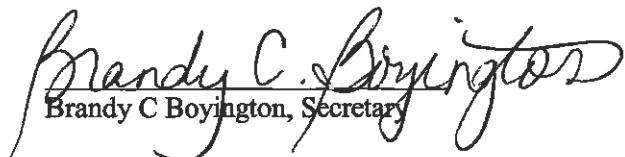
**WHEREAS**, the Authority's budget was introduced on November 9, 2017, which was less than the required 60 days prior to the Authority's fiscal year end.

**NOW, THEREFORE, BE IT RESOLVED** by the members of the Mount Holly Municipal Utilities Authority as follows that the Board of Commissioners authorizes the late submission of the Budget of the Mount Holly Municipal Utilities Authority for the Fiscal Year January 1, 2018 to December 31, 2018.

#### Record Vote

	Yes	No	Abstain	Absent
<b>Chairman Thiessen</b>				<b>X</b>
<b>Commissioner Silcox</b>	<b>X</b>			
<b>Commissioner Banks</b>	<b>X</b>			
<b>Commissioner Jones</b>				<b>X</b>
<b>Commissioner LaPlaca</b>	<b>X</b>			

The foregoing is a true copy of a Resolution adopted by the MHMUA on November 09, 2017



Brandy C. Boyington  
Brandy C Boyington, Secretary

[SEAL]

## 2018 ADOPTION CERTIFICATION

### MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2018 TO: DECEMBER 31, 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 Mount Holly Municipal Utilities Authority, pursuant to N.J.A.C. 5:31-2.3, on the 14<sup>th</sup> day of, December, 2017.

Officer's Signature:			
Name:	ROBERT MAYBURY		
Title:	EXECUTIVE DIRECTOR		
Address:	1 PARK DRIVE, MOUNT HOLLY NJ 08060		
Phone Number:	609.267.0015	Fax Number:	609.267.5420
E-mail address	MAYBURYB@MHMUA.COM		

**2018 ADOPTED BUDGET RESOLUTION**  
**Resolution 2017-111**  
**OUNT HOLLY MUNICIPAL UTILITIES**  
**AUTHORITY**

**FISCAL YEAR: FROM: JANUARY 1, 2018 TO: DECEMBER 31, 2018**

WHEREAS, the Annual Budget and Capital Budget/Program for the Mount Holly Municipal Utilities Authority for the fiscal year beginning, January 1, 2018 and ending, December 31, 2018 has been presented for adoption before the governing body of the Mount Holly Municipal Utilities Authority at its open public meeting of December 21, 2017; and

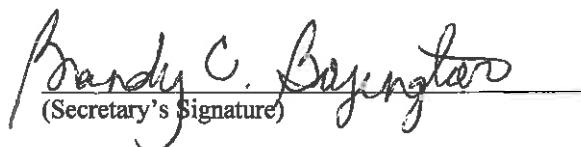
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$13,912,000, Total Appropriations, including any Accumulated Deficit, if any, of \$14,250,000 and Total Unrestricted Net Position utilized of \$338,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,614,500 and Total Unrestricted Net Position planned to be utilized of \$1,314,500; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Mount Holly Municipal Utilities Authority, at an open public meeting held on December 21, 2017 that the Annual Budget and Capital Budget/Program of the Mount Holly Municipal Utilities Authority for the fiscal year beginning, January 1, 2018 and, ending, December 31, 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.

  
(Secretary's Signature)

12/21/17  
(Date)

Governing Body

Recorded Vote

Member:	Aye	Nay	Abstain	Absent
Commissioner Thiessen	✗			
Commissioner Silcox	✗			
Commissioner Banks	✗			
Commissioner Jones			✗	
Commissioner LaPlaca			✗	

## **2018 AUTHORITY BUDGET**

### **Narrative and Information Section**

# 2018 AUTHORITY BUDGET MESSAGE & ANALYSIS

## MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2018 TO: DECEMBER 31, 2018

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

1. Complete a brief statement on the 2018 proposed Annual Budget and make comparison to the 2017/2017-2018 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.

Overall there were no significant changes to the needs of the Authority and the budget reflects an overall decrease of \$26,000. Fringe Benefits for Administration shows a decrease of 19.2% which is the result of a decrease in health benefit costs. The line item was adjusted to reflect the needs of the current covered staff compared to the level of coverage needed by the staff in prior years. Principal payments on Debt Service decreased by 16% in accordance with our debt service schedule.

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.

Gas reimbursement revenue decreased by 100% as the Authority is no longer providing gasoline to the local school and municipality. This loss in revenue is mostly made up for in the 5.4% increase in Bulk Waste revenue anticipated for 2018.

There is no impact on the service charges currently assessed for 2018 due to the proposed budget

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

The state of the local/regional economy has no impact on 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.

The utilization of Unrestricted Net Position in the proposed budget is for the Municipal Appropriation

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.).

As with prior years, the County/Municipal Appropriation is to offset the Municipal Budget.

6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**

The MUA has a deficit in Unrestricted Net Position caused by the implementation of GASB 68. The MUA plans to continue paying the required annual Pension contribution to offset the Pension liability. In addition, the MUA will continue see additional revenue through the treatment of bulk waste in order to reduce the deficit in Unrestricted Net Position caused by the implementation of GASB 68.

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

## **THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

1 Park Drive  
P.O. Box 486  
Mount Holly, New Jersey 08060-0486  
Office (609) 267-0015  
Fax (609) 267-5420

## **SCHEDULE OF RATES**

Effective: August 1, 2017

**SCHEDULE 1  
CONNECTION FEES**

**A. WITHIN MOUNT HOLLY TOWNSHIP**

CLASS 1: RESIDENTIAL \$4,949.00  
Single-family, condominiums, townhouses,  
apartments, multifamily, duplex, age restricted, trailers,  
mobile homes (Per unit)

CLASS 2: NON-RESIDENTIAL: HOTEL OR MOTEL  
(Per guest room) \$2,474.50

This portion of the connection fee applies only to the number of units available for transient occupancy. The connection fee for the non-occupancy portion of the building shall be based upon estimated usage from the remainder of the building, including kitchens, restaurants, taverns, laundries, offices, convention or meeting rooms, sport or athletic facilities, common areas and restrooms, at the Class 3 per gallon per day rate.

CLASS 3: NON-RESIDENTIAL: GENERAL

Per gallon per day	\$26.44
Minimum connection fee (per unit )	\$4,949.00

A minimum sewer connection charge for non-residential users shall be imposed, in an amount equal to the residential connection fee regardless of whether the estimated usage per unit is less than the residential rate of usage.

CLASS 4: CERTAIN AFFORDABLE HOUSING PROJECTS

Connection fees to public housing authorities and non-profit organizations building affordable housing projects that consist of new connections to the system are to be computed by providing a 50% reduction in the connection fee established in this *Schedule of Rates*.

Connection fees to public housing authorities and non-profit organizations building affordable housing projects that consist of replacement units for demolished or refurbished units, and for which a connection fee was previously paid, are to be computed by charging the lesser of a.) the reduced rate of 50% of the connection fee established in this *Schedule of Rates*, or b.) the connection fee established in this *Schedule of Rates*, minus a credit in the amount of a connection fee previously paid for the housing units being replaced, provided the public housing authority and non-profit organization can establish the connection fee previously paid. If the amount of the previous connection fee cannot be established, the reduced rate of 50% of the connection fee established in this *Schedule of Rates* shall apply.

## B. OUTSIDE MOUNT HOLLY TOWNSHIP

CLASS 1: RESIDENTIAL \$7,424.00

Single-family, condominiums, townhouses,  
apartments, multifamily, duplex, age restricted, trailers,  
mobile homes (Per unit)

CLASS 2: NON-RESIDENTIAL: HOTEL OR MOTEL

(Per guest room) \$3,712.00

This portion of the connection fee applies only to the number of units available for transient occupancy. The connection fee for the non-occupancy portion of the building shall be based upon estimated usage from the remainder of the building, including kitchens, restaurants, taverns, laundries, offices, convention or meeting rooms, sport or athletic facilities, common areas and restrooms, at the Class 3 per gallon per day rate.

CLASS 3: NON-RESIDENTIAL: GENERAL

Per gallon per day	\$39.67
Minimum connection fee (per unit )	\$7,424.00

A minimum sewer connection charge for non-residential users shall be imposed, in an amount equal to the residential connection fee regardless of whether the estimated usage per unit is less than the residential rate of usage.

CLASS 4: CERTAIN AFFORDABLE HOUSING PROJECTS

Connection fees to public housing authorities and non-profit organizations building affordable housing projects that consist of new connections to the system are to be computed by providing a 50% reduction in the connection fee established in this *Schedule of Rates*.

Connection fees to public housing authorities and non-profit organizations building affordable housing projects that consist of replacement units for demolished or refurbished units, and for which a connection fee was previously paid, are to be computed by charging the lesser of a.) the reduced rate of 50% of the connection fee established in this *Schedule of Rates*, or b.) the connection fee established in this *Schedule of Rates*, minus a credit in the amount of a connection fee previously paid for the housing units being replaced, provided the public housing authority and non-profit organization can establish the connection fee previously paid. If the amount of the previous connection fee cannot be established, the reduced rate of 50% of the connection fee established in this *Schedule of Rates* shall apply.

## GENERAL REQUIREMENTS APPLICABLE TO ALL SEWER CONNECTION FEES

A. An applicant shall pay a sewer connection fee prior to the time that a certificate of occupancy is issued for the building, in an amount as established by the MHMUA's *Schedule of Rates* in effect at the time that a complete application for the certificate of occupancy is made.

B. Connection fees for non-residential users shall be based upon the MHMUA's calculation of projected flow multiplied by the rate per gallon per day contained in the *Schedule of Rates*. A minimum sewer connection charge for non-residential users shall be imposed, in an amount equal to the residential connection fee regardless of whether the projected flow is less than the residential projected flow.

C. The projected flow criteria contained in N.J.A.C. 7:14A-23.3 shall be used to determine the projected flow for non-residential uses, whenever practicable. In the event that a type of use is not listed in N.J.A.C. 7:14A-23.3, the MHMUA shall use its best judgment in determining projected flow. The MHMUA may adopt additions or exceptions to the projected flow contained in N.J.A.C. 7:14A-23.3 by Resolution. For the purpose of this *Schedule of Rates*, any reference to "seat" or "person" in N.J.A.C. 7:14A-23.3 or in any projected flow criteria adopted by the MHMUA shall be deemed to mean the maximum permitted occupancy established pursuant to the Uniform Construction Code and/or the Uniform Fire Code.

D. In the event that an application is made for sewer service to a non-residential building or unit for which the types or sizes of the uses therein have not been determined by the Applicant, or are subject to change in the future, a connection fee shall be assessed based upon the maximum potential projected flow in the building or unit. The MHMUA, in its discretion, may enter into a deferred connection fee agreement under which an initial connection fee would be imposed only for those uses that are initially contemplated, and which would defer the payment of the balance of the connection fee until such time as a use for which the initial connection fee was paid is changed to a use that will generate additional projected flow. Any connection fee paid under a deferred connection fee agreement shall be paid at the connection fee rate then prevailing at the time that payment is made.

E. A non-residential user shall be entitled to use the amount of sewer capacity, in gallons per day, obtained through the payment of connection fees, as well as such additional capacity actually used by its building or unit.

F. In the event that an application is made to reinstate sewer service to a building or unit that was previously abandoned or terminated when the prior building or unit was demolished or substantially totally destroyed because of a Catastrophic Event, no additional connection fee shall be due if sewer service is reinstated within two (2) years after the date of the demolition or Catastrophic Event, provided that the Applicant has continued to pay the Service Billing Charge for the building or unit on a quarterly basis as those charges became due. For the purpose of this section, "Catastrophic Event" means a

fire or any declared national, State or municipal emergency or a flood or other natural disaster or event that substantially affects or damages a building or unit.

G. In the event that an application is made to reinstate sewer service to a non-residential building or unit that was previously abandoned or terminated when the prior building or unit was demolished or substantially totally destroyed because of a Catastrophic Event, no additional connection fee shall be due if sewer service is reinstated within two (2) years after the date of the demolition or Catastrophic Event, provided that: (1) the Applicant has continued to pay the Service Billing Charge for the building or unit on a quarterly basis as those charges became due, and (2) there is no change in the projected flow of the damaged building or unit. In the event that condition (1) herein has been satisfied, but there will be an increase in the projected flow of the damaged building or unit, then the Applicant shall pay a connection fee only on the amount of the increase in the projected flow. For the purpose of this section, "Catastrophic Event" means a fire or any declared national, State or municipal emergency or a flood or other natural disaster or event that substantially affects or damages a building or structure.

**SCHEDULE 2**  
**METERED SERVICES**

The sanitary sewerage charge for structures having a metered water supply shall be the sum of the SERVICE BILLING CHARGE and the SEWAGE FLOW CHARGE.

**I. SERVICE BILLING CHARGES**

**A. Single-Family Residential Units and Single Non-Residential Units**

A quarterly service billing charge for all single-family residential units, including single-family homes, condominiums, townhouses, trailers and mobile homes and single non-residential units shall be imposed as follows:

**1. WITHIN MOUNT HOLLY TOWNSHIP (Per Quarter)**

Meter Size	Square Inch Area	Residential	Non-Residential
5/8"	0.30700	\$33.00	\$37.95
3/4"	0.44200	47.51	54.64
1"	0.78500	84.38	97.04
1 1/4"	1.22700	131.89	151.67
1 1/2"	1.76700	189.93	218.43
2"	3.14200	337.73	388.39
3"	7.06900	759.85	873.82
4"	12.5660	1,350.72	1,553.33
6"	28.2740	3,039.17	3,495.05
8"	50.2650	5,402.98	6,213.43
10"	78.5400	8,442.26	9,708.60
12"	113.097	12,156.80	13,980.32

**2. OUTSIDE MOUNT HOLLY TOWNSHIP (Per Quarter)**

Meter Size	Square Inch Area	Residential	Non-Residential
5/8"	0.30700	\$49.50	\$56.93
3/4"	0.44200	71.27	81.96
1"	0.78500	126.57	145.55
1 1/4"	1.22700	197.84	227.51
1 1/2"	1.76700	284.90	327.64
2"	3.14200	506.60	582.59
3"	7.06900	1,139.77	1,310.74
4"	12.5660	2,026.08	2,329.99
6"	28.2740	4,558.76	5,242.57
8"	50.2650	8,104.48	9,320.15
10"	78.5400	12,663.40	14,562.91
12"	113.097	18,235.19	20,970.47

**B. Multiple Residential Units and Multiple Non-Residential Units**

In calculating the service billing charge for all multi-unit residential users or multi-unit non-residential users, serviced through a single water meter, the first unit shall be charged at the appropriate meter rate in paragraph I.A. and each additional equivalent dwelling unit shall be charged at the rate established for a 5/8" water meter.

**C. Minimum Service Billing Charge to Be Billed**

The service billing charges referred to in paragraph I.A. and I.B. shall be imposed regardless of water usage.

**D. Postage and Handling Charges**

Where the MHMUA has been contracted to issue sewer usage bills directly to the user, a postage and handling charge of \$1.50 within Mount Holly Township and \$2.25 outside Mount Holly Township per billing period shall be assessed.

**II. SEWAGE FLOW CHARGES**

Sewage flow charges for all Residential and Non-Residential Users shall be based on water consumption and shall be calculated as follows:

**A. WITHIN MOUNT HOLLY TOWNSHIP**

	Residential (Per Thousand Gallons)	Non-Residential (Per Thousand Gallons)
O/M/R*	\$2.13	\$2.45
Other	\$3.94	\$4.55
<b>TOTAL:</b>	<b>\$6.07</b>	<b>\$7.00</b>

**B. OUTSIDE MOUNT HOLLY TOWNSHIP**

	Residential (Per Thousand Gallons)	Non-Residential (Per Thousand Gallons)
O/M/R*	\$2.13	\$2.45
Other	\$5.91	\$6.81
<b>TOTAL:</b>	<b>\$8.04</b>	<b>\$9.26</b>

\*Operation, Maintenance and Repairs

### III. DISCOUNTS FOR CERTAIN SENIOR CITIZENS AND PERMANENTLY AND TOTALLY DISABLED PERSONS

N.J.S.A. 40:14B-22.2 permits the MHMUA to provide a discount for certain senior citizens and permanently and totally disabled persons. The MHMUA is permitted to give a discount only to those persons who qualify under the statute.

Any person who is billed for sewer services to a property which he or she owns and occupies and who has been approved by the governing body of the municipality in which the property is located to receive a deduction against the tax assessed against the property under the provisions of N.J.S.A. 54:4-8.40 shall be entitled to a discount of Thirteen Dollars (\$13.00) per quarter for sanitary sewer services rendered to the property. This discount shall not apply to connection fees, non-residential uses, interest, late charges, application review and inspection fees, or miscellaneous charges imposed by the MHMUA.

Only one discount shall be permitted per property, regardless of the number of approved owners. Proportionate discounts, when appropriate, shall be made in accordance with the provisions of N.J.S.A. 54:4-8.46.

The governing body of the municipality in which the property is located will provide annual notification to the MHMUA of the customers eligible to receive the discount. The discount shall become effective with the first bill issued for sewer services after receipt by the MHMUA of notification. The discount shall remain in effect until December 31 of the calendar year, or until any change of ownership occurs or the person no longer qualifies under the Statute for the deduction against the tax assessed, whichever occurs earlier.

## SCHEDULE 3

### UNMETERED SERVICES

The sanitary sewerage charge for structures having an unmetered water supply shall be the total of the SERVICE BILLING CHARGE and the FLAT-RATE SEWAGE FLOW CHARGES.

#### I. SERVICE BILLING CHARGES

The service billing charges of Schedule 2 shall also apply to unmetered residential and non-residential units. Residential units shall be billed on the basis of a 5/8" meter. Non-residential units shall be billed on a presumed water meter size, proportionate to the estimated usage, as determined by the MHMUA at its discretion.

#### II. FLAT-RATE SEWAGE FLOW CHARGES

##### A. RESIDENTIAL UNITS

Each residential unit having an unmetered water supply shall be billed on a presumed usage of 17,700 gallons per quarter.

##### B. NON-RESIDENTIAL UNITS

Each non-residential unit having an unmetered water supply shall be billed on a presumed usage equivalent to the estimated water usage calculated for connection fee purposes.

**SCHEDULE 4**  
**GARBAGE DISPOSAL UNITS**

**A. RESIDENTIAL – SINGLE AND MULTI-RESIDENTIAL UNITS**

All residential units containing domestic type garbage disposal units shall be charged an additional \$6.00 per quarter in Mount Holly Township and \$9.00 per quarter outside of Mount Holly Township.

**B. NON RESIDENTIAL UNITS**

No commercial, industrial or other non-residential garbage disposal units or grinders will be permitted without written permission by the MHMUA. The charge for such units will be determined as a surcharge to the normal metered service charge upon recommendation by the MHMUA Engineer. The Engineer shall compute the surcharge on the basis of the sewage load imposed on the system in comparison to a residential garbage disposal unit operating in a single-family residential unit. The MHMUA specifically reserves the right to refuse service to any non-residential unit if it is in the best interest of the sewerage system.

**SCHEDULE 5**  
**SURCHARGE FOR TREATMENT OF INDUSTRIAL WASTES**

The quarterly service charge for sewerage service for the collection and treatment of industrial or other non-residential wastes discharged into the MHMUA's system shall be based upon the water usage as computed under SCHEDULE 2 or SCHEDULE 3 and product of the surcharge or premium charge as determined as a strength factor in accordance with the following formula, unless other waste water concentrations are determined by the MHMUA to be more critical:

44

+ 23\* (CBOD5) or (COD) ppm, whichever is greater  
(250) (500)

+31\* (Suspended Solids, ppm)\*\*  
(250 ppm)

+2\* (Chlorine Demand, ppm)  
(15 ppm)

\* In cases where the quotient is less than 1, 1 shall be used as the value in parentheses.

\*\* In cases where suspended solids, in the opinion of the MHMUA do not represent the true characteristics of the solids loading, the MHMUA reserves the right to use total solids instead of suspended solids.

**SCHEDULE 6**  
**SPECIAL, PARTIAL AND TEMPORARY SERVICES**

Schedule of Rates for Residential or Non-Residential User Utilizing Special, Partial or Temporary Services from the MHMUA:

**I. METER READING FEES**

Any user having an additional water meter shall be charged a fee of \$36.00 per read per each additional water meter to cover the additional expenses incurred by the MHMUA to read the additional meter and make the necessary billing adjustments.

**II. TEMPORARY CONNECTIONS**

Upon application, the MHMUA shall allow the temporary connection of construction trailers and sanitary facilities upon payment of a one-time fee of five hundred dollars (\$500.00) per site. Said connection shall (1) meet the construction standards of the MHMUA; (2) only be made under inspection by the MHMUA; and (3) upon completion of construction, be abandoned and disconnected under inspection by the MHMUA.

**SCHEDULE 7**  
**SUMP PUMP CONNECTIONS**

A. All structures connecting a sump pump to the sanitary sewer system must secure an annual permit from the MHMUA. This permit will be issued only after determination by the MHMUA that an alternate method of disposing of ground water is not available, or is not economically feasible, or will not result in a health or safety hazard.

B. The annual permit for each sump pump is \$5.00 per quarter in Mount Holly Township and \$7.50 per quarter outside of Mount Holly Township. In addition, the MHMUA shall estimate the gallonage discharge of the sump pump and shall charge the customer in accordance with the established flow charges. The minimum quarterly flow shall be one thousand (1,000) gallons.

**SCHEDULE 8**  
**SEPTAGE AND/OR SLUDGE TREATMENT CHARGES<sup>1</sup>**

**I. SLUDGE**

**A. PER GALLON CHARGE**

<u>Percent Solids In Sample</u>	<u>Per Gallon Charge</u>
0 – 4.0%	\$0.03/Gal. to \$0.12/Gal.
greater than 4.0%	(\$0.12/Gal) ( <u>T.S.%</u> ) 4%

Where T.S. = Total solids determined by the MHMUA

The per gallon charge shall be based upon any factors determining the type, class and amount of use or service of the system, or any combination of any such factors, and may give weight to characteristics of the waste and any other special matter affecting the cost of treatment and disposal thereof.

**B. INTERMITTENT DELIVERY AFTER TESTING AND PRIOR AGREEMENT**

The charge for intermittent sludge treatment shall be the greater of the following:

1. The number of gallons delivered times the per gallon charge in I.A. above

OR,

2. The volume of the delivery vehicle, as posted thereon, times the per gallon charge in I.A. above.

**C. CONTRACTUAL DELIVERY**

Subject to the availability of capacity and by prior agreement, sludge will be accepted at the plant for the above listed per gallon charge.

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<sup>1</sup> For the purposes of this schedule, septage and sludge shall be defined as follows:  
SEPTAGE – The combination of Liquid and Solid Residues resulting from the treatment of domestic sewage in individual sub-surface sewage disposal system.  
SLUDGE – The solid residue and associated liquid resulting from physical, chemical or biological treatment by (1) publicly owned treatment works; or (2) privately owned treatment works which provide in-ground collection facilities and treatment of domestic sewage, only.

D. PAYMENT

Unless otherwise approved by prior agreement, payment shall be made on the day of the delivery and prior to actual delivery.

II. SEPTAGE

A. PER GALLON CHARGE

<u>Percent Solids In Sample</u>	<u>Per Gallon Charge</u>
2.0% or less	\$0.04/Gal.
greater than 2.0%	(\$0.06/Gal) <u>(T.S.%)</u> 2%

Where T.S. = Total solids determined by the MHMUA

The per gallon charge shall be based upon any factors determining the type, class and amount of use or service of the system, or any combination of any such factors, and may give weight to characteristics of the waste and any other special matter affecting the cost of treatment and disposal thereof.

B. INTERMITTENT DELIVERY AFTER TESTING AND PRIOR AGREEMENT

The charge for intermittent septage treatment shall be the greater of the following:

1. The number of gallons delivered times the per gallon charge in II.A. above  
OR,
2. The volume of the delivery vehicle, as posted thereon, times the per gallon charge in II.A. above.

C. CONTRACTUAL DELIVERY

Subject to the availability of capacity and by prior agreement, septage will be accepted at the plant for the above listed per gallon charge.

D. PAYMENT

Unless otherwise approved by prior agreement, payment shall be made on the day of the delivery and prior to actual delivery

**SCHEDULE 9**  
**LEACHATE TREATMENT CHARGES**

**I. GALLONAGE CHARGE**

Subject to the availability of capacity and by prior agreement, a per gallon charge of between \$0.016 and \$0.09 will be imposed, based upon the assessment of strength of the delivered waste, as determined by the MHMUA, and based upon gallons delivered, as calculated by truck size or other approved method.

**II. TREATMENT CHARGES**

The per gallon charge shall be based upon any factors determining the type, class and amount of use or service of the system, or any combination of any such factors, and may give weight to characteristics of the waste and any other special matter affecting the cost of treatment and disposal thereof.

**SCHEDULE 10**  
**BULK DELIVERED NON-HAZARDOUS INDUSTRIAL WASTES**

**I. AGREEMENT REQUIRED**

Subject to availability of capacity, bulk deliveries of Non-Hazardous Industrial Wastes will be accepted by agreement only.

**II. PAYMENT IN ADVANCE OF OFF-LOADING**

Unless otherwise approved by prior agreement, payment shall be made on the day of the delivery prior to off-loading.

**III. GALLONAGE CHARGE**

Subject to the availability of capacity and by prior agreement, a per gallon charge of between \$0.025 and \$5.00 will be imposed, based upon the assessment of strength of the delivered waste, as determined by the MHMUA, and based upon gallons delivered, as calculated by truck size or other approved method.

**IV. TREATMENT CHARGES**

The per gallon charge shall be based upon any factors determining the type, class and amount of use or service of the system, or any combination of any such factors, and may give weight to characteristics of the waste and any other special matter affecting the cost of treatment and disposal thereof.

**SCHEDULE 11**  
**NON-HAZARDOUS CONTAMINATED GROUND WATER**

**I. AGREEMENT REQUIRED**

Subject to availability of capacity, discharges of non-hazardous contaminated ground water will be accepted by agreement only.

**II. MAXIMUM CONTAMINANT LEVELS**

The maximum contaminant levels for TSS, CBOD5 and COD shall be 250 mg/L, 250 mg/L and 375 mg/L, respectively. Wastes containing greater than the aforesaid values will be evaluated for acceptance on a case-by-case basis and may require pre-treatment.

**III. PAYMENT**

Unless otherwise approved, payment for bulk deliveries shall be made on the day of delivery prior to off-loading. Payment shall be based upon the size of the delivery vehicle, regardless of the actual contents delivered.

Unless otherwise approved, payment for direct connected discharges shall be required on a monthly basis, upon receipt of a bill from the MHMUA. The discharger shall install and maintain a flow meter on the discharge for these purposes.

**IV. GALLONAGE CHARGE**

Subject to the availability of capacity and by prior agreement, a per gallon charge of between \$0.0135 and \$5.00 will be imposed, based upon the assessment of strength of the delivered waste, as determined by the MHMUA, and based upon gallons delivered, as calculated by truck size or other approved method.

**V. TREATMENT CHARGES**

The per gallon charge shall be based upon any factors determining the type, class and amount of use or service of the system, or any combination of any such factors, and may give weight to characteristics of the waste and any other special matter affecting the cost of treatment and disposal thereof.

**SCHEDULE 12**  
**APPLICATION, PLAN REVIEW AND INSPECTION FEES**

S-1 Application Fees	\$60.00 (non-refundable)
S-1NR Application Fees	\$60.00 (non-refundable)
S-1 Conceptual Review Fees (Escrowed)	\$30.00 per equivalent dwelling unit
S-1NR Conceptual Review Fees (Escrowed)	\$30.00 per equivalent dwelling unit
S-3 Plan Review Fees (Escrowed)	
Up to 8" Sewer Mains	\$0.08 per lineal foot
Greater than 8" Mains	\$0.12 per lineal foot
Sewerage Appurtenances	2% of MHMUA Engineer's Improvement Bond Estimate.
Construction Inspection	6% of MHMUA Engineer's Improvement Bond Estimate including mains, laterals, manholes, pumping stations and/or treatment works, and miscellaneous sewerage appurtenances.
S-5 Application Fee	
New Single Family Dwelling Unit only	\$60.00 per unit (non-refundable)
Existing Sewer Lateral Replacement	\$60.00 per unit (non-refundable)

Actual legal and engineering charges will be deducted from the posted funds in the escrow account. In the event that the level of posted funds falls below \$1,000.00, the applicant shall, upon notice from the MHMUA, post additional funds in its escrow account in an amount to be determined by the MHMUA, not to exceed a total balance of \$5,000.00. No reviews, inspections or other professional services shall be performed for the applicant until such time as the required escrow funds are posted.

**SCHEDULE 13**  
**EQUIPMENT RENTAL AND LABOR CHARGES**

**I. FEES**

<u>Equipment Or Personnel</u>	<u>Regular Hourly Charge</u>	<u>Comments</u>
Concrete Mixer	\$15.00 per hour (2-hour minimum)	Operator not included
Compressor	\$20.00 per hour (2-hour minimum)	Operator, hoses and tools not included
Compressor with hoses and tools	\$25.00 per hour (2-hour minimum)	Operator not included
Personnel:		
Operator	\$50.00 per hour	One (1) hour minimum for all classes of personnel utilized
Mechanic	\$50.00 per hour	
Technician	\$50.00 per hour	
Pump, Hydraulic	\$40.00 per hour (2-hour minimum)	Operator not included
Discharge Hose for 6" Hydraulic Pump	\$7.50 per hour (2-hour minimum)	
Pump, 3" Mud	\$25.00 per hour (2-hour minimum)	Operator not included
Pump, Portable	\$20.00 per hour (2-hour minimum)	Operator not included
Truck, Dump	\$45.00 per hour (1-hour minimum)	Operator not included
Truck, Pick-Up	\$30.00 per hour (1-hour minimum)	Operator not included
Vactor	\$190.00 per hour (1-hour minimum)	Includes two operators

## II. SERVICES

### A. Smoke Testing

1. Four (4) operators are required for setup and spotting smoke at standard Operator Rate. (2-hour minimum).
2. Smoke testing equipment, including blower, manhole insert, hoses, plugs and miscellaneous equipment is \$25.00 per hour. (2-hour minimum).
3. Smoke bombs are \$10.00 each.

## III. TERMS AND CONDITIONS

- A. All equipment shall be operated by MHMUA personnel only.
- B. Hourly usage is determined on a portal-to-portal basis.
- C. Employee overtime rates of one and a half times salary are in effect Monday through Friday before 7:00 a.m., 12:00 noon through 1:00 p.m. and after 4:00 p.m. Employee overtime rates of two and a half times salary are in effect all day on Saturday, Sunday and Holidays.
- D. All bills/invoices will include a 25% add-on charge.

**SCHEDULE 14**  
**MISCELLANEOUS CHARGES**

<u>Termination Fee</u>	\$60.00
For inspection and documentation of termination of service prior to demolition of a structure	
<u>Reconnection Fee</u>	\$60.00
For inspection and documentation of reconnection of service after termination	
<u>Final Bill Charge</u>	\$25.00
<u>Reprocessing Charge</u>	\$20.00
For redepositing a customer check/ACH which has not been honored for payment	
<u>Fine for Violation of Rules and Regulations</u>	\$100.00
To a maximum of	Per day/violation/unit
<u>T&amp;L Authorization Agreement Application Fee</u>	\$25.00
For authorization from Owner/Landlord to bill tenant directly	

# AUTHORITY CONTACT INFORMATION

## 2018

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

<b>Name of Authority:</b>	MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY		
<b>Federal ID Number:</b>	21-6001513		
Address:	1 PARK DRIVE		
City, State, Zip:	MOUNT HOLLY	NJ	08060
Phone: (ext.)	609.267.0015	Fax:	609.267.5420

<b>Preparer's Name:</b>	MICHAEL DEHOFF		
Preparer's Address:	1 PARK DRIVE		
City, State, Zip:	MOUNT HOLLY		
Phone: (ext.)	609.267.0015	Fax:	609.267.5420
E-mail:	<a href="mailto:MDEHOFF@MHMUA.COM">MDEHOFF@MHMUA.COM</a>		

<b>Chief Executive Officer:</b>	ROBERT MAYBURY		
Phone: (ext.)	609.267.0015	Fax:	609.267.5420
E-mail:	<a href="mailto:MAYBURYB@MHMUA.COM">MAYBURYB@MHMUA.COM</a>		

<b>Chief Financial Officer:</b>	MICHAEL DEHOFF		
Phone: (ext.)	609.267.0015	Fax:	609.267.5420
E-mail:	<a href="mailto:MDEHOFF@MHMUA.COM">MDEHOFF@MHMUA.COM</a>		

<b>Name of Auditor:</b>	BRENT W. LEE		
Name of Firm:	BRENT W. LEE & CO. LLC		
Address:	3008 NEW ALBANY ROAD		
City, State, Zip:	CINNAMINSON		
Phone: (ext.)	609-456-8804	Fax:	N/A
E-mail:	<a href="mailto:BRENTLEE1963@YAHOO.COM">BRENTLEE1963@YAHOO.COM</a>		

# AUTHORITY INFORMATIONAL QUESTIONNAIRE

## MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2018 TO: DECEMBER 31, 2018

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

- 1) Provide the number of individuals employed in (**Use Most Recent W-3 Available 2016 or 2017**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: **61**
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (**Use Most Recent W-3 Available 2016 or 2017**) Transmittal of Wage and Tax Statements: **Box 16 \$3,592,891.83**
- 3) Provide the number of regular voting members of the governing body: **Five**
- 4) Provide the number of alternate voting members of the governing body: **Zero**
- 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 (**Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering)  
**Yes** If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? **No** *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? **No**
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? **No**
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? **No***If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. **No** *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **The Township of Mount Holly sets the compensation for the commissioners. The Executive Director has an employment contract approved and authorized by the commissioners. Performance evaluations are performed for all employees and annual pay increases are approved by the commissioners. Employees under collective bargaining agreements are paid in accordance with those agreements.**

11) Did the Authority pay for meals or catering during the current fiscal year? Yes If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.

12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? No If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.

13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:

- First class or charter travel No
- Travel for companions No
- Tax indemnification and gross-up payments No
- Discretionary spending account No
- Housing allowance or residence for personal use No
- Payments for business use of personal residence No
- Vehicle/auto allowance or vehicle for personal use No
- Health or social club dues or initiation fees No
- Personal services (i.e.: maid, chauffeur, chef) No

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

14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)

15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No If "yes," attach explanation including amount paid.

16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No If "yes," attach explanation including amount paid.

17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? Yes If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.

18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.

19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? No If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.

**Mount Holly Municipal Utilities Authority  
2018 Budget Informational Questionnaire  
Page N-3 (Supplemental)**

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The following is a list of meals and catering

<b>Vendor</b>		
Acme	Retirement Luncheon	\$ 149.08
		\$ 149.08

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

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

**FISCAL YEAR: FROM: JANUARY 1, 2018 TO: DECEMBER 31, 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 other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

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

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

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

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

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

For the Period **January 1, 2018** to **December 31, 2018** **MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

Reportable Compensation from Authority (Value in thousands)

(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

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY		January 1, 2018		to		December 31, 2018	
For the Period	Annual Cost	# of Covered Members	# of Covered Members	Annual Cost	# of Employees	Total Prior Year Cost	\$ Increase (Decrease)
(Medical & Rx)	Estimate per Employee	Total Cost Estimate	(Medical & Rx)	Annual Cost per Employee	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Proposed Budget	Budget	Proposed Budget	Current Year	Current Year	Year	Year	Year
<b>Active Employees - Health Benefits - Annual Cost</b>							
Single Coverage							
Parent & Child	12	\$ 12,954	\$ 155,448	12	\$ 12,516	\$ 150,192	\$ 5,256
Employee & Spouse (or Partner)	5	22,054	110,320	5	21,318	106,590	3,730
Family	5	26,125	130,625	5	25,242	126,210	4,415
Employee Cost Sharing Contribution (enter as negative - )	21	38,254	803,334	21	36,960	776,160	27,174
Subtotal	43		(246,913)			(238,564)	(8,349)
		952,814		43	920,588	32,226	3.5%
<b>Commissioners - Health Benefits - Annual Cost</b>							
Single Coverage							
Parent & Child						#DIV/0!	
Employee & Spouse (or Partner)						#DIV/0!	
Family						#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )						#DIV/0!	
Subtotal		0		0		#DIV/0!	
<b>Retirees - Health Benefits - Annual Cost</b>							
Single Coverage							
Parent & Child						#DIV/0!	
Employee & Spouse (or Partner)						#DIV/0!	
Family						#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )						#DIV/0!	
Subtotal		0		0		#DIV/0!	
<b>GRAND TOTAL</b>		43		43		\$ 920,588	\$ 32,226
Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)							
Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)							
		No		Yes or No			
		No		Yes or No			

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

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

## **Schedule of Accumulated Liability for Compensated Absences**

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

### For the Period

January 1, 2018

December 21, 2018

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

**X** Box if Authority has no Compensated Absences

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

**M.T. HOLLY M.U.A.**  
**SCHEDULE OF VACATION/SICK ACCRUALS**  
**FOR THE YEAR ENDING 12/31/16**

Emp#	Last	First	Hourly Rate	Vacation Hours Bal as of 12/31/16	Vacation Hours In \$Dollars \$	Sick Hours Bal as of 12/31/16	Sick Hours In \$Dollars \$	50% Sick Hours Not to Exceed \$7500/10K - Union		Total Days	Total Value 28,311.39
								371.65	22,692.95	11,346.48	
<b>Total Employment Contract Employees</b>											
1004 Cox	Sherill	36.02	14.60	525.89	336.33	12,114.61	6,057.31	22.85	6,583.20	28,311.39	
1005 Dehoff	Michael	38.46	9.55	198.73	20.14	414.88	9.55	196.73			
1001 Boyington	Brandy	20.60	228.84	7,375.32	935.37	30,156.33	226.84	7,313.32			
1006 Ciocca	Maurise	32.24	1.72	27.80	1.36	21.98	1.72	27.80			
1013 Regan	Meghan	16.16	35.80	1,914.91	70.53	3,782.07	1,881.04	8.90	3,795.95		
2031 Harvey	Joel	53.34	147.89	7,761.11	569.92	31,000.30	147.69	7,761.11			
2068 Stefano	Anthony	52.55	168.81	5,337.77	597.62	18,896.74	168.81	5,337.77			
2010 Connors	John	31.62	15.40	268.26	12.49	192.35	16.64	256.26			
2036 Elayib	Christine	Adam	41.68	29.58	1,252.89	53.62	2,443.28	29.58	1,232.89		
2049 Melogue	Patricia	22.89	123.17	2,819.36	136.58	3,126.32	123.17	2,819.36			
5010 Reich	David	42.11	91.48	3,852.22	186.74	7,983.82	91.48	3,852.22			
<b>Total Non-Union Employees</b>											
					31,238.26		7,938.35		847.23		39,176.61
2002 Bierschmitt	James	21.80	16.50	369.70						16.50	358.70
2005 Bryan	Leighton	39.60	178.78	7,119.68	238.63	9,489.35				179.78	
2008 Caseiro	Justin	22.63	85.11	1,926.04	123.80	2,801.59				85.11	1,926.04
2011 Costello	Wayne	28.70	122.63	3,519.48	361.72	10,381.36				122.63	3,519.48
2012 Davis	Galen	19.58	43.01	842.14	29.10	569.79				43.01	842.14
2016 Desiva	Anthony	26.33	68.27	1,744.89	108.03	2,844.43				66.27	1,744.89
2021 Draper	Chadwick	28.70	100.01	2,870.29	214.56	6,157.87				100.01	2,870.29
2019 Fisher	Anthony	35.68	125.51	4,563.30	292.57	10,497.41				125.51	4,563.30
2034 Gaskill	Wayne	33.35	169.35	5,647.82	252.05	8,405.87				169.35	5,647.82
2034 Hitchner	Scott	38.63	3.79	148.41	28.60	1,104.82	552.41			2.26	698.82
2041 James	Donald	34.79	108.30	3,767.76	220.02	7,654.50	108.30			3,767.76	
2039 Jones	Henry	26.33	16.25	427.86	48.71	1,308.96				16.25	427.86
2045 Lingie	Russell III	34.79	168.53	1,867.95	18.18	562.90	281.45			22.20	6,179.40
2045 Lingie	Russell IV	34.79	140.60	4,891.47	98.92	3,476.22				140.60	4,891.47
2046 Lora	Albert	35.88	6.35	227.84	46.32	1,661.96				6.35	227.84
2051 Lovenduski	Robert	16.75									
2044 Maybury	Craig	36.88									
2053 Mays	Brian	19.58									
2052 Mays	David	10.92									
2057 Norris	David	14.14									
2080 Ondusko	William	32.12									
2087 Sjolka	Car	24.48									
2086 Swain	George	31.59									
2076 Wisniewski	John	17.23									
2078 Yantis	John	33.38									
3050 Arango	Jacqueline	21.80									
3006 Crisp	Diane	38.17									
2024 Gestillo	George	31.19									
8070 Rabreau	Chris	30.43									
2007 Cain	William	26.33									
4004 Com	Alan	181.98									
2033 Johnson	Michael	97.53									
2048 Lutes	James	195.44									
2064 Roberts	Mark	222.15									
2077 Young	Robert	36.10									
<b>Total Union Employees</b>											
					105,297.66		10,833.86		3,086.22		116,081.22
<b>Grand Total All Employees</b>											
					153,430.73		30,118.69		3,981.41		183,549.42

## **Schedule of Shared Service Agreements**

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**  
JULY 21, 2018

-----  
January 1, 2018 to December 31, 2018

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

### For the Period

If No Shared Services X this Box

## **2018 AUTHORITY BUDGET**

### **Financial Schedules Section**

## SUMMARY

		MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY					
For the Period		January 1, 2018	to	December 31, 2018			
		FY 2018 Proposed Budget					
REVENUES	SEWER	N/A	N/A	N/A	N/A	Total All Operations	FY 2017 Adopted Budget
						Total All Operations	Total All Operations
Total Operating Revenues	\$ 13,902,000	\$ -	\$ -	\$ -	\$ -	\$ 13,902,000	\$ 13,927,250
Total Non-Operating Revenues	10,000	-	-	-	-	10,000	\$ (25,250)
Total Anticipated Revenues	13,912,000	-	-	-	-	13,912,000	-7.0%
APPROPRIATIONS							
Total Administration	1,723,500	-	-	-	-	1,723,500	\$ (46,465)
Total Cost of Providing Services	7,878,434	-	-	-	-	7,878,434	-2.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	1,804,367	-	-	-	-	1,804,367	4.7%
Total Operating Appropriations	11,406,301	-	-	-	-	11,406,301	\$ (342,654)
Total Interest Payments on Debt	1,205,699	-	-	-	-	1,205,699	-16.0%
Total Other Non-Operating Appropriations	1,638,000	-	-	-	-	1,638,000	-0.3%
Total Non-Operating Appropriations	2,843,699	-	-	-	-	2,843,699	-5.9%
Accumulated Deficit							
Total Appropriations and Accumulated Deficit	14,250,000	-	-	-	-	14,250,000	\$ (29,000)
Less: Total Unrestricted Net Position Utilized	338,000	-	-	-	-	338,000	-0.9%
Net Total Appropriations	13,912,000	-	-	-	-	13,912,000	\$ (26,000)
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

## Revenue Schedule

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
 For the Period      January 1, 2018      to      December 31, 2018

	<i>FY 2018 Proposed Budget</i>						<i>FY 2017 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	SEWER	N/A	N/A	N/A	N/A	Total All Operations			
						Total All Operations	All Operations	All Operations	
<b>OPERATING REVENUES</b>									
<i>Service Charges</i>									
Residential	9,236,000					\$ 9,236,000	\$ 9,235,815	\$ 185	0.0%
Business/Commercial	1,800,000					1,800,000	1,795,045	4,955	0.3%
Industrial	350,000					350,000	348,544	1,456	0.4%
Intergovernmental	585,000					585,000	588,565	(3,565)	-0.6%
Other	450,000					450,000	453,031	(3,031)	-0.7%
<b>Total Service Charges</b>	<b>12,421,000</b>					<b>12,421,000</b>	<b>12,421,000</b>		0.0%
<i>Connection Fees</i>									
Residential	350,000					350,000	350,000		0.0%
Business/Commercial	50,000					50,000	50,000		0.0%
Industrial									#DIV/0!
Intergovernmental									#DIV/0!
Other									#DIV/0!
<b>Total Connection Fees</b>	<b>400,000</b>					<b>400,000</b>	<b>400,000</b>		0.0%
<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>-</b>	<b>#DIV/0!</b>
<i>Other Operating Revenues (List)</i>									
Bulk Waste	974,000					974,000	924,000	50,000	5.4%
Gas Reimbursement							75,000	(75,000)	-100.0%
Miscellaneous	63,500					63,500	63,750	(250)	-0.4%
Rental Income	43,500					43,500	43,500		0.0%
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>1,081,000</b>					<b>1,081,000</b>	<b>1,106,250</b>	<b>(25,250)</b>	<b>-2.3%</b>
<b>Total Operating Revenues</b>	<b>13,902,000</b>					<b>13,902,000</b>	<b>13,927,250</b>	<b>(25,250)</b>	<b>-0.2%</b>
<b>NON-OPERATING REVENUES</b>									
<i>Other Non-Operating Revenues (List)</i>									
Type in									#DIV/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>-</b>					<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Interest on Investments &amp; Deposits (List)</i>									
Interest Earned	10,000					10,000	10,750	(750)	-7.0%
Penalties									#DIV/0!
Other									#DIV/0!
<b>Total Interest</b>	<b>10,000</b>					<b>10,000</b>	<b>10,750</b>	<b>(750)</b>	<b>-7.0%</b>
<b>Total Non-Operating Revenues</b>	<b>10,000</b>					<b>10,000</b>	<b>10,750</b>	<b>(750)</b>	<b>-7.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 13,912,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,912,000</b>	<b>\$ 13,938,000</b>	<b>\$ (26,000)</b>	<b>-0.2%</b>

## Prior Year Adopted Revenue Schedule

### MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

#### FY 2017 Adopted Budget

	SEWER	N/A	N/A	N/A	N/A	N/A	Total All Operations
<b>OPERATING REVENUES</b>							
<i>Service Charges</i>							
Residential	9,235,815						\$ 9,235,815
Business/Commercial	1,795,045						1,795,045
Industrial	348,544						348,544
Intergovernmental	588,565						588,565
Other	453,031						453,031
Total Service Charges	12,421,000						12,421,000
<i>Connection Fees</i>							
Residential	350,000						350,000
Business/Commercial	50,000						50,000
Industrial							
Intergovernmental							
Other							
Total Connection Fees	400,000						400,000
<i>Parking Fees</i>							
Meters							
Permits							
Fines/Penalties							
Other							
Total Parking Fees							
<i>Other Operating Revenues (List)</i>							
Bulk Waste	924,000						924,000
Gas Reimbursement	75,000						75,000
Miscellaneous	63,750						63,750
Rental Income	43,500						43,500
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)							
Total Other Revenue	1,106,250						1,106,250
Total Operating Revenues	13,927,250						13,927,250
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
Type in							
Type in							
Type in							
Type in							
Type in							
Type in							
<i>Other Non-Operating Revenues</i>							
<i>Interest on Investments &amp; Deposits</i>							
Interest Earned	10,750						10,750
Penalties							
Other							
Total Interest	10,750						10,750
Total Non-Operating Revenues	10,750						10,750
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 13,938,000</b>	<b>\$ -</b>	<b>\$ 13,938,000</b>				

## Appropriations Schedule

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
 For the Period      January 1, 2018      to      December 31, 2018

	<b>FY 2018 Proposed Budget</b>						<b>FY 2017 Adopted Budget</b>	<b>\$ Increase (Decrease)</b>	<b>% Increase (Decrease)</b>		
								<b>Total All Operations</b>	<b>Proposed vs. Adopted</b>		
	<b>SEWER</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>					
<b>OPERATING APPROPRIATIONS</b>											
<i>Administration - Personnel</i>											
Salary & Wages	\$ 627,500						\$ 627,500	\$ -	0.0%		
Fringe Benefits	421,500						421,500	521,715	(100,215)	-19.2%	
Total Administration - Personnel	1,049,000						1,049,000	1,149,215	(100,215)	-8.7%	
<i>Administration - Other (List)</i>											
Other Expense - See Attached	674,500						674,500	620,750	53,750	8.7%	
Type in Description										#DIV/0!	
Type in Description										#DIV/0!	
Type in Description										#DIV/0!	
Miscellaneous Administration*										#DIV/0!	
Total Administration - Other	674,500						674,500	620,750	53,750	8.7%	
Total Administration	1,723,500						1,723,500	1,769,965	(46,465)	-2.6%	
<i>Cost of Providing Services - Personnel</i>											
Salary & Wages	3,420,000						3,420,000	3,257,812	162,188	5.0%	
Fringe Benefits	1,736,034						1,736,034	1,664,694	71,340	4.3%	
Total COPS - Personnel	5,156,034						5,156,034	4,922,506	233,528	4.7%	
<i>Cost of Providing Services - Other (List)</i>											
Other Expense - See Attached	2,722,400						2,722,400	2,605,300	117,100	4.5%	
Type in Description										#DIV/0!	
Type in Description										#DIV/0!	
Type in Description										#DIV/0!	
Miscellaneous COPS*										#DIV/0!	
Total COPS - Other	2,722,400						2,722,400	2,605,300	117,100	4.5%	
Total Cost of Providing Services	7,878,434						7,878,434	7,527,806	350,628	4.7%	
<i>Total Principal Payments on Debt Service in Lieu of Depreciation</i>											
1,804,367							1,804,367	2,147,021	(342,654)	-16.0%	
Total Operating Appropriations	11,406,301						11,406,301	11,444,792	(38,491)	-0.3%	
<b>NON-OPERATING APPROPRIATIONS</b>											
<i>Total Interest Payments on Debt</i>											
1,205,699							1,205,699	1,281,208	(75,509)	-5.9%	
<i>Operations &amp; Maintenance Reserve</i>											
1,300,000							1,300,000	1,212,000	88,000	7.3%	
338,000							338,000	341,000	(3,000)	-0.9%	
<i>Renewal &amp; Replacement Reserve</i>											
<i>Municipality/County Appropriation</i>											
<i>Other Reserves</i>											
Total Non-Operating Appropriations	2,843,699						2,843,699	2,834,208	9,491	0.3%	
<b>TOTAL APPROPRIATIONS</b>	<b>14,250,000</b>						14,250,000	14,279,000	(29,000)	-0.2%	
<b>ACCUMULATED DEFICIT</b>											
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>14,250,000</b>						14,250,000	14,279,000	(29,000)	-0.2%	
<b>UNRESTRICTED NET POSITION UTILIZED</b>											
<i>Municipality/County Appropriation</i>											
338,000							338,000	341,000	(3,000)	-0.9%	
<i>Other</i>											
Total Unrestricted Net Position Utilized	338,000						338,000	341,000	(3,000)	-0.9%	
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 13,912,000</b>	<b>\$ -</b>	<b>\$ 13,912,000</b>	<b>\$ 13,938,000</b>	<b>\$ (26,000)</b>	<b>-0.2%</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    \$ 570,315.05    \$    \$    \$    \$    \$    \$    \$    \$ 570,315.05

**Mount Holly Municipal Utilities Authority**  
 For the Period January 1, 2018 to December 31, 2018

---

Account Description	<u>2018 Proposed Budget</u>
<b>Total Collection Sys Salary and Wages Expense</b>	\$ 550,000
<b>Total Collection Health Insurance Expense</b>	182,800
<b>Total Collection Sys Professional Service Expense</b>	50,000
<b>Total Collection Sys Utility Expense</b>	342,000
<b>Total Collection Sys R&amp;M</b>	94,500
<b>Total Collection Sys Supplies Expense</b>	22,000
<b>Total Collection Sys Equipment Expense</b>	15,500
<b>Total Collection Sys Other Expenses</b>	7,000
<b>Total Collection Sys Advertising</b>	0
<b>Total Collection Sys Treatment Materials</b>	<u>90,000</u>
 <b>Total Coll Sys Expenditures</b>	 <u>1,353,800</u>
 <b>Total Ind Salaries &amp; Wages Expense</b>	 100,000
<b>Total Ind Health Insurance Expense</b>	35,834
<b>Total Ind Professional Service</b>	0
<b>Total Ind Utility Expense</b>	500
<b>Total Ind Repair &amp; Mainteance Expense</b>	0
<b>Total Ind Supplies Expese</b>	0
<b>Total Ind Equipment</b>	0
<b>Total Ind Other Expenses</b>	2,000
<b>Total Ind Advertising</b>	<u>250</u>
 <b>Total Ind Expenditures</b>	 <u>138,584</u>
 <b>Total Cost of Providing Services - Salaries and Wages</b>	 3,420,000
<b>Total Cost of Providing Services - Employee Benefits</b>	1,736,034
<b>Total Cost of Providing Services - Other Expenses</b>	<u>2,722,400</u>
 <b>Total Cost of Providing Services</b>	 <u>7,878,434</u>
 <b>Debt Service Interest - Bonds</b>	 <u>1,205,699</u>
 <b>Debt Service Principal</b>	 <u>1,804,367</u>
 <b>R&amp;R Reserves</b>	 <u>1,300,000</u>
 <b>Other Reserves</b>	 <u></u>
 <b>Total Municipality/County Appropriation</b>	 <u>338,000</u>
 <b>Total Expenditures</b>	 <u>\$ 14,250,000</u>

**Mount Holly Municipal Utilities Authority**  
 For the Period January 1, 2018 to December 31, 2018

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Account Description	<u>2018 Proposed Budget</u>
<b>Total Admin Salaries &amp; Wages</b>	<b>627,500</b>
<b>Total Payroll Taxes &amp; PERS</b>	<b>\$ 200,000</b>
<b>Total Admin Health Insurance</b>	<b>221,500</b>
<b>Total Admin Employee Benefits</b>	<b>421,500</b>
<b>Total Business Insurance</b>	<b>325,000</b>
<b>Total Admin Professional Service</b>	<b>158,000</b>
<b>Total Admin Utilities Exp / Bank Fees</b>	<b>50,000</b>
<b>Total Admin Repair &amp; Mainteance</b>	<b>5,000</b>
<b>Total Admin Office Supplies Expense</b>	<b>15,000</b>
<b>Total Admin Equip Expense</b>	<b>25,000</b>
<b>Total Admin Other Expenses</b>	<b>64,500</b>
<b>Total Postage Expense</b>	<b>32,000</b>
<b>Total Admin Other Expense</b>	<b>674,500</b>
<b>Total Admin Expense</b>	<b>1,723,500</b>
<b>Total Plant Salary and Wage Expense</b>	<b>2,450,000</b>
<b>Total Payroll Taxes &amp; PERS</b>	<b>605,000</b>
<b>Total Plant Health Insurance Expense</b>	<b>806,000</b>
<b>Total Plant Professional Service</b>	<b>107,500</b>
<b>Total Business Insurance</b>	
<b>Total Plant Utilities Expense</b>	<b>652,500</b>
<b>Total Repairs and Maintenance</b>	<b>135,000</b>
<b>Total Plant Misc Office / Janitorial Expense</b>	<b>133,500</b>
<b>Total Plant Supplies</b>	<b>53,750</b>
<b>Total Plant Other Expense</b>	<b>56,500</b>
<b>Total Plant Advertising</b>	<b>1,500</b>
<b>Total Plant Treatment Materials</b>	<b>228,500</b>
<b>Total Sludge / Grit Disposal</b>	<b>650,000</b>
<b>Total Penalties &amp; Fines</b>	<b>0</b>
<b>Total Plant Expenditures</b>	<b>5,879,750</b>
<b>Total Lab Salaries and Wages Expense</b>	<b>320,000</b>
<b>Total Lab Health Insurance Expense</b>	<b>106,400</b>
<b>Total Lab Professional Service Expense</b>	<b>28,000</b>
<b>Total Lab Utility Expense</b>	<b>0</b>
<b>Total Repair and Maintenance Expense</b>	<b>13,500</b>
<b>Total Lab Supplies Expense</b>	<b>33,600</b>
<b>Total Lab Equipment</b>	<b>2,250</b>
<b>Total Lab Other Expenses</b>	<b>2,550</b>
<b>Total Lab Advertising</b>	<b>0</b>
<b>Total Lab Expenditures</b>	<b>506,300</b>

## Prior Year Adopted Appropriations Schedule

### MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

<b>FY 2017 Adopted Budget</b>						
	SEWER	N/A	N/A	N/A	N/A	Total All Operations
<b>OPERATING APPROPRIATIONS</b>						
<i>Administration - Personnel</i>						
Salary & Wages	\$ 627,500					\$ 627,500
Fringe Benefits	521,715					521,715
Total Administration - Personnel	1,149,215	-	-	-	-	1,149,215
<i>Administration - Other (List)</i>						
Other Expense - See Attached	620,750					620,750
Type In Description						-
Type In Description						-
Type In Description						-
Miscellaneous Administration*						-
Total Administration - Other	620,750	-	-	-	-	620,750
Total Administration	1,769,965	-	-	-	-	1,769,965
<i>Cost of Providing Services - Personnel</i>						
Salary & Wages	3,257,812					3,257,812
Fringe Benefits	1,664,694					1,664,694
Total COPS - Personnel	4,922,506	-	-	-	-	4,922,506
<i>Cost of Providing Services - Other (List)</i>						
Other Expense - See Attached	2,605,300					2,605,300
Type In Description						-
Type In Description						-
Type In Description						-
Miscellaneous COPS*						-
Total COPS - Other	2,605,300	-	-	-	-	2,605,300
Total Cost of Providing Services	7,527,806	-	-	-	-	7,527,806
<i>Total Principal Payments on Debt Service in Lieu of Depreciation</i>						
2,147,021	-	-	-	-	-	2,147,021
<i>Total Operating Appropriations</i>	11,444,792	-	-	-	-	11,444,792
<b>NON-OPERATING APPROPRIATIONS</b>						
<i>Total Interest Payments on Debt</i>	1,281,208					1,281,208
<i>Operations &amp; Maintenance Reserve</i>						-
1,212,000						1,212,000
<i>Renewal &amp; Replacement Reserve</i>						-
341,000						341,000
<i>Municipality/County Appropriation</i>						-
<i>Other Reserves</i>						-
Total Non-Operating Appropriations	2,834,208	-	-	-	-	2,834,208
<b>TOTAL APPROPRIATIONS</b>	14,279,000	-	-	-	-	14,279,000
<b>ACCUMULATED DEFICIT</b>						-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	14,279,000	-	-	-	-	14,279,000
<b>UNRESTRICTED NET POSITION UTILIZED</b>						-
<i>Municipality/County Appropriation</i>	341,000	-	-	-	-	341,000
<i>Other</i>						-
Total Unrestricted Net Position Utilized	341,000	-	-	-	-	341,000
<b>TOTAL NET APPROPRIATIONS</b>	\$ 13,938,000	\$ -	\$ -	\$ -	\$ -	\$ 13,938,000

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

5% of Total Operating Appropriations    \$ 572,239.60    \$ -    \$ -    \$ -    \$ -    \$ -    \$ -    \$ -    \$ -    \$ 572,239.60

## Debt Service Schedule - Principal

If Authority has no debt X this box

### MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

		Fiscal Year Ending in									
		Proposed	Budget Year	2018	2019	2020	2021	2022	2023	Thereafter	Total Principal Outstanding
<b>SEWER</b>											
Existing Debt - See Attached		\$ 2,138,232	\$ 1,795,556	\$ 1,845,908	\$ 1,899,502	\$ 1,956,075	\$ 2,010,913	\$ 2,077,859	\$ 20,372,195	\$ 31,958,008	
Loan/Summit Energy		\$ 8,789	8,811	8,833	8,855	8,877	8,899				44,275
Type in Issue Name											
Type in Issue Name											
<b>Total Principal</b>		<b>2,147,021</b>	<b>1,804,367</b>	<b>1,854,741</b>	<b>1,908,357</b>	<b>1,964,952</b>	<b>2,019,812</b>	<b>2,077,859</b>	<b>20,372,195</b>	<b>32,002,283</b>	
<b>N/A</b>											
Type in Issue Name											
Type in Issue Name											
Type in Issue Name											
Type in Issue Name											
<b>Total Principal</b>		<b>N/A</b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	
<b>N/A</b>											
Type in Issue Name											
Type in Issue Name											
Type in Issue Name											
Type in Issue Name											
<b>Total Principal</b>		<b>N/A</b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	
<b>N/A</b>											
Type in Issue Name											
Type in Issue Name											
Type in Issue Name											
Type in Issue Name											
<b>Total Principal</b>		<b>N/A</b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	
<b>TOTAL PRINCIPAL ALL OPERATIONS</b>		<b>\$ 2,147,021</b>	<b>\$ 1,804,367</b>	<b>\$ 1,854,741</b>	<b>\$ 1,908,357</b>	<b>\$ 1,964,952</b>	<b>\$ 2,019,812</b>	<b>\$ 2,077,859</b>	<b>\$ 20,372,195</b>	<b>\$ 32,002,283</b>	
<i>Indicate the Authority's most recent bond rating and the year of the rating service.</i>											
Bond Rating		<u>Moody's</u>	<u>Fitch</u>		<u>Standard &amp; Poors</u>						
Year of Last Rating		<u>A2</u>	<u>A+</u>		<u>A+</u>						
		<u>12/7/2012</u>	<u>12/28/2012</u>								

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

Moody's      Fitch      Standard & Poors

A2      A+

12/7/2012      12/28/2012

If Authority has no debt X this box

**Debt Service Schedule - Interest**  
**OUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

		Fiscal Year Ending in						Total Interest Payments Outstanding							
		Proposed Budget Year 2018		2019		2020		2021		2022		2023		Thereafter	
Adopted Budget Year 2017															
<b>SEWER</b>															
Existing Debt - See Attached															
Loan/Summit Energy															
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														
	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														
	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														
	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														
	Type in Issue Name														
	<b>TOTAL INTEREST ALL OPERATIONS</b>														
	\$ 1,281,208														
	\$ 1,205,699														
	\$ 1,151,389														
	\$ 1,098,304														
	\$ 1,042,544														
	\$ 984,610														
	\$ 923,356														
	\$ 6,125,350														
	\$ 12,531,252														

SCHEDULE OF DEBT SERVICE PAYMENTS

MOUNT HOLLY MUD SCHEDULE OF DEBT SERVICE PAYMENTS

MOUNT HOLLY MUD SCHEDULE OF DEBT SERVICE PAYMENTS

ଶରୀରରେ ପରିପାଳନ

REFINANCING S. 5-5939	
DATE	PRINCIPAL INTEREST
01-Aug-23	
01-Dec-23	
01-Feb-24	
01-Jun-24	
01-Aug-24	
01-Dec-24	
01-Feb-25	
01-Jun-25	
01-Aug-25	
01-Dec-25	
01-Feb-26	
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01-Jun-32	
01-Aug-32	
01-Dec-32	
01-Jun-33	
01-Aug-33	
01-Dec-33	
01-Jun-34	
01-Dec-34	
01-Jun-35	
01-Aug-35	
01-Dec-35	
01-Jun-36	
01-Aug-36	
01-Dec-37	
01-Jun-38	
01-Aug-38	

## Net Position Reconciliation

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**  
 For the Period      January 1, 2018      to      December 31, 2018

### FY 2018 Proposed Budget

	FY 2018 Proposed Budget				Total All Operations
	SEWER	N/A	N/A	N/A	
<b>TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)</b>	\$ 26,055,650				\$ 26,055,650
Less: Invested in Capital Assets, Net of Related Debt (1)	19,070,318				19,070,318
Less: Restricted for Debt Service Reserve (1)	3,420,307				3,420,307
Less: Other Restricted Net Position (1)	3,567,743				3,567,743
<b>Total Unrestricted Net Position (1)</b>	(2,718)				(2,718)
Less: Designated for Non-Operating Improvements & Repairs					
Less: Designated for Rate Stabilization					
Less: Other Designated by Resolution					
Plus: Accrued Unfunded Pension Liability (1)	14,447,152				14,447,152
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	214,443				214,443
Plus: Estimated Income (Loss) on Current Year Operations (2)					
Plus: Other Adjustments (attach schedule)					
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	<b>14,658,877</b>				<b>14,658,877</b>
Unrestricted Net Position Utilized to Balance Proposed Budget					
Unrestricted Net Position Utilized in Proposed Capital Budget					
Appropriation to Municipality/County (3)					
Total Unrestricted Net Position Utilized in Proposed Budget					
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>	<b>1,652,500</b>				<b>1,652,500</b>
Last Issued Audit Report (4)	\$ 13,006,377	\$ -	\$ -	\$ -	\$ 13,006,377

(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      \$ 570,315  
 (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2018

**MOUNT HOLLY MUNICIPAL UTILITIES  
AUTHORITY**

**AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM**

# 2018 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

## MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

**FISCAL YEAR: FROM: JANUARY 1, 2018 TO: DECEMBER 31, 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 Mount Holly Municipal Utilities Authority, on the 12<sup>th</sup> 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:			
Name:	ROBERT MAYBURY		
Title:	EXECUTIVE DIRECTOR		
Address:	1 PARK DRIVE, MOUNT HOLLY NJ 08060		
Phone Number:	609.267.0015	Fax Number:	609.267.5420
E-mail address	MAYBURYB@MHMUA.COM		

# 2018 CAPITAL BUDGET/PROGRAM MESSAGE

## MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2018 TO: DECEMBER 31, 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?

All municipalities serviced by the Authority received via certified mail a draft of the 2018 capital budget/program for their review and consideration. Included was a listing of infrastructure in their municipality identified for repair, replacement or improvement.

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?

There are no planned projects in any of the six municipalities serviced by the Authority

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

Yes

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 be financed through the Renewal & Replacement reserve and Unrestricted Net Position and currently no rate increase is planned.

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

None

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

None

*Add additional sheets if necessary.*

# Proposed Capital Budget

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
 For the Period      January 1, 2018      to      December 31, 2018

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Other Capital Grants Sources
<b>SEWER</b>					
Office & Plant Equipment	\$ 68,000				
Vehicle Replacement	47,500				
Plant Improvements/Upgrades	394,000				
Collection System Upgrades	2,105,000				
<b>Total</b>	<b>2,614,500</b>	<b>\$ 805,000</b>	<b>1,300,000</b>	<b>1,314,500</b>	<b>1,300,000</b>
<b>N/A</b>					
Type in Description					
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<b>Total</b>					
<b>N/A</b>					
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<b>Total</b>					
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<b>Total</b>					
<b>N/A</b>					
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<b>Total</b>					
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 2,614,500</b>	<b>\$ 1,314,500</b>	<b>\$ 1,300,000</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.

## 5 Year Capital Improvement Plan

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
 For the Period      January 1, 2018      to      December 31, 2018

		<i>Fiscal Year Beginning in</i>					
	Estimated Total Cost	Current Budget					
		Year 2018	2019	2020	2021	2022	2023
<b>SEWER</b>							
Office & Plant Equipment	\$ 430,500	\$ 68,000	\$ 197,500	\$ 135,000	\$ 10,000	\$ 10,000	\$ 10,000
Vehicle Replacement	347,500	47,500	300,000				
Plant Improvements/Upgrades	4,144,000	394,000	260,000	1,175,000	615,000	850,000	850,000
Collection System Upgrades	10,477,500	2,105,000	1,170,000	620,000	1,300,000	1,400,000	3,882,500
<b>Total</b>	<b>15,399,500</b>	<b>2,614,500</b>	<b>1,927,500</b>	<b>1,930,000</b>	<b>1,925,000</b>	<b>2,260,000</b>	<b>4,742,500</b>
<b>N/A</b>	Type in Description						
	Type in Description						
	Type in Description						
	Type in Description						
	<b>Total</b>						
<b>N/A</b>	Type in Description						
	Type in Description						
	Type in Description						
	Type in Description						
	<b>Total</b>						
<b>N/A</b>	Type in Description						
	Type in Description						
	Type in Description						
	Type in Description						
	<b>Total</b>						
<b>N/A</b>	Type in Description						
	Type in Description						
	Type in Description						
	Type in Description						
	<b>Total</b>						
<b>TOTAL</b>	<b>\$ 15,399,500</b>	<b>\$ 2,614,500</b>	<b>\$ 1,927,500</b>	<b>\$ 1,930,000</b>	<b>\$ 1,925,000</b>	<b>\$ 2,260,000</b>	<b>\$ 4,742,500</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

### MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

For the Period      January 1, 2018      to      December 31, 2018

	Estimated Total Cost	Funding Sources				
		Renewal & Replacement		Debt		
		Unrestricted Net Position Utilized	Reserve	Authorization	Capital Grants	Other Sources
<b>SEWER</b>						
Office & Plant Equipment	\$ 430,500	\$ 430,500	\$			
Vehicle Replacement	347,500	347,500				
Plant Improvements/Upgrades	4,144,000	4,144,000				
Collection System Upgrades	10,477,500	2,677,500	7,800,000			
<b>Total</b>	<b>15,399,500</b>	<b>7,599,500</b>	<b>7,800,000</b>			
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>N/A</b>						
Type in Description	-					
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<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>N/A</b>						
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Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>TOTAL</b>	<b>\$ 15,399,500</b>	<b>\$ 7,599,500</b>	<b>\$ 7,800,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	<u>\$ 15,399,500</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.*