

*Authority Budget of:*

*Mount Holly Municipal Utilities Authority*

LOCAL GOVT SERVICES

2019 OCT 17 A 11: 27

RECEIVED

State Filing Year

2019

*For the Period:*

*January 1, 2019*

*to*

*December 31, 2019*

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

Authority Web Address

APPROVED COPY



*Division of Local Government Services*

# **2019 AUTHORITY BUDGET**

## **Certification Section**

2019

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

**AUTHORITY BUDGET**

FISCAL YEAR: FROM JANUARY 1, 2019 TO DECEMBER 31, 2019

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

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

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

By: Paul D. Cwest CPA, NAA Date: 10/22/2018

**CERTIFICATION OF ADOPTED BUDGET**

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

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

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

# 2019 PREPARER'S CERTIFICATION

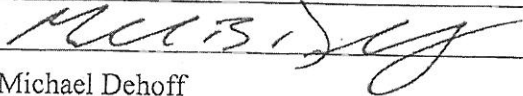
## MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

### AUTHORITY BUDGET

FISCAL YEAR:                      FROM: JANUARY 1, 2019                      TO: DECEMBER 31, 2019

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

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

Preparer's Signature:			
Name:	Michael Dehoff		
Title:	Finance Administrator		
Address:	1 Park Drive PO Box 486 Mount Holly, NJ 08060		
Phone Number:	609-267-0015	Fax Number:	609-267-5420
E-mail address	mdehoff@mhmu.com		



## 2019 APPROVAL CERTIFICATION

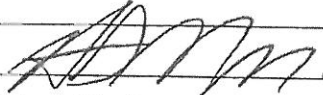
### MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

#### AUTHORITY BUDGET

FISCAL YEAR:            FROM: JANUARY 1, 2019            TO: DECEMBER 31, 2019

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Mount Holly Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 11<sup>th</sup> day of October, 2018.

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

Officer's Signature:			
Name:	Robert Maybury		
Title:	Executive Director		
Address:	1 Park Drive PO Box 486 Mount Holly, NJ 08060		
Phone Number:	609-267-0015	Fax Number:	609-267-5420
E-mail address	MayburyB@mhmu.com		

## INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	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
- ☒ Budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information (**Similar Information is such as PIE Charts, Bar Graphs etc. for such items as Revenues, Expenditures, and other information the Authority deems relevant to inform the public**)
- ☒ 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
- ☒ 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.

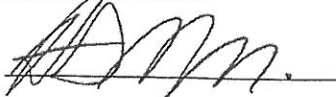
Name of Officer Certifying compliance

Robert Maybury

Title of Officer Certifying compliance

Executive Director

Signature



*Resolution 2018-96*  
**2019 AUTHORITY BUDGET RESOLUTION**  
**MOUNT HOLLY MUNICIPAL UTILITIES**  
**AUTHORITY**

**FISCAL YEAR:**                      **FROM:**      January 1, 2019                      **TO:**      December 31, 2019

WHEREAS, the Annual Budget and Capital Budget for the Mount Holly Municipal Utilities Authority for the fiscal year beginning, January 1, 2019 and ending, December 31, 2019 has been presented before the governing body of the Mount Holly Municipal Utilities Authority at its open public meeting of October 11, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$13,929,000, Total Appropriations, including any Accumulated Deficit if any, of \$ 14,267,000 and Total Unrestricted Net Position utilized of \$338,000; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$3,850,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$2,550,000; 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 October 11, 2018 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, 2019 and ending, December 31, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Mount Holly Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 8, 2018

*Nancy C. Bryington*  
(Secretary's Signature)

*10/11/2018*  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Commissioner Thiessen	X			
Commissioner Silcox				X
Commissioner Banks	X			
Commissioner Jones				
Commissioner LaPlaca	X			X

## 2019 ADOPTION CERTIFICATION

### MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

### AUTHORITY BUDGET

**FISCAL YEAR:**            **FROM:**    JANUARY 1, 2019            **TO:**    DECEMBER 31, 2019

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Mount Holly Municipal Utilities Authority, pursuant to N.J.A.C. 5:31-2.3, on the 8<sup>th</sup> day of, November, 2018.

Officer's Signature:			
Name:	Robert Maybury		
Title:	Executive Director		
Address:	1 Park Drive PO Box 486 Mount Holly, NJ 08060		
Phone Number:	609-267-0015	Fax Number:	609-267-5420
E-mail address	MayburyB@mhmu.com		

# 2019 ADOPTED BUDGET RESOLUTION

## MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: January 1, 2019 TO: December 31, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Mount Holly Municipal Utilities Authority for the fiscal year beginning January 1, 2019 and ending, December 31, 2019 has been presented for adoption before the governing body of the Mount Holly Municipal Utilities Authority at its open public meeting of November 8, 2018; and

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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 13,929,000, Total Appropriations, including any Accumulated Deficit, if any, of \$14,267,000 and Total Unrestricted Net Position utilized of \$338,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$3,850,000 and Total Unrestricted Net Position planned to be utilized of \$2,550,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Mount Holly Municipal Utilities Authority, at an open public meeting held on November 8, 2018 that the Annual Budget and Capital Budget/Program of the Mount Holly Municipal Utilities Authority for the fiscal year beginning, January 1, 2019 and, ending, December 31, 2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body

Member:

Commissioner Thiessen

Commissioner Silcox

Commissioner Banks

Commissioner Jones

Commissioner LaPlaca

Recorded Vote

Aye

Nay

Abstain

Absent

# **2019 AUTHORITY BUDGET**

## **Narrative and Information Section**

# 2019 AUTHORITY BUDGET MESSAGE & ANALYSIS

## MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

### AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2019 TO: DECEMBER 31, 2019

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 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 increase of \$17,000. Interest expense on Debt Service decreased by 11.7% due to the Authority issuing the 2018 Sewer Revenue Refunding Bond Series on July 10, 2018.

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.

There is no impact on the service charges currently assessed for 2019 due to the proposed budget. Miscellaneous Revenue is budgeted at a 17.3% increase due to an increase in application fees received and anticipated in 2019.

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 in the proposed Annual Budget is for the Municipal Appropriation to Mount Holly Township.

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 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**

Not Applicable

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

See Attached

**THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

**“MHMUA”**

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: July 1, 2018

## 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. Processing and Collecting Charges

Where the MHMUA has been contracted to issue sewer usage bills directly to the user, a processing and collecting charge of \$1.50 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
TOTAL:	\$6.07	\$7.00

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
TOTAL:	\$8.04	\$9.26

\*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

$$+ 23^* \frac{(\text{CBOD}_5)}{(250)} \text{ or } \frac{(\text{COD})}{(500)} \text{ ppm, whichever is greater}$$

$$+ 31^* \frac{(\text{Suspended Solids, ppm})^{**}}{(250 \text{ ppm})}$$

$$+ 2^* \frac{(\text{Chlorine Demand, ppm})}{(15 \text{ ppm})}$$

\* 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 approval from the MHMUA. This approval will be granted 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. An initial one-time fee of \$60 is required upon approval from the MHMUA.

B. The annual charge 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) $\frac{(T.S.\%)}{4\%}$

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) $\frac{(T.S.\%)}{2\%}$

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
For processing a final bill on account in connection with, but not limited to: sale of property, change in owner, tenant change	
<u>Deposit Item Return Charge:</u>	\$25.00
For processing returned deposit items (ACH/Checks) not 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	
<u>Analytical Testing Service Fee</u>	\$15.00
For collecting and handling customer's outside laboratory testing	

## AUTHORITY CONTACT INFORMATION 2019

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		
<b>Address:</b>	1 Park Drive PO Box 486		
<b>City, State, Zip:</b>	Mount Holly	NJ	08060
<b>Phone: (ext.)</b>	609-267-0015	<b>Fax:</b>	609-267-5420

<b>Preparer's Name:</b>	Michael Dehoff		
<b>Preparer's Address:</b>	1 Park Drive PO Box 486		
<b>City, State, Zip:</b>	Mount Holly	NJ	08060
<b>Phone: (ext.)</b>	609-267-0015	<b>Fax:</b>	609-267-5420
<b>E-mail:</b>	<a href="mailto:mdehoff@mhmu.com">mdehoff@mhmu.com</a>		

<b>Chief Executive Officer:</b>	Robert Maybury		
<b>Phone: (ext.)</b>	609-267-0015	<b>Fax:</b>	609-267-5420
<b>E-mail:</b>	<a href="mailto:MayburyB@mhmu.com">MayburyB@mhmu.com</a>		

<b>Chief Financial Officer:</b>	Michael Dehoff		
<b>Phone: (ext.)</b>	609-267-0015	<b>Fax:</b>	609-267-5420
<b>E-mail:</b>	<a href="mailto:mdehoff@mhmu.com">mdehoff@mhmu.com</a>		

<b>Name of Auditor:</b>	Brent Lee		
<b>Name of Firm:</b>	Brent W. Lee & Co., LLC		
<b>Address:</b>	3008 New Albany Road		
<b>City, State, Zip:</b>	Cinnaminson	NJ	08077
<b>Phone: (ext.)</b>	609-456-8804	<b>Fax:</b>	n/a
<b>E-mail:</b>	<a href="mailto:Brentlee1962@yahoo.com">Brentlee1962@yahoo.com</a>		

# AUTHORITY INFORMATIONAL QUESTIONNAIRE

## MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2019 TO: DECEMBER 31, 2019

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 2017 or 2018) 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 2017 or 2018) Transmittal of Wage and Tax Statements: \$3,492,058.35
- 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, 2018 or 2019 deadline has passed 2018 or 2019) 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, see attached** *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? **Yes, see attached** *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
  - a. First class or charter travel **No**
  - b. Travel for companions **No**
  - c. Tax indemnification and gross-up payments **No**
  - d. Discretionary spending account **No**
  - e. Housing allowance or residence for personal use **No**
  - f. Payments for business use of personal residence **No**
  - g. Vehicle/auto allowance or vehicle for personal use **No**
  - h. Health or social club dues or initiation fees **No**
  - i. Personal services (i.e.: maid, chauffeur, chef) **No***If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? **Yes** *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? **No** *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? Yes *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is Not Applicable)*
- 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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Question 11: The following is a list of meals and catering

<u>Vendor</u>		
Bamboo Gardens	Employee Appreciation Luncheon	\$ 1,138.70
Shoprite/Eickhoff Supermarkets	Employee Appreciation Luncheon	\$ 35.33
Wegmans Food Markets	Holiday Luncheon	\$ 219.53
		<hr/>
		\$ 1,393.56

Question 12: The following is a list of travel expenses

<u>Employee</u>		
Joel Hervey	NJWEA Travel Expense Reimbursements (tolls/parking/milage)	\$ 76.05
		<hr/>
		\$ 76.05



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

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

**FISCAL YEAR:**                      **FROM:**      JANUARY 1, 2019                      **TO:**      DECEMBER 31, 2019

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

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

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

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

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

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

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

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

**Reportable compensation:** (Use the Most Recent W-2 available 2017 or 2018). The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2019, the most recent W-2 and 1099 should be used 2018 or 2017 (60 days prior to start of budget year is November 1, 2018, with 2017 being the most recent calendar year ended), and for fiscal years ending June 30, 2019, the calendar year 2018 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2018, with 2018 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)

Mount Holly Municipal Utilities Authority

For the Period January 1, 2019 to December 31, 2019

Reportable Compensation from Authority (W-2/1099)

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Council Member	Average Hours per Week Dedicated to Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
1 Jules Thiessen	Chairman		x					\$ 1,500				\$ 1,500	Mt Holly Township				\$ 3,000		\$ 4,500
2 Robert Silcox	Vice Chairman		x					\$ 1,500				\$ 1,500							\$ 1,500
3 Christopher Banks	Commissioner		x					\$ 1,500				\$ 1,500							\$ 1,500
4 Jason Jones	Commissioner		x					\$ 1,500				\$ 1,500							\$ 1,500
5 Gina LaPlaca	Commissioner		x					\$ 1,500				\$ 1,500							\$ 1,500
6 Robert Maybury	Executive Director	40		x				129,505			15,510	145,015							145,015
7 Michael Dehoff	Treasurer/CFO	40		x				81,336			8,528	89,864							89,864
8 Brandy Boyington	Secretary	40		x				44,063			35,394	79,457					3,000		79,457
9 Joel Harvey	Operations Superintendent	40			x			117,709			18,045	135,754							135,754
10 Anthony Stagliano	Safety Director & Special Projects	40			x			116,606			2,400	119,006							119,006
11 David Reich	Lab Administrator/PPP Coordinator	40			x			95,433			29,475	124,908							124,908
12 Adam Holba	Lead Operations Supervisor	40			x			92,612			27,402	120,014							120,014
13 Scott Hitchner	Mechanical Maintenance Supervisor	40			x			104,186			8,528	112,715							112,715
14												0							0
15												0							0
Total:								\$ 788,950	\$ -	\$ -	\$ 145,283	\$ 934,233					\$ 6,000	\$ -	\$ 940,233

(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

For the Period

January 1, 2019

to

December 31, 2019

Annual Cost											
# of Covered Members (Medical & Rx)	Proposed Budget	Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)			
<b>Active Employees - Health Benefits - Annual Cost</b>											
Single Coverage	11	\$ 13,103	\$ 144,132	12	\$ 12,479	\$ 149,748	\$ (5,616)	-3.7%			
Parent & Child	5	22,475	112,376	5	21,405	107,025	5,351	5.0%			
Employee & Spouse (or Partner)	7	26,792	187,543	6	25,516	153,096	34,447	22.5%			
Family	21	38,523	808,992	21	36,689	770,469	38,523	5.0%			
Employee Cost Sharing Contribution (enter as negative - )			(256,395)			(264,274)	7,879	-3.0%			
Subtotal	44		996,649	44		916,064	80,585	8.8%			
<b>Commissioners - Health Benefits - Annual Cost</b>											
Single Coverage			-			-	-	#DIV/0!			
Parent & Child			-			-	-	#DIV/0!			
Employee & Spouse (or Partner)			-			-	-	#DIV/0!			
Family			-			-	-	#DIV/0!			
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	#DIV/0!			
Subtotal	0		-	0		-	-	#DIV/0!			
<b>Retirees - Health Benefits - Annual Cost</b>											
Single Coverage			-			-	-	#DIV/0!			
Parent & Child			-			-	-	#DIV/0!			
Employee & Spouse (or Partner)			-			-	-	#DIV/0!			
Family			-			-	-	#DIV/0!			
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	#DIV/0!			
Subtotal	0		-	0		-	-	#DIV/0!			
<b>GRAND TOTAL</b>											
	44		\$ 996,649	44		\$ 916,064	\$ 80,585	8.8%			

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**



**Mount Holly Municipal Utilities Authority**  
**For the Period January 1, 2019**

December 31, 2019

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

X Box if Authority has no Compensated Absences

Individuals Eligible for Benefit		Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Union Contract		185.85	\$ 127,676	X		
Non Union		50.13	43,230		X	
Employment Contract		50.58	25,215			X
Total liability for accumulated compensated absences at beginning of current year			\$ 196,121			

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

## Schedule of Shared Service Agreements

For the Period

Mount Holly Municipal Utilities Authority  
January 1, 2019 to

December 31, 2019

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

[illegible]

If No Shared Services X this Box

# **2019 AUTHORITY BUDGET**

## **Financial Schedules Section**

# SUMMARY

For the Period  
January 1, 2019  
Mount Holly Municipal Utilities Authority  
to  
December 31, 2019

	FY 2019 Proposed Budget					FY 2018 Adopted Budget	% Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Sewer	N/A	N/A	N/A	N/A	Total All Operations		
REVENUES								
Total Operating Revenues	\$ 13,917,000	\$ -	\$ -	\$ -	\$ -	\$ 13,917,000	\$ 15,000	0.1%
Total Non-Operating Revenues	12,000	-	-	-	-	12,000	2,000	20.0%
Total Anticipated Revenues	13,929,000	-	-	-	-	13,929,000	17,000	0.1%
APPROPRIATIONS								
Total Administration	1,768,250	-	-	-	-	1,768,250	44,750	2.6%
Total Cost of Providing Services	8,016,038	-	-	-	-	8,016,038	137,604	1.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	1,779,741	-	-	-	-	1,779,741	(24,626)	-1.4%
Total Operating Appropriations	11,564,029	-	-	-	-	11,564,029	157,728	1.4%
Total Interest Payments on Debt	1,064,971	-	-	-	-	1,064,971	(140,728)	-11.7%
Total Other Non-Operating Appropriations	1,638,000	-	-	-	-	1,638,000	-	0.0%
Total Non-Operating Appropriations	2,702,971	-	-	-	-	2,702,971	(140,728)	-4.9%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	14,267,000	-	-	-	-	14,267,000	17,000	0.1%
Less: Total Unrestricted Net Position Utilized	338,000	-	-	-	-	338,000	-	0.0%
Net Total Appropriations	13,929,000	-	-	-	-	13,929,000	17,000	0.1%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

# Revenue Schedule

Mount Holly Municipal Utilities Authority  
For the Period January 1, 2019 to December 31, 2019

	FY 2019 Proposed Budget						FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations
<b>OPERATING REVENUES</b>									
<i>Service Charges</i>									
Residential	9,240,000						\$ 9,240,000	\$ 9,236,000	\$ 4,000 0.0%
Business/Commercial	1,800,000						1,800,000	-	0.0%
Industrial	350,000						350,000	-	0.0%
Intergovernmental	585,000						585,000	-	0.0%
Other	450,000						450,000	-	0.0%
Total Service Charges	12,425,000	-	-	-	-	-	12,425,000	12,421,000	4,000 0.0%
<i>Connection Fees</i>									
Residential	350,000						350,000	-	0.0%
Business/Commercial	50,000						50,000	-	0.0%
Industrial	-						-	-	#DIV/0!
Intergovernmental	-						-	-	#DIV/0!
Other	-						-	-	#DIV/0!
Total Connection Fees	400,000	-	-	-	-	-	400,000	-	0.0%
<i>Parking Fees</i>									
Meters	-						-	-	#DIV/0!
Permits	-						-	-	#DIV/0!
Fines/Penalties	-						-	-	#DIV/0!
Other	-						-	-	#DIV/0!
Total Parking Fees	-	-	-	-	-	-	-	-	#DIV/0!
<i>Other Operating Revenues (List)</i>									
Bulk Waste	974,000						974,000	974,000	- 0.0%
Rental Income	43,500						43,500	43,500	- 0.0%
Miscellaneous	74,500						74,500	63,500	11,000 17.3%
Type in (Grant, Other Rev)	-						-	-	#DIV/0!
Type in (Grant, Other Rev)	-						-	-	#DIV/0!
Type in (Grant, Other Rev)	-						-	-	#DIV/0!
Type in (Grant, Other Rev)	-						-	-	#DIV/0!
Type in (Grant, Other Rev)	-						-	-	#DIV/0!
Type in (Grant, Other Rev)	-						-	-	#DIV/0!
Type in (Grant, Other Rev)	-						-	-	#DIV/0!
Type in (Grant, Other Rev)	-						-	-	#DIV/0!
Total Other Revenue	1,092,000	-	-	-	-	-	1,092,000	1,081,000	11,000 1.0%
Total Operating Revenues	13,917,000	-	-	-	-	-	13,917,000	13,902,000	15,000 0.1%
<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!
Total Other Non-Operating Revenue	-	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments &amp; Deposits (List)</i>									
Interest Earned	12,000						12,000	10,000	2,000 20.0%
Penalties	-						-	-	#DIV/0!
Other	-						-	-	#DIV/0!
Total Interest	12,000	-	-	-	-	-	12,000	10,000	2,000 20.0%
Total Non-Operating Revenues	12,000	-	-	-	-	-	12,000	10,000	2,000 20.0%
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 13,929,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,929,000</b>	<b>\$ 13,912,000</b>	<b>\$ 17,000 0.1%</b>

# Prior Year Adopted Revenue Schedule

Mount Holly Municipal Utilities Authority

## FY 2018 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	9,236,000						\$9,236,000
Business/Commercial	1,800,000						1,800,000
Industrial	350,000						350,000
Intergovernmental	585,000						585,000
Other	450,000						450,000
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	974,000						974,000
Rental Income	43,500						43,500
Miscellaneous	63,500						63,500
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	1,081,000	-	-	-	-	-	1,081,000
Total Operating Revenues	13,902,000	-	-	-	-	-	13,902,000
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Other Non-Operating Revenues	-	-	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>							
Interest Earned	10,000						10,000
Penalties							-
Other							-
Total Interest	10,000	-	-	-	-	-	10,000
Total Non-Operating Revenues	10,000	-	-	-	-	-	10,000
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 13,912,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#####</b>

# Appropriations Schedule

Mount Holly Municipal Utilities Authority  
For the Period January 1, 2019 to December 31, 2019

	FY 2019 Proposed Budget						FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations
<b>OPERATING APPROPRIATIONS</b>									
<i>Administration - Personnel</i>									
Salary & Wages	\$ 637,500						\$ 637,500	\$ 627,500	1.6%
Fringe Benefits	435,500						435,500	421,500	3.3%
Total Administration - Personnel	1,073,000	-	-	-	-	-	1,073,000	1,049,000	2.3%
<i>Administration - Other (List)</i>									
Other Expense - See Attached	695,250						695,250	674,500	3.1%
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Miscellaneous Administration*							-	-	#DIV/0!
Total Administration - Other	695,250	-	-	-	-	-	695,250	674,500	3.1%
Total Administration	1,768,250	-	-	-	-	-	1,768,250	1,723,500	2.6%
<i>Cost of Providing Services - Personnel</i>									
Salary & Wages	3,452,000						3,452,000	3,420,000	0.9%
Fringe Benefits	1,817,650						1,817,650	1,736,034	4.7%
Total COPS - Personnel	5,269,650	-	-	-	-	-	5,269,650	5,156,034	2.2%
<i>Cost of Providing Services - Other (List)</i>									
Other Expense - See Attached	2,746,388						2,746,388	2,722,400	0.9%
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Miscellaneous COPS*							-	-	#DIV/0!
Total COPS - Other	2,746,388	-	-	-	-	-	2,746,388	2,722,400	0.9%
Total Cost of Providing Services	8,016,038	-	-	-	-	-	8,016,038	7,878,434	1.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	1,779,741	-	-	-	-	-	1,779,741	1,804,367	-1.4%
Total Operating Appropriations	11,564,029	-	-	-	-	-	11,564,029	11,406,301	1.4%
<b>NON-OPERATING APPROPRIATIONS</b>									
Total Interest Payments on Debt	1,064,971	-	-	-	-	-	1,064,971	1,205,699	-11.7%
Operations & Maintenance Reserve							-	-	#DIV/0!
Renewal & Replacement Reserve	1,300,000						1,300,000	1,300,000	0.0%
Municipality/County Appropriation	338,000						338,000	338,000	0.0%
Other Reserves							-	-	#DIV/0!
Total Non-Operating Appropriations	2,702,971	-	-	-	-	-	2,702,971	2,843,699	-4.9%
TOTAL APPROPRIATIONS	14,267,000	-	-	-	-	-	14,267,000	14,250,000	0.1%
ACCUMULATED DEFICIT							-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	14,267,000	-	-	-	-	-	14,267,000	14,250,000	0.1%
<b>UNRESTRICTED NET POSITION UTILIZED</b>									
Municipality/County Appropriation	338,000	-	-	-	-	-	338,000	338,000	0.0%
Other							-	-	#DIV/0!
Total Unrestricted Net* Position Utilized	338,000	-	-	-	-	-	338,000	338,000	0.0%
TOTAL NET APPROPRIATIONS	\$ 13,929,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,929,000	\$ 13,912,000	0.1%

\* 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 \$ 578,201.45 \$ - \$ - \$ - \$ - \$ - \$ - \$ 578,201.45



Mount Holly Municipal Utilities Authority  
For the Period January 1, 2019 to December 31, 2019

Account Description	2018 Adopted Budget	2019 Proposed Budget	\$ Increase (Decrease) Proposed vs. Adopted	
			Dollar	Percentage
Total Admin Salaries & Wages	627,500	637,500	10,000	1.59%
Total Payroll Taxes & PERS	\$ 200,000	\$ 210,000	\$ 10,000	5.00%
Total Admin Health Insurance	221,500	225,500	4,000	1.81%
Total Admin Employee Benefits	421,500	435,500	14,000	3.32%
Total Business Insurance	325,000	325,000	-	0.00%
Total Admin Professional Service	158,000	171,750	13,750	8.70%
Total Admin Utilities Exp / Bank Fees	50,000	50,000	-	0.00%
Total Admin Repair & Maintenance	5,000	5,000	-	0.00%
Total Admin Office Supplies Expense	15,000	16,000	1,000	6.67%
Total Admin Equip Expense	25,000	25,000	-	0.00%
Total Admin Other Expenses	64,500	70,500	6,000	9.30%
Total Postage Expense	32,000	32,000	-	0.00%
Total Admin Other Expense	674,500	695,250	20,750	3.08%
Total Admin Expense	1,723,500	1,768,250	44,750	2.60%
Total Plant Salary and Wage Expense	2,450,000	2,450,000	-	0.00%
Total Payroll Taxes & PERS	605,000	645,000	40,000	6.61%
Total Plant Health Insurance Expense	806,000	816,500	10,500	1.30%
Total Plant Professional Service	107,500	107,500	-	0.00%
Total Plant Utilities Expense	652,500	597,500	(55,000)	-8.43%
Total Repairs and Maintenance	135,000	145,000	10,000	7.41%
Total Plant Misc Office / Janitorial Expense	133,500	138,500	5,000	3.75%
Total Plant Supplies	53,750	54,688	938	1.75%
Total Plant Other Expense	56,500	57,700	1,200	2.12%
Total Plant Advertising	1,500	1,500	-	0.00%
Total Plant Treatment Materials	228,500	233,500	5,000	2.19%
Total Sludge / Grit Disposal	650,000	700,000	50,000	7.69%
Total Penalties & Fines	0	0	-	0.00%
Total Plant Expenditures	5,879,750	5,947,388	67,638	1.15%
Total Lab Salaries and Wages Expense	320,000	320,000	-	0.00%
Total Lab Health Insurance Expense	106,400	116,400	10,000	9.40%
Total Lab Professional Service Expense	28,000	30,000	2,000	7.14%
Total Lab Utility Expense	0	0	-	0.00%
Total Repair and Maintenance Expense	13,500	13,500	-	0.00%
Total Lab Supplies Expense	33,600	33,000	(600)	-1.79%
Total Lab Equipment	2,250	2,250	-	0.00%
Total Lab Other Expenses	2,550	2,550	-	0.00%
Total Lab Advertising	0	0	-	0.00%
Total Lab Expenditures	506,300	517,700	11,400	2.25%
Total Collection Sys Salary and Wages Expense	\$ 550,000	\$ 575,000	25,000	4.55%
Total Collection Health Insurance Expense	182,800	200,700	17,900	9.79%
Total Collection Sys Contracted Service Expense	50,000	50,000	-	0.00%
Total Collection Sys Utility Expense	342,000	339,000	(3,000)	-0.88%
Total Collection Sys R&M	94,500	102,000	7,500	7.94%
Total Collection Sys Supplies Expense	22,000	22,700	700	3.18%



Mount Holly Municipal Utilities Authority  
For the Period January 1, 2019 to December 31, 2019

Account Description	2018 Adopted Budget	2019 Proposed Budget	\$ Increase (Decrease) Proposed vs. Adopted	
			Dollar	Percentage
Total Collection Sys Equipment Expense	15,500	15,750	250	1.61%
Total Collection Sys Other Expenses	7,000	7,000	(0)	0.00%
Total Collection Sys Advertising	0	0	-	0.00%
Total Collection Sys Treatment Materials	90,000	90,000	-	0.00%
<b>Total Coll Sys Expenditures</b>	<b>1,353,800</b>	<b>1,402,150</b>	<b>48,350</b>	<b>3.57%</b>
Total Ind Salaries & Wages Expense	100,000	107,000	7,000	7.00%
Total Ind Health Insurance Expense	35,834	39,050	3,216	8.97%
Total Ind Professional Service	0	0	-	0.00%
Total Ind Utility Expense	500	500	-	0.00%
Total Ind Repair & Maintenance Expense	0	0	-	0.00%
Total Ind Supplies Expense	0	0	-	0.00%
Total Ind Equipment	0	0	-	0.00%
Total Ind Other Expenses	2,000	2,000	-	0.00%
Total Ind Advertising	250	250	-	0.00%
<b>Total Ind Expenditures</b>	<b>138,584</b>	<b>148,800</b>	<b>10,216</b>	<b>7.37%</b>
Total Cost of Providing Services - Salaries and Wages	3,420,000	3,452,000	32,000	0.94%
Total Cost of Providing Services - Employee Benefits	1,736,034	1,817,650	81,616	4.70%
Total Cost of Providing Services - Other Expenses	2,722,400	2,746,388	23,988	0.88%
<b>Total Cost of Providing Services</b>	<b>7,878,434</b>	<b>8,016,038</b>	<b>137,604</b>	<b>1.75%</b>
Debt Service Interest - Bonds	1,205,699	1,064,971	(140,728)	-11.67%
Debt Service Principal	1,804,367	1,779,741	(24,626)	-1.36%
R&R Reserves	1,300,000	1,300,000	-	0.00%
Other Reserves	-	-	-	#DIV/0!
<b>Total Municipality/County Appropriation</b>	<b>338,000</b>	<b>338,000</b>	<b>-</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$ 14,250,000</b>	<b>\$ 14,267,000</b>	<b>17,000</b>	<b>0.12%</b>

# Prior Year Adopted Appropriations Schedule

## Mount Holly Municipal Utilities Authority

FY 2018 Adopted Budget							
	Sewer	N/A	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	421,500						421,500
Total Administration - Personnel	1,049,000	-	-	-	-	-	1,049,000
<i>Administration - Other (List)</i>							
Other Expense - See Attached	674,500						674,500
Type In Description							-
Type In Description							-
Type In Description							-
Miscellaneous Administration*							-
Total Administration - Other	674,500	-	-	-	-	-	674,500
Total Administration	1,723,500	-	-	-	-	-	1,723,500
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	3,420,000						3,420,000
Fringe Benefits	1,736,034						1,736,034
Total COPS - Personnel	5,156,034	-	-	-	-	-	5,156,034
<i>Cost of Providing Services - Other (List)</i>							
Other Expense - See Attached	2,722,400						2,722,400
Type In Description							-
Type In Description							-
Type In Description							-
Miscellaneous COPS*							-
Total COPS - Other	2,722,400	-	-	-	-	-	2,722,400
Total Cost of Providing Services	7,878,434	-	-	-	-	-	7,878,434
Total Principal Payments on Debt Service in Lieu of Depreciation	1,804,367	-	-	-	-	-	1,804,367
Total Operating Appropriations	11,406,301	-	-	-	-	-	11,406,301
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	1,205,699	-	-	-	-	-	1,205,699
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve	1,300,000						1,300,000
Municipality/County Appropriation	338,000						338,000
Other Reserves							-
Total Non-Operating Appropriations	2,843,699	-	-	-	-	-	2,843,699
<b>TOTAL APPROPRIATIONS</b>	14,250,000	-	-	-	-	-	14,250,000
<b>ACCUMULATED DEFICIT</b>							-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	14,250,000	-	-	-	-	-	14,250,000
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	338,000	-	-	-	-	-	338,000
Other							-
Total Unrestricted Net Position Utilized	338,000	-	-	-	-	-	338,000
<b>TOTAL NET APPROPRIATIONS</b>	\$ 13,912,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,912,000

\* 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 \$ 570,315.05 \$ - \$ - \$ - \$ - \$ - \$ - \$ 570,315.05

## Debt Service Schedule - Principal

If Authority has no debt X this box

Mount Holly Municipal Utilities Authority

Sewer	Fiscal Year Ending in								
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	Total Principal Outstanding
Existing Debt - See Attached									
Loan/Summit Energy	\$ 1,795,556	\$ 1,770,908	\$ 1,824,502	\$ 1,881,075	\$ 1,935,913	\$ 2,002,859	\$ 2,042,182	\$ 16,260,013	\$ 27,717,452
Type in Issue Name	8,811	8,833	8,855	8,877	8,899				35,464
Type in Issue Name									
Total Principal	1,804,367	1,779,741	1,833,357	1,889,952	1,944,812	2,002,859	2,042,182	16,260,013	27,752,916
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
N/A									
Type in Issue Name									
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Type in Issue Name									
Total Principal									
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
Total Principal ALL OPERATIONS	\$ 1,804,367	\$ 1,779,741	\$ 1,833,357	\$ 1,889,952	\$ 1,944,812	\$ 2,002,859	\$ 2,042,182	\$ 16,260,013	\$ 27,752,916

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

Bond Rating	Moody's	Fitch	Standard & Poor's
	A2		AA-
Year of Last Rating	12/7/2012		6/6/2018

**Mount Holly Municipal Utilities Authority**

1141

F-7

MOUNT HOLLY MUA  
SCHEDULE OF DEBT SERVICE PA

TOTAL REMAINING	27,717,452.20	9,641,393.94	37,358,846.14
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# Net Position Reconciliation

Mount Holly Municipal Utilities Authority

For the Period

January 1, 2019

to

December 31, 2019

## FY 2019 Proposed Budget

	Sewer	N/A	N/A	N/A	N/A	N/A	N/A	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)</b>	\$ 29,865,236							\$ 29,865,236
Less: Invested in Capital Assets, Net of Related Debt (1)	18,998,726							18,998,726
Less: Restricted for Debt Service Reserve (1)	3,479,076							3,479,076
Less: Other Restricted Net Position (1)	3,624,443							3,624,443
<b>Total Unrestricted Net Position (1)</b>	3,762,991							3,762,991
Less: Designated for Non-Operating Improvements & Repairs								
Less: Designated for Rate Stabilization								
Less: Other Designated by Resolution								
Plus: Accrued Unfunded Pension Liability (1)								
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	10,828,056							10,828,056
Plus: Estimated Income (Loss) on Current Year Operations (2)	257,532							257,532
Plus: Other Adjustments (attach schedule)								
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	14,848,579							14,848,579
Unrestricted Net Position Utilized to Balance Proposed Budget								
Unrestricted Net Position Utilized in Proposed Capital Budget	2,550,000							2,550,000
Appropriation to Municipality/County (3)	338,000							338,000
<b>Total Unrestricted Net Position Utilized in Proposed Budget</b>	2,888,000							2,888,000
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>								
<b>Last issued Audit Report (4)</b>	\$ 11,960,579	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,960,579

(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

(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.

2019

MOUNT HOLLY MUNICIPAL UTILITIES  
AUTHORITY

AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2019 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

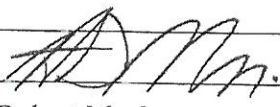
## MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2019 TO: DECEMBER 31, 2019

☒ It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Mount Holly Municipal Utilities Authority, on the 11<sup>th</sup> day of October, 2018

OR

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

Officer's Signature:			
Name:	Robert Maybury		
Title:	Executive Director		
Address:	1 Park Drive PO Box 486 Mount Holly, NJ 08060		
Phone Number:	609-267-0015	Fax Number:	609-267-5420
E-mail address	MayburyB@mhmu.com		



# 2019 CAPITAL BUDGET/PROGRAM MESSAGE

## MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2019 TO: DECEMBER 31, 2019

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program?

All townships serviced by the Authority received a draft copy of the Capital Budget/Program, via certified mail, for their review, comments and consideration.

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 affecting the Master Plans in the jurisdiction 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 noted

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 noted

# Proposed Capital Budget

Mount Holly Municipal Utilities Authority  
For the Period January 1, 2019 to December 31, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Sewer</i>						
Office & Plant Equipment	\$ 390,000	\$ 390,000				
Vehicle Replacement	60,000	60,000				
Plant Improvements/Upgrades	830,000	830,000				
Collection System Upgrades	2,570,000	1,270,000	1,300,000			
Total	3,850,000	2,550,000	1,300,000	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 3,850,000</b>	<b>\$ 2,550,000</b>	<b>\$ 1,300,000</b>	<b>\$ -</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, 2019 to December 31, 2019

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2019	2020	2021	2022	2023	2024
<b>Sewer</b>							
Office & Plant Equipment	\$ 515,000	\$ 390,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Vehicle Replacement	610,000	60,000	430,000	30,000	30,000	30,000	30,000
Plant Improvements/Upgrades	3,380,000	830,000	150,000	550,000	850,000	500,000	500,000
Collection System Upgrades	9,245,000	2,570,000	920,000	920,000	1,970,000	1,695,000	1,170,000
Total	13,750,000	3,850,000	1,525,000	1,525,000	2,875,000	2,250,000	1,725,000
<b>N/A</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>N/A</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>N/A</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>N/A</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>N/A</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 13,750,000</b>	<b>\$ 3,850,000</b>	<b>\$ 1,525,000</b>	<b>\$ 1,525,000</b>	<b>\$ 2,875,000</b>	<b>\$ 2,250,000</b>	<b>\$ 1,725,000</b>

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

## 5 Year Capital Improvement Plan Funding Sources

Mount Holly Municipal Utilities Authority  
For the Period January 1, 2019 to December 31, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<b>Sewer</b>						
Office & Plant Equipment	\$ 515,000	\$ 515,000				
Vehicle Replacement	610,000	610,000				
Plant Improvements/Upgrades	3,380,000	1,380,000	2,000,000			
Collection System Upgrades	9,245,000	3,445,000	5,800,000			
Total	13,750,000	5,950,000	7,800,000	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<u>\$ 13,750,000</u>	<u>\$ 5,950,000</u>	<u>\$ 7,800,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total 5 Year Plan per CB-4	<u>\$ 13,750,000</u>					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

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