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Borough of Buena
Municipal Utilities
Authority Budgets

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Department Of



Community
Affairs

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Division of Local Government Services

2017 AUTHORITY BUDGETS

Certification Section

2017

**Borough of Buena
Municipal Utilities
AUTHORITY BUDGETS**

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

For Division Use Only

CERTIFICATION OF APPROVED BUDGETS

It is hereby certified that the approved Budgets 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. Cwert CPA, RMA Date: 11/10/2016

CERTIFICATION OF ADOPTED BUDGETS

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

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

By: Paul D. Cwert CPA, RMA Date: 11/17/2017

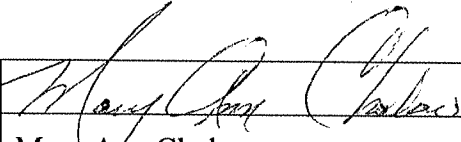
2017 PREPARER'S CERTIFICATION

Borough of Buena Municipal Utilities AUTHORITY BUDGETS

Fiscal Year from January 1, 2017 to December 31, 2017

It is hereby certified that the Authority Budgets, including the Annual Water Budget, the Capital Water Budget/Program, the Annual Sewer Budget and the Capital Sewer Budget/Program annexed hereto, represent 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 budgets 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:	Mary Ann Chalow		
Title:	Consultant		
Address:	P.O. Box 696, Minotola, NJ 08341		
Phone Number:	856-697-1784	Fax Number:	856-697-1434
E-mail address	c.santore@buenaboroughmua.com		

2017 APPROVAL CERTIFICATION

Borough of Buena Municipal Utilities AUTHORITY BUDGETS

FISCAL YEAR: FROM: January 1 2017 TO: December 31 , 2017

It is hereby certified that the Authority Budgets, including all schedules appended hereto, are a true copy of the Annual Budgets and Capital Budgets/Programs approved by resolution by the governing body of the Borough of Buena Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 26th day of October, 2016.

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

Officer's Signature:	<i>Cheryl M. Santore</i>		
Name:	Cheryl Santore		
Title:	Secretary/Treasurer		
Address:	PO Box 696, Minotola, NJ 08341-0696		
Phone Number:	856-697-1784	Fax Number:	856-697-1434
E-mail address	c.santore@buenaboroughmua.com		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address: Buenaboroughmuia.com

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

- ☒ A description of the Authority's mission and responsibilities
- ☒ Commencing with 2015, the budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☒ Commencing with 2013, the annual audits of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ Beginning January 1, 2015, 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

Cheryl Santore

Title of Officer Certifying compliance

Secretary/Treasurer

Signature

Cheryl M. Santore

2017 AUTHORITY BUDGET RESOLUTION
Borough of Buena
Municipal Utilities Authority

R-33-2016

FISCAL YEAR: **FROM:** January 1 2017 **TO:** December 31 , 2017

WHEREAS, the Annual Water Budget and Capital Water Budget for the Borough of Buena Municipal Utilities Authority for the fiscal year beginning, January 1, 2017 and ending, December 31 2017 has been presented before the governing body of the Borough of Buena Municipal Utilities Authority at its open public meeting of October 26, 2016; and

WHEREAS, the Annual Water Budget as introduced reflects Total Revenues of \$753,342 , Total Appropriations, including any Accumulated Deficit if any, of \$932,695 and Total Unrestricted Net Position utilized of \$179,353; and

WHEREAS, the Capital Water Budget as introduced reflects Total Capital Appropriations of \$40,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ _____ 0 _____; and

WHEREAS, the Annual Sewer Budget and Capital Sewer Budget for the Borough of Buena Municipal Utilities Authority for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 has been presented before the governing body of the Borough of Buena Municipal Utilities Authority at its open public meeting of October 26, 2016; and

WHEREAS, the Annual Sewer Budget as introduced reflects Total Revenues of \$1,558,890 , Total Appropriations, including any Accumulated Deficit if any, of \$ 1,897,175 and Total Unrestricted Net Position utilized of \$338,285; and

WHEREAS, the Sewer Capital Budget as introduced reflects Total Capital Appropriations of \$685,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ _____ 0 _____; and

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

WHEREAS, the Capital Budgets/Programs, pursuant to N.J.A.C. 5:31-2, do 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 Borough of Buena Municipal Utilities Authority, at an open public meeting held on October 28, 2016 that the Annual Water Budget and Annual Sewer Budget, including all related schedules, and the Capital Water Budget/Program and Capital Sewer Budget/Program of the Borough of Buena Municipal Utilities Authority for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budgets 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 Borough of Buena Municipal Utilities Authority will consider the Annual Budgets and Capital Budgets/Programs for adoption on December 14, 2016.

Cheryl M. Santore
(Secretary's Signature)

10/26/16
(Date)

Governing Body

Recorded Vote

Member:
SANTAGATA
BAKER
DELAND
FORMISANO

Aye
✓
✓
✓
✓

Nay

Abstain

Absent

Page C-5

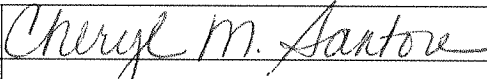
REMAINING MEMBER SEAT IS VACANT AS OF THIS DATE

2017 ADOPTION CERTIFICATION

Borough of Buena Municipal Utilities Authority Budget

FISCAL YEAR: **FROM:** January 1 2017 **TO:** December 31, 2017

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 Borough of Buena Municipal Utilities Authority, pursuant to N.J.A.C. 5:31-2.3, on the 14th day of December, 2016

Officer's Signature:			
Name:	Cheryl Santore		
Title:	Secretary/Treasurer		
Address:	PO Box 696, Minotola, NJ 08341-0696		
Phone Number:	856-697-1784	Fax Number:	856-697-1434
E-mail address	c.santore@buenaboroughmua.com		

2017 ADOPTED BUDGET RESOLUTION
Borough of Buena
Municipal Utilities Authority

R-37-2016

FISCAL YEAR: **FROM:** January 1 2017 **TO:** December 31, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Borough of Buena Municipal Utilities Authority for the fiscal year beginning January 1 2017 and ending December 31, 2017 has been presented for adoption before the governing body of the Borough of Buena Municipal Utilities Authority at its open public meeting of December 14, 2016 ; 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 Water Budget as presented for adoption reflects Total Revenues of \$753,342 , Total Appropriations, including any Accumulated Deficit if any, of \$935,695 and Total Unrestricted Net Position utilized of \$179,353; and

WHEREAS, the Annual Sewer Budget as presented for adoption reflects Total Revenues of \$1,558,890, Total Appropriations, including any Accumulated Deficit if any, of \$ 1,897,175 and Total Unrestricted Net Position utilized of \$338,285; and

WHEREAS, the Water Capital Budget as presented for adoption reflects Total Capital Appropriations of \$40,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0 ; and

WHEREAS, the Sewer Capital Budget as presented for adoption reflects Total Capital Appropriations of \$685,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0 ; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Borough of Buena Municipal Utilities Authority, at an open public meeting held on December 14, 2016 that the Annual Budget and Capital Budget/Program of the Borough of Buena Municipal Utilities Authority for the fiscal year beginning, January 1 2017 and ending December 31, 2017 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.

Cheryl M. Santore
(Secretary's Signature)

12/14/16
(Date)

Governing Body Member:	Recorded Vote Aye	Nay	Abstain	Absent
<i>SANTAGATA</i>	✓			
<i>BAKER</i>				✓
<i>DELAND</i>				✓
<i>FORMISANO</i>	✓			
<i>JOHNSTON</i>	✓			
<i>ALVAREZ</i>	✓			

2017 AUTHORITY BUDGET

Narrative and Information Section

2017 AUTHORITY BUDGET MESSAGE & ANALYSIS

Borough of Buena Municipal Utilities Authority

FISCAL YEAR: FROM: January 1 2017 TO: December 31 , 2017

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase. The Water Operations Budget reflects an overall decrease of \$162,659(14.8%) and the Sewer Operations Budget reflects a \$37965(2%) decrease. Individual increases/decreases contributing to the overall increases are listed on the following page (N-1a)
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. The Proposed budgets will have no impact on Anticipated Revenues which increased slightly as a result of new connections. The Budgets utilize Unrestricted Net Position to maintain stable rates.
The Proposed budgets also include Appropriations to the Reserves for Renewal and Replacement in an effort to fund Capital Expenditures and to avoid future rate increases.
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. As a result of a sluggish economy, minimal growth has been anticipated
4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered. Unrestricted Net Position is being used to stabilize rates and balance the budget and to provide for future Capital Improvements.
5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).
Not Applicable
6. The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (Prepare a response to deficits caused by the implementation of GASB 68) The Deficits reflected in the 2016 audit resulted from the Accrued Unfunded Pension Liability of \$696,828 and \$860,470 for the Water and Sewer Operations respectively
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. Not Applicable

Increases/ (Decreases) with a variance of +/- 10% Explained

Water Revenue-Industrial Service Charges are flow based Additional Usage increased this source of revenue	\$9100	34.5%
Water Revenue-Other - Excess Water Usage has decreased Assumedly resulting from conservation efforts	-22,232	-22.9%
Miscellaneous-Employee Training/Education (combined Water & Sewer)	-1000	10%
Sewer Professional fees makes provisions for an I & I Study	15,000	11%
COPS Fringe Benefits includes the cost of an additional retiree as well as the change in marital status of one employee	58,856	21.9%
Repairs & Maintenance anticipates repairs resulting from I & I study, and expiration of warranties on plant equipment	65,000	52%
Renewal & Replaces Reserves (combined Water & Sewer)-to funding Requirement necessary for 5 year Capital Plan .	-280,000	43.1%
Municipal appropriation decrease-The Borough Council did not approve A request for assistance	-56,000	-100%

BOROUGH OF BUENA
MUNICIPAL UTILITIES AUTHORITY

REVISED SCHEDULE OF RATES
TO BE EFFECTIVE JANUARY 1, 2012

SCHEDULE I – RESIDENTIAL CLASSIFICATION

A. CHARGES FOR SEWER SERVICE ARE:

1. Annual Rate per Domestic Consumer Unit (DCU): \$ 545.00
2. All residential units shall pay an annual rate of \$545.00, regardless of whether said unit is occupied.

SCHEDULE II

A. FORMULA FOR CUSTOMERS OF BBMUA WHOSE SEWERAGE CHARGES ARE DETERMINED BY FLOW ONLY. (COMMERCIAL CLASSIFICATION)

The sewerage charge for customers billed on the basis of flow shall be determined by taking the average daily potable water flow in gallons, generated by that customer for the preceding quarter, as read by the BBMUA, and divided by a factor of 165 (165 gpd [gallon per day] represents the equivalent value of the daily consumption of the domestic consumer unit). The calculated number of DCU's X \$545.00 annual rate equals the sewerage charge. This formula equals the total charge to the customer. The BBMUA will use the customers' water meter reading to calculate the sewer usage of said customer. The only exception to using the water meter to calculate sewer usage is if there is an approved sewer meter in place. All customers pay a minimum charge of one unit.

B. FORMULA FOR CUSTOMERS OF THE BBMUA WHOSE SEWERAGE CHARGES ARE DETERMINED BY FLOW AND STRENGTH. (Industrial Classification)

The "Industrial" classification will be given to the customers of the BBMUA who are given the industrial classification by New Jersey Department of Environmental Protection.

The sewerage charge for customers of the BBMUA whose charges are determined by both flow and strength shall be based upon the number of actual domestic consumer units subject to the above-mentioned flow formula, times an excess charge, using the strength formula times the current rate for domestic consumer unit. The strength formula shall be:

$$\frac{.40 \times (\text{BOD in ppm})}{(300)} + \frac{.40 \times (\text{TSS in ppm})}{(300)} + \frac{.20 \times (\text{TKN in ppm})}{(40)}$$

In any instance where the application of this formula includes a parameter of less than 300 Mg/L in BOD or less than 300 Mg/L in TSS or less than 40 Mg/L in TKN, the value in the parenthesis of the foregoing formula shall always be equal to a factor of 1.

In all cases where effluent characteristics are shown by actual testing to contain excessively high loadings with respect to parameters other than BOD, TSS or TKN, the BBMUA shall have the right, privilege and ability to expand the foregoing strength factor formula to incorporate these other characteristics in the equation.

Sampling for strength shall be performed by each customer utilizing the services of a certified laboratory in each of the months of February, May, August and November of each calendar year. The results of all tests so taken shall be supplied to the BBMUA within thirty (30) days and shall include analyses of BOD, TSS and TKN, along with such other parameters as the BBMUA shall identify from time to time.

C. FORMULA FOR COMMERCIAL AND INDUSTRIAL CUSTOMERS WHO CHOOSE TO IRRIGATE

If a customer of the BBMUA chooses to irrigate, said customer will have the option to install a second meter so that the calculated amount of irrigation can be deducted from the main meter for sewer usage.

SCHEDULE III

A. THE CHARGE FOR SEPTAGE TREATMENT SHALL BE AS FOLLOWS:

1. Customers hauling septage for treatment in an amount of 0 to 200,000 gallons per month shall be charged a rate of \$.05 per gallon.
2. Customers hauling septage for treatment in excess of 200,000 gallons per month shall be charged a rate of \$.04 per gallon.

The above rates shall become effective on August 1, 2011

SCHEDULE IV

A. Connection Fee: \$3,500.00
(Not including all state and county utility road
opening permit fees and expenses as may be necessary)

1. Residential = minimum one domestic consumer unit per residence (one domestic consumer unit = 165 gallons per day)
2. Commercial = Based on the BBMUA's engineers estimate of flow in gallons per day divided by one domestic consumer unit (165 gallons per day)
3. Industrial = Based on the BBMUA's engineers estimate of flow in gallons per day divided by one domestic consumer unit (165 gallons per day)

The BBMUA reserves the right to adjust the number of commercial and industrial connections if actual flows do not reflect original estimates.

METERED SERVICE RATES

The following shall be the rates at which the water will be furnished, and shall be a minimum charge for each consumer unit of \$254.00 per annum, as follows:

\$63.50 per quarter for the first 15,000 gallons or less.

For each 1,000 gallons or less over the 15,000 gallon minimum there shall be a charge of \$1.50.

For purposes of determining the minimum charge, a consumer unit is defined as a single family dwelling, an apartment, a single condominium, half of a duplex home. Each motel room and/or rented room with bathroom facility attached thereto shall be considered a half consumer unit. For purposes of billing, a commercial enterprise shall be considered as one unit.

The aforesaid metered charge shall include maintenance of meters and any repair or maintenance charges on meters, except for repairs made necessary by gross neglect of the consumer as hereinbefore mentioned.

All water services to a residential dwelling shall be 1 inch and the meter shall be a 3/4 inch meter. The cost of the installation from the curb line to the home with the exception of the meter shall be borne by the consumer.

AUTHORITY CONTACT INFORMATION

2017

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

Name of Authority:	Borough of Buena Municipal Utilities Authority		
Address:	P O Box 696		
City, State, Zip:	Minotola	NJ	0834 1
Phone: (ext.)	856-697-1784	Fax:	856-697-1434

Preparer's Name:	Mary Ann Chalow		
Preparer's Address:	PO Box 696		
City, State, Zip:	Minotola	NJ	0834 1
Phone: (ext.)	856-697-1784	Fax:	856-697-1434
E-mail:	c.santore@buenaboroughmua.com		

Chief Executive Officer:	N/A		
Phone: (ext.)		Fax:	
E-mail:			

Chief Financial Officer:	N/A		
Phone: (ext.)		Fax:	
E-mail:			

Name of Auditor:	Stephen P. Testa, CPA		
Name of Firm:	Romano, Hearing, Testa & Knorr		
Address:	150 S. Main Rd		
City, State, Zip:	Vineland	NJ	
Phone: (ext.)	856-692-9100	Fax:	856-697-1434
E-mail:	steast@rhtservices.com		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

Borough of Buena Municipal Utilities Authority

FISCAL YEAR: FROM: January 1 2017 TO: December 31 2017

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 20
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$622,469.43
- 3) Provide the number of regular voting members of the governing body: 5
- 4) Provide the number of alternate voting members of the governing body: 2
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? no If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? no If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? no
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? no
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? noIf 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. **All full time employees are covered by written employment contracts. Board Members Salaries are established by the Borough Council. One Part time clerical salary is approved by Resolution.**
- 11) Did the Authority pay for meals or catering during the current fiscal year? no If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? no If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.

AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Borough of Buena Municipal Utilities Authority

FISCAL YEAR: FROM: January 1 2017 TO: December 31 , 2017

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.

15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? yes (Sick Pay of \$12,000 paid to one retiring employee)

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? N/A If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.

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

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

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS
Borough of Buena Municipal Utilities Authority**

FISCAL YEAR: FROM: January 1 2017 TO: December 31 , 2017

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

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

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

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

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

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

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

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

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

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

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

For the Period January 1, 2017 to December 31, 2017 Buena Borough Municipal Utilities Authority

Reportable Compensation from Authority (W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Position			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	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former										
1. Santagata, Joseph	Chairman	10	x						\$ 5,280	\$ 5,280	NJ Bd of Cosmetology	Member	2		1200	\$ -	\$ 7,166
2. Baker, Richard	Vice Chairman	3	x						3,700	4,167	Buena Land Use	Member	5		300	-	4,467
3. Vacant	Member	x							389	3,469	None						3,469
4. Formisano, John	Member	3	x						3,080	3,469	Atlantic Cty Bd of Ag	Member	1		0		3,469
5. Delano, Robert	Member	3	x						389	3,469	Buena Housing Auth	Member	2		0		3,469
6. Vacant	Alternate #1	x							202	1,802	None						1,802
7. Vacant	Alternate #2	x							202	1,802	None						1,802
8. Santore, Cheryl	Sec'y/Treasurer	40	x						28,092	91,344	None						91,344
9. Zorzi, Alan	Plant Superintendent	40	x						11,360	114,655	None						114,655
10										0							0
11										0							0
12										0							0
13										0							0
14										0							0
15										0							0
Total:									\$ 174,709	\$ 230,143				\$ 1,500	\$ -	\$ -	\$ 231,643

(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

Buena Borough Municipal Utilities Authority

For the Period

January 1, 2017

to

December 31, 2017

Annual Cost

	# of Covered Members	Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx)	Annual Cost per Employee Current Year	Total Prior year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	1	\$ 11,236	\$ 11,236	2	11333	\$ 22,666	\$ (11,430)	-50.4%
Parent & Child	2	20,266	40,532	2	20,286	40,572	(40)	-0.1%
Employee & Spouse (or Partner)	2	22,815	45,630	2	22,838	45,675	(45)	-0.1%
Family	2	31,588	63,175	2	21,923	43,845	19,330	44.1%
Employee Cost Sharing Contribution (enter as negative -)			(29,101)			(21,365)	(7,736)	36.2%
Subtotal	7		131,472	8		131,393	78	0.1%
Commissioners - Health Benefits - Annual Cost								
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!
Retirees - Health Benefits - Annual Cost								
Single Coverage	3	9657	28,971	3	9027	27,081	1,890	7.0%
Parent & Child			-	0	-	-	-	#DIV/0!
Employee & Spouse (or Partner)	2	13,013	26,025	2	12,389	24,778	1,247	5.0%
Family	1	34,790	34,790			-	34,790	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)								#DIV/0!
Subtotal	6		89,786	5		51,859	37,927	73.1%
GRAND TOTAL	13		\$ 221,258	13		\$ 183,252	\$ 38,005	20.7%

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)

☒ Yes or No

☒ Yes or No

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

Schedule of Accumulated Liability for Compensated Absences

Buena Borough Municipal Utilities Authority

For the Period

January 1, 2017

to

December 31, 2017

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 beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)			
			Approved Labor Agreement	Resolution	Individual Employment	Agreement
Harris, James	22.875	\$ 1,854	x			
Erber, Jonathan	64.375	7,710		x	x	
Austino, Debbie	61.875	3,863		x	x	
Santore, Cheryl	44.375	5,169		x	x	
Noone, Jeffrey	133.000	12,000	x			
Guglielmo, Bob	-				x	
Zorzi, Alan	90.875	12,000	x			
Baals, Jim	48.125	5,667	x			
Deliberis Sr, Robert P	102.000	11,808	x			
Damon, Cy	65.125	7,539		x		
Fenselau, Mary	81.750	1,870				
Payroll Taxes		5,315				
Total liability for accumulated compensated absences at beginning of current year		\$ 74,795				

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

Schedule of Shared Service Agreements

Buena Borough Municipal Utilities Authority

For the Period

January 1, 2017

to

December 31, 2017

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

2017 AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period Buena Borough Municipal Utilities Authority
January 1, 2017 to December 31, 2017

	FY 2017 Proposed Budget						FY 2016 Adopted Budget Total All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Water		Sewer	N/A	N/A	N/A				Total All Operations
REVENUES										
Total Operating Revenues	\$ 727,342	\$ 1,556,390	\$ -	\$ -	\$ -	\$ -	\$ 2,283,732	\$ 2,290,279	\$ (6,547)	-0.3%
Total Non-Operating Revenues	26,000	2,500	-	-	-	-	28,500	28,500	-	0.0%
Total Anticipated Revenues	753,342	1,558,890	-	-	-	-	2,312,232	2,318,779	(6,547)	-0.3%
APPROPRIATIONS										
Total Administration	204,270	265,770	-	-	-	-	470,040	450,882	19,158	4.2%
Total Cost of Providing Services	556,140	1,007,648	-	-	-	-	1,563,788	1,452,412	111,376	7.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	77,000	259,432	-	-	-	-	336,432	325,148	11,284	3.5%
Total Operating Appropriations	837,410	1,532,850	-	-	-	-	2,370,260	2,228,442	141,818	6.4%
Total Interest Payments on Debt	5,285	84,325	-	-	-	-	89,610	96,052	(6,442)	-6.7%
Total Other Non-Operating Appropriations	90,000	280,000	-	-	-	-	370,000	706,000	(336,000)	-47.6%
Total Non-Operating Appropriations	95,285	364,325	-	-	-	-	459,610	802,052	(342,442)	-42.7%
Accumulated Deficit	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	932,695	1,897,175	-	-	-	-	2,829,870	3,030,494	(200,624)	-6.6%
Less: Total Unrestricted Net Position Utilized	179,353	338,285	-	-	-	-	517,638	711,715	(194,077)	-27.3%
Net Total Appropriations	753,342	1,558,890	-	-	-	-	2,312,232	2,318,779	(6,547)	-0.3%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	\$ (0)	-17.6%

Revenue Schedule

Buena Borough Municipal Utilities Authority
For the Period January 1, 2017 to December 31, 2017

FY 2017 Proposed Budget							FY 2016 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	Total All Operations
OPERATING REVENUES									
<i>Service Charges</i>									
Residential	\$ 548,562	\$ 1,058,390					\$ 1,606,952	\$ 1,592,367	\$ 14,585 0.9%
Business/Commercial	65,000	190,000					255,000	278,000	(23,000) -8.3%
Industrial	21,000	14,500					35,500	26,400	9,100 34.5%
Intergovernmental	-	-					-	-	#DIV/0!
Other	75,000	-					75,000	97,232	(22,232) -22.9%
Total Service Charges	709,562	1,262,890	-	-	-	-	1,972,452	1,993,999	(21,547) -1.1%
<i>Connection Fees</i>									
Residential	3780	17500					21,280	21,280	- 0.0%
Business/Commercial							-	-	#DIV/0!
Industrial							-	-	#DIV/0!
Intergovernmental							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Connection Fees	3,780	17,500	-	-	-	-	21,280	21,280	- 0.0%
<i>Parking Fees</i>									
Meters							-	-	#DIV/0!
Permits							-	-	#DIV/0!
Fines/Penalties							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Parking Fees	-	-	-	-	-	-	-	-	#DIV/0!
<i>Other Operating Revenues (List)</i>									
Delinquent Penalties	12,000	25,000					37,000	37,000	- 0.0%
Miscellaneous	2,000	1,000					3,000	3,000	- 0.0%
Septage Fees		250,000					250,000	235,000	15,000 6.4%
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	14,000	276,000	-	-	-	-	290,000	275,000	15,000 5.5%
Total Operating Revenues	727,342	1,558,390	-	-	-	-	2,283,732	2,290,279	(6,547) -0.3%
NON-OPERATING REVENUES									
<i>Other Non-Operating Revenues (List)</i>									
Water Tower Rentals	25,000						25,000	25,000	- 0.0%
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	25,000	-	-	-	-	-	25,000	25,000	- 0.0%
<i>Interest on Investments & Deposits (List)</i>									
Interest Earned	1,000	2,500					3,500	3,500	- 0.0%
Penalties							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Interest	1,000	2,500	-	-	-	-	3,500	3,500	- 0.0%
Total Non-Operating Revenues	26,000	2,500	-	-	-	-	28,500	28,500	- 0.0%
TOTAL ANTICIPATED REVENUES	\$ 753,342	\$ 1,558,890	\$ -	\$ -	\$ -	\$ -	\$ 2,312,232	\$ 2,318,779	\$ (6,547) -0.3%

Prior Year Adopted Revenue Schedule

Buena Borough Municipal Utilities Authority

FY 2016 Adopted Budget

	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations
OPERATING REVENUES							
<i>Service Charges</i>							
Residential	\$ 536,702	\$ 1,055,665					\$ 1,592,367
Business/Commercial	83,000	195,000					278,000
Industrial	9,400	17,000					26,400
Intergovernmental							-
Other	97,232						97,232
Total Service Charges	726,334	1,267,665	-	-	-	-	1,993,999
<i>Connection Fees</i>							
Residential	3,780	17,500					21,280
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	3,780	17,500	-	-	-	-	21,280
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
Delinquent Penalties	12,000	25,000					37,000
Miscellaneous	2,000	1,000					3,000
Septage Fees		235,000					235,000
Other Revenue 4							-
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	14,000	261,000	-	-	-	-	275,000
Total Operating Revenues	744,114	1,546,165	-	-	-	-	2,290,279
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Water Tower Rentals	25,000						25,000
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Other Non-Operating Revenues	25,000	-	-	-	-	-	25,000
<i>Interest on Investments & Deposits</i>							
Interest Earned	1,000	2,500					3,500
Penalties							-
Other							-
Total Interest	1,000	2,500	-	-	-	-	3,500
Total Non-Operating Revenues	26,000	2,500	-	-	-	-	28,500
TOTAL ANTICIPATED REVENUES	\$ 770,114	\$ 1,548,665	\$ -	\$ -	\$ -	\$ -	\$ 2,318,779

Appropriations Schedule

Buena Borough Municipal Utilities Authority
For the Period January 1, 2017 to December 31, 2017

	FY 2017 Proposed Budget						FY 2016 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations
OPERATING APPROPRIATIONS									
Administration - Personnel									
Salary & Wages	\$ 65,910	\$ 65,910					\$ 131,820	\$ 129,856	\$ 1,964 1.5%
Fringe Benefits	37,360	37,360					74,720	71,026	3,694 5.2%
Total Administration - Personnel	103,270	103,270	-	-	-	-	206,540	200,882	5,658 2.8%
Administration - Other (List)									
Office Expense	30,000	30,500					60,500	61,000	(500) -0.8%
Professional Fees	56,000	96,000					152,000	137,000	15,000 10.9%
Licenses, Fees Permits	10,000	30,000					40,000	40,000	- 0.0%
Legal Advertisements	1,000	1,000					2,000	2,000	- 0.0%
Miscellaneous Administration*	4,000	5,000					9,000	10,000	(1,000) -10.0%
Total Administration - Other	101,000	162,500	-	-	-	-	263,500	250,000	13,500 5.4%
Total Administration	204,270	265,770	-	-	-	-	470,040	450,882	19,158 4.2%
Cost of Providing Services - Personnel									
Salary & Wages	220,800	290,380					511,180	515,400	(4,220) -0.8%
Fringe Benefits	138,340	189,268					327,608	268,752	58,856 21.9%
Total COPS - Personnel	359,140	479,648	-	-	-	-	838,788	784,152	54,636 7.0%
Cost of Providing Services - Other (List)									
Insurance	22,000	22,000					44,000	44,000	- 0.0%
Supplies, Testing, Monitoring, Chemicals	62,000	158,000					220,000	220,500	(500) -0.2%
Repairs & Maintenance	30,000	160,000					190,000	125,000	65,000 52.0%
Utilities	80,000	185,000					265,000	270,760	(5,760) -2.1%
Miscellaneous COPS*	3,000	3,000					6,000	8,000	(2,000) -25.0%
Total COPS - Other	197,000	528,000	-	-	-	-	725,000	668,260	56,740 8.5%
Total Cost of Providing Services	556,140	1,007,648	-	-	-	-	1,563,788	1,452,412	111,376 7.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	77,000	259,432	-	-	-	-	336,432	325,148	11,284 3.5%
Total Operating Appropriations	837,410	1,532,850	-	-	-	-	2,370,260	2,228,442	141,818 6.4%
NON-OPERATING APPROPRIATIONS									
Total Interest Payments on Debt	5,285	84,325	-	-	-	-	89,610	96,052	(6,442) -6.7%
Operations & Maintenance Reserve							-	-	- #DIV/0!
Renewal & Replacement Reserve	90,000	280,000					370,000	650,000	(280,000) -43.1%
Municipality/County Appropriation							-	56,000	(56,000) -100.0%
Other Reserves							-	-	- #DIV/0!
Total Non-Operating Appropriations	95,285	364,325	-	-	-	-	459,610	802,052	(342,442) -42.7%
TOTAL APPROPRIATIONS	932,695	1,897,175	-	-	-	-	2,829,870	3,030,494	(200,624) -6.6%
ACCUMULATED DEFICIT									
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	932,695	1,897,175	-	-	-	-	2,829,870	3,030,494	(200,624) -6.6%
UNRESTRICTED NET POSITION UTILIZED									
Municipality/County Appropriation	-	-	-	-	-	-	-	56,000	(56,000) -100.0%
Other	179,353	338,285					517,638	655,715	(138,077) -21.1%
Total Unrestricted Net Position Utilized	179,353	338,285	-	-	-	-	517,638	711,715	(194,077) -27.3%
TOTAL NET APPROPRIATIONS	\$ 753,342	\$ 1,558,890	\$ -	\$ -	\$ -	\$ -	\$ 2,312,232	\$ 2,318,779	\$ (6,547) -0.3%

* 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 \$ 41,870.50 \$ 76,642.50 \$ - \$ - \$ - \$ - \$ 118,513.00

Prior Year Adopted Appropriations Schedule

Buena Borough Municipal Utilities Authority

FY 2016 Adopted Budget							
	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 64,928	\$ 64,928					\$ 129,856
Fringe Benefits	35,513	35,513					71,026
Total Administration - Personnel	100,441	100,441	-	-	-	-	200,882
<i>Administration - Other (List)</i>							
Office Expense	30,500	30,500					61,000
Professional Fees	56,000	81,000					137,000
Licenses, Fees Permits	10,000	30,000					40,000
Legal Advertisements	1,000	1,000					2,000
Miscellaneous Administration*	5,000	5,000					10,000
Total Administration - Other	102,500	147,500	-	-	-	-	250,000
Total Administration	202,941	247,941	-	-	-	-	450,882
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	223,180	292,220					515,400
Fringe Benefits	114,044	154,708					268,752
Total COPS - Personnel	337,224	446,928	-	-	-	-	784,152
<i>Cost of Providing Services - Other (List)</i>							
Insurance	22,000	22,000					44,000
Supplies, Testing, Monitoring	56,500	164,000					220,500
Repairs & Maintenance	30,000	95,000					125,000
Utilities	85,760	185,000					270,760
Miscellaneous COPS*	5,000	3,000					8,000
Total COPS - Other	199,260	469,000	-	-	-	-	668,260
Total Cost of Providing Services	536,484	915,928	-	-	-	-	1,452,412
Total Principal Payments on Debt Service in Lieu of Depreciation	74,200	250,948	-	-	-	-	325,148
Total Operating Appropriations	813,625	1,414,817	-	-	-	-	2,228,442
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	6,729	89,323	-	-	-	-	96,052
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve	275,000	375,000					650,000
Municipality/County Appropriation		56,000					56,000
Other Reserves							-
Total Non-Operating Appropriations	281,729	520,323	-	-	-	-	802,052
TOTAL APPROPRIATIONS	1,095,354	1,935,140	-	-	-	-	3,030,494
ACCUMULATED DEFICIT							
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,095,354	1,935,140	-	-	-	-	3,030,494
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	-	56,000	-	-	-	-	56,000
Other	325,240	330,475					655,715
Total Unrestricted Net Position Utilized	325,240	386,475	-	-	-	-	711,715
TOTAL NET APPROPRIATIONS	\$ 770,114	\$ 1,548,665	\$ -	\$ -	\$ -	\$ -	\$ 2,318,779

* 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 \$ 40,681.25 \$ 70,740.85 \$ - \$ - \$ - \$ - \$ 111,422.10

Debt Service Schedule - Principal

Buena Borough Municipal Utilities Authority

If Authority has no debt X this box

	Adopted Budget Year 2016	Proposed Budget Year 2017	Fiscal Year Ending in					Thereafter	Total Principal Outstanding
			2018	2019	2020	2021	2022		
<i>Water</i>									
Refunding Bonds 2014	\$ 74,200	\$ 77,000	\$ 109,200	\$ 85,400				\$ 271,600	
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal	74,200	77,000	109,200	85,400					271,600
<i>Sewer</i>									
NIEIT Loan(cy)/ Refunding Bonds 2014	\$ 190,800	\$ 198,000	\$ 280,800	\$ 219,600				698,400	
USDA Series 2013	60,148	61,432	62,744	64,085	65,454	66,852	68,281	2,955,083	3,343,931
Type in Issue Name									
Type in Issue Name									
Total Principal	250,948	259,432	343,544	283,685	65,454	66,852	68,281	2,955,083	4,042,331
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal	-	-	-	-	-	-	-	-	-
TOTAL PRINCIPAL ALL OPERATIONS	\$ 325,148	\$ 336,432	\$ 452,744	\$ 369,085	\$ 65,454	\$ 66,852	\$ 68,281	\$ 2,955,083	\$ 4,313,931

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

	Moody's	Fitch	Standard & Poors
Bond Rating			
Year of Last Rating			

Debt Service Schedule - Interest

Buena Borough Municipal Utilities Authority

If Authority has no debt X this box

	Adopted Budget Year 2016	Proposed Budget Year 2017	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
			2018	2019	2020	2021	2022		
Water									
Refunding Bonds 2014	6,729	5,285	3,787	1,662					\$ 10,734
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	6,729	5,285	3,787	1,662	-	-	-	-	10,734
Sewer									
NJEIT Loan(cy)/ Refunding Bonds 2014	17,304	13,591	9,738	4,273					27,602
USDA Series 2013	72,019	70,734	69,422	68,081	66,712	65,314	63,886	1,075,301	1,479,449
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	89,323	84,325	79,160	72,354	66,712	65,314	63,886	1,075,301	1,507,052
N/A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
TOTAL INTEREST ALL OPERATIONS									
Total Interest Payments	-	-	-	-	-	-	-	-	-
	\$ 96,052	\$ 89,610	\$ 82,947	\$ 74,016	\$ 66,712	\$ 65,314	\$ 63,886	\$ 1,075,301	\$ 1,517,786

Net Position Reconciliation

Buena Borough Municipal Utilities Authority

For the Period January 1, 2017 to December 31, 2017

FY 2017 Proposed Budget

	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 2,599,746	\$ 4,304,173					\$ 6,903,919
Less: Invested in Capital Assets, Net of Related Debt (1)	2,424,111	3,691,244					6,115,355
Less: Restricted for Debt Service Reserve (1)							-
Less: Other Restricted Net Position (1)							-
Total Unrestricted Net Position (1)	175,635	612,929	-	-	-	-	788,564
Less: Designated for Non-Operating Improvements & Repairs	39,521	508,843					548,364
Less: Designated for Rate Stabilization							-
Less: Other Designated by Resolution	42,000	108,000					150,000
Plus: Accrued Unfunded Pension Liability (1)	696,828	860,470					1,557,298
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)							-
Plus: Estimated Income (Loss) on Current Year Operations (2)	(355,929)	(155,250)					(511,179)
Plus: Other Adjustments (attach schedule)							-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	435,013	701,306	-	-	-	-	1,136,319
Unrestricted Net Position Utilized to Balance Proposed Budget	179,353	338,285	-	-	-	-	517,638
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	179,353	338,285	-	-	-	-	517,638
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR							
(4)	\$ 255,660	\$ 363,021	\$ -	\$ -	\$ -	\$ -	\$ 618,681

(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 \$ 41,871 \$ 76,643 \$ - \$ - \$ - \$ - \$ 118,513

(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.

2017

**Borough of Buena
Municipal Utilities Authority**

**AUTHORITY
CAPITAL
BUDGET/
PROGRAM**

2017 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

Borough of Buena Municipal Utilities Authority

FISCAL YEAR: FROM: January 1 2017 TO: December 31 , 2017

☒ 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 Borough of Buena Municipal Utilities Authority, on the 26th day of October, 2016.

OR

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

Officer's Signature:	<i>Cheryl M. Santore</i>		
Name:	Cheryl Santore		
Title:	Secretary/Treasurer		
Address:	PO Box 696, Minotola, NJ 08341-0696		
Phone Number:	856-697-1784	Fax Number:	856-697-1434
E-mail address	c.santore@buenaboroughmua.com		

2017 CAPITAL BUDGET/PROGRAM MESSAGE

Borough of Buena Municipal Utilities Authority

FISCAL YEAR: FROM: January 1 2017 TO: December 31 , 2017

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?

Yes where applicable

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?

Not all Projects have been developed from a specific capital improvement plan

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

Not Recently

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 Authority anticipates funding the Renewal and Replacement fund annually from operating revenues. As a result, there should not be any significant impact on current or future rates

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

Add additional sheets if necessary.

Proposed Capital Budget

Buena Borough Municipal Utilities Authority
For the Period January 1, 2017 to December 31, 2017

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Water</i>						
Plant /Office Equipment	\$ 25,000		\$ 25,000			
Water Lines	15,000		15,000			
Refurbish Water Tower	-					
Type in Description	-					
Total	40,000	-	40,000	-	-	-
<i>Sewer</i>						
Plant /Office Equipment	185,000		185,000			
Sewer Lines & Laterals	315,000		315,000			
Equipment Filters	130,000		130,000			
Purchase Property	55,000		55,000			
Total	685,000	-	685,000	-	-	-
<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	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 725,000	\$ -	\$ 725,000	\$ -	\$ -	\$ -

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

Buena Borough Municipal Utilities Authority

For the Period January 1, 2017 to December 31, 2017

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2017	2018	2019	2020	2021	2022
<i>Water</i>							
Plant /Office Equipment	\$ 150,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Water Lines	90,000	15,000	15,000	15,000	15,000	15,000	15,000
Refurbish Water Tower	250,000	-	250,000				
Type in Description	-	-					
Total	490,000	40,000	290,000	40,000	40,000	40,000	40,000
<i>Sewer</i>							
Plant /Office Equipment	310,000	185,000	25,000	25,000	25,000	25,000	\$ 25,000
Sewer Lines & Laterals	440,000	315,000	25,000	25,000	25,000	25,000	25,000
Equipment Filters	655,000	130,000			525,000		
Purchase Property	55,000	55,000					
Total	1,460,000	685,000	50,000	50,000	575,000	50,000	50,000
<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	-	-	-	-	-	-	-
TOTAL	\$ 1,950,000	\$ 725,000	\$ 340,000	\$ 90,000	\$ 615,000	\$ 90,000	\$ 90,000

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

Buena Borough Municipal Utilities Authority

For the Period January 1, 2017 to December 31, 2017

		Funding Sources				
Estimated Total Cost		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Water</i>						
Plant /Office Equipment	\$ 150,000		\$ 150,000			
Water Lines	90,000		90,000			
Refurbish Water Tower	250,000		250,000			
Type in Description	-					
Total	490,000	-	490,000	-	-	-
<i>Sewer</i>						
Plant /Office Equipment	310,000		310,000			
Sewer Lines & Laterals	440,000		440,000			
Equipment Filters	655,000		655,000			
Purchase Property	55,000		55,000			
Total	1,460,000	-	1,460,000	-	-	-
<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	-	-	-	-	-	-
TOTAL	\$ 1,950,000	\$ -	\$ 1,950,000	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 1,950,000					
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.