

Authority Budget of:

ADOPTED COPY

Borough of Buena Municipal Utilities Authority

State Filing Year

2020

For the Period:

January 1, 2020

to

December 31, 2020

www.buenaboroughmua.com

Authority Web Address

APPROVED COPY



Division of Local Government Services

2020 (2020-2021) AUTHORITY BUDGET

Certification Section

2020 (2020-2021)

Borough of Buena Municipal Utilities

AUTHORITY BUDGET

FISCAL YEAR: FROM 01/01/2020 TO 12/31/2020

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. Cvent CPA, RMA Date: 11/25/2019

CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul D. Cvent CPA, RMA Date: 1/9/2020

2020 (2020-2021) PREPARER'S CERTIFICATION

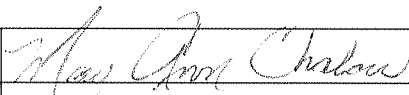
Borough of Buena Municipal Utilities (Name)

AUTHORITY BUDGET

FISCAL YEAR: FROM: 01/01/2020 TO: 12/31/2020

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:	Mary Ann Chalow		
Title:	Consultant		
Address:	P.O.B.696 Minotola, NJ 08341		
Phone Number:	856-697-1784	Fax Number:	856-697-1434
E-mail address	c.santore@buenaboroughmua.com		

2020 (2020-2021) APPROVAL CERTIFICATION

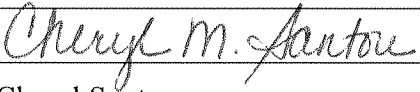
Borough of Buena Municipal Utilities

AUTHORITY BUDGET

FISCAL YEAR: **FROM:** 01-01-2020 **TO:** 12/31/2020

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 Borough of Buena Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 13th day of November, 2019.

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:	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:	http://buenaboroughmua.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
- ☒ 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 complete (All Pages) annual audits (Not the Audit Synopsis) 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

Cheryl Santore

Title of Officer Certifying compliance



Signature

Secretary/Treasurer

R-42-2019
2020 (2020-2021) AUTHORITY BUDGET RESOLUTION

Buena Borough Municipal Utilities

FISCAL YEAR: **FROM:** **TO:**
 01/01/2020 **12/31/2020**

WHEREAS, the Annual Water Budget and Capital Water Budget for the Buena Borough Municipal Utilities Authority for the fiscal year beginning, January 1, 2020 and ending, December 31, 2020 has been presented before the governing body of the Buena Borough Municipal Utilities Authority at its open public meeting of November 13, 2019; and

WHEREAS, the Annual Water Budget as introduced reflects Total Revenues of \$ 753,780 , Total Appropriations, including any Accumulated Deficit if any, of \$ 780,517 and Total Unrestricted Net Position utilized of 26,737; 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 Buena Borough Municipal Utilities Authority for the fiscal year beginning, January 1, 2020 and ending, December 31, 2020 has been presented before the governing body of the Buena Borough Municipal Utilities Authority at its open public meeting of November 13, 2019; and

WHEREAS, the Annual Sewer Budget as introduced reflects Total Revenues of \$ 1,649,000 , Total Appropriations, including any Accumulated Deficit if any, of \$1,802,022 and Total Unrestricted Net Position utilized of 153,022; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$2,399,500 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

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

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Buena Borough Municipal Utilities Authority, at an open public meeting held on November 13, 2019 that the Annual Water Budget and Annual Sewer Budget, including all related schedules, and the Capital Water Budget/Program and the Capital Sewer Budget/Program of the Buena Borough Municipal Utilities Authority for the fiscal year beginning, 01/01/2020 and ending, 12/31/2020 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 Buena Borough Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 11, 2019

Cheryl M. Santore
(Secretary's Signature)

11/13/19
(Date)

Governing Body Member:	Recorded Vote				
	Aye	Nay	Abstain	Absent	
SANTAGATA	✓				
BAKER				✓	
DELANO	✓				
FORMISANO	✓				
JOHNSTON	✓				
ALVAREZ	✓				

2020 (2020-2021) ADOPTION CERTIFICATION

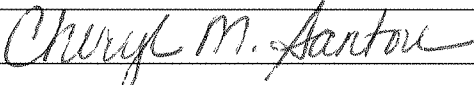
Borough of Buena Municipal Utilities Authority

(Name)

AUTHORITY BUDGET

FISCAL YEAR: **FROM:** January 1, 2020 **TO:** December 31, 2020

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 11th day of, December, 2019.

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

2020 (2020-2021) ADOPTED BUDGET RESOLUTION

Borough of Buena Municipal Utilities Authority

R-44-2019

FISCAL YEAR: FROM: January 1, 2020 **TO:** December 31, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Borough of Buena Municipal Utilities Authority for the fiscal year beginning January 1, 2020 and ending December 31, 2020 has been presented for adoption before the governing body of the Borough of Buena Municipal Utilities Authority at its open public meeting of December 11, 2019; 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 \$ 753,780, Total Appropriations, including any Accumulated Deficit, if any, of \$780,517 and Total Unrestricted Net Position utilized of \$26,737; 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 of \$0; and

WHEREAS, the Annual Sewer Budget as presented for adoption reflects Total Revenues of \$ 1,649,000, Total Appropriations, including any Accumulated Deficit, if any, of \$1,802,022 and Total Unrestricted Net Position utilized of \$153,022; and

WHEREAS, the Sewer Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,399,500 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Borough of Buena Municipal Utilities Authority, at an open public meeting held on December 11, 2019 that the Annual Budget and Capital Budget/Program of the Borough of Buena Municipal Utilities Authority for the fiscal year beginning January 1, 2020 and ending December 31, 2020 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. Santon
(Secretary's Signature)

12/11/19
(Date)

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

2020 (2020-2021) AUTHORITY BUDGET

Narrative and Information Section

2020 (2020-2021) AUTHORITY BUDGET MESSAGE & ANALYSIS

Buena Borough Municipal Utilities

AUTHORITY BUDGET

FISCAL YEAR: FROM: 01/01/2020 TO: 12/31/2020

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

1. Complete a brief statement on the 2020/2020-2021 proposed Annual Budget and make comparison to the 2019/2019-2020 adopted budget for each Revenues and Appropriations. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item.

Based on an in house time management study, it was determined that personnel costs charged to the Authority Water Budget were greater than the actual time expended in Water related activity. The Authority changed the allocation of all Plant Personnel Costs to 30% Water/70% Sewer retroactive to January 1, 2019. This cost reduction, along with the satisfaction of debt in 2019, the completion of the Water Assets Management Plan and reduction in Retirees Health Benefits largely contribute to a Water Budget Decrease of more than 20% or \$211,360.00

In addition to the increased Plant Personnel related costs, the Sewer Budget includes funding for an Infiltration and inflow study & additional laboratory testing & supplies to remain in compliance with the present permits. The costs are offset by the reduction in debt service principal & interest on bonds satisfied in 2019. The net result is a decrease in the overall Sewer Budget of \$34,117.00

Detail provided below on +/- 10% Variances

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. (Example Consider New Development projects such as Housing /Commercial projects impact on the Authorities expenses or revenues)
Despite a strong economy in the area additional growth cannot be anticipated, until such time as the Authority is granted an increase in capacity.
3. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget and or Capital 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 Authority is utilizing Unrestricted Net Position to balance the budget in lieu of a rate increase at the present time. Currently, the Authority is evaluating options to reduce reliance on Unrestricted Net Position in future budgets
4. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service payments, pilot payments, or other types of contracts or agreements (Example to provide police services to the Authority etc. and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).
The Authority has agreed to contribute a proportionate share of the cost of replacing heat & light units in the building they share with the Borough. The cost of the improvements and contribution have not yet been finalized.

5. The proposed budget must not reflect an anticipated deficit from 2020/2020-2021 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.

Net deficits reflected in the 2018 audit resulting from recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75 will be included in annual budgets as necessary.

6. 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. (If no changes to fees or rates indicate (Answer as "Rates Are Staying the Same")

Rates Are Staying the same while the Authority explores all options to reduce reliance on Utilization of Unrestricted Net Position.

Page N-1

Variances +/- 10%

The only Revenue variance (F-2) greater than 10% is a 20% increase in Septage Disposal Fees. This increase of \$50,000 is a result of an increased fee schedule (Resolution Attached)

F-4 Variances include a \$6000 (10.3%) increase for Computer software and support, a 20% increase in Professional fees for an I&I Study, a 12% decrease in fringe benefits largely attributable to the decrease in Retirees Health Benefit costs and an 82.3% decrease in Debt Service due to Debt that was satisfied in 2019.

BOROUGH OF BUENA
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION ADOPTING THE AMENDED SEWER RATE SCHEDULE IN
ACCORDANCE WITH THE SEWER RATE HEARING HELD ON MAY 22, 2019

R-20-2019

WHEREAS, the Borough of Buena Municipal Utilities Authority (hereafter the “Authority”) previously adopted a Sewer Rate Schedule in accordance to N.J.S.A. 40:14B-23; and

WHEREAS, since that time the Authority determined the adjustment to the Authority’s existing Sewer Rate Schedule was necessary; and

WHEREAS, adoption of an updated Sewer Rate Schedule incorporating the new adjustments were in the best interest of the Authority as well as the taxpayers of the Borough; and

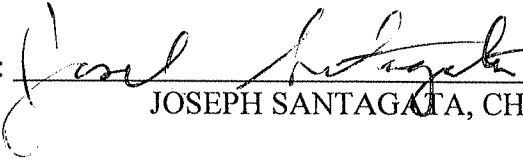
WHEREAS, a Rate Hearing was conducted at 7:00 p.m. on May 22, 2019 at the Borough of Buena Municipal Building located at 616 Central Avenue in Minotola, Atlantic County, New Jersey incorporating the rate adjustment to the Authority’s previous sewer rate schedule; and

WHEREAS, the updated sewer rate schedule incorporating the proposed adjustments is in the best interest of the Authority and the taxpayers of the Borough, and was met with no opposition.

NOW, THEREFORE, BE IT RESOLVED by the Borough of Buena Municipal Utilities Authority as follows;

1. The amended Sewer Rate Schedule that was the primary subject of the rate hearing conducted on May 22, 2019 is now and hereby adopted.
2. The Sewer Rate Schedule as amended is attached to this Resolution.
3. Effective as of June 1, 2019.

BOROUGH OF BUENA MUNICIPAL UTILITIES AUTHORITY

By: 
JOSEPH SANTAGATA, CHAIRMAN

Attest:


CHERYL M. SANTORE, SECRETARY

I, Cheryl M. Santore, Secretary of the Borough of Buena Municipal Utilities Authority, do hereby certify that the foregoing Resolution was adopted at a meeting of the Borough of Buena Municipal Utilities Authority held on May 22, 2019.


CHERYL M. SANTORE, SECRETARY

BOROUGH OF BUENA
MUNICIPAL UTILITIES AUTHORITY

REVISED SCHEDULE OF RATES
TO BE EFFECTIVE JUNE 1, 2019

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:

Minimum charge shall be determined by the total gallon capacity of the truck at a rate of \$.07 per gallon.

The septage treatment rate shall be seven cents (\$.07) per gallon.

The above rates shall become effective on June 1, 2019.

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.

AUTHORITY CONTACT INFORMATION

2020 (2020-2021)

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

Name of Authority:	Borough of Buena Municipal Utilities Authority		
Federal ID Number:	22-1898770		
Address:	PO Box 696		
City, State, Zip:	Minotola	NJ	08341
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	08341
Phone: (ext.)	856-697-1784	Fax:	856-697-1434
E-mail:	c.santore@buenaboroughmua.com		

Chief Executive Officer:(1)	N/A		
(1) Or person who performs these functions under another Title			
Phone: (ext.)		Fax:	
E-mail:			

Chief Financial Officer(1)	Cheryl Santore, Secretary/Treasurer		
(1) Or person who performs these functions under another Title			
Phone: (ext.)	856-697-1784	Fax:	856-697-1434
E-mail:	c.santore@buenaboroughmua.com		

Name of Auditor:	Stephen P Testa, CPA		
Name of Firm:	Romano Hearing Testa & Knorr		
Address:	150 S. Main Rd		
City, State, Zip:	Vineland	NJ	08360
Phone: (ext.)	856-692-9100	Fax:	856-794-8862
E-mail:	stesta@rhtservices.com		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

Borough of Buena Municipal Utilities Authority

FISCAL YEAR: FROM: TO:
01/01/2020 12/31/2020

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 2018 or 2019) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 16
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2018 or 2019) Transmittal of Wage and Tax Statements: 661,806.07
- 3) Provide the number of regular voting members of the governing body: 5 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 (Regional Authorities may have more than 7 members) s per statute for your Authority)
- 4)
- 5) Provide the number of alternate voting members of the governing body: 2 (Maximum is 2)
- 6) 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.
- 7) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2019 or 2020 deadline has passed 2019 or 2020) 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.
- 8) 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.
- 9) 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.
- 10) 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.
- 11) 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. **Attach a narrative of your Authorities procedures for all individuals listed on Page N-4 (2 of 2).**

For all Union employees, the Authority selects a committee from among its members to meet & negotiate with union officials. When and if necessary, the Board Solicitor will advise members on labor issues. Once an agreement is reached by the negotiating committee and accepted by the Union, a full board vote is held and a contract is prepared & signed.

For non-union employees' salaries and benefits, the Board as a whole reviews a survey of compensation packages offered for similar positions as well as the compensation afforded Union employees and an employment contract is offered.

- 12) 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.*
- 13) 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.
- 14) 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.*
- 15) 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)*
- 16) 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.*
- 17) 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.*
- 18) 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. (If no bonded Debt answer is Not Applicable). (New Jersey Infrastructure Trust Loans are not bonded debt of an Authority)*
- 19) 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.*
- 20) 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.*

(This page is directions for filling in page (N-4 (2-of 2)) (No answers should be entered on this page)

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

FISCAL YEAR: FROM: 1-01-20 TO: 12-31-20

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 2018 or 2019. 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, 2020, the most recent W-2 and 1099 should be used 2019 or 2018 (60 days prior to start of budget year is November 1, 2019, with 2018 being the most recent calendar year ended), and for fiscal years ending June 30, 2020, the calendar year 2019 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2019 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)

BUENA BOROUGH Municipal Utilities Authority

For the Period January 1, 2020 to December 31, 2020

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T												
				Reportable Compensation from Authority (W-2/1099)																											
Position (Can Check more than 1 Column for each person)																															
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		Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O		Reportable Compensation from Other Public Entities (W-2/1099)		Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)		Total Compensation All Public Entities	
1	Santagata, Joseph	Chairman	10	x										\$ 5,280					\$ 686	\$ 5,966				NJ Bd of Cosmetology	Member	2			\$		\$ 5,966
2	Baker, Richard	Vice Chairman	3	x										3,700					467	4,167				None							4,167
3	Jeffrey Johnston	Member	3	x										3,080					389	3,469				None							3,469
4	Formisano, John	Member	3	x										3,080					389	3,469				Atlantic Cty Bd of Ag	Member	1					3,469
5	Delano, Robert	Member	3	x										3,080					389	3,469				Buena Housing Auth	Member	2					3,469
6	Johnathan Alvarez	Alternate #1	3	x										1,600					202	1,802				None							1,802
7	Vacant	Alternate #2		x										1,600					202	1,802				None							1,802
8	Santore, Cheryl	Sec'y/Treasurer	40		x									67,453					31,188	98,641				None							98,641
9	Zorzi, Alan	Plant Superintendent	40		x									101,957			10,353		29,680	141,990				None							141,990
10																			0	0											0
11																			0	0											0
12																			0	0											0
13																			0	0											0
14																			0	0											0
15																			0	0											0
Total:														\$ 190,830	\$ -	\$ 10,353	\$ 63,592	\$ 264,775											\$ -	\$ -	\$ 264,775

(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, 2020 to December 31, 2020

If Not Applicable X this box Below

Annual Cost											
	# of Covered Members (Medical & Rx)	Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx)	Annual Cost per Employee Current Year	Total Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)			
Active Employees - Health Benefits - Annual Cost											
Single Coverage	1	\$ 11,544	\$ 11,544	1	\$ 12,086	\$ 12,086	\$ (543)	-4.5%			
Parent & Child	2	20,245	40,490	2	21,201	42,402	(1,912)	-4.5%			
Employee & Spouse (or Partner)	2	22,153	44,307	2	23,204	46,408	(2,101)	-4.5%			
Family	2	31,555	63,110	2	33,045	66,090	(2,980)	-4.5%			
Employee Cost Sharing Contribution (enter as negative -)			(31,928)			(34,936)	3,008	-8.6%			
Subtotal	7		127,522	7		132,050	(4,527)	-3.4%			
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	4	5283	21,132	3	9325	27,975	(6,843)	-24.5%			
Parent & Child			-			-	-	#DIV/0!			
Employee & Spouse (or Partner)	2	7,565	15,130	2	12,392	24,784	(9,654)	-39.0%			
Family			-	1	33,974	33,974	(33,974)	-100.0%			
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!			
Subtotal	6		36,262	6		86,733	(50,471)	-58.2%			
GRAND TOTAL											
	13		\$ 163,784	13		\$ 218,783	\$ (54,998)	-25.1%			

Schedule of Accumulated Liability for Compensated Absences

BUENA BOROUGH Municipal Utilities Authority

For the Period

January 1, 2020

to

December 31, 2020

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

X Box if Authority has no Compensated Absences

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Austino, Debbie	84.38	\$ 5,589		x	
Fenselau, Mary	92.50	4,491		x	
Santore, Cheryl	49.25	6,087		x	
Baals, James	66.000	8,503 x			
Damon, Cy	72.00	8,844 x			
Deliberis, Robert	78.63	9,658 x			
Erber, Jonathan	73.63	11,530		x	
Harris, James	42.50	5,433 x			
Stiteler, James	12.88	1,423 x			
Zorzi, Alan	95.13	12,000		x	
FICA - Admin		1,238			
FICA - Operations		4,391			
Total liability for accumulated compensated absences at beginning of current year		\$ 79,188			

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

Schedule of Shared Service Agreements

BUENA BOROUGH Municipal Utilities Authority

December 31, 2020

January 1, 2020

If No Shared Services X this Box

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

[illegible]

2020 (2020-2021) AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period **BUENA BOROUGH Municipal Utilities Authority**
January 1, 2020 to December 31, 2020

	FY 2020 Proposed Budget					FY 2019 Adopted Budget		\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Water	Sewer	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	All Operations
REVENUES									
Total Operating Revenues	\$ 727,780	\$ 1,644,000	\$ -	\$ -	\$ -	\$ 2,371,780	\$ 2,321,780	\$ 50,000	2.2%
Total Non-Operating Revenues	26,000	5,000	-	-	-	31,000	31,000	-	0.0%
Total Anticipated Revenues	753,780	1,649,000	-	-	-	2,402,780	2,352,780	50,000	2.1%
APPROPRIATIONS									
Total Administration	222,560	341,560	-	-	-	564,120	524,370	39,750	7.6%
Total Cost of Providing Services	467,957	1,128,296	-	-	-	1,596,253	1,570,545	25,708	1.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	-	65,454	-	-	-	65,454	369,085	(303,631)	-82.3%
Total Operating Appropriations	690,517	1,535,310	-	-	-	2,225,827	2,464,000	(238,173)	-9.7%
Total Interest Payments on Debt	-	66,712	-	-	-	66,712	74,016	(7,304)	-9.9%
Total Other Non-Operating Appropriations	90,000	200,000	-	-	-	290,000	290,000	-	0.0%
Total Non-Operating Appropriations	90,000	266,712	-	-	-	356,712	364,016	(7,304)	-2.0%
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	780,517	1,802,022	-	-	-	2,582,539	2,828,016	(245,477)	-8.7%
Less: Total Unrestricted Net Position Utilized	26,737	153,022	-	-	-	179,759	475,236	(295,477)	-62.2%
Net Total Appropriations	753,780	1,649,000	-	-	-	2,402,780	2,352,780	50,000	2.1%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	\$ 0	-100.0%

Revenue Schedule

BUENA BOROUGH Municipal Utilities Authority

For the Period January 1, 2020 to December 31, 2020

	FY 2020 Proposed Budget						FY 2019 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	All Operations	All Operations
OPERATING REVENUES									
<i>Service Charges</i>									
Residential	\$ 550,680	1,066,700					\$ 1,617,380	\$ 1,609,625	\$ 7,755 0.5%
Business/Commercial	65,000	208,868					273,868	282,810	(8,942) -3.2%
Industrial	21,000	24,932					45,932	44,745	1,187 2.7%
Intergovernmental							-	-	#DIV/0!
Other	73,320	-					73,320	73,320	- 0.0%
Total Service Charges	710,000	1,300,500	-	-	-	-	2,010,500	2,010,500	0 0.0%
<i>Connection Fees</i>									
Residential	3,780	17,500					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		300,000					300,000	250,000	50,000 20.0%
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Total Other Revenue	14,000	326,000	-	-	-	-	340,000	290,000	50,000 17.2%
Total Operating Revenues	727,780	1,644,000	-	-	-	-	2,371,780	2,321,780	50,000 2.2%
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	5,000					6,000	6,000	- 0.0%
Penalties							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Interest	1,000	5,000	-	-	-	-	6,000	6,000	- 0.0%
Total Non-Operating Revenues	26,000	5,000	-	-	-	-	31,000	31,000	- 0.0%
TOTAL ANTICIPATED REVENUES	\$ 753,780	\$ 1,649,000	\$ -	\$ -	\$ -	\$ -	\$ 2,402,780	\$ 2,352,780	\$ 50,000 2.1%

Prior Year Adopted Revenue Schedule

BUENA BOROUGH Municipal Utilities Authority

FY 2019 Adopted Budget

OPERATING REVENUES

Service Charges

Residential	\$ 550,680	\$ 1,058,945					\$1,609,625
Business/Commercial	65,000	217,810					282,810
Industrial	21,000	23,745					44,745
Intergovernmental							-
Other	73,320						73,320
Total Service Charges	710,000	1,300,500	-	-	-	-	2,010,500

Connection Fees

Residential	3780	17500					21,280
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	3,780	17,500	-	-	-	-	21,280

Parking Fees

Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-

Other Operating Revenues (List)

Delinquent Penalties	12,000	25,000					37,000
Miscellaneous	2,000	1,000					3,000
Septage Fees		250,000					250,000
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Total Other Revenue	14,000	276,000	-	-	-	-	290,000
Total Operating Revenues	727,780	1,594,000	-	-	-	-	2,321,780

NON-OPERATING REVENUES

Other Non-Operating Revenues (List)

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

Interest on Investments & Deposits

Interest Earned	1,000	5,000					6,000
Penalties							-
Other							-
Total Interest	1,000	5,000	-	-	-	-	6,000
Total Non-Operating Revenues	26,000	5,000	-	-	-	-	31,000

TOTAL ANTICIPATED REVENUES

\$ 753,780	\$ 1,599,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$2,352,780
------------	--------------	------	------	------	------	------	-------------

Appropriations Schedule

BUENA BOROUGH Municipal Utilities Authority

For the Period January 1, 2020 to December 31, 2020

	FY 2020 Proposed Budget						FY 2019 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									
<i>Administration - Personnel</i>									
Salary & Wages	\$ 76,410	\$ 76,410					\$ 152,820	\$ 3,400	2.3%
Fringe Benefits	36,150	36,150					72,300	(7,650)	-9.6%
Total Administration - Personnel	112,560	112,560	-	-	-	-	225,120	(4,250)	-1.9%
<i>Administration - Other (List)</i>									
Office Expense	32,000	32,000					64,000	6,000	10.3%
Professional Fees	62,000	166,000					228,000	38,000	20.0%
Licenses, Fees Permits	10,000	25,000					35,000	-	0.0%
Legal Advertisements	1,000	1,000					2,000	-	0.0%
Miscellaneous Administration*	5,000	5,000					10,000	-	0.0%
Total Administration - Other	110,000	229,000	-	-	-	-	339,000	44,000	14.9%
Total Administration	222,560	341,560	-	-	-	-	564,120	39,750	7.6%
<i>Cost of Providing Services - Personnel</i>									
Salary & Wages	174,250	406,550					580,800	32,500	5.9%
Fringe Benefits	88,707	207,246					295,953	(40,792)	-12.1%
Total COPS - Personnel	262,957	613,796	-	-	-	-	876,753	(8,292)	-0.9%
<i>Cost of Providing Services - Other (List)</i>									
Insurance	20,000	30,000					50,000	3,000	6.4%
Supplies, Testing, Monitoring, Chemicals	70,000	185,500					255,500	30,000	13.3%
Repairs & Maintenance	30,000	135,000					165,000	-	0.0%
Utilities	82,000	161,000					243,000	2,000	0.8%
Miscellaneous COPS*	3,000	3,000					6,000	(1,000)	-14.3%
Total COPS - Other	205,000	514,500	-	-	-	-	719,500	34,000	5.0%
Total Cost of Providing Services	467,957	1,128,296	-	-	-	-	1,596,253	25,708	1.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	-	65,454	-	-	-	-	65,454	(303,631)	-82.3%
Total Operating Appropriations	690,517	1,535,310	-	-	-	-	2,225,827	(238,173)	-9.7%
NON-OPERATING APPROPRIATIONS									
Total Interest Payments on Debt	-	66,712	-	-	-	-	66,712	(7,304)	-9.9%
Operations & Maintenance Reserve							-	-	#DIV/0!
Renewal & Replacement Reserve	90,000	200,000					290,000	-	0.0%
Municipality/County Appropriation							-	-	#DIV/0!
Other Reserves							-	-	#DIV/0!
Total Non-Operating Appropriations	90,000	266,712	-	-	-	-	356,712	(7,304)	-2.0%
TOTAL APPROPRIATIONS	780,517	1,802,022	-	-	-	-	2,582,539	(245,477)	-8.7%
ACCUMULATED DEFICIT									
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	780,517	1,802,022	-	-	-	-	2,582,539	(245,477)	-8.7%
UNRESTRICTED NET POSITION UTILIZED									
Municipality/County Appropriation	-	-	-	-	-	-	-	-	#DIV/0!
Other	26,737	153,022					179,759	(295,477)	-62.2%
Total Unrestricted Net Position Utilized	26,737	153,022	-	-	-	-	179,759	(295,477)	-62.2%
TOTAL NET APPROPRIATIONS	\$ 753,780	\$ 1,649,000	\$ -	\$ -	\$ -	\$ -	\$ 2,402,780	\$ 50,000	2.1%

* 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 \$ 34,525.85 \$ 76,765.50 \$ - \$ - \$ - \$ - \$ 111,291.35

Prior Year Adopted Appropriations Schedule

BUENA BOROUGH Municipal Utilities Authority

	FY 2019 Adopted Budget						Total All Operations
	Water	Sewer	N/A	N/A	N/A	N/A	
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 74,710	\$ 74,710					\$ 149,420
Fringe Benefits	39,975	39,975					79,950
Total Administration - Personnel	114,685	114,685	-	-	-	-	229,370
<i>Administration - Other (List)</i>							
Office Expense	29,000	29,000					58,000
Professional Fees	79,000	111,000					190,000
Licenses, Fees Permits	10,000	25,000					35,000
Legal Advertisements	1,000	1,000					2,000
Miscellaneous Administration*	5,000	5,000					10,000
Total Administration - Other	124,000	171,000	-	-	-	-	295,000
Total Administration	238,685	285,685	-	-	-	-	524,370
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	235,930	312,370					548,300
Fringe Benefits	142,200	194,545					336,745
Total COPS - Personnel	378,130	506,915	-	-	-	-	885,045
<i>Cost of Providing Services - Other (List)</i>							
Insurance	20,000	27,000					47,000
Supplies, Testing, Monitoring, Chemicals	64,000	161,500					225,500
Repairs & Maintenance	30,000	135,000					165,000
Utilities	80,000	161,000					241,000
Miscellaneous COPS*	4,000	3,000					7,000
Total COPS - Other	198,000	487,500	-	-	-	-	685,500
Total Cost of Providing Services	576,130	994,415	-	-	-	-	1,570,545
Total Principal Payments on Debt Service in Lieu of Depreciation	85,400	283,685	-	-	-	-	369,085
Total Operating Appropriations	900,215	1,563,785	-	-	-	-	2,464,000
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	1,662	72,354	-	-	-	-	74,016
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve	90,000	200,000					290,000
Municipality/County Appropriation							-
Other Reserves							-
Total Non-Operating Appropriations	91,662	272,354	-	-	-	-	364,016
TOTAL APPROPRIATIONS	991,877	1,836,139	-	-	-	-	2,828,016
ACCUMULATED DEFICIT							-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	991,877	1,836,139	-	-	-	-	2,828,016
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other	238,097	237,139					475,236
Total Unrestricted Net Position Utilized	238,097	237,139	-	-	-	-	475,236
TOTAL NET APPROPRIATIONS	\$ 753,780	\$ 1,599,000	\$ -	\$ -	\$ -	\$ -	\$ 2,352,780

* 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 \$ 45,010.75 \$ 78,189.25 \$ - \$ - \$ - \$ - #####

Debt Service Schedule - Principal

BUENA BOROUGH Municipal Utilities Authority

If Authority has no debt X this box

Fiscal Year Ending in									
	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024	2025	Thereafter	Total Principal Outstanding
Water									
Refunding Bonds 2014	\$ 85,400	\$ -							\$ -
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	85,400	-	-	-	-	-	-	-	-
Sewer									
NJEIT Loan(cy)/ Refunding Bonds 2014	\$ 219,600								-
USDA Series 2013	64,085	65,454	66,852	68,281	69,739	71,230	72,750.48	\$2,741,363	3,155,670
Type in Issue Name									-
Type in Issue Name									-
Total Principal	283,685	65,454	66,852	68,281	69,739	71,230	72,750	2,741,363	3,155,670
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	\$ 369,085	\$ 65,454	\$ 66,852	\$ 68,281	\$ 69,739	\$ 71,230	\$ 72,750	\$ 2,741,363	\$ 3,155,670

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

☐

Fiscal Year Ending in

	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024	2025	Thereafter	Total Interest Payments Outstanding
<i>Water</i>									
Refunding Bonds 2014	1,662	\$ -							\$ -
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	1,662	-	-	-	-	-	-	-	-
<i>Sewer</i>									
NJEIT Loan(cy)/ Refunding Bonds 2014	4,273								-
USDA Series 2013	68,081	66,712	65,314	63,886	62,323	60,937	59,416	\$892,629	1,271,215
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	72,354	66,712	65,314	63,886	62,323	60,937	59,416	892,629	1,271,215
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
TOTAL INTEREST ALL OPERATIONS	\$ 74,016	\$ 66,712	\$ 65,314	\$ 63,886	\$ 62,323	\$ 60,937	\$ 59,416	\$ 892,629	\$ 1,271,215

Net Position Reconciliation

BUENA BOROUGH Municipal Utilities Authority

For the Period

January 1, 2020

to

December 31, 2020

FY 2020 Proposed Budget

	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations
TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)	\$ 815,795	\$ 3,394,157					\$4,209,952
Less: Invested in Capital Assets, Net of Related Debt (1)	2,567,394	4,167,173					6,734,567
Less: Restricted for Debt Service Reserve (1)	42,000	108,000					150,000
Less: Other Restricted Net Position (1)							-
Total Unrestricted Net Position (1)	(1,793,599)	(881,016)	-	-	-	-	(2,674,615)
Less: Designated for Non-Operating Improvements & Repairs	231,611	814,812					1,046,423
Less: Designated for Rate Stabilization							-
Less: Other Designated by Resolution							-
Plus: Accrued Unfunded Pension Liability (1)	788,524	973,539					1,762,063
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	1,447,508	1,787,147					3,234,655
Plus: Estimated Income (Loss) on Current Year Operations (2)	(61,638)	6,744					(54,894)
Plus: Other Adjustments (attach schedule)							-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	149,184	1,071,602	-	-	-	-	1,220,786
Unrestricted Net Position Utilized to Balance Proposed Budget	26,737	153,022	-	-	-	-	179,759
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	26,737	153,022	-	-	-	-	179,759
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR	\$ 122,447	\$ 918,580	\$ -	\$ -	\$ -	\$ -	\$1,041,027
Last issued Audit Report (4)							

(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

\$ 34,526 \$ 76,766 \$ - \$ - \$ - \$ - \$ 111,291

(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.

2020 (2020-2021)

Borough of Buena Municipal Utilities

AUTHORITY

CAPITAL

BUDGET/

PROGRAM

2019 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

Borough of Buena Municipal Utilities Authority

FISCAL YEAR: **FROM:** 01/01/2020 **TO:** 12/31/2020

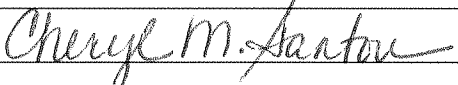
[x] enter X to the left if this paragraph is applicable

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 13th day of November, 2019.

OR

[] enter X to the left if this paragraph is applicable

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:	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		

2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

Borough of Buena Municipal Utilities **Authority**

FISCAL YEAR: **FROM:** 01/01/2020 **TO:** 12/31/2020

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 (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects?

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 (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?

Not recently

4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example Rate Increases Funding or Other sources)

The Authority anticipates Funding for Future Debt service as present debt service decreases

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, 2020 to December 31, 2020

		Funding Sources				
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Other Capital Grants Sources
Water						
Plant /Office Equipment	\$ 25,000			\$ 25,000		
Water Lines	15,000			15,000		
Water Tower Repairs	-					
Type in Description	-					
Total	40,000		-	40,000	-	-
Sewer						
Plant /Office Equipment	1,600,000			100,000	\$ 1,500,000	
Sewer Lines & Laterals	25,000			25,000		
Equipment Filters	535,000			535,000		
Septage Receiving Station	239,500			239,500		
Total	2,399,500		-	899,500	1,500,000	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-		-	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-		-	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-		-	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-		-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET		\$ 2,439,500	\$ -	\$ 939,500	\$ 1,500,000	\$ -

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, 2020 to December 31, 2020

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2020	2021	2022	2023	2024	2025
Water							
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
Water Tower Repairs	900,000	-	-	-	900,000	-	-
Type in Description	-	-	-	-	-	-	-
Total	1,140,000	40,000	40,000	40,000	940,000	40,000	40,000
Sewer							
Plant /Office Equipment	1,725,000	1,600,000	25,000	25,000	25,000	25,000	25,000
Sewer Lines & Laterals	150,000	25,000	25,000	25,000	25,000	25,000	25,000
Equipment Filters	535,000	535,000	-	-	-	-	-
Septage Receiving Station	239,500	239,500	-	-	-	-	-
Total	2,649,500	2,399,500	50,000	50,000	50,000	50,000	50,000
N/A							
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
TOTAL	\$ 3,789,500	\$ 2,439,500	\$ 90,000	\$ 90,000	\$ 990,000	\$ 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, 2020 to December 31, 2020

		Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
Estimated Total Cost					
Water					
Plant /Office Equipment	\$ 150,000		\$ 150,000	\$ -	
Water Lines	90,000		90,000		
Water Tower Repairs	900,000			900,000	
Type in Description	-				
Total	1,140,000	-	240,000	900,000	-
Sewer					
Plant /Office Equipment	1,725,000		\$ 225,000	\$ 1,500,000	
Sewer Lines & Laterals	150,000		150,000		
Equipment Filters	535,000		535,000		
Septage Receiving Station	239,500		239,500		
Total	2,649,500	-	1,149,500	1,500,000	-
N/A					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
N/A					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
N/A					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
N/A					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
TOTAL					
Total 5 Year Plan per CB-4	\$ 3,789,500	\$ -	\$ 1,389,500	\$ 2,400,000	\$ -
Balance check	\$ 3,789,500				
	-				

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.