

# ***Authority Budget of:***

## ***Bernards Township Sewerage Authority***

**State Filing Year**

**2021**

***For the Period:***

***December 1, 2020***

***to***

***November 30, 2021***

**[http://www.bernards.org/Departments Services/Sewerage Authority/](http://www.bernards.org/Departments_Services/Sewerage_Authority/)**

**Authority Web Address**



***Division of Local Government Services***

# **2021 (2021-2022) AUTHORITY BUDGET**

## **Certification Section**

**2021 (2021-2022)**

**Township of Bernards Sewerage Authority**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM 12/1/20 TO 11/30/21**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

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

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

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

**CERTIFICATION OF ADOPTED BUDGET**

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

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

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

# 2021 (2021-2022) PREPARER'S CERTIFICATION


## Township of Bernards Sewerage Authority

### AUTHORITY BUDGET

**FISCAL YEAR: FROM 12/1/20 TO 11/30/21**

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:	Thomas Timko		
Title:	Director		
Address:	277 S. Maple Avenue, Basking Ridge, NJ 07920		
Phone Number:	908 204-3020	Fax Number:	908 204-3089
E-mail address	ttimko@bernards.org		


# 2021 (2021-2022) APPROVAL CERTIFICATION

## Township of Bernards Sewerage Authority AUTHORITY BUDGET

FISCAL YEAR: FROM 12/1/20 TO 11/30/21

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 Bernards Township Sewerage Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 15<sup>th</sup> day of September, 2020.

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.

Preparer's Signature:			
Name:	Thomas Timko		
Title:	Director		
Address:	277 S. Maple Avenue, Basking Ridge, NJ 07920		
Phone Number:	908 204-3020	Fax Number:	908 204-3089
E-mail address	ttimko@bernards.org		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	<a href="http://www.bernards.org/boards_commissions/sewerage_authority">http://www.bernards.org/boards_commissions/sewerage_authority</a> <a href="http://www.bernards.org/departments_&amp;_services">http://www.bernards.org/departments_&amp;_services</a>
--------------------------	--

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

THOMAS TIMKO

Title of Officer Certifying compliance

DIRECTOR

Signature

[Handwritten Signature]

# 2021 (2021-2022) AUTHORITY BUDGET RESOLUTION

## Bernards Township Sewerage Authority

### RESOLUTION 2061

FISCAL YEAR: FROM: 12-1-20 TO: 11-30-21

WHEREAS, the Annual Budget and Capital Budget for the Bernards Township Sewerage Authority for the fiscal year beginning, 12-1-20 and ending, 11-30-21 has been presented before the governing body of the Bernards Township Sewerage Authority at its open public meeting of 9-15-20; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$5,734,185 Total Appropriations, including any Accumulated Deficit, if any, of \$5,754,642 and Total Unrestricted Net Position utilized of \$20,457; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,100,000 and Total Unrestricted Net Position planned to be utilized of \$0; and


WHEREAS, the schedule of rents, 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 Bernards Township Sewerage Authority, at an open public meeting held on 9-15-20 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Bernards Township Sewerage Authority for the fiscal year beginning, 12-1-20 and ending, 11-30-21 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 Bernards Township Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on 11-24-20.

  
(Secretary's Signature)

9/15/20  
(Date)

#### Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Chairperson Orr	<input checked="" type="checkbox"/>			
Ms. Harris	<input checked="" type="checkbox"/>			
Mr. Esposito	<input checked="" type="checkbox"/>			
Ms. Fields	<input checked="" type="checkbox"/>			
Ms. Pavlini				<input checked="" type="checkbox"/>


**2021 (2021-2022) ADOPTION CERTIFICATION**  
**Township of Bernards Sewerage Authority**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM 12/1/20 TO 11/30/21**

**Note: This is filled on for Adoption of the Budget Don't fill in for Introduction of the Budget**

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 Bernards Township Sewerage Authority, pursuant to N.J.A.C. 5:31-2.3, on the 24th day of, November, 2020.

Preparer's Signature:			
Name:	Thomas Timko		
Title:	Director		
Address:	277 S. Maple Avenue, Basking Ridge, NJ 07920		
Phone Number:	908 204-3020	Fax Number:	908 204-3089
E-mail address	ttimko@bernards.org		

# 2020 (2020-2021) ADOPTED BUDGET RESOLUTION #2076

## Township of Bernards Sewerage Authority

FISCAL YEAR: FROM: 12-1-20

TO: 11-30-21

WHEREAS, the Annual Budget and Capital Budget/Program for the Bernards Township Sewerage Authority for the fiscal year beginning 12-1-20 and ending, 11-30-21 has been presented for adoption before the governing body of the Bernards Township Sewerage Authority at its open public meeting of 11-24-20; and

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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$5,734,185 Total Appropriations, including any Accumulated Deficit, if any, of \$5,754,642 and Total Unrestricted Net Position utilized of \$20,457; and

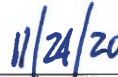
WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,100,000 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Bernards Township Sewerage Authority, at an open public meeting held on 11-26-19 that the Annual Budget and Capital Budget/Program of the Bernards Township Sewerage Authority for the fiscal year beginning, 12-1-19 and, ending, 11-30-20 is hereby adopted and shall constitute appropriations for the purposes stated; and

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



(Secretary's Signature)



(Date)

### Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Chairperson Orr	✓			
Ms. Harris				✓
Mr. Esposito	✓			
Ms. Fields	✓			
Ms. Pavlini				✓

# **2021 (2021-2022) AUTHORITY BUDGET**

## **Narrative and Information Section**

# **2021 (2021-2022) AUTHORITY BUDGET MESSAGE & ANALYSIS**

## **Township of Bernards Sewerage Authority**

### **AUTHORITY BUDGET**

**FISCAL YEAR: FROM 12/1/20 TO 11/30/21**

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

1. Complete a brief statement on the 2021/2021-2022 proposed Annual Budget and make comparison to the 2020/2020-2021 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 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.

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)

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.

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.).

5. The proposed budget must not reflect an anticipated deficit from 2021/2021-2022 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 in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75) and similar types of deficits in the audit report. How would these deficits be funded?**

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")

# **2021 (2021-2022) AUTHORITY BUDGET MESSAGE & ANALYSIS**

## **Bernards Township Sewerage Authority**

REVISED 12-1-20

1. BTSA's 2021 budget represents a -5.46%, or \$330,635 decrease from the current year due to a reduced capital plan. Operating expenses increased from \$3,615,277 in 2020 to \$3,654,642 in 2021, an increase of \$39,365 or 1.09%. This operating cost increase is primarily related to pension benefits costs and salary and wages. Proposed capital projects for 2021 include, a general repairs project for the sewer mains, cyber security, plant main wet well force main replacement, lagoon boards and bypass,

Comparison of the 2020 and 2021 budgets indicates a projected 11% increase in pension costs (P.E.R.S.) of \$12,523, from \$125,227 in 2020 to \$137,750 in 2021. Cybersecurity has also been increased by 20% from 50,000 to \$60,000 in response to a ransomware attack on Township servers to strengthen security for Authority servers. A new SREC contract replacing Excelon with PSE&G ERT was signed which increased projected revenues 11%.

2. The local economy in Bernards Township was average until March 2020. Commercial office spaces were at full occupancy and new home development continued primarily from knockdowns of existing older homes. The real estate market has slowed and luxury homes are taking much longer to sell. Unemployment was relatively low, and local business was steady until the pandemic hit. Since March 2020 the economy is uncertain although fee collection for the Authority and tax collection for the Township has been stable. Two affordable housing projects are underway that will bring in additional revenues to the Authority in 2021 or 2022.
3. The unrestricted net assets are utilized for rate stabilization.
4. The Authority and Township share Finance, HR, and IT services through an interlocal contract. The interlocal contract provides these services from the Township, which are part-time, so the Authority does not have to hire employees or consultants. These shared services provide for better continuity of operations and adherence to personnel policies by both organizations utilizing the same management oversight and leadership.
5. N/A. No deficit was reported in the most recent audit.
6. Attached.

## AUTHORITY CONTACT INFORMATION

### 2021 (2021-2022)

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

<b>Name of Authority:</b>	Bernards Township Sewerage Authority		
<b>Federal ID Number:</b>	22-6016051		
<b>Address:</b>	277 South Maple Avenue		
<b>City, State, Zip:</b>	Basking Ridge	NJ	07920
<b>Phone: (ext.)</b>	908 204-3020	<b>Fax:</b>	908 204-3089

<b>Preparer's Name:</b>	Thomas Timko		
<b>Preparer's Address:</b>	277 South Maple Avenue		
<b>City, State, Zip:</b>	Basking Ridge	NJ	07920
<b>Phone: (ext.)</b>	908 204-3020	<b>Fax:</b>	908 204-3089
<b>E-mail:</b>			

<b>Chief Executive Officer:(1)</b>	Thomas Timko		
(1) Or person who performs these functions under another Title			
<b>Phone: (ext.)</b>	908 204-3020	<b>Fax:</b>	908 204-3089
<b>E-mail:</b>	ttimko@bernards.org		

<b>Chief Financial Officer(1)</b>	Sean McCarthy		
(1) Or person who performs these functions under another Title			
<b>Phone: (ext.)</b>	908 204-4065	<b>Fax:</b>	908 204-3015
<b>E-mail:</b>	smccarthy@bernards.org		

<b>Name of Auditor:</b>	Man Lee, RMA		
<b>Name of Firm:</b>	Nisivoccia & Company LLP		
<b>Address:</b>	200 Valley Road		
<b>City, State, Zip:</b>	Mount Arlington	NJ	07856
<b>Phone: (ext.)</b>	973 328-1825	<b>Fax:</b>	973 328-0507
<b>E-mail:</b>	mlee@nisivoccia.com		

# AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Township of Bernards Sewerage Authority

FISCAL YEAR: FROM 12/1/20 TO 11/30/21

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 2019 or 2020) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 11
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2019 or 2020) Transmittal of Wage and Tax Statements: \$816,517.40
- 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) Provide the number of alternate voting members of the governing body: 0 (Maximum is 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 (Most Recent Filing that March 31, 2020 or 2021 deadline has passed 2020 or 2021) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? no If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? no
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? no
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? 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. **Attach a narrative of your Authorities procedures for all individuals listed on Page N-4 (2 of 2).**

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

## **Bernards Township Sewerage Authority**

10. Hiring of new employees as well as any changes in compensation are determined through consultation between key BTSA managers, Board members and the Township's Human Resources Office. Salary surveys are utilized from comparable positions in other comparable NJ Authorities and municipalities. BTSA participates and follows the same performance rating program as the Township known as the "Pay for Performance" program. This program requires annual performance reviews of all employees. Employees with performance issues are brought through a performance goal management program and coached to improve or are terminated as is appropriate and in consultation with legal counsel and BTSA members.

In accordance with applicable state statutes regarding Authority appointments, Authority Board members are appointed by the Bernards Township Committee for terms of 5 years, in the case of full appointments, or as needed, in the case of filling unexpired terms of members who have resigned. Board members are not compensated. Performance of Board members is evaluated by the Township Committee and members are subject to the loss of their appointment at the discretion of the Township Committee.

11. Meals - see attached report. The Authority must buy employees dinner when they are held on overtime since they would not have known to bring a second meal to work that day. Overtime meals are either for snow, bad weather impacts to the treatment process such as overflow events from heavy rain, and overtime related to construction projects at pump stations or the treatment plant when construction projects runs past normal working hour and an employee must be present. Late construction does occur with sewage or sewer work and is not uncommon. For example, in 2018/2019 10 months of record rains required employees on o/t at the treatment plant as well as during Hurricane Sandy and during the blizzard of 2016. Expenditures in this regard are minimal and reasonable and approved through the Authority's regular purchasing process.

12. Travel expense – see attached report. The Authority has a policy of reimbursement for travel expenses for meals and mileage related to continuing education classes required for treatment and collection licenses, Authority business meetings such as safety classes and NJDEP related.

Vendor Range: B0001 to B0001 Status: Active  
Report Type: All Include Open Requisitions: N  
Threshold Amount: 0.00 Include Tax Id: Y Contracts: N Bid: Y State: Y Other: Y Exempt: Y  
Date Range Type: Both First Enc Date Range: 12/01/19 to 09/21/20 Paid Date Range: 12/01/19 to 09/21/20

Vendor # Name	Status	1099 Type	Tax Id	Invoice	Amount	1099 Exc1
First P.O. # Item Description	Charge Account	Prch. Type Status	Account Description			
Enc Date Contract Id Account Type						
B0001 BTSA PETTY CASH ACCOUNT	Active					
12/17/19 20000075 1 ALEX ORTIZ MEAL 11-25-19	Other	Pd Ck: 19202 12/31/19	MEAL		6.60	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
12/17/19 20000075 2 LAGOON REPORT	Other	Pd Ck: 19202 12/31/19	POSTAGE		7.45	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
12/17/19 20000075 3 BIO ASSAY REPORT	Other	Pd Ck: 19202 12/31/19	POSTAGE		7.60	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
12/17/19 20000075 4 MATT HUTCHINSON MEAL 12/10/19	Other	Pd Ck: 19202 12/31/19	MEAL		15.00	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
12/17/19 20000075 5 ALEX ORTIZ MEAL 12/11/19	Other	Pd Ck: 19202 12/31/19	MEAL		3.19	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
12/17/19 20000075 6 OFFICE HOLIDAY - PIZZA	Other	Pd Ck: 19202 12/31/19	HOLIDAY		110.35	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
02/04/20 20000109 1 PRETREATMENT REPORT POSTAGE	Other	Pd Ck: 19284 02/11/20	21101662		7.90	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
02/04/20 20000109 2 REUSE & STORM REPORT POSTAGE	Other	Pd Ck: 19284 02/11/20	20922062		13.70	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/03/20 20000123 1 PO BOX 247 2020 RENEWAL	Other	Pd Ck: 19346 03/10/20	4/1/20-3/31/21		64.00	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/03/20 20000123 2 MATT H. TOLL SAFETY MEET 2/26	Other	Pd Ck: 19346 03/10/20	756597		0.75	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/03/20 20000123 3 MATT H. TOLL SAFETY MEET 2/26	Other	Pd Ck: 19346 03/10/20	562539		1.50	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/03/20 20000123 4 MATT H. TOLL SAFETY MEET 2/26	Other	Pd Ck: 19346 03/10/20	122893		0.75	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/03/20 20000123 5 MATT H. TOLL SAFETY MEET 2/26	Other	Pd Ck: 19346 03/10/20	466122		1.50	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/20/20 20000143 1 TOLL BOB RAYMOND 3/11/20	Other	Pd Ck: 19408 04/14/20	TOLL		1.50	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/20/20 20000143 2 TOLL BOB RAYMOND 3/11/20	Other	Pd Ck: 19408 04/14/20	TOLL		1.50	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/20/20 20000143 3 TOLL BOB RAYMOND 3/9/20	Other	Pd Ck: 19408 04/14/20	TOLL		1.50	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/20/20 20000143 4 TOLL BOB RAYMOND 3/9/20	Other	Pd Ck: 19408 04/14/20	TOLL		1.50	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/20/20 20000143 5 TOLL BERNIE FRANKLE 3/12/20	Other	Pd Ck: 19408 04/14/20	TOLL		1.50	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/20/20 20000143 6 TOLL BERNIE FRANKLE 3/12/20	Other	Pd Ck: 19408 04/14/20	TOLL		1.50	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/20/20 20000143 7 TOLL SAM EICHLER 3/10/20	Other	Pd Ck: 19408 04/14/20	TOLL		1.50	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/20/20 20000143 8 TOLL SAM EICHLER 3/10/20	Other	Pd Ck: 19408 04/14/20	TOLL		1.50	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/20/20 20000143 9 TOLL SAM EICHLER 3/11/20	Other	Pd Ck: 19408 04/14/20	TOLL		1.50	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			
03/20/20 20000143 10 TOLL SAM EICHLER 3/11/20	Other	Pd Ck: 19408 04/14/20	TOLL		1.50	
Budget 0-01- -803-231			GENERAL PLANT EXP./SUPPLIES			

September 21, 2020  
03:39 PM

BERNARDS TOWNSHIP SEWERAGE AUTHORITY  
Detail Vendor Activity Report By Vendor Id

Page No: 2

Vendor # Name			Status	1099 Type	Tax Id		1099
First	P.O. #	Item Description		Prch. Type	Status	Invoice	Excl
Enc Date	Contract Id	Account Type	Charge Account		Account Description		Amount
B0001	BTSA PETTY CASH ACCOUNT		Continued				
03/20/20	20000143	11 LAB CERT. RENEWAL POSTAGE		Other	Pd Ck: 19408 04/14/20	334950957	7.60
		Budget	0-01- -803-231		GENERAL PLANT EXP./SUPPLIES		
03/20/20	20000143	12 GOOSE EGG ADDLING OIL		Other	Pd Ck: 19408 04/14/20	460239	5.98
		Budget	0-01- -803-231		GENERAL PLANT EXP./SUPPLIES		
05/06/20	20000162	1 DINNER BRIAN THORNTON 4/13/20		Other	Pd Ck: 19475 05/26/20	DINNER	15.00
		Budget	0-01- -803-231		GENERAL PLANT EXP./SUPPLIES		
07/29/20	20000187	1 DINNER-7/10/20-BRIAN THORNTON		Other	Pd Ck: 19611 08/11/20	DINNER	15.00
		Budget	0-01- -803-231		GENERAL PLANT EXP./SUPPLIES		
07/29/20	20000187	2 P.O. BOX KEY		Other	Pd Ck: 19611 08/11/20	KEY	8.00
		Budget	0-01- -803-231		GENERAL PLANT EXP./SUPPLIES		
07/29/20	20000187	3 DEPOSIT FOR KEY		Other	Pd Ck: 19611 08/11/20	KEY	4.00
		Budget	0-01- -803-231		GENERAL PLANT EXP./SUPPLIES		
09/08/20	20000212	1 LUNCH- B.THORTON- 8/4/2020		Other	Pd Ck: 19661 09/15/20	MEAL	15.00
		Budget	0-01- -803-231		GENERAL PLANT EXP./SUPPLIES		
09/08/20	20000212	2 BIOASSAY POSTAGE		Other	Pd Ck: 19661 09/15/20	POSTAGE	8.20
		Budget	0-01- -803-231		GENERAL PLANT EXP./SUPPLIES		
Total Open P.O.: Bid:			0.00	State:	0.00	Other:	0.00
Total Paid P.O.:			0.00		0.00	Exempt:	0.00
Vendor P.O. Total:			0.00		0.00	All:	0.00
					334.07		334.07
					334.07		334.07
Total Vendors:	1	Total Open P.O.:	0.00	Total Paid P.O.:	334.07	Total Open & Paid:	334.07

Range of Accounts: 0-01- -802-221 to 0-01- -802-222 Include Cap Accounts: Yes As Of: 09/21/20  
Current Period: 12/01/19 to 09/21/20 Skip Zero Activity: Yes

Audit Report Type: Standard

Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date

\* Transaction is included in Previous and/or Begin Balance \*\* Transaction is not included in Balance

En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbursed YTD Reimbursed Curr Vendor/Reference	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	Trans Amount	Trans Balance	User
0-01- -802-221	TRAVEL EXPENSE	1,700.00 206.08 206.08	0.00 0.00	0.00 0.00 0.00	1,700.00 0.00 206.08	1,493.92 1,493.92	12		
Begin Balance: 12/01/19									
03/24/20 PO 20000135	1 Paid Ck 19388	3/10/2020 NJWEA COLLECTION OM	R0035	RODRIGUEZ, JOHNNY		En 03/17/20	38.72-	1,700.00	JPD
03/24/20 PO 20000135	2 Paid Ck 19388	3/12/2020 NJWEA MANT WORKSHOP	R0035	RODRIGUEZ, JOHNNY		En 03/17/20	38.72-	1,661.28	JPD
03/24/20 PO 20000137	1 Paid Ck 19386	3/10/2020 NJWEA ATEWATER OPER	E0001	EICHLER, SAMUEL		En 03/17/20	42.88-	1,622.56	JPD
03/24/20 PO 20000137	2 Paid Ck 19386	3/11/2020 NJWEA COLLECTION OM	E0001	EICHLER, SAMUEL		En 03/17/20	42.88-	1,579.68	JPD
03/24/20 PO 20000138	1 Paid Ck 19387	3/12/2020 NJWEA INNOVA IDEAS	F0024	FRANKLE, BERND		En 03/17/20	42.88-	1,536.80	JPD
0-01- -802-222	TRAINING & TUITION	4,000.00 1,611.00 1,611.00	0.00 0.00	0.00 0.00 0.00	4,000.00 0.00 1,611.00	2,389.00 2,389.00	40		
Begin Balance: 12/01/19									
01/14/20 PO 20000089	1 Paid Ck 19265	SAM EICHLER MEMBER RENEWAL	W0003	WATER ENVIRONMENT FEDERATION		En 01/09/20	117.00-	4,000.00	AMR
03/24/20 PO 20000114	1 Paid Ck 19394	BOB RAYMOND UTILITY 3/9/20	N0009	NJ WATER ENVIRONMENT ASSOC.		En 02/12/20	95.00-	3,883.00	JPD
03/24/20 PO 20000114	2 Paid Ck 19394	BOB RAYMOND WASTE OPS 3/11/20	N0009	NJ WATER ENVIRONMENT ASSOC.		En 02/12/20	95.00-	3,788.00	JPD
03/24/20 PO 20000114	3 Paid Ck 19394	SAM EICHLER WASTE OPS 3/11/20	N0009	NJ WATER ENVIRONMENT ASSOC.		En 02/12/20	95.00-	3,693.00	JPD
03/24/20 PO 20000114	4 Paid Ck 19394	SAM EICHLER COLLECTION 3/10/20	N0009	NJ WATER ENVIRONMENT ASSOC.		En 02/12/20	95.00-	3,598.00	JPD
03/24/20 PO 20000114	5 Paid Ck 19394	BERNIE FRANKLE UTILITY 3/9/20	N0009	NJ WATER ENVIRONMENT ASSOC.		En 02/12/20	95.00-	3,503.00	JPD
03/24/20 PO 20000114	6 Paid Ck 19394	BERNIE FRANKLE ISSUES 3/12/20	N0009	NJ WATER ENVIRONMENT ASSOC.		En 02/12/20	95.00-	3,408.00	JPD
03/24/20 PO 20000114	7 Paid Ck 19394	J. RODRIGUEZ COLLECTION 3/10/20	N0009	NJ WATER ENVIRONMENT ASSOC.		En 02/12/20	95.00-	3,313.00	JPD
03/24/20 PO 20000114	8 Paid Ck 19394	J. RODRIGUEZ MAINT. 3/12/20	N0009	NJ WATER ENVIRONMENT ASSOC.		En 02/12/20	95.00-	3,218.00	JPD
03/24/20 PO 20000114	9 Paid Ck 19394	J. RODRIGUEZ MEMBER RENEWAL	N0009	NJ WATER ENVIRONMENT ASSOC.		En 02/12/20	117.00-	3,123.00	JPD
08/20/20 PO 20000118	2 Void	MATT HUTCHINSON INT. TRAINING	N0021	NEW ENGLAND WATER WORKS ASS'N.		En 02/24/20	790.00 **	3,006.00	AMR
09/15/20 PO 20000118	1 Paid Ck 19684	J. RODRIGUEZ BACKFLOW RE CERT21	N0021	NEW ENGLAND WATER WORKS ASS'N.		En 02/24/20	435.00-	2,571.00	JPD
09/15/20 PO 20000200	1 Paid Ck 19697	R. RAYMOND-WEF-MEMBER RENEW 21'	W0003	WATER ENVIRONMENT FEDERATION		En 08/24/20	182.00-	2,389.00	JPD

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr Vendor/Reference	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	Trans Amount	Trans Balance	User
Control: NOC	Total	5,700.00 1,817.08 1,817.08	0.00 0.00 0.00	0.00 0.00 0.00	5,700.00 0.00 1,817.08	3,882.92 3,882.92	32		
Department: 802	ADMINISTRATIVE EXPENSES: Total	5,700.00 1,817.08 1,817.08	0.00 0.00 0.00	0.00 0.00 0.00	5,700.00 0.00 1,817.08	3,882.92 3,882.92	32		
CAFR:	Total	5,700.00 1,817.08 1,817.08	0.00 0.00 0.00	0.00 0.00 0.00	5,700.00 0.00 1,817.08	3,882.92 3,882.92	32		
Fund: 01	Budgeted Total	5,700.00 1,817.08 1,817.08	0.00 0.00 0.00	0.00 0.00 0.00	5,700.00 0.00 1,817.08	3,882.92 3,882.92	32		
Fund: 01	Non-Budgeted Total	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0		
Fund: 01	Total	5,700.00 1,817.08 1,817.08	0.00 0.00 0.00	0.00 0.00 0.00	5,700.00 0.00 1,817.08	3,882.92 3,882.92	32		
Final Budgeted		5,700.00 1,817.08 1,817.08	0.00 0.00 0.00	0.00 0.00 0.00	5,700.00 0.00 1,817.08	3,882.92 3,882.92	32		
Final Non-Budgeted		0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0		
Final Total		5,700.00 1,817.08 1,817.08	0.00 0.00 0.00	0.00 0.00 0.00	5,700.00 0.00 1,817.08	3,882.92 3,882.92	32		

*(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**

**Township of Bernards Sewerage Authority**

**FISCAL YEAR: FROM 12/1/20 TO 11/30/21**

*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 2019 or 2020. 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, 2021, the most recent W-2 and 1099 should be used 2020 or 2019 (60 days prior to start of budget year is November 1, 2020, with 2019 being the most recent calendar year ended), and for fiscal years ending June 30, 2021, the calendar year 2020 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2021, with 2020 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.

For the Period	December 1, 2020	to	November 30, 2021
Bernards Township Sewerage Authority			

**(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

If Not Applicable X this box Below

Bernards Township Sewerage Authority  
For the Period December 1, 2020 to November 30, 2021

Annual Cost											
	# of Covered Members (Medical & Rx) Proposed Budget	Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior year Cost	\$ Increase (Decrease)	% Increase (Decrease)			
<b>Active Employees - Health Benefits - Annual Cost</b>											
Single Coverage			\$ -			\$ -	-	#DIV/0!			
Parent & Child			-			-	-	#DIV/0!			
Employee & Spouse (or Partner)	1	23,182	23,182	1	21,075	21,075	2,107	10.0%			
Family	10	31,601	316,012	10	28,728	287,284	28,728	10.0%			
Employee Cost Sharing Contribution (enter as negative - )			(67,913)			(69,544)	1,631	-2.3%			
Subtotal	11		271,281	11		238,815	32,467	13.6%			
<b>Commissioners - Health Benefits - Annual Cost</b>											
Single Coverage			-			-	-	#DIV/0!			
Parent & Child			-			-	-	#DIV/0!			
Employee & Spouse (or Partner)			-			-	-	#DIV/0!			
Family			-			-	-	#DIV/0!			
Employee Cost Sharing Contribution (enter as negative - )							-	#DIV/0!			
Subtotal	0		-	0		-	-	#DIV/0!			
<b>Retirees - Health Benefits - Annual Cost</b>											
Single Coverage			-			-	-	#DIV/0!			
Parent & Child			-			-	-	#DIV/0!			
Employee & Spouse (or Partner)			-			-	-	#DIV/0!			
Family			-			-	-	#DIV/0!			
Employee Cost Sharing Contribution (enter as negative - )							-	#DIV/0!			
Subtotal	0		-	0		-	-	#DIV/0!			
<b>GRAND TOTAL</b>											
	11		\$ 271,281	11		\$ 238,815	\$ 32,467	13.6%			

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	Yes or No
Yes	Yes or No

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

## Schedule of Accumulated Liability for Compensated Absences

# Bernards Township Sewerage Authority

For the Period

December 1, 2020

November 30, 2021

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

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

**Legal Basis for Benefit  
(check applicable items)**

<b>Individuals Eligible for Benefit</b>	<b>Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report</b>	<b>Dollar Value of Accrued Compensated Absence Liability</b>		<b>Labor Agreement</b>	<b>Resolution</b>	<b>Individual Employment Agreement</b>
		<b>\$</b>	<b>X</b>			
Eichler, Sam	40.69	\$ 24,078	X			
Frankle, Bernard	172.94	32,692	X			
Raymond, Robert	43	18,878	X			
Rodriguez, Johnny	1	293	X			
Thornton, Brian	3.75	1,371	X			
Total liability for accumulated compensated absences at beginning of current year		\$ 77,312				

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

## Schedule of Shared Service Agreements

For the Period

December 1, 2020

# Bernards Township Sewerage Authority

to

November 30, 2021

**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]

**2021 BERNARDS TOWNSHIP SEWERAGE AUTHORITY PROJECTED CONNECTION FEE**

**A**

<b><u>APPROPRIATIONS</u></b>	<b><u>PRIOR YEARS'</u></b> <b><u>EXPENDITURES</u></b>
------------------------------	--

**Debt Service Requirements (Principal & Interest)**

1961 Sewer Revenue	\$5,931,178.25
1965 Sewer Revenue	\$494,285.00
1985 Sewer Revenue	\$5,122,546.00
1985 Refunding Series	\$26,813,604.55
1989 Sewer Revenue	<u>\$3,244,359.00</u>
<b>SUBTOTAL</b>	<b>\$41,605,972.80</b>

**Capital Expenditures**

**Capital Spending, 1984-2011:**

2011	\$5,951,511.53	2011 Capital Pd + PY Capital Paid 12/01/10-11/30/11
2012	\$1,188,572.24	2012 Capital Pd + PY Capital Paid 12/01/11-11/30/12
2013	\$3,114,786.19	2013 Capital Pd and Enc + PY Capital Paid and Enc thru 9/9/13
2014	\$1,124,141.07	2014 Capital Pd and Enc + PY Capital Paid and Enc thru 7/15/14
2015	\$1,507,633.88	2015 Capital Pd and Enc + PY Capital Paid and Enc thru 7/15/15
2016	\$4,253,688.42	2016 Capital Pd and Enc + PY Capital Paid and Enc thru 7/15/16
2017	\$1,190,444.93	2017 Capital Pd and Enc + PY Capital Paid and Enc thru 7/15/17
2018	\$3,437,442.54	2018 Capital Pd and Enc + PY Capital Paid and Enc thru 7/15/18
2019	\$1,768,179.11	2019 Capital Pd and Enc + PY Capital Paid and Enc thru 7/15/19
2020	<u>\$1,469,219.24</u>	2020 Capital Pd and Enc + PY Capital Paid and Enc thru 7/15/20

**TOTAL**                      **\$79,282,829.19**

**Projected # of Connection EDUs for 2021**                      **10,712**

**CALCULATED 2020 CONNECTION FEE = NET CONTRIBUTIONS/EDUs \$ 7,401**

2011 CONNECTION FEE	\$	5,608	13.38%
2012 CONNECTION FEE	\$	5,785	3.16%
2013 CONNECTION FEE	\$	6,034	4.30%
2014 CONNECTION FEE	\$	6,119	1.41%
2015 CONNECTION FEE	\$	6,223	1.71%
2016 CONNECTION FEE	\$	6,364	4.00%
2017 CONNECTION FEE	\$	6,764	8.69%
2018 CONNECTION FEE	\$	6,877	1.67%
2019 CONNECTION FEE	\$	7,196	4.64%
2020 CONNECTION FEE	\$	7,266	0.98%
<b>PROPOSED 2021 CONNECTION FEE</b>	<b>\$</b>	<b>7,401</b>	<b>1.86%</b>



**Bernards Township Sewerage Authority  
Rate Schedule**

	<b>2020</b>	<b>2021</b>	<b>Unit</b>
Connection Fee <sup>1</sup>	\$7,266.00	\$7,401.00	each
User Fee <sup>2</sup>	\$500.00	\$500.00	annual
Seniors-in-need	\$200.00	\$200.00	annual
Labor and Equipment <sup>3</sup>			
Superintendent/Director	\$125.00	\$125.00	hourly
Supervisor	\$75.00	\$75.00	hourly
Operator	\$65.00	\$60.00	hourly
Push Camera	\$200.00	\$200.00	hourly
Telescopic Camera	\$100.00	\$100.00	hourly
Sewer Jet	\$1,600.00	\$1,600.00	1/2 day
Truck and CCTV crawler camera	\$1,600.00	\$1,600.00	1/2 day
Pickup Truck	\$150.00	\$150.00	1/2 day
Administrative Fee	\$25.00	\$25.00	each

<sup>1</sup> Connection fee is calculated as per NJSA 40:14A-8

<sup>2</sup> User Fee will not increase for 2021

as part of the Township's pay-as-you-go no borrowing policy.

<sup>3</sup> BTSA regulations provide for the charging of these rates when a problem is determined to be the responsibility of a private party.

**Note: Connection and User fees will be adopted 11/24/20**

**BERNARDS TOWNSHIP SEWERAGE AUTHORITY  
RESOLUTION # 1965  
ESTABLISH LABOR AND EQUIPMENT BILLING RATES**

**WHEREAS**, the Authority utilizes labor and equipment to investigate complaints and problems; and

**WHEREAS**, in some cases the complaint or problem investigated ultimately is determined as the responsibility of a private party, and

**WHEREAS**, Article S. of Appendix A of the Rates, Rules and Regulations is hereby established as follows:

“S. The Authority may charge private parties for labor and equipment costs, as established by resolution, for services provided in the investigation of a complaint or problem when determined by the Authority to be the responsibility of the private party.”

**WHEREAS**, for consistency and fairness of billing the Authority hereby establishes the following hourly rates for labor and equipment:

Superintendent/Director	<del>\$100</del> 25
Supervisor	\$ 75
Operator	\$ <del>60</del> 5
Push Camera	\$200
Stick Camera	\$100

The following equipment shall be billed at half day minimum rate:

Sewer Jet	<del>\$81</del> 600 ( <del>\$400</del> /hr)
Truck and CCTV crawler camera	<del>\$81</del> 600 ( <del>\$400</del> /hr)
Pickup Truck	\$150

Labor for work conducted outside normal business hours shall be billed at 1.5 times the hourly rate above and work conducted on holidays shall have a labor rate of twice the rates listed above. An administrative charge of \$25 shall be applied to all bills.

**NOW, THEREFORE BE IT RESOLVED** that the Bernards Township Sewerage Authority hereby adopts the hourly labor and equipment billing rates and revisions to Appendix A of the Rates, Rules and Regulations set forth herein.

Agenda and Date Voted: 11/26/2019

**CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Sewerage Authority on 11/26/2019.



Thomas Timko, Authority Director

# **2021 (2021-2022) AUTHORITY BUDGET**

## **Financial Schedules Section**

# SUMMARY

For the Period **Bernards Township Sewerage Authority**  
December 1, 2020 to November 30, 2021

	FY 2021 Proposed Budget						FY 2020 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Sewerage system	Operation #2	N/A	N/A	N/A	Total All Operations			
REVENUES							All Operations	All Operations	
Total Operating Revenues	\$ 5,521,185	\$ -	\$ -	\$ -	\$ -	\$ 5,521,185	\$ 5,399,870	\$ 121,315	2.2%
Total Non-Operating Revenues	213,000	-	-	-	-	213,000	193,000	20,000	10.4%
Total Anticipated Revenues	5,734,185	-	-	-	-	5,734,185	5,592,870	141,315	2.5%
APPROPRIATIONS									
Total Administration	897,985	-	-	-	-	897,985	883,334	14,651	1.7%
Total Cost of Providing Services	2,756,657	-	-	-	-	2,756,657	2,731,943	24,714	0.9%
Total Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-	-	#DIV/0!
Total Operating Appropriations	3,654,642	-	-	-	-	3,654,642	3,615,277	39,365	1.1%
Total Interest Payments on Debt	-	-	-	-	-	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	2,100,000	-	-	-	-	2,100,000	2,470,000	(370,000)	-15.0%
Total Non-Operating Appropriations	2,100,000	-	-	-	-	2,100,000	2,470,000	(370,000)	-15.0%
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	5,754,642	-	-	-	-	5,754,642	6,085,277	(330,635)	-5.4%
Less: Total Unrestricted Net Position Utilized	20,457	-	-	-	-	20,457	492,407	(471,950)	-95.8%
Net Total Appropriations	5,734,185	-	-	-	-	5,734,185	5,592,870	141,315	2.5%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

## Revenue Schedule

Bernards Township Sewerage Authority  
For the Period December 1, 2020 to November 30, 2021

								\$ Increase (Decrease)	% Increase (Decrease)	
							FY 2020 Adopted Budget	Proposed vs. Adopted	Proposed vs. Adopted	
FY 2021 Proposed Budget										
	Sewerage system	Operation #2	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING REVENUES										
Service Charges										
Residential	3,547,315						\$ 3,547,315	\$ 3,537,315	\$ 10,000	0.3%
Business/Commercial	1,792,470						1,792,470	1,793,970	(1,500)	-0.1%
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other	6,400						6,400	9,200	(2,800)	-30.4%
Total Service Charges	5,346,185	-	-	-	-	-	5,346,185	5,340,485	5,700	0.1%
Connection Fees										
Residential	150,000						150,000	34,385	115,615	336.2%
Business/Commercial							-	-	-	#DIV/0!
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Connection Fees	150,000	-	-	-	-	-	150,000	34,385	115,615	336.2%
Parking Fees										
Meters							-	-	-	#DIV/0!
Permits							-	-	-	#DIV/0!
Fines/Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Parking Fees	-	-	-	-	-	-	-	-	-	#DIV/0!
Other Operating Revenues (List)										
TRidget Oak HUD Project	25,000						25,000	25,000	-	0.0%
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Total Other Revenue	25,000	-	-	-	-	-	25,000	25,000	-	0.0%
Total Operating Revenues	5,521,185	-	-	-	-	-	5,521,185	5,399,870	121,315	2.2%
NON-OPERATING REVENUES										
Other Non-Operating Revenues (List)										
SREC Contract with PSE&G ERT	200,000						200,000	180,000	20,000	11.1%
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	200,000	-	-	-	-	-	200,000	180,000	20,000	11.1%
Interest on Investments & Deposits (List)										
Interest Earned	13,000						13,000	13,000	-	0.0%
Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Interest	13,000	-	-	-	-	-	13,000	13,000	-	0.0%
Total Non-Operating Revenues	213,000	-	-	-	-	-	213,000	193,000	20,000	10.4%
TOTAL ANTICIPATED REVENUES	\$ 5,734,185	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,734,185	\$ 5,592,870	\$ 141,315	2.5%

# Prior Year Adopted Revenue Schedule

## Bernards Township Sewerage Authority

### FY 2020 Adopted Budget

	Sewerage system	Operation #2	N/A	N/A	N/A	N/A	Total All Operations
<b>OPERATING REVENUES</b>							
<i>Service Charges</i>							
Residential	3,537,315						\$ 3,537,315
Business/Commercial	1,793,970						1,793,970
Industrial							-
Intergovernmental							-
Other	9,200						9,200
Total Service Charges	5,340,485	-	-	-	-	-	5,340,485
<i>Connection Fees</i>							
Residential	34,385						34,385
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	34,385	-	-	-	-	-	34,385
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
Ridge Oak HUD Project	25,000						25,000
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Total Other Revenue	25,000	-	-	-	-	-	25,000
Total Operating Revenues	5,399,870	-	-	-	-	-	5,399,870
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
SREC Contract with EXELON	180,000						180,000
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Other Non-Operating Revenues	180,000	-	-	-	-	-	180,000
<i>Interest on Investments &amp; Deposits</i>							
Interest Earned	13,000						13,000
Penalties							-
Other							-
Total Interest	13,000	-	-	-	-	-	13,000
Total Non-Operating Revenues	193,000	-	-	-	-	-	193,000
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 5,592,870</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,592,870</b>

## Appropriations Schedule

### Bernards Township Sewerage Authority

For the Period      December 1, 2020      to      November 30, 2021

	<b>FY 2021 Proposed Budget</b>						<b>FY 2020 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Sewerage system</b>	<b>Operation #2</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>Total All Operations</b>	<b>All Operations</b>	<b>All Operations</b>
<b>OPERATING APPROPRIATIONS</b>									
<i>Administration - Personnel</i>									
Salary & Wages							\$ -	\$ -	#DIV/0!
Fringe Benefits							-	-	#DIV/0!
Total Administration - Personnel							-	-	#DIV/0!
<i>Administration - Other (List)</i>									
Other Admin Expense	897,985						897,985	883,334	14,651
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Miscellaneous Administration*							-	-	#DIV/0!
Total Administration - Other	897,985	-	-	-	-	-	897,985	883,334	14,651
Total Administration	897,985	-	-	-	-	-	897,985	883,334	14,651
<i>Cost of Providing Services - Personnel</i>									
Salary & Wages	892,273						892,273	906,427	(14,154)
Fringe Benefits	527,884						527,884	499,016	28,868
Total COPS - Personnel	1,420,157	-	-	-	-	-	1,420,157	1,405,443	14,714
<i>Cost of Providing Services - Other (List)</i>									
Operations and Maintenance	1,336,500						1,336,500	1,326,500	10,000
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Miscellaneous COPS*							-	-	#DIV/0!
Total COPS - Other	1,336,500	-	-	-	-	-	1,336,500	1,326,500	10,000
Total Cost of Providing Services	2,756,657	-	-	-	-	-	2,756,657	2,731,943	24,714
Total Principal Payments on Debt Service in Lieu of Depreciation							-	-	#DIV/0!
Total Operating Appropriations	3,654,642	-	-	-	-	-	3,654,642	3,615,277	39,365
<b>NON-OPERATING APPROPRIATIONS</b>									
Total Interest Payments on Debt							-	-	#DIV/0!
Operations & Maintenance Reserve							-	-	#DIV/0!
Renewal & Replacement Reserve							-	-	#DIV/0!
Municipality/County Appropriation							-	-	#DIV/0!
Other Reserves	2,100,000						2,100,000	2,470,000	(370,000)
Total Non-Operating Appropriations	2,100,000	-	-	-	-	-	2,100,000	2,470,000	(370,000)
<b>TOTAL APPROPRIATIONS</b>	5,754,642	-	-	-	-	-	5,754,642	6,085,277	(330,635)
<b>ACCUMULATED DEFICIT</b>									
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	5,754,642	-	-	-	-	-	5,754,642	6,085,277	(330,635)
<b>UNRESTRICTED NET POSITION UTILIZED</b>									
Municipality/County Appropriation							-	-	#DIV/0!
Other	20,457						20,457	492,407	(471,950)
Total Unrestricted Net Position Utilized	20,457	-	-	-	-	-	20,457	492,407	(471,950)
<b>TOTAL NET APPROPRIATIONS</b>	\$ 5,734,185	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,734,185	\$ 5,592,870	\$ 141,315

\* 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      \$ 182,732.10      \$ -      \$ -      \$ -      \$ -      \$ -      \$ -      \$ 182,732.10

# Prior Year Adopted Appropriations Schedule

## Bernards Township Sewerage Authority

	FY 2020 Adopted Budget						Total All Operations
	Sewerage system	Operation #2	N/A	N/A	N/A	N/A	
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration - Personnel</i>							
Salary & Wages							\$ -
Fringe Benefits							-
Total Administration - Personnel	-	-	-	-	-	-	-
<i>Administration - Other (List)</i>							
Other Admin Expense	883,334						883,334
Type In Description							-
Type In Description							-
Type In Description							-
Miscellaneous Administration*							-
Total Administration - Other	883,334	-	-	-	-	-	883,334
Total Administration	883,334	-	-	-	-	-	883,334
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	906,427						906,427
Fringe Benefits	499,016						499,016
Total COPS - Personnel	1,405,443	-	-	-	-	-	1,405,443
<i>Cost of Providing Services - Other (List)</i>							
Operations and Maintenance	1,326,500						1,326,500
Type In Description							-
Type In Description							-
Type In Description							-
Miscellaneous COPS*							-
Total COPS - Other	1,326,500	-	-	-	-	-	1,326,500
Total Cost of Providing Services	2,731,943	-	-	-	-	-	2,731,943
Total Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-
Total Operating Appropriations	3,615,277	-	-	-	-	-	3,615,277
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	-	-	-	-	-	-	-
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve							-
Municipality/County Appropriation							-
Other Reserves	2,470,000						2,470,000
Total Non-Operating Appropriations	2,470,000	-	-	-	-	-	2,470,000
<b>TOTAL APPROPRIATIONS</b>	6,085,277	-	-	-	-	-	6,085,277
<b>ACCUMULATED DEFICIT</b>							-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	6,085,277	-	-	-	-	-	6,085,277
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other	492,407						492,407
Total Unrestricted Net Position Utilized	492,407	-	-	-	-	-	492,407
<b>TOTAL NET APPROPRIATIONS</b>	\$ 5,592,870	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,592,870

\* 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 \$ 180,763.85 \$ - \$ - \$ - \$ - \$ - \$ - \$ 180,763.85

## Debt Service Schedule - Principal

**Bernards Township Sewerage Authority**

**X**

**If Authority has no debt X this box**

Fiscal Year Ending in

	Adopted Budget Year 2020	Proposed Budget Year 2021	2022	2023	2024	2025	2026	Thereafter	Total Principal Outstanding
Average system									
Type in Issue Name									\$ -
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
eration #2									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
A									
Type in Issue Name									-
Type in Issue Name									

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

## Standard & Poors

**Fitch**

**Moody's**

### Bond Rating

Year of Last Rating

## Bernards Township Sewerage Authority

X

**F-7**

# Net Position Reconciliation

Bernards Township Sewerage Authority  
For the Period December 1, 2020 to November 30, 2021

## FY 2021 Proposed Budget

Sewerage system	Operation #2	N/A	N/A	N/A	N/A	Total All Operations
\$ 38,149,779						\$ 38,149,779
25,878,964						25,878,964
12,270,815	-	-	-	-	-	12,270,815
3,000,000						3,000,000
2,000,000						2,000,000
3,000,000						3,000,000
2,331,124						2,331,124
200,000						200,000
6,801,939	-	-	-	-	-	6,801,939
20,457	-	-	-	-	-	20,457
-	-	-	-	-	-	-
-	-	-	-	-	-	-
20,457	-	-	-	-	-	20,457
\$ 6,781,482	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,781,482

<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	
Unrestricted Net Position Utilized to Balance Proposed Budget	6,801,939
Unrestricted Net Position Utilized in Proposed Capital Budget	20,457
Appropriation to Municipality/County (3)	-
Total Unrestricted Net Position Utilized in Proposed Budget	20,457
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>	
<b>Last issued Audit Report (4)</b>	\$ 6,781,482

**TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)**  
Less: Invested in Capital Assets, Net of Related Debt (1)  
Less: Restricted for Debt Service Reserve (1)  
Less: Other Restricted Net Position (1)  
Total Unrestricted Net Position (1)  
Less: Designated for Non-Operating Improvements & Repairs  
Less: Designated for Rate Stabilization  
Less: Other Designated by Resolution  
Plus: Accrued Unfunded Pension Liability (1)  
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)  
Plus: Estimated Income (Loss) on Current Year Operations (2)  
Plus: Other Adjustments (attach schedule)

(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 \$ 182,732 \$ - \$ - \$ - \$ - \$ - \$ 182,732  
(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.

# 2021 (2021-2022)

**Township of Bernards Sewerage Authority**

# **AUTHORITY CAPITAL BUDGET/ PROGRAM**

# 2021 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

## Township of Bernards Sewerage Authority

FISCAL YEAR: FROM 12/1/20 TO 11/30/21

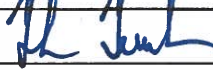
☒ enter X to the left if this paragraph is applicable

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 Bernards Township Sewerage Authority, on the 15th day of September, 2020.

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):  
\_\_\_\_\_  
\_\_\_\_\_

Preparer's Signature:			
Name:	Thomas Timko		
Title:	Director		
Address:	277 S. Maple Avenue, Basking Ridge, NJ 07920		
Phone Number:	908 204-3020	Fax Number:	908 204-3089
E-mail address	ttimko@bernards.org		

# 2021 (2021-2022) CAPITAL BUDGET/PROGRAM MESSAGE

## Township of Bernards Sewerage Authority

FISCAL YEAR: FROM 12/1/20 TO 11/30/21

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? N/A
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? Yes
3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared? Yes
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)
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.  
**All of the projects are within Planning Area 2, Suburban Planning Area.**
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.  
**No project is within a Center or Endorsed Plan.**

*Add additional sheets if necessary.*

# Proposed Capital Budget

## Bernards Township Sewerage Authority

For the Period December 1, 2020 to November 30, 2021

		Funding Sources				
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Other Sources
<b>Sewerage system</b>						
Type in Description	\$ 2,100,000					\$ 2,100,000
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	2,100,000	-	-	-	-	2,100,000
<b>Operation #2</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 2,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,100,000</b>

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

## 5 Year Capital Improvement Plan

**Bernards Township Sewerage Authority**  
For the Period December 1, 2020 to November 30, 2021

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget Year 2021	2022	2023	2024	2025	2026
<b>Sewerage system</b>							
Type in Description	\$ 14,650,000	\$ 2,100,000	\$ 2,550,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	14,650,000	2,100,000	2,550,000	2,500,000	2,500,000	2,500,000	2,500,000
<b>Operation #2</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>N/A</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>N/A</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>N/A</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>N/A</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 14,650,000</b>	<b>\$ 2,100,000</b>	<b>\$ 2,550,000</b>	<b>\$ 2,500,000</b>	<b>\$ 2,500,000</b>	<b>\$ 2,500,000</b>	<b>\$ 2,500,000</b>

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

## 5 Year Capital Improvement Plan Funding Sources

### Bernards Township Sewerage Authority

For the Period    December 1, 2020                      to                      November 30, 2021

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<b>Sewerage system</b>						
Type in Description	\$ 14,650,000					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	14,650,000	-	-	-	-	14,650,000
<b>Operation #2</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>N/A</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	\$ 14,650,000	\$ -	\$ -	\$ -	\$ -	\$ 14,650,000
Total 5 Year Plan per CB-4	\$ 14,650,000					
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.

# BERNARDS TOWNSHIP SEWERAGE AUTHORITY CAPITAL PLAN

August 7, 2020

DESCRIPTION	YR 2021	YR 2022	YR 2023	YR 2024	YR 2025	YR 2026
<b>TREATMENT PLANT</b>						
Main gate						
Caustic Building Addition						
Digester Drain Valve						
Grit Gates			\$100,000			
Final Settling Tank Clarifiers		\$2,000,000				
Flow Meters- Inffluent and Effluent						
FST - RAS & WAS pumps & valves eng						
Generators						
Lagoons - Bypass piping	\$350,000					
Lagoons-Replace Aerator Floats						
Lagoons - Replace valves and piping						
Hypochlorite Tank/Equip. Replacement						
Boiler Replacement						
Boiler Room-Rebuild Circ. Pumps (3)						
Blower Room-Replace blower motors						
Blower Room-Rebuild/replace blower (3)						
Office computer network replacement	\$30,000					
Bucket elevator, grit screws & inlet blowers						
Plant wet well force main rehab	\$300,000					
Belt Press (1.5 meter) rebuild						
6" portable pump						
Plant Hydraulic Improvements I						
Plant Hydraulic Improvements II						
Plant Hydraulic Improvements III						
Plant Secondary Aerators						
<b>FLEET</b>						
Vehicle 241 Replacement - F250 Utility 4x4						
Vehicle 242 Replacement- Mason Dump						
Vehicle 243 Replacement- Crane Truck						
Vehicle 244 Replacement - F250 4x4						
Vehicle 245 Replacement - Vac-Con						
Vehicle 246 Replacement - Luggger						
Vehicle 247 Replacement - Impala						
Vehicle 248 Replacement - F150 PU			\$35,000			
Vehicle 249 Replacement - Video Truck			\$300,000			
Skid Steer loader repairs						
TV truck software						

# **BERNARDS TOWNSHIP SEWERAGE AUTHORITY CAPITAL PLAN**

August 7, 2020

DESCRIPTION	YR 2021	YR 2022	YR 2023	YR 2024	YR 2025	YR 2026
<b>PUMP STATION</b>						
Pump Station - Annin Road - Rebuild+CM			\$700,000			
Pump Station - Crown Court - Rebuild+CM						
East Oak St. Pump Station Force Main						
Madisonville Rd. Replace Pump Station						
South Maple Pump Station - Rebuild + CM						
Pump Station - Misc	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Pump Station - Stonehouse Rd - Rebuild+CM						
Madisonville Force Main						
<b>COLLECTION SYSTEM GENERAL</b>						
Cyber Security	\$100,000					
General Collection System Repairs	\$1,230,000					
Office Break Room Renovation	15,000					
General Projected Capital Collection and Treat.	0	0	2,325,000	2,425,000	2,425,000	2,425,000
<b>TOTAL</b>	<b>\$2,100,000</b>	<b>\$2,075,000</b>	<b>\$3,535,000</b>	<b>\$2,500,000</b>	<b>\$2,500,000</b>	<b>\$2,500,000</b>