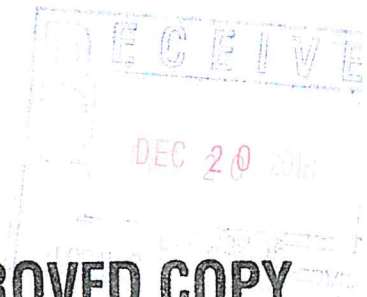


Authority Budget of:

ADOPTED COPY

The Landis Sewerage Authority



State Filing Year

2019

**APPROVED COPY
ADOPTED COPY**

For the Period:

January 1, 2019

to

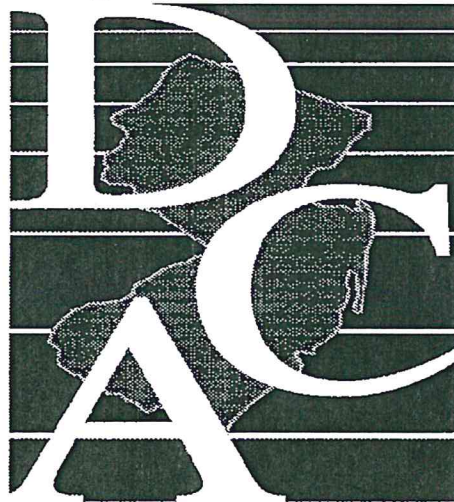
December 31, 2019

landissewerageauthority.com

Authority Web Address

ADOPTED COPY

Department Of



**Community
Affairs**

Division of Local Government Services

RECEIVED
JAN 09 2019

LANDIS SEWERAGE AUTHORITY

RECEIVED
NOV 30 2018

LANDIS SEWERAGE AUTHORITY

2019 AUTHORITY BUDGET

Certification Section

2019

THE LANDIS SEWERAGE AUTHORITY
(Name)

AUTHORITY BUDGET

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

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Condition 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: Paul D. Cvet CPA, RPA Date: 11/4/2019

2019 PREPARER'S CERTIFICATION

THE LANDIS SEWERAGE AUTHORITY

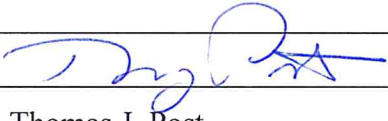
(Name)

AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2019 TO: Dec. 31, 2019

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

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

Preparer's Signature:			
Name:	Thomas J. Post		
Title:	Business Manager		
Address:	1776 S. Mill Road Vineland, New Jersey 08360		
Phone Number:	856-691-0551	Fax Number:	856-691-1407
E-mail address	tompost@landissewerageauthority.com		

2019 APPROVAL CERTIFICATION

THE LANDIS SEWERAGE AUTHORITY

(Name)

AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2019 TO: Dec. 31, 2019

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Landis Sewerage Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 15th day of October, 2018.

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

Officer's Signature:			
Name:	G. Steven Errickson		
Title:	Secretary		
Address:	1776 S. Mill Road Vineland, New Jersey 08360		
Phone Number:	856-691-0551	Fax Number:	856-691-1407
E-mail address	tompost@landissewerageauthority.com		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.landissewerauthority.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**) *N/A*
- The annual audits of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- The approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

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

Name of Officer Certifying compliance

Title of Officer Certifying compliance

Signature

Carol A. Ricci
Executive Assistant
Carol A. Ricci

RESOLUTION NO. 2018-103

A RESOLUTION ADOPTING PRELIMINARY BUDGET RESOLUTION
OF THE LANDIS SEWERAGE AUTHORITY FISCAL YEAR
PERIOD JANUARY 1, 2019 to DECEMBER 31, 2019

WHEREAS, the Annual Budget and Capital Budget for the Landis Sewerage Authority for the fiscal year beginning January 1, 2019 and ending December 31, 2019 has been presented before the governing body of the Landis Sewerage Authority at its open public meeting of October 15, 2018: and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$10,710,000, Total Appropriations, including any Accumulated Deficit if any, of \$10,710,000 and Total Unrestricted Net Position utilized of \$ -0-, and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$16,307,862 and Total Unrestricted Net Position planned to be utilized as funding thereof, \$ -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, regulations 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 Landis Sewerage Authority, at an open public meeting held on October 15, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Landis Sewerage Authority for the fiscal year beginning January 1, 2019 and ending December 31, 2019 is hereby approved, and

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

BE IT FURTHER RESOLVED, that the governing body of the Landis Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 17, 2018.

THE LANDIS SEWERAGE AUTHORITY


CARLOS VILLAR, Chairman

Adopted: October 15, 2018

Attest:


G. STEVEN ERRICKSON, Secretary

Member	Recorded Vote			
	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Carlos Villar	X			
Joseph J. Reuben	X			
G. Steven Errickson	X			
Thomas J. Merighi, Jr.	X			
Perry D. Barse	X			

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
BUREAU OF AUTHORITY REGULATION
TRENTON, N.J.

CERTIFICATION OF AMENDED 2019-BUDGET

Resolution 2018-113

**Landis Sewerage Authority Municipal Utilities Authority
Amendment Prior to Adoption of the 2019 Budget**

It is hereby certified that the amendment attached hereto complies with the requirements of law, and approval is given pursuant to N.J.A.C. 5:31-2.8.

Department of Community Affairs
Division of Local Government Services
Paul D. Ewert, Supervising Municipal Finance Auditor

By Paul D Ewert CPA, RMA
For: Melanie Walter, Acting Director

Date December 4, 2018

Attachments

RECEIVED
DEC 10 2018
LANDIS SEWERAGE AUTHORITY

RESOLUTION NO. 2018 - 113

A RESOLUTION AMENDING THE PRELIMINARY
2019 BUDGET RESOLUTION NO. 2018 - 103

WHEREAS, the Landis Sewerage Authority for the January 1, 2019 to December 31, 2019 budget year was approved on October 5, 2018; and

WHEREAS, the public hearing on said budget has been held and advertised; and

WHEREAS, it is desired to amend the said approved budget resolution.

NOW, THEREFORE BE IT RESOLVED, by the members of the Landis Sewerage Authority that the following amendments to the approved budget resolution of January 1, 2019 to December 31, 2019 budget year be made:

Annual Budget	From	To
Total appropriations, including any accumulated deficit, if any:	\$10,710,000	\$10,660,000
Total Unrestricted Net Position Utilized	<u>\$ 0</u>	<u>\$ 50,000</u>
Total Budget	\$10,710,000	\$10,710,000

BE IF FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for certification of the Landis Sewerage Authority budget so amended.

LANDIS SEWERAGE AUTHORITY

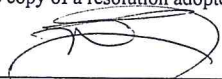

CARLOS VILLAR, Chairman

Adopted: November 19, 2018


G, STEVEN ERRICKSON, Secretary

<u>Member</u>	<u>Aye</u>	<u>Recorded Vote</u>		
		<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Carlos Villar	✓			
Joseph J. Reuben	✓			
G. Steven Errickson	✓			
Thomas J. Merighi, Jr.	✓			
Perry D. Barse	✓			

I certify this to be a true copy of a resolution adopted by the Landis Sewerage Authority.


Raymond Torres
Notary Public of New Jersey
My Commission Expires May 30, 2023

RAYMOND TORRES
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires May 30, 2023

2019 ADOPTION CERTIFICATION

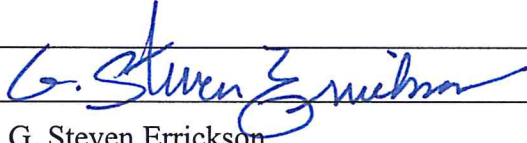
THE LANDIS SEWERAGE AUTHORITY

(Name)

AUTHORITY BUDGET

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

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Landis Sewerage Authority, pursuant to N.J.A.C. 5:31-2.3, on the 17th day of, December, 2018.

Officer's Signature:			
Name:	G. Steven Errickson		
Title:	Secretary		
Address:	1776 S. Mill Rd. Vineland, New Jersey 08360		
Phone Number:	856-691-0551	Fax Number:	856-691-1407
E-mail address:	tompost@landissewerageauthority.com		

RESOLUTION NO. 2018 - 132

ADOPTED BUDGET RESOLUTION
2019

THE LANDIS SEWERAGE AUTHORITY BUDGET
FISCAL YEAR PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Landis Sewerage Authority for the fiscal year period beginning January 1, 2019, and ending December 31, 2019 has been presented for adoption before the governing body of the Landis Sewerage Authority at its open public meeting of December 17, 2018; and

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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$10,710,000, Total Appropriations, including any Accumulated Deficit, if any, of \$10,660,000 and Total Unrestricted Net Assets utilized of \$50,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$16,307,862 and total unrestricted net position utilized of \$-0-.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Landis Sewerage Authority, at an open public meeting held on December 17, 2018 that the Annual Budget and Capital Budget/Program of the Landis Sewerage Authority for the fiscal year beginning January 1, 2019 and ending December 31, 2019 is hereby adopted and shall constitute an appropriation 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 and Services.

THE LANDIS SEWERAGE AUTHORITY


CARLOS VILLAR, Chairman

Adopted: December 17, 2018

Attest:


G. STEVEN ERRICKSON, Secretary

Recorded Vote

<u>Member</u>	Aye	Nay	Abstain	Absent
Carlos Villar	X			
Joseph J. Reuben	X			
G. Steven Errickson	X			
Thomas J. Merighi, Jr.	X			
Perry D. Barse	X			

2019 AUTHORITY BUDGET

Narrative and Information Section

2019 AUTHORITY BUDGET MESSAGE & ANALYSIS
The Landis Sewerage Authority
(Name)

AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2019 **TO:** Dec. 31, 2019

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.

See Below

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

See Below

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. The Authority has seen year-over-year growth in the commercial and industrial sectors; while residential continues to lag.

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered. N/A

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

See Below

6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (**Prepare a response to deficits caused by the implementation of GASB 68**)

See Below

7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) **if it has been changed since the prior year budget submission** and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable. No change from prior year.

Question 1

The Authority's budget for 2019 represents a 2% increase over the 2018 budget. The proposed budget does not contain an increase to User Fees or Charges.

- Office Expense has a proposed increase of 14.4% due to the budgeting of funds for leasing an Auto-Cad program and blueprint printer.
- Administrative Expense has a proposed decrease of 43.9% due to fewer funds reserved for the Authority's NJPDES annual fee.
- Interest on Debt has a 57% decrease due to 2019 is the last year for debt payments on the 1993 Refunding Bond Series.
- Renewal and Replacement has a proposed increase of 86.9% due to the budgeting for more capital items to funded from the operating budget.
- Other Reserves has a proposed increase of 145.1% due the reserving funds for the Authority's 110% debt service coverage requirement.

Question 2

The Authority's proposed budget does not increase User Fees or Charges.

- Industrial charges show an increase of 17.6% due a large flow customer increasing its discharge.
- Receiving Station income increase 57.1% due to an expanding customer base; gallons delivered.

Question 5

The Authority has a shared service agreement with the City of Vineland Tax Collector; where the Authority pays \$12,250 to the City for assistance with the annual lien sale in 2019.

The Authority has a shared service agreement with Cumberland County Improvement Authority to help defray their costs associated with the County's household clean-up day. The contribution will be \$4,000 in 2019.

The Authority has a shared service agreement with Cumberland County Improvement Authority for the hauling of trash for \$12,000 in 2019.

The Authority has an annual service agreement with Cumberland County Improvement Authority for vehicle maintenance for \$51.75/ hour plus parts and materials in 2019.

The Authority will make a \$50,000 appropriation to the City of Vineland in 2019.

Question 6

The Authority reported a deficit in Unrestricted Net Position of \$5,365,778 in its 2017 audited financial statements which was caused by the implementation of GASB 68. It should be noted, on a budgetary basis, without the impact of GASB 68, the Authority reflected Unrestricted Net position of \$4,884,821. The Authority plans to continue paying the annual required Pension contribution to offset the Pension liability which should therefore reduce the deficit.

The Authority's 2017 Operating Deficit of \$139,819 as reported in the 2017 audited financial statements was primarily the result of depreciation expense exceeding the principal payments on debt. It should be noted, on a budgetary basis, revenues exceeded costs funded by revenues by \$943,839.

• AUTHORITY CONTACT INFORMATION 2019

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

Name of Authority:	The Landis Sewerage Authority		
Federal ID Number:	21-6001426		
Address:	1776 S. Mill Road		
City, State, Zip:	Vineland	NJ	08360
Phone: (ext.)	856-691-0551	Fax:	856-691-1407

Preparer's Name:	Thomas J. Post		
Preparer's Address:	1776 S. Mill Road		
City, State, Zip:	Vineland	NJ	08360
Phone: (ext.)	856-691-0551 (6264)	Fax:	856-691-1407
E-mail:	tompost@landissewerageauthoritycom		

Chief Executive Officer:	Dennis W. Palmer, P.E., P.P.		
Phone: (ext.)	856-691-0551 (6255)	Fax:	856-691-1407
E-mail:	dpalmer@landissewerageauthority.com		

Chief Financial Officer:	Thomas J. Post		
Phone: (ext.)	856-691-0551 (6264)	Fax:	856-691-1407
E-mail:	tompost@landissewerageauthority.com		

Name of Auditor:	Stephen P. Testa, CPA		
Name of Firm:	Romano, Hearing, Testa & Knorr		
Address:	150 South Main Road		
City, State, Zip:	Vineland	NJ	08360
Phone: (ext.)	856-691-9100	Fax:	856-794-8862
E-mail:	stesta@RHTSERVICES.com		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

The Landis Sewerage Authority

(Name)

FISCAL YEAR: FROM: January 1, 2019 TO: Dec. 31, 2019

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2017 or 2018) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements; 58
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2017 or 2018) Transmittal of Wage and Tax Statements: \$4,023,740
- 3) Provide the number of regular voting members of the governing body: 5
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? 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. Yes 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 employees. See Below on page N-3 (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.

Dennis Palmer – Life Insurance Policy with Nationwide Insurance
Premium paid annual was \$9,558.58 (beneficiary is Landis Sewerage Authority)
Check # 4115
Paid on 5/15/17

Employee Appreciation Gathering, total \$5,971.60

Check #40492 paid to Greenview Inn on 1/3/17 in the amount of \$250.00 to secure the Holiday Gathering.

Check #42030 was paid to Greenview Inn on 12/4/17 in the amount of \$5,721.60 for the Gathering and gift Certificates for the personnel who were working and could not attend.

Travel Expenses paid to Dennis Palmer in 2017, total \$3,045.81

Check #40731 paid on 6/6/17 in the amount of \$307.21 for travel expenses to Washington, DC for AEA

Check #41143 paid on 6/5/17 in the amount of \$337.48 for Spring AEA Conference

Check #41066 paid on 5/15/17 in the amount of \$443.95 for the NJWEA Conference

Check # 41143 paid on 6/5/17 in the amount of \$255.96 for airfare to WEF Conference In Chicago, IL.

Check # 41736 paid on 10/2/17 in the amount of \$71.88 for airport shuttle to and from WEF conference in Chicago, IL

Check # 41799 paid on 10/16/17 in the amount of 1,092.58 for hotel lodging for WEF Conference in Chicago, IL

Check #41736 paid on 8/21/17 in the amount of 308.96 for hotel lodging for MABA Conference

Check #41946 paid on 11/20/17 in the amount of \$227.79 for Fall AEA Conference

Travel expenses for Dave Kennedy, Superintendent, total \$1,466.12

Check #40858 paid on 4/3/17 in the amount of \$255.98 for the lodging for NJWEA Conference

Check # 41214 paid on 6/19/17 in the amount of \$255.96 for Airfare to WEF Conference in Chicago, IL.

Check # 41802 paid on 10/16/17 in the amount of \$954.18 for hotel and airport transportation to WEF Conference in Chicago, IL.

- 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:
- First class or charter travel No
 - Travel for companions No
 - Tax indemnification and gross-up payments No
 - Discretionary spending account No
 - Housing allowance or residence for personal use No
 - Payments for business use of personal residence No
 - Vehicle/auto allowance or vehicle for personal use Yes. See Page N-4 for employee position and the benefit amount the employee was taxed on.
 - Health or social club dues or initiation fees No
 - Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? Yes *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is Not Applicable)*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? No *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*

Question 10 from Page N-2 (1 of 2)

The Authority uses an industry salary range survey for all non-union personnel while union personnel have a negotiated contract.

Only the Authority's Executive Director has a written contract, and it is approved by the Commissioners.

All other employees are at-will-employees.

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

The Landis Sewerage Authority
(Name)

FISCAL YEAR: FROM: January 1, 2019 **TO:** Dec. 31, 2019

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

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

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

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

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

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

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

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

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

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

2019
The Landis
Sewerage
(Name)

AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

THE LANDIS SEWERAGE AUTHORITY

(Name)

FISCAL YEAR: FROM: January 1, 2019 **TO:** Dec. 31, 2019

It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Landis Sewerage Authority, on the 15th day of October, 2018.

OR

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

Officer's Signature:			
Name:	G. Steven Errickson		
Title:	Secretary		
Address:	1776 S. Mill Road Vineland, NJ 08360		
Phone Number:	856-691-0551	Fax Number:	856-691-1407
E-mail address	tompost@landissewerageauthority.com		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

The Landis Sewerage Authority

(Name)

FISCAL YEAR: FROM: January 1, 2019 TO: Dec. 31, 2019

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

The Authority works with the City of Vineland in identifying areas that require service.

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

Yes

4. Describe the projected impact of the proposed capital projects, including impact on the schedule of rates, fees, and service charges and the impact on current and future year's schedules.

No impact on user charges and fees.

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.

The Authority has one project in the above mentioned area, the upgrade of the Sears Pump Station.

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.

The City of Vineland is a regional State designated center along with the City of Millville. The Authority does not service Millville. The projects will improve plant operations and upgrade pumping stations.

Add additional sheets if necessary.

2019 AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period The Landis Sewerage Authority
 January 1, 2019 to December 31, 2019

	<i>FY 2019 Proposed Budget</i>					<i>FY 2018 Adopted Budget</i>		<i>% Increase (Decrease) Proposed vs. Adopted</i>
	Sewer	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	
REVENUES								
Total Operating Revenues	\$ 10,110,000	\$ -	\$ -	\$ -	\$ -	\$ 10,110,000	\$ 9,960,000	1.5%
Total Non-Operating Revenues	600,000	-	-	-	600,000	540,000	60,000	11.1%
Total Anticipated Revenues	10,710,000	-	-	-	10,710,000	10,500,000	210,000	2.0%
APPROPRIATIONS								
Total Administration	2,107,500	-	-	-	2,107,500	2,118,000	(10,500)	-0.5%
Total Cost of Providing Services	6,664,500	-	-	-	6,664,500	6,692,000	(27,500)	-0.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	1,200,000	-	-	-	1,200,000	1,200,000	-	0.0%
Total Operating Appropriations	9,972,000	-	-	-	9,972,000	10,010,000	(38,000)	-0.4%
Total Interest Payments on Debt	49,000	-	-	-	49,000	114,000	(65,000)	-57.0%
Total Other Non-Operating Appropriations	689,000	-	-	-	689,000	376,000	313,000	83.2%
Total Non-Operating Appropriations	738,000	-	-	-	738,000	490,000	248,000	50.6%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	10,710,000	-	-	-	10,710,000	10,500,000	210,000	2.0%
Less: Total Unrestricted Net Position Utilized	50,000	-	-	-	50,000	50,000	-	0.0%
Net Total Appropriations	10,660,000	-	-	-	10,660,000	10,450,000	210,000	2.0%
ANTICIPATED SURPLUS (DEFICIT)	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	0.0%

Revenue Schedule

The Landis Sewerage Authority

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

	FY 2019 Proposed Budget						FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	
OPERATING REVENUES										
<i>Service Charges</i>										
Residential	6,567,906						\$ 6,567,906	\$ 6,567,906	\$ -	0.0%
Business/Commercial	1,727,535						1,727,535	1,727,535	-	0.0%
Industrial	868,267						868,267	738,267	130,000	17.6%
Intergovernmental	596,292						596,292	596,292	-	0.0%
Other							-	-	-	#DIV/0!
Total Service Charges	9,760,000	-	-	-	-	-	9,760,000	9,630,000	130,000	1.3%
<i>Connection Fees</i>										
Residential	10,000						10,000	10,000	-	0.0%
Business/Commercial	30,000						30,000	30,000	-	0.0%
Industrial	310,000						310,000	290,000	20,000	6.9%
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Connection Fees	350,000	-	-	-	-	-	350,000	330,000	20,000	6.1%
<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>										
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!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Total Other Revenue		-	-	-	-	-	-	-	-	#DIV/0!
Total Operating Revenues	10,110,000	-	-	-	-	-	10,110,000	9,960,000	150,000	1.5%
NON-OPERATING REVENUES										
<i>Other Non-Operating Revenues (List)</i>										
Crop Sales	115,000						115,000	110,000	5,000	4.5%
Miscellaneous	75,000						75,000	70,000	5,000	7.1%
Receiving Station	110,000						110,000	70,000	40,000	57.1%
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Total Other Non-Operating Revenue	300,000	-	-	-	-	-	300,000	250,000	50,000	20.0%
<i>Interest on Investments & Deposits (List)</i>										
Interest Earned	125,000						125,000	125,000	-	0.0%
Penalties	175,000						175,000	165,000	10,000	6.1%
Other							-	-	-	#DIV/0!
Total Interest	300,000	-	-	-	-	-	300,000	290,000	10,000	3.4%
Total Non-Operating Revenues	600,000	-	-	-	-	-	600,000	540,000	60,000	11.1%
TOTAL ANTICIPATED REVENUES	\$ 10,710,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,710,000	\$ 10,500,000	\$ 210,000	2.0%

Prior Year Adopted Revenue Schedule

The Landis Sewerage Authority

FY 2018 Adopted Budget

	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations
OPERATING REVENUES							
<i>Service Charges</i>							
Residential	6,567,906						\$ 6,567,906
Business/Commercial	1,727,535						1,727,535
Industrial	738,267						738,267
Intergovernmental	596,292						596,292
Other							-
Total Service Charges	9,630,000	-	-	-	-	-	9,630,000
<i>Connection Fees</i>							
Residential	10,000						10,000
Business/Commercial	30,000						30,000
Industrial	290,000						290,000
Intergovernmental							-
Other							-
Total Connection Fees	330,000	-	-	-	-	-	330,000
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
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)							-
Type in (Grant, Other Rev)							-
Total Other Revenue	-	-	-	-	-	-	-
Total Operating Revenues	9,960,000	-	-	-	-	-	9,960,000
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Crop Sales	110,000						110,000
Miscellaneous	70,000						70,000
Receiving Station	70,000						70,000
Type in							-
Type in							-
Type in							-
Other Non-Operating Revenues	250,000	-	-	-	-	-	250,000
<i>Interest on Investments & Deposits</i>							
Interest Earned	125,000						125,000
Penalties	165,000						165,000
Other							-
Total Interest	290,000	-	-	-	-	-	290,000
Total Non-Operating Revenues	540,000	-	-	-	-	-	540,000
TOTAL ANTICIPATED REVENUES	\$ 10,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,500,000

Appropriations Schedule

The Landis Sewerage Authority
For the Period January 1, 2019 to December 31, 2019

	FY 2019 Proposed Budget						FY 2018 Adopted Budget			<i>\$ Increase (Decrease)</i>	<i>% Increase (Decrease)</i>
	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	All Operations	
										<i>Proposed vs. Adopted</i>	<i>Proposed vs. Adopted</i>
OPERATING APPROPRIATIONS											
<i>Administration - Personnel</i>											
Salary & Wages	\$ 965,000						\$ 965,000	\$ 880,000	\$ 85,000	9.7%	
Fringe Benefits	512,500					512,500	480,000	32,500	6.8%		
Total Administration - Personnel	1,477,500	-	-	-	-	1,477,500	1,360,000	117,500	8.6%		
<i>Administration - Other (List)</i>											
Professional Services	178,000					178,000	180,000	(2,000)	-1.1%		
Property Insurance	166,000					166,000	162,000	4,000	2.5%		
Office Expense	103,000					103,000	90,000	13,000	14.4%		
Administrative Expense	183,000					183,000	326,000	(143,000)	-43.9%		
Miscellaneous Administration*						-	-	-	#DIV/0!		
Total Administration - Other	630,000	-	-	-	-	630,000	758,000	(128,000)	-16.9%		
Total Administration	2,107,500	-	-	-	-	2,107,500	2,118,000	(10,500)	-0.5%		
<i>Cost of Providing Services - Personnel</i>											
Salary & Wages	3,056,000					3,056,000	3,110,000	(54,000)	-1.7%		
Fringe Benefits	1,612,500					1,612,500	1,618,000	(5,500)	-0.3%		
Total COPS - Personnel	4,668,500	-	-	-	-	4,668,500	4,728,000	(59,500)	-1.3%		
<i>Cost of Providing Services - Other (List)</i>											
Chemicals	246,000					246,000	254,000	(8,000)	-3.1%		
Materials/Supplies	474,000					474,000	451,000	23,000	5.1%		
Utilities	950,000					950,000	953,000	(3,000)	-0.3%		
Repairs/Services	326,000					326,000	306,000	20,000	6.5%		
Miscellaneous COPS*						-	-	-	#DIV/0!		
Total COPS - Other	1,996,000	-	-	-	-	1,996,000	1,964,000	32,000	1.6%		
Total Cost of Providing Services	6,664,500	-	-	-	-	6,664,500	6,692,000	(27,500)	-0.4%		
Total Principal Payments on Debt Service in Lieu of Depreciation	1,200,000	-	-	-	-	1,200,000	1,200,000	-	0.0%		
Total Operating Appropriations	9,972,000	-	-	-	-	9,972,000	10,010,000	(38,000)	-0.4%		
NON-OPERATING APPROPRIATIONS											
Total Interest Payments on Debt	49,000	-	-	-	-	49,000	114,000	(65,000)	-57.0%		
Operations & Maintenance Reserve						-	-	-	#DIV/0!		
Renewal & Replacement Reserve	514,000					514,000	275,000	239,000	86.9%		
Municipality/County Appropriation	50,000					50,000	50,000	-	0.0%		
Other Reserves	125,000					125,000	51,000	74,000	145.1%		
Total Non-Operating Appropriations	738,000	-	-	-	-	738,000	490,000	248,000	50.6%		
TOTAL APPROPRIATIONS	10,710,000	-	-	-	-	10,710,000	10,500,000	210,000	2.0%		
ACCUMULATED DEFICIT						-	-	-	#DIV/0!		
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	10,710,000	-	-	-	-	10,710,000	10,500,000	210,000	2.0%		
UNRESTRICTED NET POSITION UTILIZED											
Municipality/County Appropriation	50,000	-	-	-	-	50,000	50,000	-	0.0%		
Other						-	-	-	#DIV/0!		
Total Unrestricted Net Position Utilized	50,000	-	-	-	-	50,000	50,000	-	0.0%		
TOTAL NET APPROPRIATIONS	\$ 10,660,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,660,000	\$ 10,450,000	\$ 210,000	2.0%	

* 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 \$ 498,600.00 \$ - \$ - \$ - \$ - \$ - \$ 498,600.00

Prior Year Adopted Appropriations Schedule

The Landis Sewerage Authority

FY 2018 Adopted Budget

	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 880,000						\$ 880,000
Fringe Benefits	480,000						480,000
Total Administration - Personnel	1,360,000	-	-	-	-	-	1,360,000
<i>Administration - Other (List)</i>							
Professional Services	180,000						180,000
Property Insurance	162,000						162,000
Office Expense	90,000						90,000
Administrative Expense	326,000						326,000
Miscellaneous Administration*							-
Total Administration - Other	758,000	-	-	-	-	-	758,000
Total Administration	2,118,000	-	-	-	-	-	2,118,000
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	3,110,000						3,110,000
Fringe Benefits	1,618,000						1,618,000
Total COPS - Personnel	4,728,000	-	-	-	-	-	4,728,000
<i>Cost of Providing Services - Other (List)</i>							
Chemicals	254,000						254,000
Materials/Supplies	451,000						451,000
Utilities	953,000						953,000
Repairs/Services	306,000						306,000
Miscellaneous COPS*							-
Total COPS - Other	1,964,000	-	-	-	-	-	1,964,000
Total Cost of Providing Services	6,692,000	-	-	-	-	-	6,692,000
Total Principal Payments on Debt Service in Lieu of Depreciation	1,200,000	-	-	-	-	-	1,200,000
Total Operating Appropriations	10,010,000	-	-	-	-	-	10,010,000
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	114,000	-	-	-	-	-	114,000
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve	275,000						275,000
Municipality/County Appropriation	50,000						50,000
Other Reserves	51,000						51,000
Total Non-Operating Appropriations	490,000	-	-	-	-	-	490,000
TOTAL APPROPRIATIONS	10,500,000	-	-	-	-	-	10,500,000
ACCUMULATED DEFICIT							-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	10,500,000	-	-	-	-	-	10,500,000
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	50,000						50,000
Other							-
Total Unrestricted Net Position Utilized	50,000	-	-	-	-	-	50,000
TOTAL NET APPROPRIATIONS	\$ 10,450,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,450,000

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

5% of Total Operating Appropriations \$ 500,500.00 \$ - \$ - \$ - \$ - \$ - \$ 500,500.00

Debt Service Schedule - Interest

The Landis Sewerage Authority

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	Total Interest Payments Outstanding	
Sewer										
1993 Refunding Issue	\$ 114,000	\$ 49,000	\$ -	\$ 979,966	\$ -	\$ 934,880	\$ 910,976	\$ 11,797,818	\$ 49,000	
2016 Series Issue	-	-	1,001,216	-	957,866	-	-	-	16,582,722	
Type in Issue Name										
Type in Issue Name										
Total Interest Payments	114,000	49,000	1,001,216	979,966	957,866	934,880	910,976	11,797,818	16,631,722	
N/A										
Type in Issue Name										
Type in Issue Name										
Type in Issue Name										
Type in Issue Name										
Total Interest Payments	-	-	-	-	-	-	-	-	-	
N/A										
Type in Issue Name										
Type in Issue Name										
Type in Issue Name										
Type in Issue Name										
Total Interest Payments	-	-	-	-	-	-	-	-	-	
N/A										
Type in Issue Name										
Type in Issue Name										
Type in Issue Name										
Type in Issue Name										
Total Interest Payments	-	-	-	-	-	-	-	-	-	
N/A										
Type in Issue Name										
Type in Issue Name										
Type in Issue Name										
Type in Issue Name										
Total Interest Payments	-	-	-	-	-	-	-	-	-	
N/A										
Type in Issue Name										
Type in Issue Name										
Type in Issue Name										
Type in Issue Name										
Total Interest Payments	-	-	-	-	-	-	-	-	-	
TOTAL INTEREST ALL OPERATIONS	\$ 114,000	\$ 49,000	\$ 1,001,216	\$ 979,966	\$ 957,866	\$ 934,880	\$ 910,976	\$ 11,797,818	\$ 16,631,722	

Net Position Reconciliation

The Landis Sewerage Authority
 For the Period January 1, 2019 to December 31, 2019

FY 2019 Proposed Budget

	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations
TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)	\$ 47,078,478						\$ 47,078,478
Less: Invested in Capital Assets, Net of Related Debt (1)	49,823,484						49,823,484
Less: Restricted for Debt Service Reserve (1)	605,772						605,772
Less: Other Restricted Net Position (1)	2,015,000						2,015,000
Total Unrestricted Net Position (1)	(5,365,778)						(5,365,778)
Less: Designated for Non-Operating Improvements & Repairs							-
Less: Designated for Rate Stabilization							-
Less: Other Designated by Resolution							-
Plus: Accrued Unfunded Pension Liability (1)	10,300,599						10,300,599
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)							-
Plus: Estimated Income (Loss) on Current Year Operations (2)	(100,000)						(100,000)
Plus: Other Adjustments (attach schedule)							-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	4,834,821						4,834,821
Unrestricted Net Position Utilized to Balance Proposed Budget	-						-
Unrestricted Net Position Utilized in Proposed Capital Budget	-						-
Appropriation to Municipality/County (3)	50,000						50,000
Total Unrestricted Net Position Utilized in Proposed Budget	50,000						50,000
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR							
Last issued Audit Report (4)	\$ 4,784,821	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,784,821

(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

\$ 498,600 \$ - \$ - \$ - \$ - \$ - \$ - \$ 498,600

(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.

Proposed Capital Budget

The Landis Sewerage Authority

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

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Sewer</i>					
*See Attachments	\$ 514,000		\$ 514,000		
Collection System Upgrades	1,517,768		1,517,768		
Pump Stations Upgrades	7,408,000		7,408,000		
Plant Upgrades	6,868,094		6,868,094		
Total	16,307,862	-	16,307,862	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 16,307,862	\$ -	\$ 16,307,862	\$ -	\$ -

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

The Landis Sewerage Authority

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

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2019	2020	2021	2022	2023	2024
<i>Sewer</i>							
*See Attachments	\$ 514,000	\$ 514,000					
Collection System Upgrades	3,207,768	1,517,768	700,000	350,000	350,000	250,000	40,000
Pump Stations Upgrades	9,198,000	7,408,000	700,000	350,000	350,000	350,000	40,000
Plant Upgrades	7,882,094	6,868,094	650,000	350,000	6,000	4,000	4,000
Total	20,801,862	16,307,862	2,050,000	1,050,000	706,000	604,000	84,000
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 20,801,862	\$ 16,307,862	\$ 2,050,000	\$ 1,050,000	\$ 706,000	\$ 604,000	\$ 84,000

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

The Landis Sewerage Authority

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

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Sewer</i>						
*See Attachments	\$ 514,000		\$ 514,000			
Collection System Upgrades	3,207,768			3,207,768		
Pump Stations Upgrades	9,198,000			9,198,000		
Plant Upgrades	7,882,094			7,882,094		
Total	20,801,862	-	514,000	20,287,862	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 20,801,862	\$ -	\$ 514,000	\$ 20,287,862	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 20,801,862					
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.

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

The Landis Sewerage Authority
December 31, 2019

A B C D E F G H I J K L M N O P Q R S T

For the Period		January 1, 2019		to		December 31, 2019		Reportable Compensation from Authority (W-2/1099)		Position (Can Check more than 1 Column for each person)		Reportable Compensation from Authority (W-2/1099)		Estimated amount of other compensation from Authority (health benefits, pension, etc.)		Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)		Total Compensation All Public Entities	
Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former Employee	Base Salary/Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to 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 Carlos E. Villar	Chairman	2	X	N/A	N/A	N/A	N/A	3,000	N/A	N/A	N/A	3,000	*	*	*	0	0	3,000	
2 Joseph J. Reuben	Vice-Chairman	2	X	N/A	N/A	N/A	N/A	3,000	N/A	N/A	N/A	3,000	*	*	*	0	0	3,000	
3 G. Steven Erickson	Secretary	2	X	N/A	N/A	N/A	N/A	3,000	N/A	N/A	N/A	3,000	*	*	*	0	0	3,000	
4 Thomas J. Merighi, Jr.	Treasurer	2	X	N/A	N/A	N/A	N/A	3,000	N/A	N/A	N/A	3,000	*	*	*	0	0	3,000	
5 Perry D. Barse	Asst. Secretary	2	X	N/A	N/A	N/A	N/A	3,000	N/A	N/A	N/A	3,000	*	*	*	0	0	3,000	
6 Dennis W. Palmer	Executive Director	38	N/A	X	N/A	N/A	N/A	220,953	N/A	3,493	N/A	277,412	N/A	N/A	0	0	277,412		
7 David J. Kennedy	Superintendent	40	N/A	N/A	N/A	X	N/A	107,956	N/A	599	41,968	150,523	N/A	N/A	0	0	150,523		
8 Robert A. Schwarz	Field Engineer	40	N/A	N/A	N/A	X	N/A	120,369	N/A	659	42,035	163,063	N/A	N/A	0	0	163,063		
9 Thomas J. Post	Business Manager	38	N/A	X	N/A	N/A	N/A	99,550	N/A	N/A	25,909	125,459	N/A	N/A	0	0	125,459		
10 Kyle Fullendwider	Shift Manager	40	N/A	N/A	N/A	X	N/A	100,129	N/A	N/A	23,972	124,101	N/A	N/A	0	0	124,101		
11 James Hughes	Shift Manager	40	N/A	N/A	N/A	X	N/A	109,214	N/A	N/A	37,929	147,143	N/A	N/A	0	0	147,143		
12 William Quigley	Asst. Operations Mgr	40	N/A	N/A	N/A	X	N/A	102,864	N/A	N/A	25,267	128,131	N/A	N/A	0	0	128,131		
13 Ryder James	Shift Manager	40	N/A	N/A	N/A	X	N/A	104,667	N/A	N/A	23,972	128,639	N/A	N/A	0	0	128,639		
14																		0	
15																		0	
Total:									\$ 980,702	\$ -	\$ 4,751	\$ 274,018	\$ 1,259,471	\$ -	\$ -	\$ -	\$ -	\$ 1,259,471	

* See Financial Disclosure Forms; Website www.fds.nj.gov

(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

The Landis Sewerage Authority
 For the Period January 1, 2019 to December 31, 2019

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Employee Proposed Budget	Proposed Budget	Employee Proposed Budget						
Active Employees - Health Benefits - Annual Cost										
Single Coverage	12	\$ 14,270	\$ 171,240	12	\$ 14,270	\$ 171,240	\$ -	0.0%		
Parent & Child	2	20,539	41,078	2	20,539	41,078	-	0.0%		
Employee & Spouse (or Partner)	14	28,198	394,772	15	28,198	422,970	(28,198)	-6.7%		
Family	19	36,937	701,803	15	36,937	554,055	147,748	26.7%		
Employee Cost Sharing Contribution (enter as negative -)			(238,893)			(225,000)	(13,893)	6.2%		
Subtotal	47		1,070,000	44		964,343	105,657	11.0%		
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			-			-	-	#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!		
GRAND TOTAL	47		\$ 1,070,000	44		\$ 964,343	\$ 105,657	11.0%		

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

No	Yes or No
No	Yes or No

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

No	Yes or No
No	Yes or No

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

Schedule of Accumulated Liability for Compensated Absences

The Landis Sewerage Authority

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

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

X Box if Authority has no Compensated Absences

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of		Approved Labor Agreement	Resolution	Individual Employment Agreement
		Accrued	Compensated Absence Liability			
Robert Schwarz	149	\$	16,855		X	
Thomas Post	118		13,006		X	
Margaret Miller	80		11,303		X	
Dennis Palmer	138		18,527		X	
Jennifer Ketcham	64		7,364		X	
Carol Ricci	51		7,168		X	
Renee Pearcy	11		1,293		X	
Marianette Arce	16		1,917		X	
David Kennedy	7		1,906		X	
Kyle Fullenwider	74		10,987		X	
Michael Bauman	45		6,667		X	
Gregory Mc Grath	75		11,591		X	
Jere Formento	73		10,815		X	
Brett Kimmelman	47		8,477		X	
Total liability for accumulated compensated absences at begi			\$	127,876		

*Legal Basis for Benefit
(check applicable items)*

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

SCHEDULE OF ACCUMULATED LIABILITY FOR COMPENSATED ABSENCES

The Landis Sewerage Authority

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

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

X Box if Authority has no Compensated Absences

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
James Hughes	111	\$ 12,240		x	
William Quigley	110	13,124		x	
Ryder James	26	4,264		x	
Daniel Reed	70	10,765		x	
Katherine Collinge	13	1,462		x	
Patrick Welsh	122	11,036	x		
Anthony Carbone	40	5,549	x		
John Boccaleri	40	6,055	x		
John Kammermeier	139	16,091	x		
Eugene Mc Clure Jr	38	5,310	x		
Timothy Foyle	76	10,460	x		
Darrin Verderose	96	10,186	x		
Brian Day	111	11,319	x		
Mark Scott	22	3,173	x		
Craig Wright	92	10,515	x		
Anthony Tobolski	70	9,428	x		
Ed Gonzalez	136	14,987	x		
Reed Nelson	3	409	x		
John Torres	30	3,871	x		
Robert Moratelli	21	3,540	x		
Ronald Figarole	14	2,308	x		
William Bartleson Jr	37	4,157	x		
James Ditzel	11	1,405	x		
Matthew DiGiovacchio	11	1,199	x		
Clifford McWhorter	15	1,810	x		
Sub Total liability for accumulated compen:		<u>174,663</u>			
Total liability for accumulated compensate		<u>\$ 302,539</u>			

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

2019
PROPOSED ANNUAL COLLECTION BY USER

<u>Classification</u>	Number of Connections	Annual Service Charge	Total Proposed Collections
<u>RESIDENTIAL</u>			
Residence - Single Family	10,128	\$390	\$3,949,920
Residence - Multi Family	5,556	360	2,000,160
Residence - LLPS	21	482	10,122
Rooming House	3	390	1,170
Each Room	20	64	1,280
Garbage Disposal Units (single family)	1,502	78	117,156
Garbage Disposal Units (multi-family)	719	72	51,768
Churches	67	390	26,130
Mobile Homes	1,172	350	<u>410,200</u>
<u>RESIDENTIAL SUBTOTAL:</u>			<u>6,567,906</u>
<u>BUSINESS/COMMERCIAL</u>			
Office	230	264	60,720
Office - Doctor	148	264	39,072
Business	766	264	202,224
Warehouse	17	264	4,488
Empty Buildings	25	382	9,550
Supermarket	4	2,074	8,296
Butcher Shop	2	518	1,036
Vegetable Store	4	518	2,072
Department Store	8	264	2,112
Restaurant (Base Rate)	61	264	16,104
Restaurants (seats)	5,214	22.00	114,708
Pizzeria / Custard (Base Rate)	13	264	3,432
Pizzeria / Custard (seats)	519	12.50	6,488
Takeout Food	56	264	14,784
Bar / Tavern (Base Rate)	8	264	2,112
Bar / Tavern (seats)	362	22.00	7,964
Gasoline Service Stations	22	264	5,808
6-Bay Block	39 ÷ 6 = 7	390	2,730
Beauty Parlor	65	264	17,160
Laundromat (No. of machines)	330	274	90,420
Motel (units)	655	195	127,725
Lodges	29	264	7,656
Capacity 200/block	5,123 = 26 Blocks	390	10,140
Clubs with bar	3	264	792
Capacity 80/block	903 = 12 Blocks	390	4,680
Funeral Homes	6	264	1,584
Theatres, etc.	2	264	528
100-seat block	2,515 = 28 Blocks	390	10,920
Employees - Non Factory	1,022 Blocks	390	398,580
Schools - Adult Training	35 Blocks	390	13,650
Metered Accounts	24		<u>540,000</u>
<u>BUSINESS/COMMERCIAL SUBTOTAL:</u>			<u>1,727,535</u>
<u>INDUSTRIAL</u>			
Factories	36	264	9,504
Employees - Factory	175	390	68,250
Metered Accounts	10		<u>790,513</u>
<u>INDUSTRIAL SUBTOTAL:</u>			<u>868,267</u>
<u>INTERGOVERNMENTAL</u>			
Municipal Buildings	28	264	7,392
Elementary Schools	565	390	220,350
Middle/High Schools	870	390	339,300
Employees - Municipal	75	390	<u>29,250</u>
<u>INTERGOVERNMENTAL SUBTOTAL:</u>			<u>596,292</u>
<u>TOTAL</u>			<u>9,760,000</u>

Landis Sewerage Authority Article 1 - Summary of Proposed User Charge Rates											
LSA Code	Description	LSA Rate	Semi-Annual LSA Rate	LSA Code	Description	LSA Rate	Semi-Annual LSA Rate	LSA Code	Description	LSA Rate	Semi-Annual LSA Rate
10	Residential (2)	\$390	\$195	40	Diners/Restaurant	\$22.00/Seal	\$11.00 / Seal	71	Middle & High Schools	\$264 Base Rate	\$132
11	Multi-Family (3)	\$360	\$180	42	Pizzeria/ice Cream	\$12.50/Seal	\$6.25 / Seal	72	Churches	\$390 per 9 Pupils/Blk	\$195
12	Rooming Houses (4)	\$390	\$195	43	Takeout Food	\$264/Base	\$132/Base	74	Municipal	\$264 Base Rate	\$132
13	Mobile Homes (5)	\$350	\$175	44	Bar/Tavern	\$390 per 3 Emp/Blk	\$195		Flow Based Customers	\$390 per 10 Emp/Blk	\$195
14	Residential LPPS (2)(9)	\$482	\$241	46	Gas Service Station	\$264/Base	\$132/Base	80	Car Washes	\$2,920/MGD Per MGD	
20	Office Non-Medical	\$264 Base Rate	\$132	48	Beauty Parlor	\$390 per 6 Bay/Blk	\$195	81	Commercial Laundry	Per MGD	
22	Office Medical	\$390 per 10 Emp/Blk	\$195	50	Laundromat	\$264 Base Rate	\$132	82	Industrial	Per MGD	
24	Trade, Farm, Business	\$264 Base Rate	\$132	52	Factories	\$390 per 2 Emp/Blk	\$195	83	Slaughter Houses	Per MGD	
26	Warehouse (6)	\$390 per 15 Emp/Blk	\$195	54	Motels	\$274/mach	\$137.00/mach	86	Backwash & Condensate	\$390/EA EDU	\$195
27	Empty Building (6)	\$382	\$191	56	Theaters, Etc	\$264 Base Rate	\$132	(1)	Per NUDEP Guidelines		
28	Supermarket	\$2,074 Base Rate	\$1,037	57	Bowling Alleys	\$390 per 5 Emp/Blk	\$195	(2)	Residential - 70% Fixed, 30% Variable (\$273 + \$117) = \$390		
30	Fish Market	\$1,040 Base Rate	\$520	59	Funeral Homes	\$264 Base Rate	\$132	(3)	Multi-Family - \$273 Fixed + (225/GPD/300GPD) x \$117 Variable = \$360		
32	Butcher Shop	\$518 Base Rate	\$259	60	Logges	\$390 per 0.5 Emp/Blk	\$195	(4)	Units with Three (3) or More Bedrooms - Rate = \$390		
34	Vegetable Store	\$390 per 5 Emp/Blk	\$195	62	Clubs W/Bar	\$264 Base Rate	\$132	(5)	Rooming Houses - 300 GPD = Residential = \$390		
36	Department Store 10 + Emp	\$264 Base Rate	\$132	70	Elementary Schools	\$390 per 15 Pupils/Blk	\$195	(6)	Mobile Homes - \$273 Fixed + (200GPD/300GPD) x \$117 = \$350		
		\$390 per 10 Emp/Blk	\$195					(7)	Code 26 Spill to Yield - Warehouses & Code 27 Empty Buildings		
								(8)	Code 38 Lunch Counter Consolidated into Code 40 Diners/Restaurants		
								(9)	Roller Rink, Skating Rink, Tennis Club or Similar		
								(10)	All Residential Customers with Low Pressure Pumping Systems - Rate = Standard Tariff + \$92.00 per year		
									Active Military Deployment Reduction = \$50.00/year		
									All Customers with Garbage Disposals		
									Rate = Standard Tariff + Twenty Percent (20%)		
									High Strength Surcharge Factor Computation = 0.619(BOD/400)(0.161)*(TSS/350)(0.116) + (TKN/37.9)(.103)		
									**Oil & Grease \$0.12/pound for sample results demonstrating a value that exceeds 100 mg/l		
									*Waste from Holding Tanks or Portable Toilets =		
									Rate = \$0.035/gal+Admin Fee-to at least 1 hr. of Shift Mgr's Rate.		

RESOLUTION NO. 2017-39

A RESOLUTION AUTHORIZING THE ADOPTION OF NEW USER FEE SCHEDULE, ALLOCATION/CONNECTION FEE SCHEDULE, REDUCTION IN BILLING RATES FOR DEPLOYED ACTIVE MILITARY PERSONNEL IN TIME OF WAR, ADOPTION OF A COURTESY FEE FOR THE USE OF CREDIT CARDS AND ADOPTION OF DISCOUNT FOR CERTAIN HOUSING PROJECTS

WHEREAS, the Landis Sewerage Authority properly advertised in accordance with State law a Public Hearing to be held on April 3, 2017 at 6:00 p.m.; and

WHEREAS, proper notification and notice required by law the Public Hearing was held and two verbal comments were received at the hearing; and

WHEREAS, the Landis Sewerage Authority prepared a basis and background document that was utilized and read into the record at the hearing; and

WHEREAS, Exhibit #5 of the Public Hearing and basis and background document titled User Charges Rates is proposed establishing a user fee for homes at \$390 with multiple categories for other types of buildings; and

WHEREAS, Exhibit #8 at the Public Hearing was a chart titled "Proposed Allocation/Connection Fee Schedule which established \$2,480 per block for 300 gallons per day as an Allocation/Connection fee; and

WHEREAS, Public Hearing testimony also provided for a \$50 reduction in the annual user fee for active military personnel deployed out of the country. Written verification will be required. Also it is required that these personnel be deployed in active service during time of war. Therefore those active military personnel deployed in the area of active war, copies of their orders indicating location and time shall be provided to the Authority; they must pay the Landis Sewerage Authority and the discount is for only their primary residence; and

WHEREAS, testimony was provided at the hearing with respect to accepting credit cards and establishing a courtesy fee for utilizing credit cards of \$3 for homeowners and \$5 for commercial accounts; and

WHEREAS, in the Public Notice there are provisions to adjust the Authority's rate schedule for allocation/connection fees in the case of public housing authorities and non-profit organizations and affordable housing projects with a reduction of 50% in accordance with the law.

WHEREAS, the Landis Sewerage Authority has a Policy and Procedure Manual that includes fee schedules for allocation/connection and user fees.

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE LANDIS SEWERAGE AUTHORITY, that:

1. The findings of the Hearing Officer's Report and testimony received at the Public Hearing are hereby accepted and approved.
2. The allocation/connection fee schedules contained in Exhibit #8 and basis and background documents shall be adopted immediately. The Authority's Policy and Procedure Manual shall be modified to contain the new allocation/connection fee. The annual user fee in Exhibit #5 and the basis and background document shall be adopted and placed in effect as of June 1, 2017 billing. The Authorities Policy and Procedure Manual shall be modified to reflect the new values.
3. Policy established for a discount of \$50 for active deployed military personnel is adopted with the June 1, 2017 billing.

A ✓
TUM ✓
SEW ✓
RAY ✓
-JEE ✓

Resolution No. 2017-39 (cont'd)

4. The policy with the use of credit cards and the appropriate service fee is here by adopted.
5. In the case of public housing authorities and non-profit organizations building affordable housing projects, the 50% reduction in connection fees shall apply immediately.

LANDIS SEWERAGE AUTHORITY

Adopted: April 17, 2017

Attest:


CARLOS VILLAR, Chairman


G. STEVEN ERRICKSON, Secretary

51

Proposed Allocation/Connection Fee Schedule
For Public Hearing
April 3, 2017

<u>LSA CODE:</u>	<u>DESCRIPTION:</u>	<u>RATE:</u>	
10	Residential	\$2,480	
11	Multifamily	1850	(\$2,480 if 3 bedroom unit) <i>2/225 GPD</i>
12	Rooming Houses	296 / room	
13	Mobile Homes	1850	(\$2,480 if 3 bedroom unit) <i>2/200 GPD</i>
14	Low Pressure Pumping System	2480	
20	Office Non-Medical 10 employee block	2,4800 / block	
22	Offices Medical 3 employee block	2,480 / block	
24	Trade, Farm, Business 10 employee block	2,480 / block	
26	Warehouse 15 employee block	2,480 / block	<i>20 GPD per person</i>
28	Supermarket 5 employee block	2,480 / block	
30	Fish Market 5 employee block	2,480 / block	
32	Butcher Shop 5 employee block	2,480 / block	
34	Vegetable Store 5 employee block	2,480 / block	
36	Department Store 10 employee block	2,480 / block	
38	Lunch Counter	n/a, consolidated with 40	
40	Diners/Restaurant	165 / seat	

<u>LSA</u> <u>CODE:</u>	<u>DESCRIPTION:</u>	<u>RATE:</u>	
42	Pizzeria/Ice Cream	98 / seat	
43	Takeout Food 3 employee block	2,480 / block	
44	Bar/Tavern	165 / seat	
46	Gas Service Station 6 bay block	2,480 / block	
48	Beauty Parlor 2 employee block	2,480 / block	
50	Laundromat	1,754 / machine	
52	Factories 15 employee block	2,480 / block	
54	Motels 2 room block	2,480 / block	
56	Theaters, Etc. 100 seat block	2,480 / block	
57	Bowling Alley (per lane)	217 / lane	
58	Funeral Homes 0.5 employee block	2,480 / block	
60	Lodges 200 seat block	2,480 / block	
62	Clubs W/Bar 80 seat block	2,480 / block	
70	Schools: Elementary 15 emp/pupil block	2,480 / block	grades PK-4
71	Middle & High School 9 emp/pupil block	2,480 / block	grades 5-12
72	Churches	2,480 / block	
74	Municipal 10 employee block	2,480 / block	

<u>LSA CODE:</u>	<u>DESCRIPTION:</u>	<u>RATE:</u>
85	Condensate & Backwash Discharge	2,480 / 300 gallons
XX	Flow Based Customers	2,480 / 300 gallons

All blocks are whole blocks. Portions of a block are rounded upwards to a whole block.

Service Shutoff and Re-opening Fees:

	<u>Shutoff Fee:</u>	<u>Re-Opening Fee:</u>
Residential, Commercial, Non Bulk Rate	\$50	\$50
Bulk Rate Customer	\$500	\$500

CONNECTION FEES FOR CERTAIN AFFORDABLE HOUSING PROJECTS

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

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

Resolution No. 2017 - 39 Adopted April 17, 2017

RESOLUTION NO. 1994 - 75

A RESOLUTION ADOPTING AN ANNUAL USER
CHARGE, A CONNECTION FEE SCHEDULE,
AND A SERVICE SHUT OFF AND RE-OPENING FEE

WHEREAS, every sewerage authority is authorized to charge and collect rents, rates, fees or other charges pursuant to N.J.S.A. 40:14A-6. In addition to such periodic service charges, a separate charge in the nature of a connection fee or tapping fee is also authorized. Such connection fees shall be uniform within each class of users and shall be computed in a manner called for in the above noted statute; and,

WHEREAS, the Authority has hired the consulting firm, Killam Associates to re-evaluate the entire rate structure and to develop a new annual user fee; and,

WHEREAS, the Authority's Auditors, Romano, Hearing & Testa, have calculated the connection fee utilizing the audited 1992 numbers pursuant to the calculation contained in the statute; and,

WHEREAS, the Authority held a public hearing on March 29, 1994, where the Authority and its consultants provided testimony and presented a new annual user charge noted as Article I and a new Connection Fee Schedule known as Article II as well as a charge to shut off or re-open service; and,

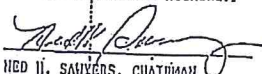
WHEREAS, the Authority's data processing consultant required the creation of codes 43 and 71 to address footnotes 8 and 9, as originally proposed with no change in the actual proposed user charge rate; and,

WHEREAS, both a Hearing Officer's Report was prepared after the public hearing as well as a transcript of the testimony provided at the public hearing.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Landis Sewerage Authority, that


1. The findings of the Hearing Officer's Report and the testimony received at the Public Hearing are hereby accepted and approved.
2. The annual user fee prepared by Killam Associates, known as Article I attached to this resolution is adopted by the Authority effective June 1, 1994, and shall be utilized in the June 1994 billing.
3. The Connection Fee Schedule and the service shut off and re-opening fee known as Article II, prepared by the Landis Sewerage Authority utilizing the structure developed by Killam Associates is adopted by the Authority. The connection fee shall be implemented with Allocation Round 32 or payments received on or after June 1, 1994, on any projects held in abeyance or otherwise yet to be paid on or before June 1, 1994.

THE LANDIS SEWERAGE AUTHORITY


NED H. SAVERS, CHAIRMAN

Adopted: April 18, 1994

Attest:


JOHN TALLARICO, SECRETARY

RESOLUTION NO. 2005-52

A RESOLUTION AUTHORIZING ADOPTION OF A NEW
ALLOCATION/CONNECTION FEE AND SURCHARGE
FOR OIL AND GREASE IN EXCESS OF 100 MG/L

WHEREAS, the Landis Sewerage Authority properly advertised in accordance with state law a public hearing to be held on February 22, 2005, at 7:00 p.m.; and

WHEREAS, after proper notification and notice required by law a public hearing was held on February 22, 2005, and no verbal or written comments were introduced into the record at the public hearing; and

WHEREAS, the Landis Sewerage Authority prepared a basis and background document called "oil and grease disposal costs" as part of the public record presented at the public hearing; and

WHEREAS, the determination for Commercial and Industrial Customers of their high strength surcharge for oil and grease will be based upon \$0.12 per pound for sample results demonstrating a value that exceeds 100 mg/l;

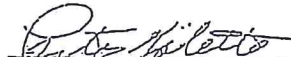
WHEREAS, Stephen Testa, Romano, Fleming, Testa & Knorr provided testimony giving background information for the proposed allocation/connection fee schedule establishing \$1,050.00 per block or 300 gallons per day would be established as the allocation/connection fee (see attached Exhibit #1); and

WHEREAS, the Landis Sewerage Authority has a policy and procedures manual that includes fee schedules for allocation/connection fees, user fees and surcharges for high strength waste.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE LANDIS SEWERAGE AUTHORITY, that:

1. The findings of the Hearing Officer's Report and testimony received at the public hearing are hereby accepted and approved.
2. The allocation/connection fee schedule contained in the attached Exhibit #1 shall be adopted immediately.
3. The determination for Commercial and Industrial Customers of their high strength surcharge for oil and grease will be based upon \$0.12 per pound for sample results demonstrating a value that exceeds 100 mg/l.
4. The Authority's policy and procedures manual shall be modified to include the new allocation/connection fee schedule and surcharge for oil and grease.

THE LANDIS SEWERAGE AUTHORITY


PETER GALETTO, SR., CHAIRMAN

Adopted: March 7, 2005

Attest:


VALERIE MIRANDA, SECRETARY

RESOLUTION NO. 2015-140

A RESOLUTION AUTHORIZING THE ADOPTION OF A
NEW ALLOCATION CONNECTION FEE SCHEDULE

WHEREAS, the Landis Sewerage Authority properly advertised in accordance with state law a public hearing to be held on December 7, 2015 at 6:00 p.m.; and

WHEREAS, after proper notification and notice required by law a public hearing was held on December 7, 2015 and no verbal or written comments were introduced into the record at the public hearing; and

WHEREAS the Landis Sewerage Authority auditor had calculated the maximum connection fee allowed by law in a letter dated July 13, 2015 as part of the public record presented at the public hearing; and

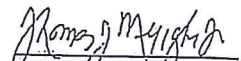
WHEREAS, as part of the hearing a proposed allocation/connection fee schedule establishing \$2,400 per block or 300 gallons per day would be established as the allocation/connection fee; and

WHEREAS, the Landis Sewerage Authority has a policy and procedures manual that includes fee schedules for allocation/connection fees and user fees.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE LANDIS SEWERAGE AUTHORITY, that:

1. The findings of the Hearing Officer's testimony received at the public hearing are hereby accepted and approved.
2. The allocation/connection fee schedule shall be adopted effective January 1, 2016. The Authority's policy and procedures manual shall be modified to include the new allocation/connection fee schedule.

LANDIS SEWERAGE AUTHORITY


THOMAS J. MERIGHI, JR., Chairman

Adopted: December 21, 2015

Attest:


G. STEVEN ERICKSON, Secretary

A /
T /
311 /

RESOLUTION NO. 2014-151

A RESOLUTION APPROVING RATES FOR
ACCEPTANCE OF LIQUID DIGESTER FEED

WHEREAS, the Landis Sewerage Authority owns and operates a wastewater treatment plant in which is contained a Receiving Station to accept hauled in liquid feed stock to improve digester gas production; and

WHEREAS, the Receiving Station has been constructed to accept these materials including manure, fats, oils and grease (FOG) and food processor waste; and

WHEREAS, the Landis Sewerage Authority advertised in two newspapers under the date of October 24, 2014 a public hearing inviting the public to make both verbal and written comments on proposed rate structure; and

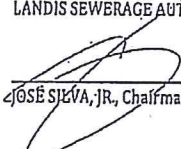
WHEREAS, rules on the acceptance of the liquid waste were prepared and available; and

WHEREAS, on November 17, 2014 a public hearing was held establishing rates for the acceptance of these materials.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE LANDIS SEWERAGE AUTHORITY, that the rules are hereby adopted and the following rates were applied for the acceptance of liquid waste for feed stock into the Authority's anaerobic digester.

1. FOG (fats, oils and grease): \$0.08 per gallon
2. Food processing waste (not sludge):
 - 0 to 3% solid - \$0.05 per gallon
 - 3 to 5% solids - \$0.06 per gallon
 - 5 to 8% solids - \$0.07 per gallon
 - 8 to 10% solids - \$0.08 per gallon
 - Greater than 10% solids - \$0.10 per gallon
3. Cow Manure: \$0.01 per gallon
4. The proposed rules and hauler acceptance forms are approved and adopted.

LANDIS SEWERAGE AUTHORITY


JOSÉ SILVA, JR., Chairman

Adopted: December 1, 2014

Attest:


CARLOS VILLAR, Secretary

H /
F -

2019 OPERATING CAPITAL BUDGET

1 PUMP STATION IMPROVEMENTS & EQUIPMENT

Replace Valves at Pump Stations, air release valves- Impellers & Volutes	10,000
Sandblasting and Painting Doors, Generators, and the buildings	2,500
Repair or Replace Muffin Monsters (channel) at Pump Stations	20,000
Sigma Controllers and Tranducers	15,000

SUBTOTAL 47,500

2 SAFETY AND COMMUNICATION EQUIPMENT

Safety Equipment	7,000
------------------	-------

SUBTOTAL 7,000

3 FARM EQUIPMENT AND IMPROVEMENTS

Pull Behind Stackhouse (used)	25,000
Forest Improvements	20,000
Tractor 65 to 75HP	30,000
Tedder	8,000
Cleaning One Production Well	25,000
Computer	2,000
Modification to Gunwells	3,000
Manway Replacemenst	5,000
Transmission Repairs 3088	5,000
Check Valves for Irrigation Wells	4,000

SUBTOTAL 127,000

4 COLLECTION SYSTEM IMPROVEMENTS

Station Fences	5,000
Manhole Repairs and Replacement	10,000
Pickup Trucks for Maintenance and Road Crew	40,000
Hot Box for Aunt Kitty's	4,500

SUBTOTAL 59,500

5 PLANT EQUIPMENT & IMPROVEMENTS

Diamond Bit Drill	5,000
Boiler Upgrade	30,000
Lighting (LED)	10,000
Vehicles	55,000
WAS Pumps	4,000
Compressor and Welder Generator	5,000
Recycle Flow Meter	4,000

SUBTOTAL 113,000

6 PROCESS CONTROL EQUIPMENT & IMPROVEMENTS

VFD Controls (W3, LowPres Final)	30,000
Gear Box - Thickener Drive	4,000
C12 Anysler, WAS	15,000
Grit Pump	4,000
Test and Monitoring Equipment	15,000
Pump Controls	4,500
DNR Flow Meters	14,000
TWAS Pump 2	6,500
Control and Pumps	10,000
Recycle Pump Replacement	25,000
GBT Rollers, Bearings, and Belts	10,000

SUBTOTAL 138,000

7 OFFICE EQUIPMENT

Lighting (LED)	5,000
Replace Computers	5,000

SUBTOTAL 10,000

8 LABORATORY EQUIPMENT

Meters, Ovens, pH Meters, and Other Testing Equipment and Hood	12,000
--	--------

SUBTOTAL 12,000

TOTAL REQUESTED ITEMS 514,000

2019
 Authority Capital Budget
 The Landis Sewerage Authority

		FUNDING SOURCES		
		ESTIMATED	UNRESERVED	RENEWAL AND
PROJECTS		TOTAL COST	RETAINED	REPLACEMENT
			EARNINGS	RESERVE
				DEBT
				AUTHORIZATION
A	Tractor for Plant Basins & Basins	48,000		48,000
B	Screw Pumps	908,000		908,000
C	Headworks Screens and Grit/Grease Bridge Rehab.	1,007,000		1,007,000
D	Diffused Air System	3,500,000		3,500,000
E	EQ Tank Air Mixing	205,000		205,000
F	Biosolids Storage Tank Pump Mix System	292,000		292,000
G	Natural Gas Supply	183,000		183,000
H	Weirs, Gates, and PC Drives	243,000		243,000
I	Final Clarifier Drive Replacements	100,000		100,000
J	Chemical Tank and Lime Slaker Demo	117,000		117,000
K	Cogen System	200,000		200,000
L	SCADA System Upgrades Allotment	125,000		125,000
M	New Roof Thickener Building	50,000		50,000
TOTAL		<u>6,978,000</u>		<u>6,978,000</u>

2019
 Authority Capital Budget
 The Landis Sewerage Authority

		FUNDING SOURCES			
PROJECTS		ESTIMATED TOTAL COST	UNRESERVED RETAINED EARNINGS	RENEWAL AND REPLACEMENT RESERVE	DEBT AUTHORIZATION
N	Farm Equipment	400,000			400,000
O	Misc. Concrete Repairs Allotment	30,000			30,000
P	Sears Pump Station & Force Main Improvements	2,250,000			2,250,000
Q	Ramada Inn Pump Station Force Main Improvements and Gravity Sewer	625,000			625,000
R	Pump Station Conversions and Upgrades	2,561,998			2,561,998
S	Various Pump Station Repairs & Improvements	1,431,096			1,431,096
U	Sanitary Sewer System & Manhole Installation, Repairs, Lining	1,517,768			1,517,768
TOTAL		<u>15,793,862</u>			<u>15,793,862</u>