

Authority Budget of:

Bayshore Regional Sewerage Authority

State Filing Year **2020**

For the Period:

January 1, 2020 to December 31, 2020

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www.bayshorersa.com

Authority Web Address

APPROVED COPY

BY:

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LOCAL GOVT SERVICES



Division of Local Government Services

2020 (2020-2021) AUTHORITY BUDGET

Certification Section

2020 (2020-2021)

Bayshore Regional Sewerage Authority

AUTHORITY BUDGET

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

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D Cwert CPA, RMA Date: 11/12/2019

CERTIFICATION OF ADOPTED BUDGET

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

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

By: _____ Date: _____

2020 (2020-2021) PREPARER'S CERTIFICATION

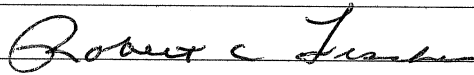
Bayshore Regional Sewerage Authority

AUTHORITY BUDGET

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

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

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

Preparer's Signature:			
Name:	Robert C. Fischer		
Title:	Executive Director		
Address:	100 Oak Street Union Beach, NJ 07735		
Phone Number:	732-739-1095	Fax Number:	732-739-2459
E-mail address	Bfisch59@bayshorersa.com		

2020 (2020-2021) APPROVAL CERTIFICATION

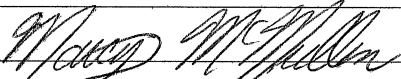
Bayshore Regional Sewerage Authority

AUTHORITY BUDGET

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

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Bayshore Regional Sewerage Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 21st day of October , 2019.

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

Officer's Signature:			
Name:	Marcy McMullen		
Title:	Secretary		
Address:	100 Oak Street Union Beach, NJ 07735		
Phone Number:	732-739-1095	Fax Number:	732-739-2459
E-mail address	Bfish59@bayshorersa.com		

INTERNET WEBSITE CERTIFICATION

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

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

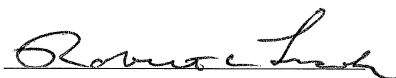
Name of Officer Certifying compliance

Robert C. Fischer

Title of Officer Certifying compliance

Executive Director

Signature



RESOLUTION
No. (119/19)

2020 AUTHORITY BUDGET RESOLUTION
Bayshore Regional Sewerage Authority

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

WHEREAS, the Annual Budget and Capital Budget for the Bayshore Regional Sewerage Authority for the fiscal year beginning, January 1, 2020 and ending, December 31, 2020 has been presented before the governing body of the Bayshore Regional Sewerage Authority at its open public meeting of October 21, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$9,860,986 Total Appropriations, including any Accumulated Deficit if any, of \$8,560,986 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$7,645,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$6,115,000 and

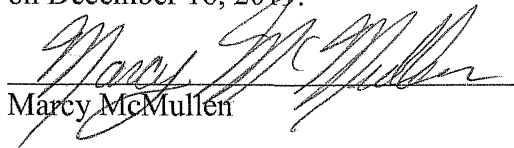
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for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

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

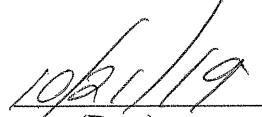
NOW, THEREFORE BE IT RESOLVED, by the governing body of the Bayshore Regional Sewerage Authority, at an open public meeting held on October 21, 2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Bayshore Regional Sewerage Authority for the fiscal year beginning, January 1, 2020 and ending, December 31, 2020 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Bayshore Regional Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 16, 2019.



Marcy McMullen



(Date)

<u>Governing Body Members:</u>	<u>Recorded Vote</u>			
	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Cavanagh	X			
Commissioner Khachaturian	X			
Commissioner McMullen	X			
Commissioner Sutton	X			
Commissioner Russo	X			
Chairman Whalen	X			

2020 (2020-2021) ADOPTION CERTIFICATION

Bayshore Regional Sewerage Authority

AUTHORITY BUDGET

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

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 Bayshore Regional Sewerage Authority, pursuant to N.J.A.C. 5:31-2.3, on the 16th day of, December, 2020.

Officer's Signature:			
Name:	Marcy McMullen		
Title:	Secretary		
Address:	100 Oak Street Union Beach, NJ 07735		
Phone Number:	732-739-1095	Fax Number:	732-739-2459
E-mail address	Bfish59@bayshorersa.com		

2020 (2020-2021) ADOPTED BUDGET RESOLUTION

This resolution is for Adoption of the Budget Only Don't use for introduction of the Budget

Note Fill in the name of Each Commissioner and indicate their recorded Vote

Bayshore Regional Sewerage Authority

AUTHORITY

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

WHEREAS, the Annual Budget and Capital Budget/Program for the _____ Authority for the fiscal year beginning _____, _____ and ending, _____ has been presented for adoption before the governing body of the _____ Authority at its open public meeting of _____; 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 \$ _____, Total Appropriations, including any Accumulated Deficit, if any, of \$ _____ and Total Unrestricted Net Position utilized of \$ _____; and

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of _____ Authority, at an open public meeting held on _____ that the Annual Budget and Capital Budget/Program of the _____ Authority for the fiscal year beginning, _____ and, ending, _____ is hereby adopted and shall constitute appropriations for the purposes stated; and

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

(Secretary's Signature)

(Date)

Governing Body
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

Note Fill in the name of Each Commissioner and indicate their recorded Vote

2020 (2020-2021) AUTHORITY BUDGET

Narrative and Information Section

2020 (2020-2021) AUTHORITY BUDGET MESSAGE & ANALYSIS

Bayshore Regional Sewerage Authority

AUTHORIT-Y BUDGET

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

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

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

The 2020 Authority Budget requires a 1.0 % increase in amount of funding required to be raised by the customers of the Authority as compared to 2019. On the appropriations side of the budget, the “*administration salary and fringe benefit costs*” are decreased by 16 %. In 2019 the Authority anticipated hiring of an additional employee in administration but has restructured that move to “cost of providing services” thereby decreasing this line item for the 2020 budget. Administrative “*other costs*” are decreased by 1.8%.

Cost of Providing Services “*salary and fringe benefits*” is increased by 1.6 %. Cost of Providing Services “*other*” is increased by 9.0 % over the prior year. The reasons for the 9% increase include a greater focus on force main integrity improvements, and the complete removal of all ash residuals in the incineration process in 2020. In both administration and cost of providing services categories the cost of health benefits has decreased offsetting the aforementioned increases.

In 2020 the Authority will be adding a new series of debt service payments related to the phase II reconstruction of the facility after Superstorm Sandy. The debt service component of the 2020 appropriations therefore has increased by \$172,642 or 32.9% Likewise the interest payments for the new debt increased the overall appropriations by \$28,031 or 24%. These increases are offset in part by the decreases in *total administration* resulting in an overall increase in *total net appropriations* of 6%.

On the revenue side of the budget the Authority has lowered its expected connection fee revenue to \$250,000, a 66 % decrease from last year. This is due to uncertainty related to project progress for 2020. Interest rate revenue is expected to increase. While interest rates have dropped the Authority under budgeted this revenue stream last year and anticipates \$130,000 in interest this year for an increase in this non-operating revenue of \$55,000, a 73 % increase from last year. Treatment charges make up 95% of revenue and they have increased by 1.0 %. The total anticipated revenues are down by \$347,130 or 3.4%.

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)

The Authority was able to keep service charges to the customers from increasing for a five-year period following Superstorm Sandy. The local economy has been improving in recent years and is anticipated to continue that trend in 2020. One of the State's large redevelopment initiatives took place within the Authority Service area recently when the Bell Works-3 million square foot building opened as a work, shop, play metrohub. The Glassworks site in Aberdeen is another example of local redevelopment having a positive impact on the regional economy. Glassworks is a 51-acre mixed-use project on the former Anchor Glass container manufacturing site. The Glassworks residential component hopes to attract workers from the Bell Works building offering residences within easy commute. These two projects will have a positive impact on the local businesses in the Bayshore Area as well. With a low unemployment and stable real estate market, the 1.0 % Authority budget increase, which is also within the current consumer price index rise over the last year, will have minimal impact on the local economy.

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

The Authority capital budget will be financed in part with Unrestricted Net Position funds. Many of the projects to be funded by this line item are projects designed to increase the longevity of the treatment plant, pump stations and collection system. The Authority does not anticipate using Unrestricted Net Position for the Annual Budget in 2020.

4. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service payment, 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.).

There are no funds to be transferred to the County/Municipality as a budget subsidy or shared service for 2020.

5. The proposed budget must not reflect an anticipated deficit from 2020/2020-2021 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

(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?

The 2020 budget does not reflect an anticipated deficit in operations from 2019 and does not include funding for any prior year's deficit. The most recent audit does not reveal a deficit to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits Liabilities as required by GASB 68 and GASB 75

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"**))

The 2020 Authority Preliminary User Charge Structure: The Fee structure does not take effect until after the Public Hearing on December 16, 2019.

	2020 Preliminary		2019	
Total Budget	\$9,860,986		\$10,208,116	
Non-Operating Revenues	(\$130,000)		(\$75,000)	
Operating Revenues	(\$265,000)		(\$765,000)	
Total Due from Customers	\$9,465,986		\$9,368,116	
Treatment Charge distribution	% of Flow	Charge	% of Flow	Charge
Hazlet	25.48	\$2,411,509	27.66	\$2,591,317
Holmdel	11.91	\$1,127,101	11.37	\$1,064,876
Keansburg	10.20	\$965,878	9.88	\$925,430
Keyport	11.92	\$1,127,985	11.14	\$1,043,582
Matawan	11.60	\$1,098,449	11.05	\$1,035,019
Union Beach	7.18	\$631,786	7.18	\$672,899
Aberdeen	18.30	\$1,731,803	17.80	\$1,667,898
WMUA	3.92	\$371,475	3.92	\$367,093
Total	100%	\$9,465,986	100%	\$9,368,116

The Authority Connection Fee structure: The connection fee is increased for the 2018/2019 year by \$35.00.

Connection Fee	2019/2020	2018/2019
\$ per EDU	\$5,036	\$5,036

RESOLUTION
No. (116/18)

To Adopt 2019 User Charge Schedule

WHEREAS, in accordance with the Sewerage Authorities Law, N.J.S.A. 40:14A-1, et seq., as amended, the Bayshore Regional Sewerage Authority has conducted a Public Hearing on its annual 2019 Customer Flow Charges and Budget, and will provide a transcript of said Hearing to any interested party; and

WHEREAS, the Bayshore Regional Sewerage Authority specifically finds it to be reasonable and necessary to adopt the annexed user charge schedule; and

NOW THEREFORE BE IT SOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that the user charge on the attached 2019 Exhibit "E" be, and is hereby adopted and approved for calendar year 2019.

BE IT RESOLVED that the following Statement of Revenues and Appropriations shall constitute the Budget of the Bayshore Regional Sewerage Authority for the Fiscal Year Ending December 31, 2019.

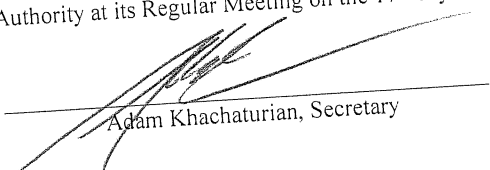
REVENUES	
Retained earnings appropriated	\$ 0
Anticipated revenues	\$10,208,116
<hr/>	
Total revenues and other financial sources	\$10,208,116
APPROPRIATIONS	
Operating Expenses	\$ 7,436,523
Capital Appropriations	\$ 2,130,000
Debt service, reserves, and deficit	\$ 641,593
<hr/>	
Total Appropriations & Capital Expenditures	\$10,208,116

Exhibit "E" Customer User Charges

The Bayshore Regional Sewerage Authority hereby establishes Customer User Charges as follows for 2019:

Aberdeen:	\$ 1,667,898
Hazlet:	\$ 2,591,317
Holmdel:	\$ 1,064,877
Keansburg:	\$ 925,430
Keyport:	\$ 1,043,582
Matawan:	\$ 1,035,019
Union Beach:	\$ 672,900
WMUA:	\$ 367,093

I hereby certify that the foregoing Resolution is a true copy of a Resolution duly adopted by the Bayshore Regional Sewerage Authority at its Regular Meeting on the 17th day of December, 2018


Adam Khachaturian, Secretary

RESOLUTION
NO. (70/19)

To adopt the 2019/2020 Connection Fee

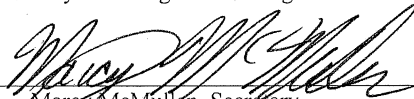
WHEREAS, in accordance with the Sewerage Authorities Law, N.J.S.A. 40:14A-1 et seq., governing the Bayshore Regional Sewerage Authority (“Authority”), as amended, and Rules and Regulations of the Bayshore Regional Sewerage Authority, the Authority has conducted a Public Hearing on its Revised Connection Fee based on the 2018 Audit and Connection Fee calculation prepared by the Authority Certified Public Accountant as well as the 2018 (“EDU”) Equivalent Domestic Unit report prepared by the Authority Consulting Engineer; and

WHEREAS, the Authority specifically finds it to be reasonable and necessary to adopt the annexed connection fee charge.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that the Revised Connection Fee of the Authority is hereby adopted and approved.

BE IT FURTHER RESOLVED that the Connection Fee on the attached Exhibit “E” (partial) be, and is hereby incorporated and made part of the Section 7 “Fees” of the Rules and Regulations of the Authority until such time that a revised connection fee is adopted by the Authority.

I hereby certify that the foregoing Resolution is a true copy
of a Resolution duly adopted by the Bayshore Regional Sewerage
Authority at its Regular Meeting on the 17th day of June, 2019


Marey McMullen, Secretary

BAYSHORE REGIONAL SEWERAGE AUTHORITY

EXHIBIT "E" (partial)

Connection Fees

In accordance with NJSA 40:14A-8, the Bayshore Regional Sewerage Authority hereby establishes connection fees for a direct or indirect connection with, or the use of services of the Authority Sewerage System for the Year 2019/2020.

Connection fee \$5,036.00 for the year 2019/2020 fiscal year

By Order of Resolution (70/19)
Bayshore Regional Sewerage Authority
100 Oak Street
Union Beach, NJ 07735



Marcy McMullen, Secretary

AUTHORITY CONTACT INFORMATION 2020 (2020-2021)

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

Name of Authority:	Bayshore Regional Sewerage Authority		
Federal ID Number:	22-1907952		
Address:	100 Oak Street		
City, State, Zip:	Union Beach	NJ	
Phone: (ext.)	732-739-1095	Fax:	732-739-2459

Preparer's Name:	Robert C. Fischer		
Preparer's Address:	100 Oak Street		
City, State, Zip:	Union Beach	NJ	
Phone: (ext.)	732-739-1095	Fax:	732-739-2459
E-mail:	bfisch59@bayshorersa.com		

Chief Executive Officer:(1)	Robert C. Fischer		
Phone: (ext.)	732-739-1095	Fax:	732-739-2459
E-mail:	bfisch59@bayshorersa.com		

Chief Financial Officer:(1)	Robert C. Fischer		
Phone: (ext.)	732-739-1095	Fax:	732-739-2459
E-mail:	bfisch59@bayshorersa.com		

Name of Auditor:	Michael Bart, CPA		
Name of Firm:	Bart & Bart CPA's		
Address:	104 Main Street		
City, State, Zip:	Woodbridge	NJ	07095
Phone: (ext.)	732-634-5680	Fax:	732-602-1059
E-mail:	Mbart529@hotmail.com		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

Bayshore Regional Sewerage Authority

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

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2018 or 2019) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: **37**
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2018 or 2019) Transmittal of Wage and Tax Statements: **\$2,283,207**
- 3) Provide the number of regular voting members of the governing body: **6**
- 4)
- 5) Provide the number of alternate voting members of the governing body: **0**
- 6) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? **NO**
- 7) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**Most Recent Filing that March 31, 2019 or 2020 deadline has passed 2019 or 2020**) because of their relationship with the Authority file the form as required? **Yes**
- 8) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? **No.**
- 9) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? **No.**
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? **No.**
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? **No.**
- 10) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. **Yes, the Authority Disability Plan includes a life insurance component per employee of \$19.80 per month.**
- 11) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **The Authority conducts an annual performance review for all employees listed on page N-4. The review is conducted by the direct supervisor of the employee and reviewed with the Executive Director. The Executive Director and a Personnel Committee of the Board of Commissioners meet to review all**

performance evaluations. The Commissioners require comparison data from entities and positions of a similar size as well as geographic location. Review includes the employee salary history for the past 6 years as well as a description of the employee's duties and position in the table of organization. The Personnel committee of the Board of Commissioners presents the recommendations to the full Board of Commissioners for vote. Performance reviews include an evaluation of the employee's quality of work, judgement, attitude, knowledge, initiative, effectiveness, dependability, a review of accomplishments and needs for improvement. The BRSA Commissioners do not receive an annual increase, nor do they receive health benefits, the stipend paid to the commissioners has remained the same since the creation of the Authority in the early 1970's.

- 12) Did the Authority pay for meals or catering during the current fiscal year? **Yes, the Authority paid \$51.20 for Pizza for employees who were held over to complete stack testing of the Authority incinerator on April 3, 2019. The Authority also paid \$40.00 for a 25th anniversary Cake for a long-time employee on April 15, 2019. The Authority paid \$259.63 for food for an appreciation BBQ held on the plant grounds on July 16, 2019.**
- 13) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? **Yes, the Authority reimbursed Pete Canal, Chief Engineer, \$193.16 for hotel, tolls and gas to attend the Association of Environmental Authorities Spring Conference from March 12-13, 2019 in Atlantic City. He was reimbursed \$53.04 for mileage and tolls to attend the NJDEP/NJ I Bank Conference in Lawrenceville on March 15th. He was reimbursed \$208.77 for hotel, mileage and tolls to attend the NJAWWA Annual Conference from March 19-20, 2019. He was reimbursed \$390.10 for hotel, mileage and tolls to attend the NJWEA Annual Conference in Atlantic City from May 6-7, 2019. He was reimbursed \$289.52 for mileage and tolls to attend the AEA EPDA Finance Training at the Mount Laurel MUA on 6/5, 6/12, 6/19 and 6/26. He was reimbursed \$123.88 for mileage and tolls to attend the AEA EPDA Finance Training at the Mount Laurel MUA and the NJ Incinerators Authority meeting in Princeton on August 7, 2019. He was reimbursed \$2,245.73 for registration, airfare, hotel, parking, mileage and tolls to attend the Water Environment Federation Technical Conference in Chicago from September 22 – 24, 2019. The Authority reimbursed Carolann Weisel, QPA, \$302.54 for hotel, mileage and parking to attend the Government Purchasing Association Conference in Atlantic City from April 2-5, 2019. She was reimbursed \$178.51 for hotel and mileage to attend the Rutgers Purchasing Conference in Atlantic City from May 1-2, 2019. The Authority paid Susan Dubey \$154.30 for meals and mileage to attend the Association of Environmental Authorities spring conference where she won an award on March 13, 2019**
- 14) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?
- a. First class or charter travel **No.**
 - b. Travel for companions **No**
 - c. Tax indemnification and gross-up payments **No.**
 - d. Discretionary spending account **No.**
 - e. Housing allowance or residence for personal use **No.**
 - f. Payments for business use of personal residence **No.**
 - g. Vehicle/auto allowance or vehicle for personal use. **Yes, the Authority provides a vehicle to the Executive Director, Plant Superintendent, and Maintenance Superintendent for Authority business and commuting but not for personal use.**
 - h. Health or social club dues or initiation fees **No.**
 - i. Personal services (i.e.: maid, chauffeur, chef) **No.**

- 15) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? **Yes, the Authority policy requires receipts for reimbursement of expenses for employees attending a business-related event. The Authority also allows a per diem in accordance with the US General Services Administration for mileage, meals and incidentals.**
- 16) Did the Authority make any payments to current or former commissioners or employees for severance or termination? **Yes, upon termination of employment and in accordance with the collective bargaining agreement the Authority paid unused compensated absences to operator J. Cotugno in the amount of \$8,114.11. Upon termination of employment and in accordance with the collective bargaining agreement the Authority paid unused compensated absences to laboratory technician C. Bray in the amount of \$4,200.88**
- 17) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? **No.**
- 18) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? **Not Applicable**
- 19) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? **No.**
- 20) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? **No.**

2020 (2020-2021) AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period **Bayshore Regional Sewerage Authority**
January 1, 2020 to **December 31, 2020**

	FY 2020 Proposed Budget					FY 2019 Adopted Budget		% Increase (Decrease) Proposed vs. Adopted	
	Wastewater Treatment	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations		
REVENUES									
Total Operating Revenues	\$ 9,730,986	\$ -	\$ -	\$ -	\$ -	\$ 9,730,986	\$ 10,133,116	\$ (402,130)	-4.0%
Total Non-Operating Revenues	130,000	-	-	-	-	130,000	75,000	55,000	73.3%
Total Anticipated Revenues	9,860,986	-	-	-	-	9,860,986	10,208,116	(347,130)	-3.4%
APPROPRIATIONS									
Total Administration	868,940	-	-	-	-	868,940	981,127	(112,187)	-11.4%
Total Cost of Providing Services	6,765,553	-	-	-	-	6,765,553	6,455,395	310,158	4.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	697,604	-	-	-	-	697,604	524,962	172,642	32.9%
Total Operating Appropriations	8,332,097	-	-	-	-	8,332,097	7,961,484	370,613	4.7%
Total Interest Payments on Debt	144,662	-	-	-	-	144,662	116,631	28,031	24.0%
Total Other Non-Operating Appropriations	84,226	-	-	-	-	84,226	-	84,226	#DIV/0!
Total Non-Operating Appropriations	228,888	-	-	-	-	228,888	116,631	112,257	96.2%
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	8,560,986	-	-	-	-	8,560,986	8,078,115	482,871	6.0%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	8,560,986	-	-	-	-	8,560,986	8,078,115	482,871	6.0%
ANTICIPATED SURPLUS (DEFICIT)	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000	\$ 2,130,001	\$ (830,001)	-39.0%

Revenue Schedule

Bayshore Regional Sewerage Authority

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

FY 2020 Proposed Budget

	FY 2020 Proposed Budget						FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Wastewater Treatment	N/A	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING REVENUES										
<i>Service Charges</i>										
Residential							\$ -	\$ -	\$ -	#DIV/0!
Business/Commercial							-	-	-	#DIV/0!
Industrial							-	-	-	#DIV/0!
Intergovernmental	9,465,986						9,465,986	9,368,116	97,870	1.0%
Other							-	-	-	#DIV/0!
Total Service Charges	9,465,986	-	-	-	-	-	9,465,986	9,368,116	97,870	1.0%
<i>Connection Fees</i>										
Residential	200,000						200,000	650,000	(450,000)	-69.2%
Business/Commercial	50,000						50,000	100,000	(50,000)	-50.0%
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Connection Fees	250,000	-	-	-	-	-	250,000	750,000	(500,000)	-66.7%
<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>										
Industrial Pretreatment Fees	15,000						15,000	15,000	-	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	15,000	-	-	-	-	-	15,000	15,000	-	0.0%
Total Operating Revenues	9,730,986	-	-	-	-	-	9,730,986	10,133,116	(402,130)	-4.0%
NON-OPERATING REVENUES										
<i>Other Non-Operating Revenues (List)</i>										
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>										
Interest Earned	130,000						130,000	75,000	55,000	73.3%
Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Interest	130,000	-	-	-	-	-	130,000	75,000	55,000	73.3%
Total Non-Operating Revenues	130,000	-	-	-	-	-	130,000	75,000	55,000	73.3%
TOTAL ANTICIPATED REVENUES	\$ 9,860,986	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,860,986	\$ 10,208,116	\$ (347,130)	-3.4%

Prior Year Adopted Revenue Schedule

Bayshore Regional Sewerage Authority

FY 2019 Adopted Budget

	Wastewater Treatment	N/A	N/A	N/A	N/A	N/A	Total All Operations
OPERATING REVENUES							
<i>Service Charges</i>							
Residential							\$ -
Business/Commercial							-
Industrial							-
Intergovernmental	9,368,116						9,368,116
Other							-
Total Service Charges	9,368,116	-	-	-	-	-	9,368,116
<i>Connection Fees</i>							
Residential	650,000						650,000
Business/Commercial	100,000						100,000
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	750,000	-	-	-	-	-	750,000
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees							-
<i>Other Operating Revenues (List)</i>							
Industrial Pretreatment fees	15,000						15,000
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	15,000	-	-	-	-	-	15,000
Total Operating Revenues	10,133,116	-	-	-	-	-	10,133,116
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Other Non-Operating Revenues							-
<i>Interest on Investments & Deposits</i>							
Interest Earned	75,000						75,000
Penalties							-
Other							-
Total Interest	75,000	-	-	-	-	-	75,000
Total Non-Operating Revenues	75,000	-	-	-	-	-	75,000
TOTAL ANTICIPATED REVENUES	\$ 10,208,116	\$ -	\$ -	\$ -	\$ -	\$ -	#####

Appropriations Schedule

Bayshore Regional Sewerage Authority

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

	FY 2020 Proposed Budget					Total All Operations	FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Wastewater Treatment	N/A	N/A	N/A	N/A		Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS									
<i>Administration - Personnel</i>									
Salary & Wages	\$ 387,655					\$ 387,655	\$ 446,952	\$ (59,297)	-13.3%
Fringe Benefits	163,985					163,985	210,947	(46,962)	-22.3%
Total Administration - Personnel	551,640	-	-	-	-	551,640	657,899	(106,259)	-16.2%
<i>Administration - Other (List)</i>									
Insurance/supplies/office maintenance	263,300					263,300	270,600	(7,300)	-2.7%
Accounting/Auditing	42,000					42,000	40,628	1,372	3.4%
Municipal Host Fee	12,000					12,000	12,000	-	0.0%
Trustee Fee	-					-	-	-	#DIV/0!
Miscellaneous Administration*						-	-	-	#DIV/0!
Total Administration - Other	317,300	-	-	-	-	317,300	323,228	(5,928)	-1.8%
Total Administration	868,940	-	-	-	-	868,940	981,127	(112,187)	-11.4%
<i>Cost of Providing Services - Personnel</i>									
Salary & Wages	2,395,000					2,395,000	2,273,248	121,752	5.4%
Fringe Benefits	1,343,767					1,343,767	1,405,478	(61,711)	-4.4%
Total COPS - Personnel	3,738,767	-	-	-	-	3,738,767	3,678,726	60,041	1.6%
<i>Cost of Providing Services - Other (List)</i>									
see attached	3,026,786					3,026,786	2,776,669	250,117	9.0%
Type in Description						-	-	-	#DIV/0!
Type in Description						-	-	-	#DIV/0!
Type in Description						-	-	-	#DIV/0!
Miscellaneous COPS*						-	-	-	#DIV/0!
Total COPS - Other	3,026,786	-	-	-	-	3,026,786	2,776,669	250,117	9.0%
Total Cost of Providing Services	6,765,553	-	-	-	-	6,765,553	6,455,395	310,158	4.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	697,604	-	-	-	-	697,604	524,962	172,642	32.9%
Total Operating Appropriations	8,332,097	-	-	-	-	8,332,097	7,961,484	370,613	4.7%
NON-OPERATING APPROPRIATIONS									
Total Interest Payments on Debt	144,662	-	-	-	-	144,662	116,631	28,031	24.0%
Operations & Maintenance Reserve						-	-	-	#DIV/0!
Renewal & Replacement Reserve						-	-	-	#DIV/0!
Municipality/County Appropriation						-	-	-	#DIV/0!
Other Reserves	84,226					84,226	-	84,226	#DIV/0!
Total Non-Operating Appropriations	228,888	-	-	-	-	228,888	116,631	112,257	96.2%
TOTAL APPROPRIATIONS	8,560,986	-	-	-	-	8,560,986	8,078,115	482,871	6.0%
ACCUMULATED DEFICIT									
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	8,560,986	-	-	-	-	8,560,986	8,078,115	482,871	6.0%
UNRESTRICTED NET POSITION UTILIZED									
Municipality/County Appropriation	-	-	-	-	-	-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 8,560,986	\$ -	\$ -	\$ -	\$ -	\$ 8,560,986	\$ 8,078,115	\$ 482,871	6.0%

* 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 \$ 416,604.87 \$ - \$ - \$ - \$ - \$ - \$ - \$ 416,604.87

2020 Authority Operating Budget

<i>Breakout of Other Costs for CPS</i>				
		2020	2019	% change
Utilities		\$1,087,956	\$1,074,089	1.3
Plant Maintenance		\$465,370	\$435,500	6.9
Chemicals		\$330,000	\$347,000	-4.9
Buildings and Grounds		\$139,300	\$105,700	31.8
Residuals Hauling		\$179,960	\$104,860	71.6
Laboratory		\$40,000	\$37,600	6.4
Collection system		\$400,200	\$302,700	32.2
Testing and Analysis		\$92,000	\$96,220	-4.4
Fees and Permits		\$37,000	\$45,000	-17.8
Professionals and Consultants		\$255,000	\$228,000	11.8
Total CPS Other		\$3,026,786	\$2,776,669	9.01

Debt Service Schedule - Interest

Bayshore Regional Sewerage Authority

If Authority has no debt X this box

	Fiscal Year Ending in						Thereafter	Total Interest Payments Outstanding
	Proposed Budget Year 2020	2021	2022	2023	2024	2025		
<i>Wastewater Treatment</i>								
NJET Series 2018	\$ 111,381	\$ 105,881	\$ 100,131	\$ 94,131	\$ 87,881	\$ 81,131	\$ 488,688	\$ 1,069,224
NJET Series 2019	33,281	31,531	29,781	28,031	26,031	24,031	158,586	331,272
Type in Issue Name								
Type in Issue Name								
Total Interest Payments	144,662	137,412	129,912	122,162	113,912	105,162	647,274	1,400,496
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								
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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	\$ 144,662	\$ 137,412	\$ 129,912	\$ 122,162	\$ 113,912	\$ 105,162	\$ 647,274	\$ 1,400,496
N/A								
TOTAL INTEREST ALL OPERATIONS								

Net Position Reconciliation

Bayshore Regional Sewerage Authority

For the Period January 1, 2020

to December 31, 2020

FY 2020 Proposed Budget

Wastewater Treatment	N/A	N/A	N/A	N/A	N/A	N/A	Total All Operations
\$ 70,321,099							\$ 70,321,099
4,918,581							4,918,581
3,683,525							3,683,525
61,718,993							61,718,993
6,772,565							6,772,565
10,049,342							10,049,342
78,540,900							78,540,900
6,115,000							6,115,000
6,115,000							6,115,000
\$ 72,425,900							\$ 72,425,900

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)

UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET

- Unrestricted Net Position Utilized to Balance Proposed Budget
- Unrestricted Net Position Utilized in Proposed Capital Budget
- Appropriation to Municipality/County (3)

Total Unrestricted Net Position Utilized in Proposed Budget

PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR

Last issued Audit Report (4)

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County

\$ 416,605

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2020 (2020-2021)
Bayshore Regional
Sewerage Authority

AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

Bayshore Regional Sewerage Authority

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


[X]

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 Bayshore Regional Sewerage Authority, on the 21st day of October, 2019

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:	Macey McMullen		
Title:	Secretary		
Address:	100 Oak Street Union Beach, NJ 07735		
Phone Number:	732-739-1095	Fax Number:	732-739-2459
E-mail address	Bfish59@bayshorersa.com		

2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

Bayshore Regional Sewerage Authority

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

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects?

The capital budget was reviewed by the commissioners of the Authority representing their respective municipalities. In the past the Authority has met with the administration of the participating Towns and Boroughs to discuss the major plans and projects ongoing and forecast at the Authority and the Authority plans to continue this practice in 2019. In addition, the preliminary budget, with the capital projects described, will be sent to all municipal customers prior to the public hearing scheduled for the treatment charges.

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?

Projects identified in the capital budget were derived from the Authority long term capital improvement plan which extends beyond a 5-year period. Twenty – 20 % of the Capital budget is directly related to Superstorm Sandy recovery and resiliency projects. The remainder of the projects are process upgrades as well as main sewer interceptor and pump station improvements. All these projects serve to improve the reliability of the Sewerage Infrastructure servicing the Bayshore Area of Monmouth County.

3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?

Yes, the Authority derives capital projects from a long term capital improvement plan extending beyond 6 years. The Authority Asset Management Plan is used to support the long-term capital plan. The Authority Asset management plan extends out beyond 20 years and is a major source of long-term funding identification.

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)

N/A

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.

Not Applicable, no projects are being undertaken in the Metropolitan or Suburban Planning Areas

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.

Not Applicable, no projects are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan.

Proposed Capital Budget

Bayshore Regional Sewerage Authority
 For the Period January 1, 2020 to December 31, 2020

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants
<i>Wastewater Treatment</i>					
See Attachment	\$ 7,645,000	\$ 6,115,000			\$ 1,530,000
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	7,645,000	6,115,000	-	-	1,530,000
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 7,645,000	\$ 6,115,000	\$ -	\$ -	\$ 1,530,000

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

**2020 Authority Capital Budget
for the period: January 1, 2020 to December 31, 2020**

Proposed Year's Capital Improvement Plan Project	Estimated Total Cost	Unrestricted Net Position	Renewal and Replacement	Debt Authorization	Capital Grants	Other Sources
vehicles	\$60,000	\$60,000				
West Keansburg PS Bypass System	\$200,000	\$200,000				
Upgrade Transfer Switches (MPS & WKPS)	\$140,000	\$140,000				
Foremain Improvements Phase I	\$200,000	\$200,000				
Plant Security Upgrades	\$170,000	\$170,000				
Upgrade Fire alarm system	\$100,000	\$100,000				
Main Pump Station Roof	\$100,000	\$100,000				
Collection system upgrades	\$1,300,000	\$1,300,000				
W4 to W1 & W19 to W16 engineering	\$325,000	\$325,000				
Virginia Ave Repair	\$750,000	\$750,000				
Elevate Power Distribution System	\$200,000	\$20,000				\$180,000
Power Resiliency System	\$1,500,000	\$150,000				\$1,350,000
Dorr Oliver Incinerator Upgrade	\$750,000	\$750,000				
Sludge Concentration Tank Improvements	\$1,850,000	\$1,850,000				
Total	\$7,645,000	\$6,115,000	\$0	\$0	\$0	\$1,530,000

Other Sources = FEMA funding

Approved by BRSA Board October 21, 2019

5 Year Capital Improvement Plan

Bayshore Regional Sewerage Authority

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

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2020	2021	2022	2023	2024	2025
<i>Wastewater Treatment</i>							
See Attachment	\$ 34,645,000	\$ 7,645,000	\$ 11,550,000	\$ 11,675,000	\$ 1,400,000	\$ 1,225,000	\$ 1,150,000
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	34,645,000	7,645,000	11,550,000	11,675,000	1,400,000	1,225,000	1,150,000
<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	\$ 34,645,000	\$ 7,645,000	\$ 11,550,000	\$ 11,675,000	\$ 1,400,000	\$ 1,225,000	\$ 1,150,000

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.

**2020 Authority Capital Budget
for the period: January 1, 2020 to December 31, 2020**

5 Year Capital Improvement Plan Project	Estimated Total Cost	2020	2021	2022	2023	2024	2025
vehicles	\$210,000	\$60,000		\$75,000		\$75,000	
West Keansburg PS Bypass System	\$200,000	\$200,000					
Upgrade Transfer Switches (MPS & WKPS)	\$140,000	\$140,000					
Forcemain Improvements Phase I	\$200,000	\$200,000					
Plant Security Upgrades	\$170,000	\$170,000					
Upgrade Fire alarm system	\$100,000	\$100,000					
Main Pump Station Roof	\$100,000	\$100,000					
W4 to W1 & W19 to W16 engineering	\$325,000	\$325,000					
Virginia Ave Repair	\$750,000	\$750,000					
Elevate Power Distribution System	\$200,000	\$200,000					
Power Resiliency System	\$14,000,000	\$1,500,000	\$6,300,000	\$6,200,000			
Dorr Oliver Incinerator Upgrade	\$7,750,000	\$750,000	\$4,000,000	\$3,000,000			
Sludge Concentration Tank Improvements	\$1,850,000	\$1,850,000					
Site Paving Upgrades	\$300,000			\$150,000	\$150,000		
Forcemain Improvements Phase II	\$2,000,000		\$1,000,000	\$1,000,000			
Rehab Manholes in Collection System	\$300,000		\$100,000	\$100,000			
Collection System Improvements	\$5,300,000	\$1,300,000		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Building Roof Improvements	\$750,000		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Total	\$34,645,000	\$7,645,000	\$11,550,000	\$11,675,000	\$1,400,000	\$1,225,000	\$1,150,000

Other sources = FEMA funding

Approved by BRSA Board October 21, 2019

5 Year Capital Improvement Plan Funding Sources

Bayshore Regional Sewerage Authority

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

Funding Sources

	Estimated Total Cost	Renewal & Debt			
		Unrestricted Net Position Utilized	Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Wastewater Treatment</i>					
See Attachment	\$ 34,645,000	\$ 11,465,000		\$ 10,400,000	\$ 12,780,000
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	34,645,000	11,465,000	-	10,400,000	- 12,780,000
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
TOTAL	\$ 34,645,000	\$ 11,465,000	\$ -	\$ 10,400,000	\$ - 12,780,000
Total 5 Year Plan per CB-4	\$ 34,645,000				

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.

2020 Authority Capital Budget
For the period: January 1, 2020 to December 31, 2020

5-year CIP Funding Project	Estimated Total Cost	Unrestricted Net Position	Renewal and Replacement	Debt Authorization	Capital Grants	Other Sources
Vehicles	\$210,000	\$210,000				
West Keansburg PS Bypass System	\$200,000	\$200,000				
Upgrade Transfer Switches (MPS & WKPS)	\$140,000	\$140,000				
Forcemain Improvements Phase I	\$200,000	\$200,000				
Plant Security Upgrades	\$170,000	\$170,000				
Upgrade Fire alarm system	\$100,000	\$100,000				
Main Pump Station Roof	\$100,000	\$100,000				
W4 to W1 & W19 to W16 engineering	\$325,000	\$325,000				
Virginia Ave Repair	\$750,000	\$750,000				
Elevate Power Distribution System	\$200,000	\$20,000		\$1,400,000		\$180,000
Combined Blower Building	\$0					
Power Resiliency System	\$14,000,000			\$7,000,000		\$12,600,000
Dorr Oliver Incinerator Upgrade	\$7,750,000	\$750,000				
Sludge Concentration Tank Improvements	\$1,850,000	\$1,850,000				
Site Paving Upgrades	\$300,000	\$300,000				
Forcemain repairs	\$2,000,000			\$2,000,000		
Rehab Manholes in Collection System	\$300,000	\$300,000				
Collection System Improvements	\$5,300,000	\$5,300,000				
Building Roof Improvements	\$750,000	\$750,000				
Total	\$34,645,000	\$11,465,000	\$0	\$10,400,000	\$0	\$12,780,000

(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
Bayshore Regional Sewerage Authority**

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

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

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

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

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

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

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

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

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

Reportable compensation: (Use the Most Recent W-2 available 2018 or 2019. The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2020, the most recent W-2 and 1099 should be used 2019 or 2018 (60 days prior to start of budget year is November 1, 2019, with 2018 being the most recent calendar year ended), and for fiscal years ending June 30, 2020, the calendar year 2019 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2019 being the most recent calendar year ended).

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

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

Bayshore Regional Sewerage Authority

December 31, 2020

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

Position (Can Check more than 1 Column for each person) Reportable Compensation from Authority (W-2/1099)

Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Former Employee	Highest Compensated	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body. (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Other Public Entities 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 Robert Fischer	Executive Director	50	X	X	X	X	\$ 163,188		\$ 780		\$ 3,635	\$ 167,603	none					\$ 167,603
2 Jerome Michael Broyles	Superintendent	50	X	X	X	X	120,950		780		18,863	140,593	none					140,593
3 Pete Canal	Chief Engineer	50	X	X	X	X	99,714		780		27,019	126,733	none					126,733
4 Roy Anderson	Asst. Superintendent	50	X	X	X	X	103,213		780		25,437	129,430	none					129,430
5 Charles Theodora	Asst. Superintendent	50	X	X	X	X	86,412				28,199	114,611	Ocean Sewerage Auth/Neptune	Commissioner/Police offi	20	16,200		130,811
6 Andrew Komorek	Process Engineer	45	X	X	X	X	83,931				26,525	110,456	none					110,456
7 Bartholomew Sutton	Commissioner	2	X	X	X	X	2,000					2,000	none					2,000
8 Adam Khachatryan	Commissioner	2	X	X	X	X	2,000					2,000	none					2,000
9 Marcy McMullen	Commissioner	2	X	X	X	X	2,000					2,000	Monmouth County Clerks office	records tech III	35	43,000		45,000
10 Charles Steiner	Commissioner	2	X	X	X	X	1,833					1,833	none					1,833
11 Chris Cavanaugh	Commissioner	2	X	X	X	X	2,000					2,000	Hazlet Township DPW	Sr. Maint. Repairer	40	46,000		48,000
12 Scott Whalen	Commissioner	2	X	X	X	X	2,000					2,000	none					2,000
13												0						0
14												0						0
15												0						0
Total:								\$ 669,241	\$ -	\$ 2,340	\$ 129,678	\$ 801,259				\$ 105,200	\$ -	\$ 906,459

(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

Bayshore Regional Sewerage Authority

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

December 31, 2020

If Not Applicable X this box Below

	Annual Cost		# of Covered Members (Medical & Rx) Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	# of Covered Members (Medical & Rx) Proposed Budget	Estimate per Employee Proposed Budget							
Active Employees - Health Benefits - Annual Cost									
Single Coverage	9	\$ 12,191	8	\$ 109,717	8	\$ 14,790	\$ 118,320	\$ (8,603)	-7.3%
Parent & Child	3	21,634	4	64,902	4	21,634	86,536	(21,634)	-25.0%
Employee & Spouse (or Partner)	3	24,172	3	72,516	3	24,086	72,258	258	0.4%
Family	13	33,393	13	434,109	13	33,229	431,977	2,132	0.5%
Employee Cost Sharing Contribution (enter as negative -)				(150,000)			(169,058)	19,058	-11.3%
Subtotal	28		28	531,244			540,033	(8,789)	-1.6%
Commissioners - Health Benefits - Annual Cost									
Single Coverage	0		0	-	0		-	-	#DIV/0!
Parent & Child	0		0	-	0		-	-	#DIV/0!
Employee & Spouse (or Partner)	0		0	-	0		-	-	#DIV/0!
Family	0		0	-	0		-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!
Subtotal	0		0	-			-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost									
Single Coverage	6	5,625	5	33,751	5	8,272	41,360	(7,609)	-18.4%
Parent & Child	1	7,502	1	7,502	1	9,981	9,981	(2,479)	-24.8%
Employee & Spouse (or Partner)	8	11,084	9	88,675	9	16,436	147,924	(59,249)	-40.1%
Family	2	25,351	2	50,702	2	39,610	79,220	(28,518)	-36.0%
Employee Cost Sharing Contribution (enter as negative -)				-			-	-	#DIV/0!
Subtotal	17		17	180,630			278,485	(97,855)	-35.1%
GRAND TOTAL	45		45	\$ 711,874			\$ 818,518	\$ (106,644)	-13.0%

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

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

Bayshore Regional Sewerage Authority

Compensated Absences

at December 31, 2018

Employee	Days	Acruial	Labor agreement	Resolution	Employment Agreement
D. Clarke	0.0	\$0.00	X		
M. Donahue	6.3	\$1,860.36	X		
Bray	2.1	\$581.62	X		
P. Keefe	9.7	\$3,118.45	X		
J. Hutcheson	1.0	\$267.76	X		
D. Maher	0.4	\$111.74	X		
M. Dow	19.6	\$6,011.01	X		
H.Ladisheff	1.0	\$313.03	X		
R. Applegate	6.2	\$1,712.90	X		
M. Flett	1.1	\$302.75	X		
D. Greenstein	5.2	\$1,524.19	X		
C. Weisel	4.0	\$979.20	X		
Jess Lockwood	7.8	\$2,283.33	X		
			X		
D.Lockwood, Jr.	7.6	\$2,106.01	X		
S.Spano	25.8	\$7,701.44	X		
J. Cotugno	0.2	\$65.18	X		
W. Treszkowski	4.5	\$1,244.42	X		
Robert Ostervich	7.8	\$2,318.61	X		
Jim DiNardo	30.0	\$8,354.16	X		
R.Anderson	39.5	\$17,016.60		X	
M.Broyles	6.5	\$3,187.60		X	
P.Canal	12.6	\$5,354.93		X	
A.Komorek	9.1	\$3,246.31		X	
C.Theodora	40.6	\$14,897.80		X	
R. Fischer	0.7	\$428.34		X	
S.DuBey	11.9	\$3,810.45		X	
				X	
T. Petti	0.0	\$0		X	
Totals	261.1	\$88,798.19			

