

General Instructions to Complete the Solid Waste Collection District (SWCD) Budget Workbook

- a) This workbook shall be used for completing the Solid Waste Collection District Introduced and Adopted Budgets.
- b) It is designed to automatically calculate amounts linked from various data entry points.
- c) The individual tabs containing formulas are locked to protect the formulas.
- d) Fill in only the gray sections of the worksheet.
- e) Begin by navigating to the "Key Inputs" tab.
 - Select the municipality (and county) by clicking on the arrow on the right side. This will populate the entity name
- f) and county. Continue to complete each of the fields in order to populate standard information throughout the workbook.
- g) In all applicable signature lines, insert the email address of the applicable official.
 - Once approved by the Governing Body, the completed Introduced Budget must be submitted to the Division via the
- h) FAST "Introduced Budget" record portal and it must be precisely named as:
<municode>_swcd_introbudget_20xx (all 4 digits municode must be included).
 - Once approved by the Governing Body, the completed Adopted Budget must be submitted to the Division via the
- i) FAST "Adopted Budget" record portal and it must be precisely named as:
<municode>_swcd_adoptbudget_20xx (all 4 digits municode must be included).
- j) Only the Chief Financial Officer has access to the "Submit for Review" tab within the FAST portal.
- k) If copying data from a prior workbook, utilize the copy and paste-special values functionality built into Excel to preserve formatting.

2023 MUNICIPAL DATA SHEET
OF A SOLID WASTE COLLECTION DISTRICT

(MUST ACCOMPANY 2023 BUDGET)

MUNICIPALITY: TOWNSHIP OF ABERDEEN COUNTY: MONMOUTH

Form containing Mayor's Name (Bryan Russell, Township Manager) and Term Expires (N/A).

Table with 2 columns: Municipal Officials (Name and Title) and Date of Orig. Appt. / Cert. No. / Lic. No. Includes entries for Melissa Pfeifer, Marie Taylor, Angela Morin, Robert Swisher, and Joseph Decotis.

Table with 2 columns: Governing Body Members (Name) and Term Expires. Includes entries for Fred Tagliarini, Margaret Montone, Joseph Martucci, Greg Cannon, Robert Swindle, and Connie Kelley.

Official Mailing Address of Solid Waste Collection District

1 Aberdeen Square
Aberdeen, NJ 07747
1 Aberdeen Square

Fax #:

Pursuant to Public Law 2002, Chapter 126 - N.J.S.A. 40:66-10 is amended to read: "any municipality which operates a "Solid Waste Collection District" as of December 31, 1989, shall determine the amount of money necessary for the support of the solid waste collection district. The amount so determined shall become part of the municipal budget and subject to approval by the director".

**New Jersey Department of Community Affairs
Division of Local Government Services**

**Budget Approval of a Solid Waste Collection District
(P.L. 2001, c. 126)**

1. Please describe the services provided by the Solid Waste Collection District (SWCD) (i.e. collection, disposal, tipping fees, etc.):

Collection, Disposal, recycling, tipping fees

2. What percentage of your municipality is serviced by the district?

If you are requesting an expansion of the district, please provide a map showing the current district and the proposed expansion. Also explain the background, fiscal impact on the district's budget, and reasons to expand the district (attach additional documentation if necessary).

3. If less than 100% of the municipality is in the district, what arrangements are made for the provision of trash removal to the balance of the municipality?

4. Are services provided by municipal employees or are they contractual? If contractual, please state the name of the vendor, contract period, services provided and maximum contract amount.

Contractual

5. Do the employees of the district provide any other services in the municipality other than trash removal? If so, please explain.

2023

SOLID WASTE COLLECTION DISTRICT BUDGET

Solid Waste Collection District Budget of the TOWNSHIP of ABERDEEN, County of MONMOUTH for the Fiscal Year 2023.

It is hereby certified that the Budget and Capital Budget annexed hereto and hereby made a part hereof is a true copy of the Budget and Capital Budget approved by resolution of the Governing Body on the

20 day of April, 2023
and that public advertisement will be made in accordance with the provisions of N.J.S.A. 40A:4-6 and N.J.A.C. 5:30-4.4(d).

Certified by me, this 20 day of April, 2023

Melissa Pfeiffer

Clerk

Aberdeen, NJ 07747

Address

1 Aberdeen Square

Address

732-583-4200

Phone Number

It is hereby certified that the approved Budget annexed hereto and hereby made a part is an exact copy of the original on file with the Clerk of the Governing Body, that all additions are correct, all statements contained herein are in proof, and the total of anticipated revenues equals the total of appropriations.

Certified by me, this 20 day of April, 2023

Robert Swisher

Registered Municipal Accountant

Westfield, NJ 07090

Address

308 E. Broad St

Address

908-789-9300

Phone Number

It is hereby certified that the approved Budget annexed hereto and hereby made a part is an exact copy of the original on file with the Clerk of the Governing Body, that all additions are correct, all statements contained herein are in proof, the total of anticipated revenues equals the total of appropriations and the budget is in full compliance with the Local Budget Law, N.J.S.A. 40A:4-1 et seq.

Certified by me, this 20 day of April, 2023

Angela Morin

Chief Financial Officer

DO NOT USE THESE SPACES

CERTIFICATION OF ADOPTED BUDGET

(Do not advertise this Certification form)

It is hereby certified that the amounts to be raised by taxation for local purposes has been compared with the approved Budget previously certified by me and any changes required as a condition to such approval have been made. The adopted budget is certified with respect to the foregoing only.

STATE OF NEW JERSEY
Department of Community Affairs
Director of the Division of Local Government Services

Dated: _____, 2023

By: _____

SOLID WASTE COLLECTION DISTRICT BUDGET RESOLUTION

Section 1.

Solid Waste Collection District Budget of the TOWNSHIP of ABERDEEN , County of MONMOUTH for the Fiscal Year 2023

Be it Resolved, that the following statements of revenues and appropriations shall constitute the Solid Waste Collection District Budget for the year 2023;

Be it Further Resolved, that said Budget be published in the Asbury Park Press

in the issue of April 26 , 2023

The Governing Body of the TOWNSHIP of ABERDEEN does hereby approve the following as the Budget for the year 2023:

RECORDED VOTE

(Insert last name)

Ayes

Fred Tagliarini
Margaret Montone
Joseph Martucci
Greg Cannon
Robert Swindle
Connie Kelley

Nays

Abstained

Absent

Notice is hereby given that the Budget and Tax Resolution was approved by the COUNCIL MEMBERS of the TOWNSHIP of ABERDEEN , County of MONMOUTH , on April 20 , 2023.

A Hearing on the Budget and Tax Resolution will be held at 1 Aberdeen Square , on June 1 , 2023 at 7:30 o'clock pm at which time and place objections to said Budget and Tax Resolution for the year 2023 may be presented by taxpayers or other interested persons.

	EXPLANATORY STATEMENT - (Continued)		
	BUDGET MESSAGE		
<p><u>Appropriation "CAPS"</u></p> <p>N.J.S.A. 40A:4-45.44 through 45.47 established a formula that limits increase in each local unit's 'Amount to be Raised by Taxation'. The Tax Levy Cap for the year 2023 is calculated as follows:</p>	<u>LEVY CAP CALCULATION</u>		
	Prior Year Amount to be Raised by Taxation for Special District Purpose:		2,609,088
	Less: Prior Year Capital Improvement Fund & Down Payments:		
	Less: Prior Year Deferred Charges to Future Taxation Unfunded:		
	Net Prior Year Tax Levy for Special District Tax for Cap Calculation:		2,609,087
	Plus: 2% CAP Increase		52,181
	Adjusted Tax Levy Prior to Exclusion		2,661,268
	Exclusions:		
	Changes in Debt Service & Existing County Leases	-	
	Allowable Pension Increases	-	
	Allowable Health Benefit Increases	-	
	Capital Imp. Fund and/or Down Payment on Improvements	-	
	Deferred Charges to Future Taxation Unfunded	-	
	Total Exlucisions		-
	Less: Cancelled or Unexpended Exclusions		-
Adjusted Tax Levy			2,661,268
Additions:			
New Ratables - Increase on Valuations		84,307	
CAP Bank Utilized in Current Year			
Maximum Allowable Amount to be Raised by Taxation			2,745,575
Amount to be Raised by Taxation for Municipal Purposes			2,661,269
Amount of Levy CAP Remaining			84,306

NOTE:

MANDATORY MINIMUM BUDGET MESSAGE MUST INCLUDE A SUMMARY OF:

- 1. HOW THE "CAP" WAS CALCULATED. (Explain in words what the "CAPS" mean and show the figures.)
- 2. A SUMMARY BY FUNCTION OF THE APPROPRIATIONS THAT ARE SPREAD AMONG MORE THAN ONE OFFICIAL LINE ITEM (e.g. if Police S & W appears in the regular section and also under "Operation Excluded from "CAPS" section, combine the figures for purposes of citizen understanding.)

SOLID WASTE COLLECTION DISTRICT BUDGET

REVENUES FROM SOLID WASTE COLLECTION DISTRICT	FCOA	Anticipated		Realized in Cash in 2022
		2023	2022	
Operating Surplus Anticipated		45,000.00	147,000.00	147,000.00
Operating Surplus Anticipated with Prior Written Consent of Director of Local Government Services				
Total Operating Surplus Anticipated		45,000.00	147,000.00	147,000.00
Recycling Receipts		9,960.00	9,959.72	10,662.26
Recycling Tonnage Grant		65,404.00	35,732.00	35,732.83
ARP		16,680.00		
Miscellaneous Revenue Not Anticipated, Interest				946.94
Special Items of General Revenues Anticipated with Prior Written Consent of Director of Local Governement Services	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Amount to be Raised by Taxation for Support of Solid Waste Collection District		2,661,269.00	2,609,087.58	2,609,087.58
TOTAL - Solid Waste Collection District Revenues		2,798,313.00	2,801,779.30	2,803,429.61

SOLID WASTE COLLECTION DISTRICT BUDGET

APPROPRIATIONS FOR SOLID WASTE COLLECTION DISTRICT	FCOA	Appropriated				Expended 2022	
		for 2023	for 2022	for 2022 By Emergency Appropriation	Total for 2022 As Modified By All Transfers	Paid or Charged	Reserved
Operating:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Salaries & Wages		446,141.00	484,477.00		506,477.00	506,477.00	-
Other Expenses		180,625.00	206,571.00		206,571.00	214,597.39	*
Contractual Services		1,046,875.00	949,875.00		949,875.00	976,875.00	*
Disposal Fees		775,000.00	850,000.00		828,000.00	715,163.41	112,836.59
Employee Group Health		220,000.00	195,000.00		195,000.00	191,263.31	3,736.69
General Insurance					-		-
					-		-
					-		-
					-		-
Surplus					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
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					-		-

SOLID WASTE COLLECTION DISTRICT BUDGET

APPROPRIATIONS FOR SOLID WASTE COLLECTION DISTRICT	FCOA	Appropriated				Expended 2022	
		for 2023	for 2022	for 2022 By Emergency Appropriation	Total for 2022 As Modified By All Transfers	Paid or Charged	Reserved
Deferred Charges and Statutory Expenditures:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
DEFERRED CHARGES:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Emergency Authorizations				XXXXXXXXXX	-		XXXXXXXXXX
Overexpenditure			30,701.68	XXXXXXXXXX	30,701.68	30,701.68	XXXXXXXXXX
				XXXXXXXXXX	-		XXXXXXXXXX
				XXXXXXXXXX	-		XXXXXXXXXX
				XXXXXXXXXX	-		XXXXXXXXXX
STATUTORY EXPENDITURES:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Contribution To: Public Employee's Retirement System		47,672.00	42,154.62		42,154.62	42,154.62	-
Social Security System (O.A.S.I.)		42,000.00	43,000.00		43,000.00	40,382.30	2,617.70
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et. Seq.)					-		-
					-		-
					-		-
					-		-
Judgements					-		XXXXXXXXXX
Deficit in Operations in Prior Years				XXXXXXXXXX	-		XXXXXXXXXX
Surplus (General Budget)		40,000.00		XXXXXXXXXX	-		XXXXXXXXXX
Total Solid Waste Collection District Appropriations		2,798,313.00	2,801,779.30	-	2,801,779.30	2,717,614.71	119,190.98

SECTION 2 - UPON ADOPTION FOR YEAR 2023

Be it Resolved by the **COUNCIL MEMBERS** of the **TOWNSHIP**
of **ABERDEEN**, County of **MONMOUTH** that the budget hereinbefore set forth is hereby
adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of:

(a) \$ 2,661,269.00 (Item 2 below) for Solid Waste Collection District

RECORDED VOTE
(Insert last name)

Ayes

Nays

Abstained

Absent

SUMMARY OF REVENUES AND APPROPRIATIONS

1. GENERAL REVENUES	
Surplus Anticipated	\$ 45,000.00
Miscellaneous Revenues Anticipated	\$ 92,044.00
2. AMOUNT TO BE RAISED BY TAXATION FOR SOLID WASTE COLLECTION DISTRICT	
Total Revenues	
	\$ 2,798,313.00
3. GENERAL APPROPRIATIONS	
Operations	\$ 2,668,641.00
Deferred Charges	\$ -
Statutory Expenditures	\$ 89,672.00
Judgements	\$ -
Deficit in Operations in Prior Years	\$ -
Surplus (General Budget)	\$ 40,000.00
Total Appropriations	
	\$ 2,798,313.00

It is hereby certified that the within budget is a true copy of the budget finally adopted by resolution of the Governing Body on the day of , 2023 . It is further certified that each item of revenue and appropriation is set forth in the same amount and by the same title as appeared in the 2023 approved budget and all amendments thereto, if any, which have been previously approved by the Director of the Division of Local Government Services.

Certified by me this day of , 2023, , Clerk

Signature