

## NOTICE OF SALE

**\$9,523,000**

### **BOROUGH OF BERLIN**

**County of Camden, New Jersey**

### **GENERAL OBLIGATION BONDS, SERIES 2018**

**Consisting of:**

**\$7,288,000 General Improvement Bonds**

**\$1,270,000 Water Utility Bonds**

**\$965,000 Sewer Utility Bonds**

**(Bank Qualified) (Book-Entry-Only)**

**(Callable)**

**ELECTRONIC PROPOSALS** will be received via the BiDCOMP<sup>®</sup>/Parity<sup>®</sup> Electronic Competitive Bidding System ("PARITY") of i-Deal LLC ("i-Deal") in the manner described below, until 11:00 a.m. (Eastern), on

**August 29, 2018**

at which time they will be publicly announced for the purchase of the following bonds ("Bonds"), due on September 15, as follows:

<u>Year</u>	<u>General Improvement</u>	<u>Water Utility</u>	<u>Sewer Utility</u>	<u>Combined</u>	<u>Year</u>	<u>General Improvement</u>	<u>Water Utility</u>	<u>Sewer Utility</u>	<u>Combined</u>
2019	\$208,000	\$45,000	\$35,000	\$288,000	2029	\$400,000	\$70,000	\$50,000	\$520,000
2020	210,000	45,000	35,000	290,000	2030	400,000	70,000	55,000	525,000
2021	415,000	50,000	35,000	500,000	2031	400,000	75,000	55,000	530,000
2022	415,000	55,000	40,000	510,000	2032	400,000	75,000	60,000	535,000
2023	415,000	55,000	40,000	510,000	2033	400,000	80,000	60,000	540,000
2024	415,000	55,000	45,000	515,000	2034	400,000	80,000	60,000	540,000
2025	410,000	60,000	45,000	515,000	2035	400,000	85,000	65,000	550,000
2026	400,000	60,000	50,000	510,000	2036	400,000	90,000	65,000	555,000
2027	400,000	65,000	50,000	515,000	2037	400,000	90,000	70,000	560,000
2028	400,000	65,000	50,000	515,000					

The Bonds will be dated their date of delivery and bear interest at the rates per annum specified by the successful bidder therefor, payable initially on March 15, 2019 and semiannually thereafter on September 15 and March 15 in each year until maturity or earlier redemption. The Bonds are subject to redemption prior to their stated maturity dates as set forth in the Preliminary Official Statement.

Upon initial issuance, the Bonds will be issued in book-entry-only form and registered in the name of Cede & Co., as nominee of The Depository Trust Company, New York, New York ("DTC"). DTC will act as securities depository for the Bonds and be responsible for maintaining a book-entry system for recording the interests of its participants or the transfers of interests among its participants. Individual purchases may be made in the principal amount of \$5,000 or any integral multiple thereof through book entries made on the books and records of DTC and its participants. Individual purchasers of the Bonds will not receive certificates representing their beneficial ownership interest in the Bonds, but each book-entry bondholder will receive a credit balance on the books of its nominee. For additional information, see "THE BONDS -- Book-Entry-Only System" in the preliminary official statement described below ("Preliminary Official Statement").

The Borough has prepared a Preliminary Official Statement in connection with the sale of the Bonds which it has deemed "final" as of its date for purposes of paragraph (b)(1) of Rule 15c2-12, as amended ("Rule 15c2-12") promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended, except for certain omissions permitted thereunder. Within seven (7) business days of the sale of the Bonds, and in sufficient time to accompany any confirmation that requests payment from a customer, the Borough will deliver a sufficient number of copies of the final official statement ("Official Statement") to the purchaser in order for the same to comply with Paragraph (b)(4) of Rule 15c2-12.

The Preliminary Official Statement is available for viewing in electronic format through the internet facilities of Bowman & Company LLP. Bowman & Company's web address is **www.govdebt.net** ("Site"). In addition, broker dealers registered with the National Association of Securities Dealers ("NASD") and dealer banks with DTC clearing arrangements may either: (i) print out a copy of the Preliminary Official Statement by their own means; or (ii) at any time prior to August 29, 2018, elect to receive a printed copy of the Preliminary Official Statement in the mail by requesting the same on the Bowman & Company web site or by calling the Borough's Bond Counsel, Parker McCay P.A. ("Bond Counsel"), Parker McCay P.A., 9000 Midlantic Drive, Suite 300, P.O. Box 5054, Mount Laurel, New Jersey 08054. Calls should be directed to Alexis B. Batten, Esquire at (856) 985-4067. The Borough's Municipal Advisor, Phoenix Advisors LLC, may also be contacted at 4 West Park Street, Bordentown, New Jersey 08505. Calls should be directed to Sherry L. Tracey at (609) 291-0130. In order to view, print a copy or request a copy of the Preliminary Official Statement from the Bowman & Company web site, please visit **www.govdebt.net**. Bidders may log-in to access electronic viewing and delivery. Once logged-in to the Site, bidders must follow the applicable instructions and prompts to access the Preliminary Official Statement. All bidders must review the Preliminary Official Statement and certify that they have done so prior to participating in the bidding.

In accordance with the requirements of Rule 15c2-12, the Borough will, prior to the issuance of the Bonds, enter into an agreement substantially in the form set forth in Appendix "D" to the Preliminary Official Statement ("Disclosure Agreement").

The Borough will designate the Bonds as "qualified tax-exempt obligations" pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended ("Code").

## **BID SPECIFICATIONS**

Each **ELECTRONIC PROPOSAL** for the Bonds must be submitted to PARITY in accordance with this notice, but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in PARITY conflict with this Notice of Sale, the terms of this Notice of Sale shall control. For further information about PARITY, including any fee charged, potential bidders may contact BiDCOMP/PARITY, 1359 Broadway, Second Floor, New York, New York 10018, (212) 849-5021. The Borough may, but is not obligated to, acknowledge its acceptance in writing of any bid submitted electronically via PARITY. In the event that a bid for the Bonds is submitted via PARITY, the bidder further agrees that:

1. If a bid submitted electronically by PARITY is accepted by the Borough, the terms of this Notice of Sale and the information that is electronically transmitted through

PARITY shall form a contract, and the successful bidder shall be bound by the terms of such contract.

2. PARITY is not an agent of the Borough, and the Borough shall have no liability whatsoever based on any bidder's use of PARITY, including but not limited to any failure by PARITY to correctly or timely transmit information provided by the Borough or information provided by the bidder.

3. The Borough may choose to discontinue use of electronic bidding via PARITY by issuing a notification to such effect via TM3 News Services, or by other available means, no later than 3:00 p.m. (Eastern Time) on the last business date prior to the bid date set forth above.

4. Once the bids are communicated electronically via PARITY to the Borough as described above, each bid will constitute an official "Proposal for Bonds" and shall be deemed to be an irrevocable offer to purchase the Bonds on the terms provided in this Notice of Sale. For purposes of submitting electronic bids, the time as maintained on PARITY shall constitute the official time.

5. Each bidder shall be solely responsible to make necessary arrangements to access PARITY for purposes of submitting its bid in a timely manner and in compliance with the requirements of this Notice of Sale. Neither the Borough nor i-Deal shall have any duty or obligation to provide or assure to any bidder, and neither the Borough nor i-Deal shall be responsible for the proper operation of, or have any liability for any delays or interruptions of, or any damages caused by PARITY. The Borough is using PARITY as a communication mechanism, and not as the Borough's agent, to conduct the electronic bidding for the Bonds. By using PARITY, each bidder agrees to hold the Borough harmless for any harm or damages caused to such bidder in connection with its use of PARITY for bidding on the Bonds.

Each proposal must specify in a multiple of 1/8th or 1/20th of 1%, a single rate of interest which each maturity of the Bonds are to bear. Not more than one rate of interest may be named for Bonds of the same maturity. No rate of interest named for any maturity may be less than the rate of interest named for a prior maturity, and the difference between the highest and the lowest rates of interest named in the proposal shall not exceed three percent (3%). No proposal shall be considered that offers to pay an amount less than the principal amount of Bonds offered for sale or under which the total loan is made at an interest cost higher than the lowest net interest cost to the Borough under any legally acceptable proposal.

The Bonds will be sold to the bidder who, after having complied with the terms of this Notice of Sale, offers the lowest net interest cost for the Bonds. The net interest cost shall be computed in each instance by adding to the total amount of Bonds bid for, the total interest cost to maturity in accordance with such bid. **Proposals may not include any premium.** If two (2) or more bidders specify the same lowest net interest cost, then award will be made to one of such bidders selected by the undersigned by lot. The purchaser must pay an amount equal to the interest on the Bonds accrued to the date of delivery. The Borough reserves the right to reject all bids and any bid not complying with the terms of this Notice of Sale.

Each bidder is required to make a good faith deposit, in the amount of **\$190,460** ("Deposit"), in the form of a cash wire or a certified, cashier's or treasurer's check, in each case payable to the order of the "Borough of Berlin". If a cash wire is used, the wire must be received by the Borough prior to **11:00 A.M.** (Eastern Time), on **WEDNESDAY, AUGUST 29, 2018**. Bidders submitting cash wires must (i) notify the Borough of their intent to use such cash wire prior to **10:00 A.M.** (Eastern Time), on **WEDNESDAY, AUGUST 29, 2018** (ii) provide proof of electronic transfer of such cash wire prior to **11:00 A.M.** (Eastern Time), on **WEDNESDAY, AUGUST 29, 2018**; and (iii) also enclose return wiring instructions for use by the Borough. Wiring instructions may be obtained by contacting the Borough's Municipal Advisor, Phoenix Advisors LLC, at 4 West Park Street, Bordentown, New Jersey 08505. Calls should be directed to Sherry Tracey at (609) 291-0130 or stracey@muniadvisors.com. If a check is used, the check must be a certified or cashier's or treasurer's check drawn upon a bank or trust company and must be delivered to the Borough, c/o Mr. Michael Kwasizur, Borough of Berlin, Municipal Offices, 59 South White Horse Pike, Berlin, New Jersey 08009 by no later than **11:00 A.M.** (Eastern Time), on **WEDNESDAY, AUGUST 29, 2018**. Bidders submitting good faith checks should also enclose a return envelope for use by the Borough. Each bidder accepts responsibility for delivering such cash wire or check on time and the Borough is not responsible for any cash wire or check that is not received on time. No interest on the Deposit will accrue to the successful bidder. When the successful bidder has been ascertained, all such Deposits shall be returned by the Borough to the persons making the same within a reasonable period of time, except the cash wire or check of the successful bidder which shall be applied as partial payment for the Bonds or to secure the Borough from any loss resulting from the failure of the successful bidder to comply with the terms of its bid. Award of the Bonds to the successful bidder or rejection of all bids is expected to be made promptly after receipt of the bids. The successful bidder may not withdraw its proposal until after **5:30 P.M.** (Eastern Time), on the bid date and then only if such award has not been made prior to the withdrawal.

**AT THE TIME OF DELIVERY OF THE BONDS, PAYMENT FOR THE BONDS SHALL BE IN IMMEDIATELY AVAILABLE FUNDS.**

The successful bidder may refuse to accept the Bonds, if prior to their delivery, any income tax law of the United States of America shall provide that the interest thereon is taxable, or shall be taxable at a future date, for federal income tax purposes and, in such case, the deposit made by such bidder will be returned and the successful bidder will be relieved of its contractual obligations arising from the acceptance of its proposal.

### **RATING**

The Borough has applied for a rating on the Bonds from S&P Global Ratings, acting through Standard & Poor's Financial Services LLC. The Borough expects to have a rating prior to the sale of the Bonds. Notice of a rating on the Bonds will be communicated via PARITY

### **OPTIONAL PURCHASE OF MUNICIPAL BOND INSURANCE**

Information concerning the Borough has been furnished to certain companies for the purpose of qualifying the Bonds for municipal bond insurance. Any purchase of said insurance will be at the sole option and expense of the bidder and increased costs of issuance including, without limitation, any additional rating agency fees, resulting by reason of such insurance will be

paid by such bidder. Notice of qualification of the Bonds for municipal bond insurance will be communicated via MUNIFACTS. If the Bonds qualify for municipal bond insurance, each bidder shall be required to specify whether municipal bond insurance will be purchased.

## **POSTPONEMENT**

The Borough reserves the right to postpone, from time to time, the date and time established for receipt of Bids. **ANY SUCH POSTPONEMENT WILL BE PUBLISHED ON THOMSON MUNICIPAL NEWSWIRE, BEFORE 11:00 A.M. ON THE DAY BEFORE THE SALE.** If any date fixed for receipt of bids and the sale of the Bonds is postponed, an alternative sale date will be announced via Thomson Municipal Newswire at least forty-eight hours prior to such alternative sale date. On any such alternative sale date, any bidder may submit a bid for the purchase of the Bonds in conformity in all respects with the provisions of the Notice of Sale, except for the date of sale and except for the changes announced on Thomson Municipal Newswire at the time the sale date and time are announced.

## **DELIVERY OF THE BONDS**

It is anticipated that delivery of the Bonds will occur on or about September 13, 2018.

### *CUSIPs:*

It is anticipated that CUSIP identification numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto shall constitute cause for a failure or a refusal by the purchaser thereof to accept delivery of and to pay for the Bonds in accordance with the terms hereof. . In accordance with Municipal Securities Rulemaking Board Rule G-34, as amended, Phoenix Advisors, LLC, municipal advisor to the Borough, will request CUSIP identification numbers and will advise CUSIP Global Services of the details related to the sale of the Bonds, including the identity of the winning purchaser of the Bonds. All expenses in relation to the printing of CUSIP numbers on the Bonds shall be paid for by the Borough; provided, however, that the CUSIP Service Bureau charge for the assignment of the numbers shall be the responsibility of and shall be paid for by the purchaser.

### *Closing Certificates:*

Simultaneously with the delivery of the Bonds, the purchaser shall assist the Borough in establishing the issue price and yield of the Bonds and shall execute and deliver to the Borough at closing an "issue price" and "yield" or similar certificate setting forth the reasonably expected initial offering price to the public or the sale price or prices of the Bonds and yield, together with the supporting pricing wires or equivalent communications ("Issue Price Certificate"). The Issue Price Certificate shall be executed in the form attached hereto as Exhibit "A".

### *Establishment of Issue Price:*

(a) The Borough intends that the provisions of Treasury Regulation Section 1.148-1(f)(3)(i) (defining "competitive sale" for purposes of establishing the issue price of the Bonds) will apply to the initial sale of the Bonds (the "competitive sale requirements") because:

- (1) the Borough disseminated this Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters;
- (2) all bidders shall have an equal opportunity to bid;
- (3) the Borough may receive bids from at least three (3) underwriters of municipal bonds or Bonds who have established industry reputations for underwriting new issuances of municipal bonds or Bonds; and
- (4) the Borough anticipates awarding the sale of the Bonds to the bidder who submits a firm offer to purchase the Bonds at the highest price (or lowest interest cost), as set forth in this Notice of Sale.

Any bid submitted pursuant to this Notice of Sale shall be considered a firm offer for the purchase of the Bonds, as specified in the bid.

(b) If the successful bidder is a bank or local government unit purchasing for its own account the provisions of paragraphs (d) and (e) below shall not apply

(c) In the event that paragraph (b) above is not applicable and the competitive sale requirements are not satisfied, the Borough shall so advise the successful bidder. The Borough shall treat the first price at which 10% of the Bonds (the "10% Test") is sold to the public as the issue price of the Bonds. The successful bidder shall advise the Borough if the Bonds satisfy the 10% Test as of the date and time of the award of the Bonds. The Borough will *not* require bidders to comply with the "hold-the-offering-price rule" and therefore does not intend to use the initial offering price to the public as of the sale date of the Bonds as the issue price of the Bonds. Bids will *not* be subject to cancellation in the event that the competitive sale requirements are not satisfied. *Bidders should prepare their bids on the assumption that the Bonds will be subject to the 10% Test in order to establish the issue price of the Bonds.*

(d) If the competitive sale requirements are not satisfied, then until the 10% Test has been satisfied as to the Bonds, the successful bidder agrees to promptly report to the Borough the prices at which the unsold Bonds have been sold to the public. That reporting obligation shall continue, whether or not the Closing Date has occurred, until the 10% Test has been satisfied as to the Bonds. If the 10% Test is not met by the closing date, a supplemental issue price certificate must be provided.

(e) By submitting a bid, each bidder confirms that: (i) any agreement among underwriters, any selling group agreement and each retail distribution agreement (to which the bidder is a party) relating to the initial sale of the Bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such retail distribution agreement, as applicable, to report the prices at which it sells to the public the unsold Bonds allotted to it until it is notified by the successful bidder that either the 10% Test has been satisfied as to the Bonds, if and for so long as directed by the successful bidder and as set forth in the related pricing wires; and (ii) any agreement among underwriters relating to the initial sale of the Bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter that is a party to a retail distribution agreement to be employed in connection with the initial sale of the Bonds to the public to require each broker-dealer that is a party to such retail distribution agreement to report the prices at which it sells to the public the unsold Bonds allotted to it until it is notified by the successful bidder or such underwriter that

either the 10% Test has been satisfied as to the Bonds, if and for so long as directed by the successful bidder or such underwriter and as set forth in the related pricing wires.

(f) Sales of any securities to any person that is a related party to an underwriter shall not constitute sales to the public for purposes of this Notice of Sale. Further, for purposes of this Notice of Sale:

- (i) "public" means any person other than an underwriter or a related party;
- (ii) "underwriter" means: (A) any person that agrees pursuant to a written contract with the Borough (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bonds to the public; and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the Bonds to the public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Bonds to the public);
- (iii) a purchaser of any of the Bonds is a "related party" to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to: (A) at least 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another); (B) more than 50% common ownership of their capital interests or profits interests, if both entities are partnerships (including direct ownership by one partnership of another); or (C) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other), and
- (iv) "sale date" means the date that the Bonds are awarded by the Borough to the successful bidder.

The obligation of the purchaser to purchase and pay for the Bonds is conditioned on the delivery, at the time of settlement of the Bonds, of the following: (i) approving legal opinion of Parker McCay P.A., Mount Laurel, New Jersey, Bond Counsel, a form of which can be found in Appendix "C" to the Preliminary Official Statement; (ii) the delivery of certificates in form and tenor satisfactory to Bond Counsel evidencing the proper execution and delivery of the Bonds and receipt of payment therefor, including a statement of the Borough, dated as of the date of such delivery, to the effect that there is no litigation pending or, to the knowledge of the signer or signers thereof, threatened relating to the issuance, sale and delivery of the Bonds; and (iii) an executed copy of the Disclosure Agreement.

**MICHAEL KWASIZUR, Chief Financial Officer**

**Dated: August 22, 2018**

## **EXHIBIT “A”**



**\$9,523,000**  
**BOROUGH OF BERLIN**  
**County of Camden, New Jersey**  
**GENERAL OBLIGATION BONDS, SERIES 2018**  
**Consisting of:**  
**\$7,288,000 General Improvement Bonds**  
**\$1,270,000 Water Utility Bonds**  
**\$965,000 Sewer Utility Bonds**

**CERTIFICATE OF UNDERWRITER**  
**REGARDING YIELD AND ISSUE PRICE**

The undersigned, an authorized representative of \_\_\_\_\_, as underwriter ("Underwriter") for the above-captioned bonds ("Bonds"), hereby certifies as follows:

1. This certificate is delivered to the Borough of Berlin, County of Camden, New Jersey ("Borough") and may be relied upon in establishing the reasonable expectations of the Borough as to the matters stated herein as may be necessary or appropriate in the preparation by the Borough of a certificate relating to arbitrage matters in connection with the issuance of the Bonds and in complying with the requirements of the Internal Revenue Code of 1986, as amended ("Code"), and the regulations promulgated thereunder with respect to arbitrage.

2. This certificate is based on facts and estimates in existence on the date hereof and, to the best of the undersigned's knowledge and belief, the matters set forth herein are reasonable in light of such facts and estimates.

3. On August 29, 2018 ("Sale Date"), the Underwriter submitted and the Borough accepted its competitive proposal to purchase the Bonds.

4. [As of the date of this certificate, the Underwriter has not sold at least 10% of the Bonds at a single price and agrees once it has sold at least 10% of the Bonds at a single price, it will provide a Supplemental Issue Price Certificate to the Township and Bond Counsel, which date will be not later than thirty (30) days after the last day of the calendar quarter next ending after the date of closing of the Bonds.] [As of the date of this certificate, the first price at which at least 10% of the Bonds was sold to the Public (as defined below) is \_\_\_\_\_.]

[5. The Underwriter has offered the Bonds to the Public for purchase at the initial offering price listed in Schedule A ("Initial Offering Price") on or before the Sale Date. A copy of the pricing wire or equivalent communication for the Bonds is attached to this certificate as Schedule B.

6. As set forth in the Notice of Sale and bid award, the Underwriter has agreed in writing that: (i) it would neither offer nor sell any of the Bonds to any person at a price that is higher than the Initial Offering Price during the Holding Period (as defined below) ("hold-the-offering-price rule"); and (ii) any selling group agreement shall contain the agreement of each dealer who is a member of the selling group, and any retail distribution agreement shall contain the agreement of each broker-dealer who is a party to the retail distribution agreement, to comply with the hold-the-offering-price rule. Pursuant to such agreement, no underwriter (as defined below) has offered or sold the Bonds at a price that is higher than the respective Initial Offering Price during the Holding Period.]

[5/7]. The Yield (as defined below) on the Bonds to maturity is not less than \_\_\_\_\_%

[6/8]. Capitalized terms utilized herein and not otherwise defined shall have the meanings ascribed thereto below:

(i) "Public" shall mean any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party to an Underwriter. The term "related party" for purposes of this certificate generally means any two or more persons who have greater than 50 percent common ownership, directly or indirectly.

(ii) "Underwriter" shall mean: (a) any person that agrees pursuant to a written contract with the Township (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bonds to the Public; and (b) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (a) of this paragraph to participate in the initial sale of the Bonds to the Public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Bonds to the Public). The representations set forth in this certificate are limited to factual matters only.

(iii) "Yield" shall mean that discount rate, determined on the basis of one interest compounding period equal to the term of the Bonds, which, when used in computing the present value of all unconditionally payable payments of principal (including original issue discount, if any), produces an amount equal to the aggregate issue price thereof.

[(iv) "Holding Period" means the period starting on the Sale Date and ending on the earlier of: (i) the close of the fifth business day after the Sale Date; or (ii) the date on

which the Underwriter has sold at least 10% of the Bonds to the Public at a price that is no higher than the Initial Offering Price.]

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents the Underwriter's interpretation of any laws, including specifically Sections 103 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder. The undersigned understands that the foregoing information will be relied upon by the Township with respect to certain of the representations set forth in the Certificate as to Nonarbitrage and Other Tax Matters and with respect to compliance with the federal income tax rules affecting the Bonds, and by Parker McCay P.A. in connection with rendering its opinion that the interest on the Bonds is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G, and other federal income tax advice that it may give to the Township from time to time relating to the Bonds.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_ day of September, 2018.

\_\_\_\_\_,  
**as Underwriter**

By: \_\_\_\_\_  
[NAME], [Title]

**PRELIMINARY OFFICIAL STATEMENT DATED AUGUST 22, 2018**

*In the opinion of Parker McCay P.A., Mount Laurel, New Jersey, Bond Counsel, assuming continuing compliance by the Borough of Berlin, County of Camden, New Jersey ("Borough") with certain tax covenants described herein, under existing law, interest on the Bonds (as hereinafter defined) is not included for federal income tax purposes in the gross income of the owners thereof pursuant to Section 103 of the Internal Revenue Code of 1986, as previously amended, and as further amended pursuant to Public Law 115-97 ("Tax Cuts and Jobs Act"), signed into law on December 22, 2017 (as amended, the "Code"), and is not a specific item of tax preference under Section 57 of the Code for purposes of calculating the alternative minimum tax imposed on individuals and, for tax years beginning prior to January 1, 2018, corporations pursuant to Section 55 of the Code. In the case of certain corporations that own the Bonds with tax years beginning prior to January 1, 2018, the interest thereon is not excludable in computing the alternative minimum tax as a result of the inclusion of interest on the Bonds in "adjusted current earnings". For tax years beginning on and after January 1, 2018, the Tax Cuts and Jobs Act has repealed the alternative minimum tax for corporations. In addition, interest on the Bonds may be subject to the branch profits tax imposed on certain foreign corporations and to the tax on "excess net passive income" imposed on S corporations. Interest on the Bonds and any gain from the sale thereof is not includable in the gross income of owners thereof under the New Jersey Gross Income Tax Act, as presently executed and construed. See "TAX MATTERS" herein.*

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**BOROUGH OF BERLIN**  
**County of Camden, New Jersey**  
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**Consisting of:**  
**\$7,288,000 General Improvement Bonds**  
**\$1,270,000 Water Utility Bonds**  
**\$965,000 Sewer Utility Bonds**  
**(Bank Qualified) (Callable)**

**Dated: Date of Delivery**

**Due: September 15 as shown on inside front cover**

The \$9,523,000 aggregate principal amount of General Obligation Bonds, Series 2018 ("Bonds") of the Borough of Berlin, County of Camden, New Jersey ("Borough"), shall be issued in fully registered book-entry-only form without coupons in minimum denominations of \$5,000 or any integral multiple of \$1,000 in excess thereof, or in such amount necessary to issue the principal amount of the Bonds. The Bonds consist of: (i) \$7,288,000 aggregate principal amount of General Improvement Bonds; (ii) \$1,270,000 aggregate principal amount of Water Utility Bonds; and (iii) \$965,000 aggregate principal amount of Sewer Utility Bonds.

The principal of the Bonds shall be paid on their respective maturity dates thereof upon presentation and surrender of the Bonds at the principal corporate trust office of TD Bank, National Association, Cherry Hill, New Jersey, as bond registrar and paying agent ("Paying Agent"). Interest on the Bonds is payable semi-annually on March 15 and September 15 ("Interest Payment Dates"), commencing March 15, 2019, in each year until maturity or earlier redemption. The Bonds are subject to redemption prior to their stated maturity dates as set forth herein.

Upon initial issuance, the Bonds will be registered in the name of Cede & Co., as nominee for The Depository Trust Company ("DTC"), which will act as securities depository for the Bonds. So long as Cede & Co. is the registered owner of the Bonds, payments of principal of and interest on the Bonds will be made by the Borough directly to DTC or its nominee, Cede & Co., which will remit such payments to the DTC Participants (as herein defined) which will, in turn, remit such payments to the Beneficial Owners (as herein defined) of the Bonds. Purchasers will not receive certificates representing their ownership interest in the Bonds purchased. For so long as any purchaser is a Beneficial Owner of a Bond, such purchaser must maintain an account with a broker or dealer who is, or acts through, a DTC participant to receive payment of the principal of and interest on such Bond.

The Bonds are authorized to be issued pursuant to: (i) the Local Bond Law, Chapter 169 of the Laws of 1960 of the State of New Jersey, as amended and supplemented ("Local Bond Law"); (ii) bond ordinances 2014-02, 2014-06, 2014-12, 2015-10, 2015-17, 2016-05, 2017-06, 2017-07, 2017-10 and 2018-12 (collectively, the "Bond Ordinances"), each duly and finally adopted by the Mayor and Borough Council and published in accordance with the requirements of the Local Bond Law; (iii) a resolution adopted by the Mayor and Borough Council on August 9, 2018; and (iv) a Certificate of Determination and Award executed by the Chief Financial Officer of the Borough on August \_\_, 2018.

The Bonds are being issued by the Borough to provide funds which will be used to: (i) permanently finance the costs of various capital improvements and the acquisition of various capital equipment by the repayment at maturity of the principal of certain bond anticipation notes heretofore issued by the Borough; (ii) permanently finance the costs of various capital improvements and the acquisition of various capital equipment for which obligations have been authorized, but not yet issued; and (iii) pay certain costs and expenses incidental to the issuance and delivery of the Bonds.

The Bonds are general obligations of the Borough and the full faith and credit of the Borough are irrevocably pledged for the payment of principal and interest on the Bonds. The Bonds are payable ultimately from *ad valorem* taxes that shall be levied upon all taxable real property within the Borough without limitation as to rate or amount.

**This cover page contains information for quick reference only. It is not a summary of this issue. Investors must read the entire Official Statement, including the Appendices attached hereto, to obtain information essential to the making of an informed investment decision.**

The Bonds are offered when, as and if issued, subject to the prior approval of legality by the law firm of Parker McCay P.A., Mount Laurel, New Jersey, Bond Counsel to the Borough. Certain legal matters will be passed upon for the Borough by its Solicitor, Howard Long, Esquire of the law firm Wade, Long, Wood & Long, LLC, Laurel Springs, New Jersey. Phoenix Advisors, LLC, Bordentown, New Jersey, has served as Municipal Advisor to the Borough in connection with the issuance of the Bonds. Delivery of the Bonds is further subject to certain other conditions set forth herein. It is anticipated that the Bonds in definitive form will be available for delivery through DTC in New York, New York, on or about September 13, 2018.

## MATURITY SCHEDULES

**\$9,523,000**

**BOROUGH OF BERLIN**

**County of Camden, New Jersey**

**GENERAL OBLIGATION BONDS, SERIES 2018**

**Consisting of:**

**\$7,288,000 General Improvement Bonds**

**\$1,270,000 Water Utility Bonds**

**\$965,000 Sewer Utility Bonds**

**(Bank Qualified) (Callable)**

<u>Year</u>	<u>General Improvement Principal Amount</u>	<u>Water Utility Principal Amount</u>	<u>Sewer Utility Principal Amount</u>	<u>Aggregate Principal Amount</u>	<u>Interest Rate</u> %	<u>Yield</u> %
2019	\$208,000	\$45,000	\$35,000	\$288,000		
2020	210,000	45,000	35,000	290,000		
2021	415,000	50,000	35,000	500,000		
2022	415,000	55,000	40,000	510,000		
2023	415,000	55,000	40,000	510,000		
2024	415,000	55,000	45,000	515,000		
2025	410,000	60,000	45,000	515,000		
2026	400,000	60,000	50,000	510,000		
2027	400,000	65,000	50,000	515,000		
2028	400,000	65,000	50,000	515,000		
2029	400,000	70,000	50,000	520,000		
2030	400,000	70,000	55,000	525,000		
2031	400,000	75,000	55,000	530,000		
2032	400,000	75,000	60,000	535,000		
2033	400,000	80,000	60,000	540,000		
2034	400,000	80,000	60,000	540,000		
2035	400,000	85,000	65,000	550,000		
2036	400,000	90,000	65,000	555,000		
2037	400,000	90,000	70,000	560,000		

**BOROUGH OF BERLIN**  
**County of Camden, New Jersey**

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**Elected Officials**

**James Bilella**                      **Mayor**

**Borough Council**

<b>Rick Miller</b>	<b>President</b>
<b>James Pearce</b>	<b>Member</b>
<b>Len Badolato</b>	<b>Member</b>
<b>Dan MacDonnell</b>	<b>Member</b>
<b>Ron Rocco</b>	<b>Member</b>
<b>Mike Buchanan</b>	<b>Member</b>

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**Borough Clerk**  
**Lois Sahina**

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**Chief Financial Officer**  
**Michael T. Kwasizur**

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**Solicitor**  
**Howard Long, Esquire**  
**Laurel Springs, New Jersey**

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**Auditor**  
**Bowman & Company LLP**  
**Voorhees, New Jersey**

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**Bond Counsel**  
**Parker McCay P.A.**  
**Mount Laurel, New Jersey**

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**Municipal Advisor**  
**Phoenix Advisors, LLC**  
**Bordentown, New Jersey**

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No broker, dealer, salesperson or other person has been authorized by the Borough to give any information or to make any representations with respect to the Bonds other than those contained in this Official Statement and, if given or made, such information or representations must not be relied upon as having been authorized by the Borough. The information contained herein has been provided by the Borough and other sources deemed reliable; however, no representation or warranty is made as to its accuracy or completeness and such information is not to be construed as a representation or warranty by any underwriter or, as to information from sources other than itself, by the Borough. The information and expressions of opinion herein are subject to change without notice, and neither the delivery of this Official Statement nor any sale hereunder shall, under any circumstances, create any implication that there has been no change in any of the information herein since the date hereof, or the date as of which such information is given, if earlier.

References in this Official Statement to laws, rules, regulations, bond ordinances, agreements, reports and other documents do not purport to be comprehensive or definitive. All references to such documents are qualified in their entirety by reference to the particular document, the full text of which may contain qualifications of and exceptions to statements made herein, and copies of which may be inspected at the office of the Borough Clerk during normal business hours.

This Official Statement does not constitute an offer to sell or the solicitation of an offer to buy, nor there be any sale of the Bonds in any jurisdiction in which it is unlawful for any person to make such an offer, solicitation or sale. No dealer, broker, salesman or other person has been authorized to give any information or to make any representations other than as contained in this Official Statement. If given or made, such other information or representations must not be relied upon as having been authorized by the Borough or any underwriter.

Upon issuance, the Bonds will not be registered under the Securities Act of 1933, as amended, will not be listed on any stock or other securities exchange and neither the Securities and Exchange Commission nor any other federal, State, municipal or other governmental entity will have passed upon the accuracy or adequacy of this Official Statement.

IN CONNECTION WITH THIS OFFERING, THE UNDERWRITER MAY OVER ALLOT OR EFFECT TRANSACTIONS THAT STABILIZE OR MAINTAIN THE MARKET PRICE OF THE BONDS AT A LEVEL ABOVE THAT WHICH MIGHT OTHERWISE PREVAIL IN THE OPEN MARKET. SUCH STABILIZING, IF COMMENCED, MAY BE DISCONTINUED AT ANY TIME WITHOUT PRIOR NOTICE.

**The order and placement of materials in this Official Statement, including the Appendices, are not to be deemed to be a determination of relevance, materiality or importance, and this Official Statement, including the Appendices, must be considered in its entirety.**



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## OFFICIAL STATEMENT

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**\$9,523,000**  
**BOROUGH OF BERLIN**  
**County of Camden, New Jersey**  
**GENERAL OBLIGATION BONDS, SERIES 2018**  
**Consisting of:**  
**\$7,288,000 General Improvement Bonds**  
**\$1,270,000 Water Utility Bonds**  
**\$965,000 Sewer Utility Bonds**  
**(Bank Qualified) (Callable)**

### INTRODUCTION

The purpose of this Official Statement, including the cover page hereof and the appendices attached hereto, is to provide certain information relating to the issuance by the Borough of Berlin, County of Camden, New Jersey ("Borough"), of its \$9,523,000 aggregate principal amount of General Obligation Bonds, Series 2018 ("Bonds"). The Bonds consist of: (i) \$7,288,000 aggregate principal amount of General Improvement Bonds; (ii) \$1,270,000 aggregate principal amount of Water Utility Bonds; and (iii) \$965,000 aggregate principal amount of Sewer Utility Bonds.

The information contained herein relating to the Borough was furnished by the Borough unless otherwise indicated.

### AUTHORIZATION FOR THE BONDS

The Bonds are authorized to be issued pursuant to: (i) the Local Bond Law, Chapter 169 of the Laws of 1960 of the State of New Jersey ("State"), as amended and supplemented ("Local Bond Law"); (ii) bond ordinances 2014-02, 2014-06, 2014-12, 2015-10, 2015-17, 2016-05, 2017-06, 2017-07, 2017-10 and 2018-12 (collectively, the "Bond Ordinances"), each duly and finally adopted by the Mayor and Borough Council and published in accordance with the requirements of the Local Bond Law; (iii) a resolution adopted by the Mayor and Borough Council on August 9, 2018; and (iv) a Certificate of Determination and Award executed by the Chief Financial Officer of the Borough on August \_\_, 2018.

### PURPOSE OF THE ISSUE

The Bonds are being issued by the Borough to provide funds which will be used to: (i) permanently finance the costs of various capital improvements and the acquisition of various capital equipment by the repayment at maturity of the principal of certain bond anticipation notes heretofore issued by the Borough; (ii) permanently finance the costs of various capital improvements and the acquisition of various capital equipment for which obligations have been authorized, but not yet issued; and (iii) pay certain costs and expenses incidental to the issuance and delivery of the Bonds.

The capital improvements and equipment to be permanently financed with the proceeds of the Bonds include the following:

**General Improvement Bonds**

<b>Ordinance Number</b>	<b>Purpose</b>	<b>Obligations Authorized</b>	<b>Notes Outstanding</b>	<b>Bonds to be Issued</b>
2014-02	Road Reconstruction, Acquisition of Equipment; Improvement to Municipal Facilities	\$1,490,150.00	\$1,015,085.25	\$1,015,085.25
2014-12	Improvement to Public Buildings and Acquisition of Equipment	285,000.00	285,000.00	285,000.00
2015-10	Road Reconstruction; Acquisition of Equipment, Acquisition of Fire Truck; Improvement to Municipal Facilities	2,075,000.00	1,365,500.00	1,365,500.00
2015-17	Improvements to Municipal Facilities	64.75	64.75	64.75
2016-05	Road Reconstruction; Acquisition of Equipment; Improvements to Municipal Facilities	1,665,660.00	999,000.00	998,192.00
2017-06	Road and Various Sidewalks Reconstruction; Acquisition of Equipment; Improvements to Municipal and Recreational Facilities	944,740.00	944,740.00	944,740.00
2017-10	Acquisition of Real Property	1,900,000.00	1,900,000.00	1,900,000.00
2018-12	Various Capital Improvements and Acquisition of Equipment	779,418.00	0.00	779,418.00
<b>TOTAL</b>		<b>\$9,140,032.75</b>	<b>\$6,509,390.00</b>	<b>\$7,288,000.00</b>

### Water Utility Bonds

<b>Ordinance Number</b>	<b>Purpose</b>	<b>Obligations Authorized</b>	<b>Notes Outstanding</b>	<b>Bonds to be Issued</b>
2014-06	Various Utility Improvements	\$200,000.00	\$200,000.00	\$200,000.00
2015-10	Various Utility Improvements	2,075,000.00	409,500.00	409,500.00
2016-05	Various Utility Improvements and Acquisition of Equipment	1,665,660.00	0.00	475,500.00
2017-07	Acquisition of Equipment and Acquisition of Replacement Pumps	185,000.00	0.00	185,000.00
<b>TOTAL</b>		<b>\$4,125,660.00</b>	<b>\$609,500.00</b>	<b>\$1,270,000.00</b>

### Sewer Utility Bonds

<b>Ordinance Number</b>	<b>Purpose</b>	<b>Obligations Authorized</b>	<b>Notes Outstanding</b>	<b>Bonds to be Issued</b>
2014-02	Various Utility Improvements	\$1,490,150.00	\$475,000.00	\$475,000.00
2015-10	Various Utility Improvements	2,075,000.00	300,000.00	300,000.00
2016-05	Various Utility Improvements	1,665,660.00	0.00	190,000.00
<b>TOTAL</b>		<b>\$5,230,810.00</b>	<b>\$775,000.00</b>	<b>\$965,000.00</b>

### Total

	<b>Obligations Authorized</b>	<b>Notes Outstanding</b>	<b>Bonds to be Issued</b>
<b>TOTAL</b>	<b>\$18,496,503.00</b>	<b>\$7,893,890.00</b>	<b>\$9,523,000.00</b>

### DESCRIPTION OF THE BONDS

#### General

The Bonds will be issued in the aggregate principal amount of \$9,523,000. The Bonds will be dated their date of delivery and bear interest from that date at the interest rates set forth on the inside front cover hereof. Interest on the Bonds is payable semi-annually on March 15 and September 15 (each an "Interest Payment Date" and collectively, "Interest Payment Dates"), commencing March 15, 2019, in each year until maturity or earlier redemption. Individual purchases of the Bonds may be made in the principal amount of \$5,000, or any integral multiple of \$1,000 in excess thereof, or in such amount necessary to issue the principal amount of the Bonds, through book-entries made on the books and the records of DTC (as hereinafter defined)

and its participants. See "DESCRIPTION OF THE BONDS--Book-Entry-Only System" below. The Bonds will mature on September 15 in the years and in the principal amounts, all as shown on the inside front cover page of this Official Statement. The Bonds are subject to redemption prior to their stated maturity dates, as further described herein.

The Bonds will be issued in fully registered book-entry only form without coupons. The principal of the Bonds will be payable to the registered owners at maturity upon presentation and surrender of the Bonds at the principal corporate trust office of TD Bank, National Association, Cherry Hill, New Jersey, as registrar and paying agent ("Paying Agent"). Interest on each Bond shall be payable on each Interest Payment Date of such Bond to the registered owner of record thereof appearing on the registration books kept by the Paying Agent, as of the close of business on the first (1st) day of the calendar month containing an Interest Payment Date (each a "Record Date").

So long as The Depository Trust Company, New York, New York ("DTC") or its nominee, Cede & Co., is the registered owner of the Bonds, payments of the principal of and interest on the Bonds will be made directly to Cede & Co., as nominee of DTC. Disbursements of such payments to the participants of DTC ("DTC Participants") is the responsibility of DTC and disbursements of such payments to the Beneficial Owners (as hereinafter defined) of the Bonds is the responsibility of the DTC Participants and not the Borough or the Paying Agent.

### **Redemption Provisions**

The Bonds maturing on and after September 15, 2026 are subject to redemption prior to their stated maturity dates at the option of the Borough, upon notice as set forth below, as a whole or in part (and, if in part, such maturities as the Borough shall determine and within any such maturity by lot) on any date on or after September 15, 2025, at a redemption price equal to 100% of the principal amount of Bonds to be redeemed, plus accrued interest to the redemption date.

Notice of redemption shall be given by mailing first class mail in a sealed envelope with postage pre-paid not less than thirty (30) days nor more than sixty (60) days prior to the redemption date to the owner of every Bond of which all or a portion is to be redeemed at his or her last address, if any, appearing on the registration books of the Borough or the Paying Agent. So long as the Bonds are issued in book-entry-only form, all notices of redemption will be sent only to DTC or any successor, and will not be sent to the beneficial owners of the Bonds. Failure of an owner of the Bonds to receive such notice or of DTC to advise any participant or any failure of a participant to notify any beneficial owner of the Bonds shall not affect the validity of any proceedings for the redemption of Bonds. Such notice shall specify: (i) the series and maturity of the Bonds to be redeemed; (ii) the redemption date and the place or places where amounts that are due and payable upon such redemption will be payable; (iii) if less than all of the Bonds are to be redeemed, the letters and numbers or other distinguishing marks of the Bonds to be redeemed; (iv) in the case of a Bond to be redeemed in part only, the portion of the principal amount thereof to be redeemed; (v) that on the redemption date there shall become due and payable with respect to each Bond or portion thereof to be redeemed the redemption price; and (vi) that from and after the redemption date interest on such Bond or portion thereof to be redeemed shall cease to accrue and be payable.

## **Book-Entry-Only System<sup>1</sup>**

The description which follows of the procedures and record keeping with respect to beneficial ownership interests in the Bonds, payment of principal and interest, and other payments on the Bonds to DTC Participants or Beneficial Owners (as each such term is hereinafter defined), confirmation and transfer of beneficial ownership interests in the Bonds and other related transactions by and between DTC, DTC Participants and Beneficial Owners, is based on certain information furnished by DTC to the Borough. Accordingly, the Borough does not make any representations as to the completeness or accuracy of such information.

The DTC will act as securities depository for the Bonds. The Bonds will be issued as fully-registered securities registered in the name of Cede & Co. (DTC's partnership nominee) or such other name as may be requested by an authorized representative of DTC. One fully-registered Bond certificate will be issued for each maturity of the Bonds, each in the aggregate principal amount of such issue, and will be deposited with DTC.

DTC, the world's largest securities depository, is a limited-purpose trust company organized under the New York Banking Law, a "banking organization" within the meaning of the New York Banking Law, a member of the Federal Reserve System, a "clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity issues, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC's participants ("Direct Participants") deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants' accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation ("DTCC"). DTCC is the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly ("Indirect Participants"). DTC has a Standard & Poor's rating of AA+. The DTC Rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at [www.dtcc.com](http://www.dtcc.com).

Purchases of the Bonds under the DTC system must be made by or through Direct Participants, which will receive a credit for the Bonds on DTC's records. The ownership interest of each actual purchaser of each Bond ("Beneficial Owner") is in turn to be recorded on the Direct and Indirect Participants' records. Beneficial Owners will not receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the Bonds are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners

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<sup>1</sup> Source: The Depository Trust Company

will not receive certificates representing their ownership interests in the Bonds, except in the event that use of the book-entry system for the Bonds is discontinued.

To facilitate subsequent transfers, all the Bonds deposited by Direct Participants with DTC are registered in the name of DTC's partnership nominee, Cede & Co., or such other name as may be requested by an authorized representative of DTC. The deposit of the Bonds with DTC and their registration in the name of Cede & Co. or such other DTC nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the Bonds; DTC's records reflect only the identity of the Direct Participants to whose accounts such Bonds are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time.

Redemption notices, if any, shall be sent to DTC. If less than all of the Bonds within an issue are being redeemed, DTC's practice is to determine by lot the amount of the interest of each Direct Participant in such issue to be redeemed.

Neither DTC nor Cede & Co. (nor any other DTC nominee) will consent or vote with respect to the Bonds unless authorized by a Direct Participant in accordance with DTC's MMI Procedures. Under its usual procedures, DTC mails an Omnibus Proxy to the Borough or the Paying Agent, as soon as possible after the applicable Record Date. The Omnibus Proxy assigns Cede & Co.'s consenting or voting rights to those Direct Participants to whose accounts the Bonds are credited on the applicable Record Date (identified in a listing attached to the Omnibus Proxy).

Redemption proceeds and distributions on the Bonds, if any, will be made to Cede & Co., or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts upon DTC's receipt of funds and corresponding detail information from the Borough or the Paying Agent, on payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC, the Borough or the Paying Agent, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of redemption proceeds and distributions to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of the Borough or the Paying Agent, disbursement of such payments to Direct Participants will be the responsibility of DTC and disbursement of such payments to the Beneficial Owners will be the responsibility of Direct and Indirect Participants.

DTC may discontinue providing its services as depository with respect to the Bonds at any time by giving reasonable notice to the Borough or the Paying Agent. Under such circumstances, in the event that a successor depository is not obtained, the Bond certificates are required to be printed and delivered.

The Borough may decide to discontinue use of the system of book-entry-only transfers through DTC (or a successor securities depository). In that event, Bond certificates will be printed and delivered to DTC.

The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that the Borough believes to be reliable, but neither the Borough nor the Underwriter (as hereinafter defined) take any responsibility for the accuracy thereof.

**NEITHER THE BOROUGH NOR THE PAYING AGENT WILL HAVE THE RESPONSIBILITY OR OBLIGATION TO THE DIRECT PARTICIPANTS OR THE PERSONS FOR WHOM THEY ACT AS NOMINEES WITH RESPECT TO THE PAYMENTS TO OR PROVIDING OF NOTICE FOR THE DIRECT PARTICIPANTS, OR THE INDIRECT PARTICIPANTS OR THE BENEFICIAL OWNERS.**

**SO LONG AS CEDE & CO. IS THE REGISTERED OWNER OF THE BONDS, AS NOMINEE OF DTC, REFERENCES HEREIN TO THE BONDHOLDERS OR REGISTERED OWNERS OF THE BONDS (OTHER THAN UNDER THE HEADING "TAX MATTERS") SHALL MEAN CEDE & CO. AND SHALL NOT MEAN THE BENEFICIAL OWNERS OF THE BONDS.**

#### **Discontinuance of Book-Entry-Only System**

In the event that the book-entry-only system is discontinued and the Beneficial Owners become registered owners of the Bonds, the following provisions would apply: (i) the Bonds may be exchanged for an equal principal amount of Bonds in other authorized denominations and of the same maturity, upon surrender thereof at the offices of the Borough or the Paying Agent; (ii) the transfer of the Bonds may be registered on the books maintained by the Borough or the Paying Agent for such purposes only upon the surrender thereof to the Borough or the Paying Agent, together with the duly executed assignment in form satisfactory to the Borough or the Paying Agent for the Bonds; and (iii) for every exchange or registration of transfer of the Bonds, the Borough or the Paying Agent may make a charge sufficient to reimburse for any tax or other governmental charge required to be paid with respect to such exchange or registration of transfer for any tax or other governmental charge required to be paid with respect to such exchange or registration of transfer of the Bonds. In such event, interest on the Bonds will be payable by check or draft, mailed on each Interest Payment Date, to the registered owners thereof as of the close of business on the Record Date, whether or not a business day.

#### **SECURITY FOR THE BONDS**

The full faith and credit of the Borough are irrevocably pledged for the payment of the principal of and interest on the Bonds. The Bonds are general obligations of the Borough payable as to principal and interest from *ad valorem* taxes that shall be levied upon all taxable real property within the Borough without limitation as to rate or amount.

The Borough may pledge only its own credit and taxing power in respect of the Bonds, and has no power to pledge the credit or taxing power of the State or any other political subdivision thereof, nor shall the Bonds be deemed to be obligations of said State or any other political subdivision thereof, nor shall said State or any other political subdivision thereof be liable for the payment of principal of or interest on the Bonds.



## **GENERAL INFORMATION REGARDING THE BOROUGH**

### **General**

General information concerning the Borough, including economic, financial, demographic and other relevant data, is set forth in Appendix "A" to this Official Statement.

### **Financial**

Appendix "B" to this Official Statement contains audited financial statements of the Borough for the years ended December 31, 2017, 2016, 2015, 2014 and 2013. The audited financial data was provided by Bowman & Company LLP, Voorhees, New Jersey, and is included herein in reliance upon the authority of such firm. Bowman & Company LLP, Voorhees, New Jersey, has consented to the inclusion of their report in this Official Statement. Copies of the complete 2017 Report of Audit may be obtained upon request to the office of the Borough Clerk of the Borough, or via the Borough's website: [www.Berlinnj.org](http://www.Berlinnj.org).

## **CERTAIN PROVISIONS OF THE LAWS OF THE STATE OF NEW JERSEY AND THE UNITED STATES RELATING TO GENERAL OBLIGATION DEBT**

### **Local Bond Law**

**General** - The Local Bond Law governs the issuance of bonds and notes by counties and municipalities for the financing of capital improvements. Among its provisions are the following: (i) the power and obligation to pay any and all bonds and notes issued pursuant to the Local Bond Law shall be unlimited; (ii) the county or municipality shall levy *ad valorem* taxes upon all taxable property therein for the payment of the principal of and interest on such bonds and notes without limitation as to rate or amount; (iii) generally, a down payment that is not less than five percent (5%) of the amount of debt obligations authorized must be appropriated in addition to the amount of debt obligations authorized; (iv) all non-special-assessment bonds shall mature within the period of usefulness or average period of usefulness of the improvements being financed; and (v) after issuance, all bonds and notes shall be conclusively presumed to be fully authorized and issued by all of the laws of the State, and all persons shall be estopped from questioning their sale, execution or delivery.

**Debt Limits** - The authorized bonded indebtedness of the Borough is limited by statute, subject to the exceptions noted below, to an amount equal to three and one-half percent (3.50%) of its equalized valuation basis. The equalized valuation basis of the Borough is set by statute as the average for the last three years of the equalized value of all taxable real property and improvements as annually determined by the New Jersey State Board of Taxation. Certain categories of debt are permitted by statute to be deducted for purposes of computing the statutory debt limit.

Bonds, notes and long-term loans are included in the computation of debt for the statutory debt limit. The Borough, including the issuance of the Bonds, will not exceed its three and one-half percent (3.50%) debt limit.

**Exceptions to Debt Limits – Extensions of Credit** - The Borough may exceed its debt limit with the approval of the Local Finance Board, a State regulatory agency, and as permitted by other statutory exceptions. If all or any part of a proposed debt authorization would exceed its debt limit, the Borough may apply to the Local Finance Board for an extension of credit. If the Local Finance Board determines that a proposed debt authorization would not materially impair the credit of the Borough or substantially reduce the ability of the Borough to meet its obligations or to provide essential public improvements and services, or make certain other statutory determinations, approval may be granted.

In addition, debt in excess of the statutory limit may be issued by the Borough to fund certain notes, to provide for purposes in an amount not exceeding two-thirds (2/3) of the amount budgeted in such fiscal year for the retirement of outstanding obligations (exclusive of utility and assessment obligations).

**Short-Term Financing** – When approved by bond ordinance, the Borough may issue bond anticipation notes to temporarily finance capital improvements. Such notes may not be issued in an aggregate amount exceeding that specified by the ordinance. The notes may not be issued for periods of more than one year, renewable with the final maturity occurring no later than the first day of the fifth month following the close of the tenth fiscal year next following the date of the original note. After the third year, the amount of the notes that may be renewed annually must be decreased by the minimum amount required for the first year's principal payment for the bond issue in anticipation of which the notes are issued.

**Refunding Bonds** – Refunding Bonds may be issued pursuant to the Local Bond Law for the purpose of paying, funding or refunding outstanding bonds, including emergency appropriations, the actuarial liabilities of a non-state administered public employee pension system and amounts owing to others for taxes levied in the local unit, or any renewals or extensions thereof, and for paying the cost of issuance of such refunding bonds.

## **Local Fiscal Affairs Law**

The Local Fiscal Affairs Law, Chapter 5 of Title 40A of the New Jersey State Statutes, as amended and supplemented ("Local Fiscal Affairs Law"), governs audits, auditors, public moneys and financial statements of local governmental units, including the Borough.

Each local unit is required to cause an annual audit of its books, accounts and financial transactions to be made and completed within six months after the close of its fiscal year by either a Registered Municipal Accountant or, by agreement with the Director ("Director") of the Division of Local Government Services ("Division") in the Department of Community Affairs, by qualified employees of the Division.

An independent examination of the Borough's books, accounts and financial transactions must be performed annually by a Registered Municipal Accountant who is licensed by the State Board of Public Accountants. The audit, conforming to the Division's "Requirements of Audit", includes recommendations for improvement of the local unit's financial procedures and must be filed with the report, together with all recommendations made. A Summary of Audit, together with recommendations, must be published in a local newspaper within 30 days of its submission. The entire annual audit report for the year ended December 31, 2017 is on file with the Borough Clerk and is available for review during business hours, and is available online at the Borough's website: [www.Berlinnj.org](http://www.Berlinnj.org).

The Local Fiscal Affairs Law also requires that the Chief Financial Officer of the local unit file annually with the Director a verified statement of the financial condition of the local unit as of the close of the fiscal year to be made not later than February 10 for December 31 fiscal year end local units and August 10 for June 30 fiscal year end local units.

### **Local Budget Law**

The Local Budget Law, Chapter 4 of Title 40A of the State, as amended and supplemented ("Local Budget Law"), governs the budgeting and appropriation of funds by local governmental units.

The Local Budget Law requires local governmental units to adopt a "cash basis" budget in such form that there will be sufficient cash collected to meet all debt service requirements, necessary operations of the local governmental units for the fiscal year and any mandatory payments required to be met during the fiscal year.

No budget shall be adopted unless the Director shall have previously certified their approval thereof.

Each local governmental unit must include in its budget an appropriation for the payment of debt service. The Director is required to examine such appropriation to determine whether it is properly set forth, in addition to determining whether all estimates of revenue contained in the budget are reasonable, accurate and correctly stated.

A statute passed in 1976, as amended (*N.J.S.A. 40A:4-45.1 et seq.*), commonly known as the "Cap Law", imposed limitations on increases in municipal appropriations subject to various exceptions. On August 20, 1990, the Governor signed into law P.L. 1990, c. 89, which revised and made permanent the "Cap Law". Since its inception, the "Cap Law" has been amended and modified several times, most recently on July 13, 2010. While the revised "Cap Law" is more restrictive on the ability of a local unit to increase its overall appropriations, it does not limit the obligation of the Borough to levy *ad valorem* taxes upon all taxable real property within the Borough to pay debt service on the Bonds. The Cap Law provides that a local unit shall limit any increase of its budget to 2.5% or the index rate, whichever is less, over the previous year's final appropriations subject to certain exceptions. The "index rate" is the rate of annual percentage increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services computed by the United States, Department of Commerce. Among the exceptions to the limitations imposed by the Cap Law are capital expenditures; debt service; extraordinary expenses approved by the Local Finance Board for implementation of an interlocal services agreement; expenditures mandated as a result of certain emergencies; and certain expenditures for services mandated by law.

Additionally, legislation constituting P.L. 2010, c. 44, was adopted on July 13, 2010 (S-29R1), which, among other things, imposes a two percent (2.00%) cap on the tax levy that municipalities, counties, fire districts and solid waste collection districts may impose, with very limited exceptions and subject to certain adjustments.

Exclusions from the two percent (2.00%) tax levy cap include: (i) increases required to be raised by taxation for capital expenditures, including debt service as defined by law; (ii) increases in pension contributions and accrued liability for pension contributions in excess of 2.00%; (iii) increases in health care costs equal to that portion of the actual increase in total health care costs for the budget year that is in excess of 2.00% of the total health care costs in the prior year, but is

not in excess of the product of the total health care costs in the prior year and the average percentage increase of the State Health Benefits Program, P.L.1961, c.49 (C.52:14-17.25 *et seq.*), as annually determined by the Division of Pensions and Benefits in the Department of the Treasury; and (iv) and extraordinary costs incurred by a local unit directly related to a declared emergency, as defined by regulation promulgated by the Commissioner of the Department of Community Affairs, in consultation with the Commissioner of Education, as appropriate. The amendments to the tax levy sections of the "Cap Law" (specifically, *N.J.S.A. 40A:4-45-46*) in 2010 no longer permit municipalities, counties, fire districts and solid waste collection districts to request approval from the Local Finance Board for a waiver to increase the amount to be raised by taxation in excess of the two percent (2.00%) cap. However, counties, municipalities, fire districts and solid waste collection districts may request, through a public question submitted to the voters, an increase in the amount to be raised by taxes above the two percent (2.00%) tax levy cap. Such approval must be achieved by an affirmative vote in excess of fifty percent (50%) of those voting on such public question.

Neither the tax levy limitation nor the "Cap Law" limits the obligation of the Borough to levy *ad valorem* taxes upon all taxable real property within the Borough to pay debt service on its bonds or notes, including the Bonds.

### **Miscellaneous Revenues**

*N.J.S.A. 40A:4-26* provides that: "No miscellaneous revenues from any source shall be included as an anticipated revenue in the budget in an amount in excess of the amount actually realized in cash from the same source during the next preceding fiscal year, unless the [D]irector shall determine upon application by the governing body that the facts clearly warrant the expectation that such excess amount will actually be realized in cash during the fiscal year and shall certify such determination, in writing, to the local unit." Such determination may be made by the governing body and the chief financial officer in any year during which the local unit is subject to local examination.

No budget or amendment shall be adopted unless the Director has previously certified the approval of such anticipated revenues.

### **Real Estate Taxes**

**Receipts from Delinquent Taxes** - Revenues are permitted by *N.J.S.A. 40A:4-29* to be anticipated in the annual budget for collection of delinquent taxes of prior years. The maximum amount permitted to be anticipated is determined by applying the collection rate of the prior year's delinquent taxes to the total amount of delinquent taxes outstanding at the beginning of the current year.

**Current Year Tax Levy and Reserve for Uncollected Taxes** - The current year's taxes to be levied are determined by adding the sums of the cash required from taxes to support the municipal, school, county and special district budgets, if any, together with the amount of an appropriation required to be included in the annual municipal budget entitled "Reserve for Uncollected Taxes", less the total of anticipated revenues. The inclusion of the "Reserve for Uncollected Taxes" appropriation in the current year's budget protects the municipality from taxes currently unpaid. The "Reserve for Uncollected Taxes" is required to be, at a minimum, an amount sufficient to provide for the same percentage of uncollected taxes in the current year as was experienced in the immediately preceding year, the average of the previous three years in accordance with P.L. 2000, c. 126, or the previous year collection percentage after reducing the

previous year levy by tax appeal judgments of the county tax board pursuant to R.S.54:3-21 *et seq.*, or the State tax court pursuant to R.S.54:48-1 *et seq.* in accordance with Chapter 56 of P.L. 2010.

N.J.S.A. 40A:4-41 provides with regard to current taxes that: "Receipts from the collection of taxes levied or to be levied in the municipality, or in the case of a county for general county purposes and payable in the fiscal year, shall be anticipated in an amount which is not in excess of the percentage of taxes levied and payable during the next preceding fiscal year which was received in cash by the last day of such preceding fiscal year."

Another provision requires that an additional amount (the "reserve for uncollected taxes") be added to the tax levy required for all current budget appropriations and school and county taxes of the current fiscal year. The reserve requirement is calculated as follows:

$$\frac{\text{Levy Required for Current Budget,} \\ \text{School and County Taxes}}{\text{Prior Year's Percentage of Current} \\ \text{Tax Collections (or Lesser \%)}} = \text{Total Taxes to be Levied}$$

### **Deferral of Current Expenses**

Emergency appropriations (i.e., those made after the adoption of the budget and determination of the tax rate for an unforeseen event or purpose) may be authorized by the governing body of the local governmental units. With minor exceptions, however, such appropriations must be included in full in the following year's budget. When such appropriations exceed three percent (3.00%) of the adopted operating budget, consent of the Director of Local Government Services must be obtained.

The exceptions are certain enumerated projects to cover the cost of the extraordinary expense for the repair, or reconstruction of streets, roads or bridges, or other public property damaged by snow, ice, frost or flood, where such expense was not foreseen at the time of the adoption of the budget, which may be amortized over three years; and tax map preparations, revision of ordinances, revaluations, master plan preparation, studies and planning necessary for the installation and construction of a sanitary sewer system, and payments of accumulated sick and vacation time which may be amortized over five years.

### **Budget Transfers**

Budget transfers provide a degree of flexibility and afford a control mechanism. Transfers between major appropriation accounts are prohibited until the last two months of the year and, although subaccounts within an appropriation are not subject to the same year-end transfer restriction, they are subject to internal review and approval.

### **Capital Budget**

In accordance with the Local Budget Law, each local unit shall prepare and adopt a capital budget, in conjunction with its annual operating budget, for any year in which it proposes to undertake a capital project. Every local unit which adopts a capital budget must also adopt a three (3) year capital program unless the local unit's population exceeds 10,000 where a six (6) year capital program is required.

## **Operation of Utilities**

The Borough's public water utility and sewer utility are supported, in addition to the general taxing power upon real property, by the revenues generated by the operations of the utilities. A separate budget is established for each of the utilities. The anticipated revenues and appropriations for the utilities are set forth in such separate budgets, which are required to be balanced and to fully provide for debt service. The regulations regarding anticipation of revenue and deferral of charges apply equally to the budgets of the utilities. Deficits or anticipated deficits in utility operations which cannot be provided for from utility surplus, if any, are required to be raised in the "Current" or operating budget.

## **Related Constitutional and Statutory Provisions**

In the general election of January 2, 1976, as amended by the general election of January 6, 1984, the following Article 8, Section 1, Paragraph 7, with respect to a state income tax, was added to the State Constitution:

No tax shall be levied on personal incomes of individuals, estates and trusts of this State unless the entire net receipts therefrom shall be received into the treasury, placed in a perpetual fund and be annually appropriated, pursuant to formulas established from time to time by the Legislature, to the several counties, municipalities and school districts of this State exclusively for the purpose of reducing or offsetting property taxes. In no event, however, shall a tax so levied on personal income be levied on payments received under the Federal Social Security Act, the Federal Railroad Retirement Act, or any federal law which substantially reenacts the provisions of either of those laws.

A progressive state income tax is currently in effect in the State.

The State Constitution may only be amended after: (i) approval of a proposed amendment by three-fifths (3/5) of all of the members of each house of the State Legislature and approval by a majority vote in a statewide referendum; or (ii) approval in two successive legislative years by a majority of all of the members of each house and approval by a majority vote in a statewide referendum. Amendments failing to receive voter approval may not be resubmitted for voter approval before the third succeeding general election after such disaffirmance.

## **The Municipal Finance Commission**

The Municipal Finance Commission ("Commission") was created in 1931 to assist in the financial rehabilitation of municipalities, which had defaulted in their obligations. The powers of the Commission are exercised today by the Local Finance Board. The previously discussed elements of the local finance system are intended to prevent default on obligations or occurrence of severe fiscal difficulties in any local unit. Should extreme economic conditions adversely affect any local unit, the "Municipal Finance Commission Statutes" are available to assist in restoring the stability of the local unit.

Any holder of bonds or notes which are in default for over sixty (60) days (for payment of principal or interest) may bring action against such municipality in the State's Superior Court. Any municipality may declare itself unable to meet its obligations and bring action in such court. In either case, the court's determination that the municipality is in default or unable to meet its obligations causes the Commission to become operative in that municipality.

The Commission exercises direct supervision over the finances and accounts of any local unit under its jurisdiction. The Commission is authorized to appoint an auditor to examine and approve all claims against the municipality and to serve as comptroller for that community. The Commission is also directed to supervise tax collections and assessments, to approve the funding of municipal school district indebtedness, the adjustment or composition of the claims of creditors and the readjustment of debts under the Federal Municipal Bankruptcy Act. Such Act permits municipalities to have access to bankruptcy court for protection against suits by bondholders and creditors.

The Local Finance Board also serves as the "Funding Commission" to exercise supervision over the funding or refunding of local government debt. Any county or municipality seeking to adjust its debt service must apply to and receive the approval of such Funding Commission for the proposed reorganization of its debt.

#### **Limitation of Remedies Under Federal Bankruptcy Code**

The rights and remedies of the registered owners of the Bonds are subject to the provisions of Chapter 9 of the Federal Bankruptcy Code of the United States ("Bankruptcy Code"). In general, Chapter 9 permits, under prescribed circumstances, but only after an authorization by the applicable state legislature or by a governmental officer or organization empowered by state law to give such authorization, a political subdivision of a state to file a petition for relief in a bankruptcy court of the United States if it is insolvent or unable to meet its debts as they mature and desires to effect a plan to adjust its debts.

The State has authorized the political subdivisions thereof to file such petitions for relief under the Bankruptcy Code pursuant to and subject to Article 8 of the Act. The Act provides that such petitions may not be filed without the prior approval of the Commission and that no plan of readjustment of the local unit's debts may be filed or accepted by the petitioner without express authority from the Commission to do so.

THE ABOVE REFERENCES TO THE BANKRUPTCY CODE ARE NOT TO BE CONSTRUED AS AN INDICATION THAT THE BOROUGH EXPECTS TO RESORT TO THE PROVISIONS OF SUCH BANKRUPTCY CODE OR THAT, IF IT DID, SUCH ACTION WOULD BE APPROVED BY THE COMMISSION, OR THAT ANY PROPOSED PLAN WOULD INCLUDE A DILUTION OF THE SOURCE OF PAYMENT OF AND SECURITY OF THE BONDS.

THE SUMMARIES OF AND REFERENCES TO THE STATE CONSTITUTION AND OTHER STATUTORY PROVISIONS ABOVE ARE NOT AND SHOULD NOT BE CONSTRUED AS COMPREHENSIVE OR DEFINITIVE. ALL REFERENCES TO SUCH DOCUMENTS ARE QUALIFIED IN THEIR ENTIRETY BY REFERENCE TO THE PARTICULAR DOCUMENT, THE FULL TEXT OF WHICH MAY CONTAIN QUALIFICATIONS OF AND EXCEPTIONS TO STATEMENTS MADE HEREIN.

## **TAXATION**

### **Procedure for Assessment and Collection of Taxes**

Property valuations (assessments) are determined on true values as arrived at by a cost approach, market data approach and capitalization of net income where appropriate. Current assessments are the results of maintaining new assessments on a like basis with established comparable properties for newly assessed or purchased properties. This method assures equitable treatment to like property owners. The last complete revaluation of property within the Borough was for the year 2011.

Upon the filing of certified adopted budgets by the Borough, the Berlin Borough Local School District, Eastern Camden County Regional High School District and the County of Camden ("County"), the tax rate is struck by the County Board of Taxation based on the certified amounts in each of the taxing districts for collection to fund the budgets. The statutory provision for the assessment of property, levying of taxes and the collection thereof are set forth in *N.J.S.A. 54:4-1 et seq.* Special taxing districts are permitted in the State for various special services rendered to the properties located within the special district.

Tax bills are due quarterly on February 1, May 1, August 1 and November 1. Installments not paid on or before the due date are subject to interest penalties of 8% per annum on the first \$1,500.00 of the delinquency and 18.00% per annum on any amounts in excess of \$1,500.00. These interest penalties are the maximum permitted under New Jersey Statutes. Additionally, a 6.00% penalty is charged on any delinquencies in excess of \$10,000.00 if not paid by the end of each year. Delinquent taxes open for one year or more are annually included in a tax sale in accordance with New Jersey Statutes. Tax liens retained by the Borough are periodically assigned to the Borough Solicitor for "in rem foreclosures" in order to acquire title to these properties.

### **Tax Appeals**

The State Statutes provide a taxpayer with remedial procedures for appealing an assessment deemed excessive. The taxpayer has a right to petition the New Jersey Board of Taxation ("Tax Board") on or before the first day of April of the current tax year for review. The Tax Board has the authority, after a hearing, to decrease, increase or reject the appeal petition. These adjustments are usually concluded within the current tax year and reductions are shown as canceled or remitted taxes for that year. If the taxpayer feels his petition was unsatisfactorily reviewed by the Tax Board, appeal may be made to the State Tax Court. State Tax Court appeals tend to take several years prior to settlement and any losses in tax collection from prior years are charged directly to operations.

## **TAX MATTERS**

### **Federal**

In the opinion of Parker McCay P.A., Mount Laurel, New Jersey, Bond Counsel to the Borough, assuming continuing compliance by the Borough with the tax covenants described below, under existing law, interest on the Bonds is not included for federal income tax purposes in the gross income of the owners thereof pursuant to Section 103 of the Internal Revenue Code of 1986, as previously amended, and as further amended pursuant to Public Law 115-97 ("Tax Cuts



and Jobs Act"), signed into law on December 22, 2017 (as amended, the "Code"), and is not a specific item of tax preference under Section 57 of the Code for purposes of calculating the alternative minimum tax imposed on individuals and, for tax years beginning prior to January 1, 2018, corporations pursuant to Section 55 of the Code.

For tax years beginning on and after January 1, 2018, the Tax Cuts and Jobs Act has repealed the alternative minimum tax for corporations. However, for tax years beginning prior to January 1, 2018, the adjustment for "adjusted current earnings" set forth in Section 56(g) of the Code is required in determining a corporation's alternative minimum taxable income. Alternative minimum taxable income is increased by seventy-five percent (75%) of the excess, if any, of the "adjusted current earnings" of a corporation over the alternative minimum taxable income (determined without regard to this adjustment or the alternative tax net operating loss deduction).

For certain corporations with tax years beginning prior to January 1, 2018, interest on tax-exempt obligations, including the Bonds, is not excludable in calculating "adjusted current earnings" of those corporations. Accordingly, a portion of the interest on the Bonds received or accrued by corporations with tax years beginning prior to January 1, 2018 that own the Bonds is included in computing such corporation's alternative minimum taxable income for such year.

Section 884 of the Code imposes on certain foreign corporations a branch profits tax equal to thirty percent (30%) of the "dividend equivalent amount" for the taxable year. Interest on the Bonds received or accrued by a foreign corporation subject to the branch profits tax may be included in computing the "dividend equivalent amount" of such corporation.

In addition, passive investment income, including interest on the Bonds, may be subject to federal income taxation under Section 1375 of the Code for any S corporation that has Subchapter C earnings and profits at the close of the taxable year, if more than twenty-five percent (25%) of the gross receipts of such S corporation is passive investment income.

In rendering its opinion, Bond Counsel has relied on the Borough's covenants contained in the Bond Ordinances and in the Certificate as to Non-Arbitrage and Other Tax Matters, that it will comply with the applicable requirements of the Code, relating to, *inter alia*, the use and investment of proceeds of the Bonds and rebate to the United States Treasury of specified arbitrage earnings, if any, under Section 148(f) of the Code. Failure of the Borough to comply with such covenants could result in the interest on the Bonds being subject to federal income tax from the date of issue. Bond Counsel has not undertaken to monitor compliance with such covenants or to advise any party as to changes in the law after the date of issuance of the Bonds that may affect the tax-exempt status of the interest on the Bonds.

Ownership of the Bonds may result in collateral federal income tax consequences to certain taxpayers including, without limitation, certain holders of an interest in a financial asset securitization investment trust, controlled foreign corporations, property and casualty insurance companies, individual recipients of Social Security or Railroad Retirement benefits, individuals who otherwise qualify for the earned income credit, and to individuals and families that qualify for a premium assistance credit amount under Section 36B of the Code. The Code denies the earned income credit to an individual who is otherwise eligible if the aggregate amount of disqualified income of the taxpayer for the taxable year exceeds certain limits set forth in Sections 32(i) and (j) of the Code. Interest on the Bonds will constitute disqualified income for this purpose. The Code also provides that the earned income credit is phased out if the modified adjusted gross income of the taxpayer exceeds certain amounts. Interest on the Bonds is included in determining the modified adjusted gross income of the taxpayer. Section 36B of the Code provides that the

amount of the premium assistance credit amount is in part determined by the household income. Section 36B(d) of the Code provides that household income consists of the "modified adjusted gross income" of the taxpayer and certain other individuals. "Modified adjusted gross income" means adjusted gross income increased by certain amounts, including interest received or accrued by the taxpayer which is exempt from tax, such as the interest on the Bonds.

In addition, attention is called to the fact that Section 265(b)(1) of the Code eliminates the interest deduction otherwise allowable with respect to indebtedness deemed incurred by Banks, thrift institutions and other financial institutions to purchase or to carry tax-exempt obligations acquired after August 7, 1986 other than "qualified tax-exempt obligations" as defined in Section 265(b)(3) of the Code. The Borough has designated the Bonds as "qualified tax-exempt obligations" for the purposes of Section 265(b)(1) of the Code. Eighty percent (80%) of the interest expense deemed incurred by banks, thrift institutions and other financial institutions to purchase or carry "qualified tax-exempt obligations" is deductible.

Owners of the Bonds should consult their own tax advisors as to the applicability and effect on their federal income taxes of the alternative minimum tax, the branch profits tax and the tax on passive investment income of S corporations, as well as the applicability and effect of any other collateral federal income tax consequences.

### **New Jersey**

Bond Counsel is also of the opinion that interest on the Bonds and any gain from the sale thereof is not included in the gross income of the owners thereof under the New Jersey Gross Income Tax Act, as presently enacted and construed.

### **Changes in Federal and State Tax Law**

From time to time, there are legislative proposals in the United States Congress and in the states that, if enacted, could alter or amend the Federal and State tax matters referred to above or adversely affect the market value of the Bonds. It cannot be predicted whether or in what form any such proposals might be enacted or whether, if enacted, it would apply to bonds or notes issued prior to enactment. In addition, regulatory actions are from time to time announced or proposed and litigation is threatened or commenced which, if implemented or concluded in a particular manner, could adversely affect the market value of the Bonds.

**PROSPECTIVE PURCHASERS OF THE BONDS SHOULD CONSULT WITH THEIR OWN TAX ADVISORS REGARDING ANY FEDERAL AND STATE INCOME TAX LEGISLATION, WHETHER CURRENTLY PENDING OR PROPOSED, REGULATORY INITIATIVES OR LITIGATION. THE OPINIONS EXPRESSED BY BOND COUNSEL ARE BASED UPON EXISTING LEGISLATION AND REGULATIONS AS INTERPRETED BY RELEVANT JUDICIAL AND REGULATORY AUTHORITIES AS OF THE DATE OF ISSUANCE AND DELIVERY OF THE BONDS AND BOND COUNSEL HAS EXPRESSED NO OPINION AS OF ANY DATE SUBSEQUENT THERETO OR WITH RESPECT TO ANY PENDING LEGISLATION, REGULATORY INITIATIVES OR LITIGATION.**

## **LITIGATION**

To the knowledge of the Borough's Solicitor, Howard Long, Esq. of the law firm Wade, Long, Wood & Long, LLC, Laurel Springs, New Jersey ("Solicitor"), there is no litigation of any nature now pending, restraining or enjoining the issuance or the delivery of the Bonds, or the levy or the collection of any taxes to pay the principal of or the interest on the Bonds, or in any manner questioning the authority or the proceedings for the issuance of the Bonds or for the levy or the collection of taxes, or contesting the corporate existence or the boundaries of the Borough or the title of any of the present officers. Moreover, to the knowledge of the Solicitor, no litigation is presently pending that, in the opinion of the Solicitor, would have a material adverse impact on the financial condition of the Borough if adversely decided.

## **RATING**

S&P Global Ratings, acting through Standard & Poor's Financial Services LLC ("Rating Agency") has assigned a rating of "AA-" to the Bonds ("Rating"), based upon the creditworthiness of the Borough.

The Rating reflects only the views of the Rating Agency. Any desired explanation of the significance of such Rating should be obtained directly from the Rating Agency. The Borough furnished to the Rating Agency certain information and materials concerning the Bonds and the Borough. There can be no assurance that the Rating will be maintained for any given period of time or that it may not be raised, lowered or withdrawn entirely if, in the Rating Agency's judgment, circumstances so warrant. Any downward change in or withdrawal of such Rating may have an adverse effect on the marketability or market price of the Bonds.

## **PREPARATION OF OFFICIAL STATEMENT**

The Borough hereby states that the descriptions and statements herein and in the Appendices attached hereto, including financial and statistical statements, are true and correct in all material respects, and it will confirm the same to the purchasers of the Bonds by certificates signed by various officers and officials of the Borough upon issuance and delivery of the Bonds.

All of the information has been obtained from sources which the Borough considers to be reliable and it makes no warranty, guaranty or other representation with respect to the accuracy and completeness of such information.

The Borough compiled Appendix "A" from information obtained from various sources they consider to be reliable and makes no warranty, guaranty or other representation with respect to the accuracy and completeness or fairness of the information contained herein and, accordingly, will express no opinion with respect thereto.

Neither Bond Counsel or the Municipal Advisor (as hereinafter defined) have participated in the preparation of this Official Statement, nor have such firms verified the accuracy, completeness or fairness of the information contained herein (except, for Bond Counsel, under the heading "TAX MATTERS") and, accordingly, will express no opinion with respect thereto.

Bowman & Company LLP only takes responsibility for the financial statements, appearing in Appendix "B" hereto.

## **UNDERWRITING**

The Bonds have been purchased from the Borough at a public sale by \_\_\_\_\_, as underwriter ("Underwriter"), pursuant to a Certificate of Determination and Award, dated August \_\_, 2018. The Underwriter has purchased the Bonds in accordance with the Notice of Sale prepared in connection with the Bonds. The Bonds are being offered for sale at the yields set forth on the inside front cover of this Official Statement. The Underwriter is obligated to purchase all of the Bonds if any of the Bonds are purchased.

The Underwriter intends to offer the Bonds to the public initially at the offering yields set forth on the inside front cover page of this Official Statement, which may subsequently change without any requirement of prior notice. The Underwriter reserves the right to join with dealers and other underwriters in offering the Bonds to the public. The Underwriter may offer and sell the Bonds to certain dealers (including dealers depositing Bonds into investment trusts) at yields higher than the public offering yields set forth on the inside front cover page of this Official Statement, and such yields may be changed, from time to time, by the Underwriter without prior notice.

## **LEGALITY FOR INVESTMENT**

The State and all public officers, municipalities, counties, political subdivisions and public bodies, and agencies thereof, all banks, bankers, trust companies, savings and loan associations, savings banks and institutions, building and loan associations, investment companies, and other persons carrying on banking business, all insurance companies, and all executors, administrators, guardians, trustees, and other fiduciaries may legally invest any sinking funds, money or other funds belonging to them or within their control in any bonds and notes of the Borough, including the Bonds, and such bonds and notes are authorized security for any and all public deposits.

## **NO DEFAULT**

There is no record of default in the payment of the principal of or interest on the bonds or notes of the Borough.

## **MUNICIPAL ADVISOR**

Phoenix Advisors, LLC, Bordentown, New Jersey, has served as Municipal Advisor to the Borough with respect to the issuance of the Bonds ("Municipal Advisor"). The Municipal Advisor is not obligated to undertake, and has not undertaken, either to make an independent verification of, or to assume responsibility for the accuracy, completeness, or fairness of the information contained in the Official Statement and the appendices hereto. The Municipal Advisor is an independent firm and is not engaged in the business of underwriting, trading or distributing municipal securities or other public securities.

## CONTINUING DISCLOSURE

In accordance with the requirements of Rule 15c2-12 ("Rule"), promulgated under the Securities Exchange Act of 1934, as amended, by the Securities and Exchange Commission, the Borough will, prior to the issuance of the Bonds, enter into an agreement substantially in the form set forth in Appendix "D".

Within the five years immediately preceding the date of this Official Statement, the Borough previously failed to file, in accordance with the Rule, in a timely manner, under previous filing requirements: (i) audited financial information for the fiscal year ending December 31, 2013; (ii) operating data for the fiscal year ending December 31, 2013; and (iii) the adopted budget for fiscal year ending December 31, 2014. Additionally, the Borough previously failed to file late filing notices in connection with its untimely filings of: (i) audited financial information; (ii) operating data; (iii) adopted budget, all as described above, and late filing notices and/or event notices in connection with certain bond insurer rating changes in 2014. Such notices of events and late filings have since been filed with the MSRB's Electronic Municipal Market Access Dataport ("EMMA"). The Borough appointed Phoenix Advisors, LLC in May of 2015 to serve as continuing disclosure agent.

## LEGAL MATTERS

The legality of the Bonds will be subject to the approving legal opinion of Bond Counsel. Such opinion, substantially in the form set forth in Appendix "C" hereto, will accompany the Bonds and provide, *inter alia*, that the Bonds are valid and binding obligations of the Borough, and the Borough has the power and is obligated to levy *ad valorem* taxes upon all the taxable property within the Borough without limitation as to rate or amount for the payment of the Bonds and interest thereon. The enforceability of rights or remedies with respect to the Bonds may be limited by bankruptcy, insolvency, or other law affecting creditors' rights or remedies heretofore or hereinafter enacted. Certain legal matters will be passed upon for the Borough by the Solicitor.

Bond Counsel has not verified the accuracy, completeness or fairness of the statements contained in this Official Statement (except to the extent, if any, as specifically stated herein) and will express no opinion relating thereto.

The various legal opinions to be delivered concurrently with the delivery of the Bonds express the professional judgment of the attorneys rendering the opinions as to the legal issues explicitly addressed therein. In rendering a legal opinion, the attorney does not become an insurer or guarantor of that expression of professional judgment, of the transaction opined upon, or the future performance of parties to the transaction. Nor does the rendering of an opinion guarantee the outcome of any legal dispute that may arise out of the transaction.

## ADDITIONAL INFORMATION

Additional information may be obtained from Michael Kwasizur, Chief Financial Officer, Borough of Berlin, at (856) 767-7777 or the Municipal Advisor at (609) 291-0130.

So far as any statements made in this Official Statement involve matters of opinion or estimates, whether or not expressly stated, they are set forth as such and not as representations

of fact, and no representation is made that any of such statements will be realized. Neither this Official Statement nor any statement which may have been made verbally or in writing is to be construed as a contract or agreement with the owners of the Bonds.

All quotations from and summaries and explanations of provisions of laws of the State herein do not purport to be complete and are qualified in their entirety by reference to the official compilation thereof.

**BOROUGH OF BERLIN, NEW JERSEY**

By: \_\_\_\_\_  
**MICHAEL KWASIZUR, Chief Financial Officer**

**Dated: August \_\_, 2018**

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**APPENDIX A**

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**CERTAIN ECONOMIC, FINANCIAL AND DEMOGRAPHIC INFORMATION REGARDING  
THE BOROUGH OF BERLIN,  
IN THE COUNTY OF CAMDEN, NEW JERSEY**

## **GENERAL INFORMATION REGARDING THE BOROUGH**

### **History**

The Borough of Berlin ("Borough"), New Jersey, is located in Camden County ("County") in the southwestern section of New Jersey. The Borough was incorporated on May 16, 1927, and covers 3.7 square miles.

The Borough is primarily a residential community, with approximately 2,346 single-family homes. Ninety percent (90%) of the homes are owner occupied.

### **Local Government**

The Borough operates under a Mayor-Council form of government. The governing body is comprised of the Mayor and six governing body members. The Mayor is elected for a four-year term. The governing body members are elected to serve staggered three-year terms.

The day-to-day administrative duties are the responsibility of the Borough Administrator, who is appointed by the Borough Council. To that end, the Borough Administrator keeps the Borough Council informed as to the conduct of the Borough affairs, the condition of the Borough finances and the welfare and future needs of the Borough.

### **Transportation**

Several highways link the Borough to other neighboring regions. Route 30 runs west to Philadelphia and east to Atlantic City. State Highway 73 runs east to the New Jersey shore area.

The Port Authority Transit Company's High Speed Line, with a station in nearby Lindenwold Borough, provides an important link to center city Philadelphia for both commuters and shoppers. New Jersey Transit provides public bus transportation and rail service through the Borough. The closest stop for rail service is in Atco, New Jersey, which runs east to Atlantic City and west to Philadelphia.

The Philadelphia International Airport is only 30 minutes away by automobile. In addition, Garden State Flying Service, located in nearby Winslow Township, offers daily flights between Albion Airport in the County and other cities.

### **Fire Protection and Emergency Services**

Fire protection is provided by a 50 member volunteer fire department. Fire equipment is owned and maintained by the Borough. Present fire equipment includes a ladder truck, three pumps, a rescue utility truck, a brush truck, a fire police car, a pick-up truck and a fire chief's car.

Ambulance service is provided to the Borough and the Township of Berlin by four volunteers, four full-time emergency medical technicians and twenty-five part-time emergency medical technicians. The Borough has two ambulances located in a facility within the Borough. A paging system is used through County communications for the volunteers.

### **Police**

The Borough has a paid, full-time police department which consists of one Chief, one Lieutenant, four Sergeants, one Detective and eleven full-time uniformed officers. A communications system operated by the County is manned by dispatchers on a twenty-four hour basis.

### **Library**

The Marie Fleche Memorial Library was opened in 1957. In 1982 the library was expanded by an addition which is used for a children's room and multi-purpose room. The library houses approximately 26,000 volumes and has a staff of 35 volunteers and four part-time employees. The



library offers numerous programs including a literacy program, preschool program and a summer reading program.

## Public Works

The Public Works Department ("Department"), with a full-time work force of approximately 16, is headed by a Superintendent, and consists of the following departments: Buildings and Grounds, Streets and Roads, Trash and Recycling and Water and Sewer.

Responsibilities of the Department include maintenance and upgrading of parks and recreational facilities, road repairs and maintenance, disposal of trash, collection of recyclable materials, operation of the plant and the water and sewer systems.

There is a continuous street improvement and maintenance program, part of which is performed by the Department. Independent contractors are also used for major projects under the Capital Improvement Program.

## Recreation

The Borough is home to numerous sports and recreational facilities including softball/baseball fields, soccer fields, basketball courts, general activity fields and the County Park which includes family picnic areas.

## Water Utility

The Borough owns and operates its own Water Utility and services nearly all Borough residents with water. Water rates are based on a tiered structure with increasing rates per thousand gallons of water used. Water rates vary from \$3.60 to \$6.10 per thousand gallons of water used. Additionally, there is a per quarter charge for the water meter based on it's size. The typical single-family dwelling with a 5/8" line is billed \$25.00 per quarter.

## Sewer Utility

The Borough owns and operates its own Sewer Utility which is comprised of a collection system for nearly all Borough residents. On January 9, 1990, the Borough was connected to the Camden County Municipal Utility Authority ("CCMUA"), which is responsible for the treatment of all effluent. The CCMUA is an autonomous body, and has established an annual rate of \$352.00 per equivalent dwelling unit for 2018. The Borough is still responsible for the maintenance of the sewer lines. The Borough's annual sewer rate is \$248.00 for single-family dwellings in 2018.

## Borough Employees

	<u>2017</u>	<u>2016</u>	<u>December 31,</u> <u>2015</u>	<u>2014</u>	<u>2013</u>
Permanent	42	41	41	41	42
Part-Time	<u>26</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>
Total	<u>68</u>	<u>66</u>	<u>66</u>	<u>66</u>	<u>67</u>

## Employee Collective Bargaining Units

<u>Bargaining Unit</u>	<u>Employees Represented</u>	<u>Expiration of Contract</u>
PBA Local 362	16	December 31, 2021
CWA Local 1040	15	December 31, 2019
AFSCME	3	December 31, 2018

## Compensated Absences

Borough employees are entitled to various levels of sick and vacation leave. For more information regarding compensated absences, see (Appendix B: Audited Financial Statements, Note 12 to Financial Statements).

## Pension Plans

Those Borough employees who are eligible for pension coverage are enrolled in one of two pension systems established by acts of the State Legislature. Benefits, contributions, means of funding and the manner of administration are determined by the State. For additional information regarding pension plans, (see Appendix B: Audited Financial Statements, Note 9 to Financial Statements).

## Population (1)

2010 Federal Census	7,588
2000 Federal Census	6,149
1990 Federal Census	5,672
1980 Federal Census	5,786
1970 Federal Census	5,035

## Selected Census 2016 Data for the Borough(1)

Median household income	\$87,697
Median family income	\$93,939
Per capita income	\$38,442

## Labor Force (2)

The following table discloses current labor force data for the Borough, County and State.

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
<b>Borough</b>					
Labor Force	4,114	4,094	4,065	4,043	4,114
Employment	3,918	3,888	3,835	3,746	3,769
Unemployment	196	206	230	297	345
Unemployment Rate	4.8%	5.0%	5.7%	7.3%	8.4%
<b>County</b>					
Labor Force	256,929	256,005	255,390	254,073	259,529
Employment	243,835	241,947	238,892	234,520	235,269
Unemployment	13,094	14,058	16,498	19,553	24,260
Unemployment Rate	5.1%	5.5%	6.5%	7.7%	9.3%
<b>State</b>					
Labor Force	4,518,800	4,530,800	4,537,200	4,527,200	4,548,600
Employment	4,309,700	4,305,500	4,274,700	4,221,300	4,173,800
Unemployment	209,100	225,300	262,500	305,900	374,700
Unemployment Rate	4.6%	5.0%	5.8%	6.8%	8.2%

## Business and Industry

There has been significant growth in the business community. Pre-Mix Industries established a manufacturing plant in the Borough in the early 80's. Spring Oaks, an assisted-living facility, opened in 2000, along with a new housing development. The Borough is also the home of the Berlin Farmers Market, which houses approximately 100 vendors.

(1) Source: U.S. Department of Commerce, Bureau of Census

(2) Source: New Jersey Department of Labor

PNC Bank, TD Bank, N.A., and Bank of America are financial institutions with branches located within the Borough.

### **Building, Zoning and Development Codes**

The Borough, by ordinance, adopted development and zoning regulations pursuant to the Municipal Land Use Act in January 1977. The Municipal Land Use Act authorized the Borough to adopt an ordinance authorizing the Planning Board and Zoning Board of Adjustment to enforce the development and zoning regulations and in certain instances to grant variances therefrom. In this way, the Borough is able to oversee the use or development of land.

The Borough building codes conform to standards of the Uniform Construction Code of New Jersey. These codes and other municipal codes are codified as a basis for improved administration and regulations.

### **Building Permits (1)**

<u>Year</u>	<u>Number of Permits</u>	<u>Value of Construction</u>
2018(2)	211	\$3,357,399
2017	467	6,307,785
2016	462	5,835,574
2015	394	38,926,245
2014	355	50,314,105
2013	163	19,454,430

### **EDUCATION(3)**

The Board of Education of the Borough of Berlin ("Board" when referring to the governing body and "School District" when referring to the legal entity governed by the Board) is a type II school district, consisting of nine members who are elected at large for three-year terms. The Board is assisted by a Superintendent, Board Secretary/School Business Administrator and a full-time Principal and Vice Principal.

The Board administers one elementary school covering grades K through 8. In addition to local children, the Board is a receiving district for students enrolled in special classes for preschool handicapped, perceptually impaired, emotionally disturbed and neurologically impaired. The Board sends its public high school students to Eastern Camden County Regional High School located in Voorhees Township.

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(1) Source: Borough Construction Official

(2) As of July 15, 2018

(3) Source: School District officials

**BOROUGH OF BERLIN SCHOOL DISTRICT  
SCHOOL ENROLLMENTS(1)**

<u>Grade</u>	<u>2017</u>	<u>2016</u>	<u>October 15, 2015</u>	<u>2014</u>	<u>2013</u>
Pre-K	8				
K – Full day	57	67	88	83	72
1	70	82	87	68	107
2	80	82	66	97	79
3	81	65	102	75	88
4	67	99	74	81	84
5	101	75	84	81	67
6	79	86	81	67	85
7	86	78	66	89	90
8	80	66	90	93	77
Special Education	<u>118</u>	<u>110</u>	<u>106</u>	<u>110</u>	<u>108</u>
Total	<u>827</u>	<u>810</u>	<u>844</u>	<u>844</u>	<u>857</u>

**Present School Facility, Enrollment and Capacity**

<u>Name of School</u>	<u>Date Constructed</u>	<u>Renovations/ Additions</u>	<u>Enrollment Oct. 15, 2017</u>	<u>Functional Capacity</u>
Berlin Community School	1958	1965/1972/ 1999/2004	<u>827</u>	<u>1,100</u>

**EASTERN CAMDEN COUNTY REGIONAL HIGH SCHOOL DISTRICT  
SCHOOL ENROLLMENTS(2)(3)**

<u>Grade</u>	<u>2017</u>	<u>2016</u>	<u>October 15 Actual 2015</u>	<u>2014</u>	<u>2013</u>
9	72	90	81	80	94
10	96	83	78	87	77
11	86	77	89	81	80
12	77	87	73	79	86
Special Ed.(4)	44	47	52	48	46
Special Ed.(5)	<u>6</u>	<u>6</u>	<u>8</u>	<u>9</u>	<u>6</u>
Total	<u>381</u>	<u>390</u>	<u>381</u>	<u>384</u>	<u>389</u>

- 
- (1) Source: Local School District officials  
 (2) Berlin Borough students only  
 (3) Source: Regional School District officials  
 (4) On-roll  
 (5) Out-of-district placements

## **HIGHER EDUCATION FACILITIES**

### **Rutgers University-Camden Campus**

Rutgers University-Camden ("Rutgers"), is a comprehensive, publicly-supported, co-educational four-year institution accredited by the Middle States Association of Colleges and Secondary Schools and funded primarily by the State, was founded in 1950 on a 23.8 acre campus in the City of Camden. As of September, 2016, there were approximately 5,021 undergraduate students and 1,454 graduate students.

### **Camden County College**

Fully accredited by the Middle States Association of Colleges and Secondary Schools, Camden County College ("College") is a comprehensive publicly supported, co-educational two-year institution developed under the State Department of Higher Education. It is funded in part by the County Board of Chosen Freeholders who appoint an eleven (11) member Board of Trustees. The College has three distinct campuses in Blackwood, Camden and Cherry Hill – along with its satellite locations in Lakeland, Sicklerville and elsewhere throughout the County.

As of the Fall of 2017, full time enrollment was 5,041 and part-time enrollment was 5,451 for a total of 10,492.

### **Camden County Technical Schools**

From a vocational school that opened with 400 students in 12 trade areas in 1928, Camden County Technical Schools ("CCTS") has grown to be one of the largest and most comprehensive technical schools in the nation. The district today encompasses a full range of day and evening programs at campuses in Pennsauken and Gloucester Township. Beginning in 2012, the adult programs were operated by Camden County College as part of the Camden County shared services agreement.

For high school students, there are 32 career programs from which to choose. For the 2017-2018 school year, 1,325 students are enrolled at the Gloucester Township Campus, and 771 at the Pennsauken Campus, including 323 Special Education Students between the two campuses. Seniors are offered the opportunity to participate in several of our school-to-career programs and are offered lifetime job placement assistance. In addition, students are offered a full-range of athletics and activities to complement their education. Through Camden County College, high school juniors and seniors at CCTS have various opportunities to earn college credit for college level work completed while in high school. Students may bank the credits earned for future enrollment at colleges and universities.

In addition to the facilities mentioned above, Stockton University, University of Pennsylvania, Temple University, LaSalle University, Villanova University, St. Joseph's University, Drexel University and Rowan University are all within a commuting distance from the Borough.

## CERTAIN TAX INFORMATION

### TEN LARGEST TAXPAYERS (1)

<u>Name of Taxpayer</u>	<u>Nature of Business</u>	<u>2018 Assessed Valuation</u>
Berlin Farmers Market II, LLC	Stores & Outdoor Market	\$7,730,400
Berlin Residences, LLC	Assisted Living Facility	5,570,000
10 Ben Holdings Corp % Sterling	Stores	5,100,000
Evinos Corporation, Inc.	Catering Facility	4,752,300
Sinelnik, Alexander Et Als	Apartments	4,648,800
Wawa	Convenience Store	4,584,600
Hasbro, LLC	Offices	3,200,000
Berlin Center LLC	Stores	3,200,000
Berlin Equities, LLC	Drug Store	2,838,100
Osborne Assoc % Rite Aid Corp	Drug Store	2,800,000

### CURRENT TAX COLLECTIONS (2)

<u>Year</u>	<u>Total Levy</u>	<u>Collected in Year of Levy</u>		<u>Outstanding Dec. 31</u>	
		<u>Amount</u>	<u>Percentage</u>	<u>Amount</u>	<u>Percentage</u>
2017	\$23,200,842	\$22,868,021	98.57%	\$305,241	1.32%
2016	22,665,122	22,253,704	98.18	362,685	1.60
2015	22,322,516	22,088,267	98.95	232,891	1.04
2014	22,158,531	21,758,732	98.20	268,976	1.21
2013	21,571,717	21,178,976	98.18	275,711	1.28

### DELINQUENT TAXES (2)

<u>Year</u>	<u>Outstanding Jan. 1</u>	<u>Added</u>	<u>Collected</u>		<u>Transferred to Liens</u>	<u>Other Credits</u>	<u>Outstanding Dec. 31</u>
			<u>Amount</u>	<u>Percentage</u>			
2017	\$362,685	\$2,000	\$358,292	98.25%	\$3,060	\$3,333	---
2016	239,786	1,393	232,603	96.44	---	8,576	---
2015	285,748	4,337	267,966	92.37	---	15,224	\$6,895
2014	275,948	6,279	182,709	64.74	795	81,951	16,772
2013	440,559	1,708	438,365	99.12	2,151	1,514	237

(1) Source: Borough Tax Assessor

(2) Source: Annual Reports of Audit

### TAX TITLE LIENS (1)

<u>Year</u>	<u>Balance Jan. 1</u>	<u>Added by Sales and Transfers</u>	<u>Received/ Canceled</u>	<u>Balance Dec. 31</u>
2017	---	\$16,915	---	\$16,915
2016	\$4,424	---	\$4,424	---
2015	3,066	1,358	---	4,424
2014	---	3,066	---	3,066
2013	---	2,387	2,387	---

### FORECLOSED PROPERTY (1) (2)

<u>Year</u>	<u>Balance Jan. 1</u>	<u>Adjustments</u>	<u>Balance Dec. 31</u>
2017	---	---	---
2016	---	---	---
2015	---	---	---
2014	---	---	---
2013	---	---	---

### SEWER UTILITY LEVIES (1)

<u>Year</u>	<u>Beginning Balance</u>	<u>Levy</u>	<u>Cash Collections</u>	<u>Percentage</u>
2017	\$91,145	\$860,169	\$851,883	89.56%
2016	91,311	788,590	784,234	89.13
2015	91,179	758,770	758,317	89.22
2014	77,512	703,707	689,993	88.32
2013	79,019	648,092	649,274	89.30

### WATER UTILITY LEVIES (1)

<u>Year</u>	<u>Beginning Balance</u>	<u>Levy</u>	<u>Cash Collections</u>	<u>Percentage</u>
2017	\$266,966	\$2,765,766	\$2,726,248	89.89%
2016	305,179	2,904,989	2,942,871	91.67
2015	309,872	2,938,138	2,941,193	90.55
2014	307,676	2,807,660	2,796,463	89.76
2013	371,699	2,816,396	2,874,476	90.16

(1) Source: Annual Reports of Audit

(2) These amounts are reflected on the basis of assessed value in the year of acquisition in accordance with the regulation of the Division of Local Government Services.

## NET ASSESSED VALUATIONS AND ANNUAL TAX RATES (1) (2)

<u>Year</u>	<u>Net Valuation Taxable</u>	<u>Total Tax Rate</u>	<u>Municipal(3)</u>	<u>County</u>	<u>Local School</u>	<u>Regional High School</u>
2018	\$739,391,168	\$3.256	\$0.784	\$0.836	\$1.069	\$0.567
2017	738,449,655	3.134	0.749	0.834	0.989	0.562
2016	741,771,947	3.054	0.709	0.815	1.016	0.514
2015	746,598,065	2.988	0.681	0.807	0.990	0.510
2014	752,676,606	2.922	0.638	0.838	0.957	0.489

## RATIO OF ASSESSED VALUATION TO TRUE VALUE AND TRUE VALUE PER CAPITA (4)

<u>Year</u>	<u>Real Property Assessed Valuation</u>	<u>Percentage of True Value</u>	<u>True Value</u>	<u>True Value Per Capita(5)</u>
2018	\$734,357,600	100.86%	\$728,095,975	\$95,954
2017	733,574,700	100.80	727,752,679	95,908
2016	737,034,000	102.35	720,111,383	94,901
2015	742,164,500	102.35	725,124,084	95,562
2014	747,848,000	101.96	733,471,950	96,662

## REAL PROPERTY CLASSIFICATION (6)

<u>Year</u>	<u>Assessed Value Land and Improvements</u>	<u>Vacant Land</u>	<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Apartments</u>	<u>Farm</u>
2018	\$734,357,600	\$15,017,900	\$593,752,600	\$106,502,800	\$10,346,500	\$8,676,900	\$60,900
2017	733,574,700	14,585,400	593,206,100	106,913,600	10,346,500	8,193,400	329,700
2016	737,034,000	13,659,800	595,357,500	109,297,000	10,465,000	7,925,000	329,700
2015	742,164,500	14,145,900	597,682,700	111,420,000	10,465,000	7,925,000	525,900
2014	747,848,000	14,189,200	599,566,100	115,907,400	10,465,000	7,169,800	550,500

(1) Source: Borough's Tax Collector

(2) Per \$100 of assessed valuation

(3) Includes Local Open Space Tax.

(4) Source: State of New Jersey, Department of Treasury, Division of Taxation

(5) Based on 2010 Federal Census of 7,588

(6) Source: Borough's Tax Assessor



**BOROUGH OF BERLIN**  
**STATEMENT OF INDEBTEDNESS(1)**

The following table summarizes the direct debt of the Borough as of December 31, 2017 in accordance with the requirements of the Local Bond Law. The gross debt comprises short and long-term debt issued and debt authorized but not issued, including General, Water Utility, Sewer Utility and debt of the Local and Regional School Districts. Deductions from gross debt to arrive at net debt include deductible school debt and debt considered to be self-liquidating. The resulting net debt of \$12,800,067 represents 1.759% of the average of equalized valuations for the Borough for the last three years, which is within the 3.5% limit imposed by N.J.S.A.

	<b>Debt Issued</b>			<b>Authorized But Not Issued</b>	<b>Gross Debt</b>	<b>Deductions</b>		<b>Net Debt</b>
	<b><u>Bonds</u></b>	<b><u>Loans</u></b>	<b><u>Notes</u></b>			<b><u>School Debt</u></b>	<b><u>Self-Liquidating Debt</u></b>	
General	\$ 6,122,119	\$ 168,308	\$ 6,509,390	\$ 250	\$ 12,800,067			\$ 12,800,067
School - Regional	148,922				148,922	\$ 148,922		
School - Local	3,085,000				3,085,000	3,085,000		
Water Utility	1,737,881	1,593,297	609,500	661,885	4,602,563		\$ 4,602,563	
Sewer Utility	534,000		775,000	190,975	1,499,975		1,499,975	
	<u>\$ 11,627,922</u>	<u>\$ 1,761,605</u>	<u>\$ 7,893,890</u>	<u>\$ 853,110</u>	<u>\$ 22,136,527</u>	<u>\$ 3,233,922</u>	<u>\$ 6,102,538</u>	<u>\$ 12,800,067</u>

(1) Source: 2017 Annual Debt Statement

## DEBT RATIOS AND VALUATIONS(1)

Average of Equalized Valuations of Real Property with Improvements and Second Class Railroad for 2015, 2016 and 2017	\$727,876,119
Statutory Net Debt as a Percentage of the Average of Equalized Valuations of Real Property with Improvements for 2015, 2016 and 2017	1.759%
2018 Net Valuation Taxable	\$739,391,168
2018 Equalized Valuation of Real Property and Taxable Personal Property Used in Communications	\$733,129,543
Gross Debt (2):	
As a percentage of 2018 Net Valuation Taxable	2.99%
As a percentage of 2018 Equalized Valuation of Real Property and Taxable Personal Property Used in Communications	3.02%
Net Debt (2):	
As a percentage of 2018 Net Valuation Taxable	1.73%
As a percentage of 2018 Equalized Valuation of Real Property and Taxable Personal Property Used in Communications	1.75%
Gross Debt Per Capita (3)	\$2,917
Net Debt Per Capita (3)	\$1,687

## BOROUGH BORROWING CAPACITY(1)

3.5% of Averaged (2015-17) Equalized Valuation of Real Property including Improvements (\$727,876,119)	\$25,475,664
Net Debt	<u>12,800,067</u>
Remaining Borrowing Capacity	<u><u>\$12,675,597</u></u>

## SCHOOL DISTRICT BORROWING CAPACITY(1)

3% of Averaged (2015-17) Equalized Valuation of Real Property including Improvements (\$727,876,119)	\$21,836,284
Local School Debt	<u>3,085,000</u>
Remaining Borrowing Capacity	<u><u>\$18,751,284</u></u>

## REGIONAL HIGH SCHOOL DISTRICT BORROWING CAPACITY(1)

3% of Averaged (2015-17) Equalized Valuation of Real Property including Improvements (\$4,423,322,924)	\$132,699,688
Regional School Debt (4)	<u>905,000</u>
Remaining Borrowing Capacity	<u><u>\$131,794,688</u></u>

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(1) As of December 31, 2017

(2) Excluding overlapping debt

(3) Based on 2010 Federal Census of 7,588

(4) Debt portion allocated to the Borough is \$148,922

**BOROUGH OF BERLIN**  
**OVERLAPPING DEBT AS OF DECEMBER 31, 2017**

<b>DEBT ISSUED</b>						
	<u>Debt Outstanding</u>	<u>Deductions</u>		<u>Statutory Net Debt Outstanding</u>	<u>Net Debt Outstanding Allocated to the Issuer</u>	<u>Debt Auth. but not Issued</u>
County of Camden(1):						
General:						
Bonds	\$ 36,125,000	\$ 8,342,385 (2)	\$	27,782,615	\$ 541,761 (4)	\$ 11,960,225
Notes	35,461,125			35,461,125	691,492 (4)	
Loan Agreements	314,966,900			314,966,900	6,141,855 (4)	
Bonds Issued by Other Public Bodies Guaranteed by the County	276,594,254	276,594,254 (3)				
	<u>\$ 663,147,279</u>	<u>\$ 284,936,639</u>	<u>\$</u>	<u>378,210,640</u>	<u>\$ 7,375,107</u>	<u>\$ 11,960,225</u>

(1) Source: County of Camden.

(2) Includes Reserve for Payment of Bonds, Other Accounts Receivable and General Obligation Pension Refunding Bonds.

(3) Deductible in accordance with N.J.S. 40:37A-80.

(4) Such debt is allocated as a proportion of the Issuer's share of the total 2017 Net Valuation on which County taxes are apportioned, which is 1.95%.

## Camden County Municipal Utilities Authority

The Camden County Municipal Utilities Authority ("CCMUA") is a public body corporate and politic of the State and was originally created as the Camden County Sewerage Authority ("Sewerage Authority") by a resolution of the County adopted on December 5, 1967. The Sewerage Authority was reorganized in 1972 as a utilities authority and changed its name to the Camden County Municipal Utilities Authority pursuant to a resolution of the County adopted on April 13, 1972. The CCMUA operates under the supervision of nine commissioners who are appointed by the Board for five-year staggered terms. The County has entered into a deficiency agreement with the CCMUA ("Deficiency Agreement") whereby the County is obligated to pay to the CCMUA any annual charges equal to any deficits in CCMUA revenues necessary to pay or provide for: (i) operation and maintenance expenses of the CCMUA's regional sewer system, (ii) principal and interest payments on bonds and notes of the CCMUA in an aggregate principal amount not to exceed \$685,500,000, and (iii) the maintenance of reserves required under the bond resolution securing the CCMUA's bonds and notes. The obligation of the County pursuant to the provisions of the Deficiency Agreement is a direct and general obligation of the County, and any annual charges are ultimately payable by the County from the levy of *ad valorem* taxes on all the taxable real property within the jurisdiction of the County in amounts sufficient to enable the County to meet its obligations under the Deficiency Agreement. ***To date, no payments have been required to be made by the County pursuant to the Deficiency Agreement.*** The County and the CCMUA may agree to amend the Deficiency Agreement at any time to increase the obligations of the County thereunder.

The CCMUA owns and operates a sewage collection and treatment system which serves all County residents connected to local sewer collection systems. The CCMUA's system does not include the local sewage collection system of any CCMUA participant, but it owns and operates interceptor sewer lines connecting the local systems to the CCMUA's sewage treatment facilities.

The CCMUA is required to charge and collect service charges for the use of its facilities such that revenues of the CCMUA will at all times be adequate to pay all operating and maintenance expenses, including reserves, insurance, extensions and replacements, and to pay punctually the principal of and interest on any bonds and notes of the CCMUA and to maintain reserves and sinking funds therefor as may be required by the terms of any agreements with the holders thereof.

The gross debt as of December 31, 2017 for the CCMUA was \$171,431,116. The County guarantees up to \$685,500,000 of debt issued by the CCMUA.

## Camden County Improvement Authority

The Camden County Improvement Authority ("CCIA") is a public body corporate and politic of the State and was created by a resolution of the County Board. The CCIA operates under the supervision of a five (5) member Board who are appointed for five (5) year staggered terms by the County Board. The CCIA has from time to time issued its revenue bonds for projects involving the County and for which the County has a repayment obligation or guaranty. The CCIA also issues conduit debt from time to time which is not included in the overlapping debt as there is no obligation by the taxpayers to repay the associated debt service.

The amount of debt which the County has guaranteed or for which it has a repayment obligation as of December 31, 2017 was \$432,082,097.

**BOROUGH OF BERLIN  
SCHEDULE OF DEBT SERVICE  
(BONDED DEBT AND LONG-TERM LOANS)(1)**

<b>Year</b>	<b>General</b>			<b>Water Utility</b>			<b>Sewer Utility</b>			<b>Grand Total</b>
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	
2018	\$ 1,104,248	\$ 222,733	\$ 1,326,981	\$ 584,074	\$ 84,894	\$ 668,968	\$ 92,000	\$ 18,410	\$ 110,410	\$ 2,106,358
2019	1,104,835	180,645	1,285,480	589,238	66,396	655,634	74,000	14,995	88,995	2,030,109
2020	1,151,435	138,545	1,289,980	576,515	47,713	624,227	25,000	12,383	37,383	1,951,590
2021	728,166	94,885	823,051	266,678	29,753	296,431	25,000	11,633	36,633	1,156,114
2022	306,671	66,641	373,312	281,478	23,573	305,050	25,000	10,883	35,883	714,245
2023	291,072	57,755	348,827	286,107	16,907	303,013	25,000	10,133	35,133	686,973
2024	300,000	49,344	349,344	154,245	19,728	173,974	25,000	9,383	34,383	557,700
2025	325,000	40,344	365,344	202,704	20,800	223,504	30,000	8,633	38,633	627,480
2026	325,000	30,594	355,594	222,140	13,392	235,532	30,000	7,733	37,733	628,858
2027	325,000	20,438	345,438	85,000	5,250	90,250	30,000	6,795	36,795	472,483
2028	329,000	10,281	339,281	83,000	2,594	85,594	30,000	5,858	35,858	460,733
2029							30,000	4,920	34,920	34,920
2030							30,000	3,720	33,720	33,720
2031							30,000	2,520	32,520	32,520
2032							33,000	1,320	34,320	34,320
	<u>\$ 6,290,427</u>	<u>\$ 912,204</u>	<u>\$ 7,202,631</u>	<u>\$ 3,331,178</u>	<u>\$ 330,999</u>	<u>\$ 3,662,177</u>	<u>\$ 534,000</u>	<u>\$ 129,314</u>	<u>\$ 663,314</u>	<u>\$ 11,528,122</u>

(1) Source: Borough Auditor

**BOROUGH OF BERLIN  
2018 MUNICIPAL BUDGET (1)**

**CURRENT FUND**

Anticipated Revenues:	
Fund Balance	\$ 840,000
Miscellaneous Revenues:	
Local Revenues	711,000
State Aid without Offsetting Appropriations	696,697
Dedicated Uniform Construction Code Fees	125,000
Public and Private Programs Offset with Appropriations	379,589
Other Special Items of Revenue	110,000
Receipts from Delinquent Taxes	293,000
Amount to be Raised by Taxation for Municipal Purposes	5,691,101
Total Appropriated Revenues	<u>\$ 8,846,386</u>
Appropriations:	
Within CAPS:	
Operations	\$ 5,321,842
Deferred Charges and Statutory Expenditures	725,862
Excluded from CAPS:	
Other Operations	298,765
Total Deferred Charges	17,000
Public and Private Programs	461,789
Capital Improvements	55,000
Debt Service	1,490,070
Transferred to Board of Education	43,554
Reserve for Uncollected Taxes	432,505
Total Appropriations	<u>\$ 8,846,386</u>

**WATER UTILITY FUND**

Anticipated Revenues:	
Fund Balance	\$ 542,700
Rents	2,270,000
Fire Hydrant Service	420,000
Reserve for Payment of Debt	30,000
Miscellaneous	70,000
Total Anticipated Revenues	<u>\$ 3,332,700</u>
Appropriations:	
Operating	\$ 2,498,100
Capital Improvement Fund	25,000
Debt Service	697,100
Deferred Charges and Statutory Expenditures	112,500
Total Appropriations	<u>\$ 3,332,700</u>

**SEWER UTILITY FUND**

Anticipated Revenues:	
Fund Balance	\$ 44,270
Rents	814,000
Interest on Deposits	500
Miscellaneous	7,000
Total Anticipated Revenues	<u>\$ 865,770</u>
Appropriations:	
Operating	\$ 667,600
Debt Service	137,910
Deferred Charges and Statutory Expenditures	60,260
Total Appropriations	<u>\$ 865,770</u>

**BOROUGH OF BERLIN  
2018 MUNICIPAL BUDGET (1)**

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**OPEN SPACE FUND**

Dedicated Revenues from Trust Fund:

Amount to be Raised by Taxation	\$ 110,900
Interest Income	50
	<hr/>
	<u>\$ 110,950</u>

Appropriations:

Maintenance of Lands for Recreation and Conservation:

Salaries and Wages	\$ 60,000
Other Expenses	10,600
Debt Service	23,800
Reserve for Future Use	16,550
	<hr/>
	<u>\$ 110,950</u>

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(1) As adopted

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**APPENDIX B**

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**AUDITED FINANCIAL STATEMENTS OF THE  
BOROUGH OF BERLIN,  
IN THE COUNTY OF CAMDEN, NEW JERSEY**



## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Mayor and  
Members of the Borough Council  
Borough of Berlin  
Berlin, New Jersey 08009

### **Report on the Financial Statements**

We have audited the accompanying statements of assets, liabilities, reserves and fund balance - regulatory basis of the various funds of the Borough of Berlin, in the County of Camden, State of New Jersey, as of December 31, 2017, 2016, 2015, 2014 and 2013, and the related statements of operations and changes in fund balance - regulatory basis for the years then ended, and the related notes to the financial statements, which collectively comprise the Borough's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of the Division of Local Government Services, Department of Community Affairs, State of New Jersey; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; and in compliance with audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Borough's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Borough's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Basis for Adverse Opinion on Accounting Principles Generally Accepted in the United States of America**

As described in note 1 to the financial statements, the financial statements are prepared by the Borough on the basis of the financial reporting provisions of the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the State of New Jersey.

The effects on the financial statements of the variances between the regulatory basis of accounting described in note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

## **Adverse Opinion on Accounting Principles Generally Accepted in the United States of America**

In our opinion, because of the significance of the matter discussed in the "*Basis for Adverse Opinion on Accounting Principles Generally Accepted in the United States of America*" paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Borough of Berlin, in the County of Camden, State of New Jersey, as of December 31, 2017, 2016, 2015, 2014 and 2013, or the results of its operations and changes in fund balance for the years then ended.

## **Opinion on Regulatory Basis of Accounting**

In our opinion, the financial statements referred to previously present fairly, in all material respects, the assets, liabilities, reserves and fund balance - regulatory basis of the various funds of the Borough of Berlin, in the County of Camden, State of New Jersey, as of December 31, 2017, 2016, 2015, 2014 and 2013, and the results of its operations and changes in fund balance - regulatory basis of such funds for the years then ended, in conformity with accounting principles and practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, as described in note 1.

Respectfully submitted,

*Bowman & Company LLP*

BOWMAN & COMPANY LLP  
Certified Public Accountants  
& Consultants

*Daniel M. DiGangi*

Daniel M. DiGangi  
Certified Public Accountant  
Registered Municipal Accountant

Voorhees, New Jersey  
June 13, 2018

**BOROUGH OF BERLIN**  
**CURRENT FUND**  
Statements of Assets, Liabilities, Reserves and Fund Balance--  
Regulatory Basis

<b>ASSETS</b>	As of December 31,				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Regular Fund:					
Cash and Investments	\$ 3,534,263	\$ 2,703,606	\$ 2,635,711	\$ 2,393,555	\$ 2,987,713
Receivables and Other Assets with Full Reserves:					
Delinquent Property Taxes Receivable	305,241	362,685	239,786	285,748	275,948
Tax Title Lien Receivable	16,915		4,424	3,066	
Revenue Accounts Receivable	53,037	38,344	42,237	19,922	27,589
Interfunds Receivable	4,275	132,233	40,351	48,029	149
Deferred Charges:					
Special Emergency Authorizations (40A:4-55)	68,000	85,000			45,000
	<u>3,981,732</u>	<u>3,321,869</u>	<u>2,962,508</u>	<u>2,750,320</u>	<u>3,336,398</u>
Federal and State Grant Fund:					
Cash and Investments	200,625				14,445
Federal and State Grant Funds Receivable	<u>192,032</u>	<u>244,375</u>	<u>127,200</u>	<u>127,900</u>	<u>60,000</u>
	<u>392,656</u>	<u>244,375</u>	<u>127,200</u>	<u>127,900</u>	<u>74,445</u>
Total Assets	<u>\$ 4,374,389</u>	<u>\$ 3,566,244</u>	<u>\$ 3,089,708</u>	<u>\$ 2,878,220</u>	<u>\$ 3,410,843</u>

(Continued)

**BOROUGH OF BERLIN**  
**CURRENT FUND**  
Statements of Assets, Liabilities, Reserves and Fund Balance--  
Regulatory Basis

<b>LIABILITIES, RESERVES AND FUND BALANCE</b>	As of December 31,				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Regular Fund:					
Appropriation Reserves	\$ 354,480	\$ 287,804	\$ 251,240	\$ 125,315	\$ 350,145
Reserve for Encumbrances	96,776	97,922	167,903	54,266	41,578
Prepaid Taxes	851,361	244,433	187,464	165,530	234,538
Tax Overpayments	1,635	5,432	45,196	151,602	
County Taxes Payable		91,528			
Due County for Added and Omitted Taxes	15,391	3,044	3,828	47,659	14,697
Due to State of New Jersey	29,996	26,741	24,183	26,211	21,211
Other Reserves	47,007	71,533	39,437	39,272	37,285
Accounts Payable				2,843	
Local School District Taxes Payable	289,318	621,724	525,081	574,941	475,327
Regional High School Taxes Payable	361,760	191,422	190,295	125,777	35,339
Interfunds Payable	403,899	289,128	177,811	740	645,764
Reserve for Receivables and Other Assets	379,469	533,263	326,797	356,765	303,686
Fund Balance	1,150,640	857,894	1,023,273	1,079,399	1,176,828
	<u>3,981,732</u>	<u>3,321,869</u>	<u>2,962,508</u>	<u>2,750,320</u>	<u>3,336,398</u>
Federal and State Grant Fund:					
Unappropriated Reserves	10,472	906	8,761	27,075	19,698
Appropriated Reserves	220,545	116,467	79,843	54,902	51,693
Reserve for Grant Encumbrances	12,965	394	1,443	895	3,054
Grant Contracts Payable	148,439	461			
Interfunds Payable	236	126,146	37,154	45,029	
	<u>392,656</u>	<u>244,375</u>	<u>127,200</u>	<u>127,900</u>	<u>74,445</u>
Total Liabilities, Reserves and Fund Balance	<u>\$ 4,374,389</u>	<u>\$ 3,566,244</u>	<u>\$ 3,089,708</u>	<u>\$ 2,878,220</u>	<u>\$ 3,410,843</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

**BOROUGH OF BERLIN**  
**CURRENT FUND**  
Statements of Operations and Changes in Fund Balance--  
Regulatory Basis

	For the Years Ended December 31,				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Revenue Realized:					
Current Tax Collections	\$ 22,868,021	\$ 22,253,704	\$ 22,088,267	\$ 21,758,732	\$ 21,178,976
Delinquent Tax Collections	358,292	237,027	267,966	182,709	440,752
Total Taxes	23,226,313	22,490,731	22,356,234	21,941,441	21,619,728
Miscellaneous Revenues Anticipated	2,127,995	2,372,075	1,740,550	1,706,158	1,686,785
Non-Budget and Other Income	675,655	606,435	230,455	473,542	446,203
Fund Balance Utilized	740,000	937,000	850,000	745,000	510,000
Total Income	26,769,963	26,406,241	25,177,239	24,866,142	24,262,716
Expenditures and Encumbrances:					
Operating	5,880,367	6,027,206	5,156,962	4,723,357	4,685,137
Capital Improvements	50,000	50,000	65,000	65,000	50,000
Debt Service	1,343,585	1,344,223	1,300,072	1,306,325	1,032,082
Deferred Charges and Statutory Expenditures	684,768	650,985	639,661	655,279	637,101
Transfer to Local School Districts	44,065	43,531	43,531	43,027	44,162
Regional High School Tax	4,149,132	3,808,453	3,806,280	3,677,666	3,495,464
County Taxes	6,171,149	6,039,732	6,021,977	6,345,789	6,328,839
Local School Tax	7,300,760	7,532,399	7,228,398	7,198,339	7,024,483
Municipal Open Space Tax	111,043	111,317	112,071	113,640	114,260
Creation of Reserve for Receivable	348	91,883	433	47,880	
Other Expenditures	2,000	19,892	8,981	42,269	1,708
Total Expenditures and Encumbrances	25,737,218	25,719,620	24,383,366	24,218,571	23,413,237
Excess in Revenues	1,032,746	686,621	793,873	647,571	849,479
Adjustments to Income Before Fund Balance:					
Expenditures included above which are by					
Statute Deferred Charges to Budget of					
Budget of Succeeding Year		85,000			
Statutory Excess to Fund Balance	1,032,746	771,621	793,873	647,571	849,479
Balance January 1	857,894	1,023,272	1,079,399	1,176,828	837,349
	1,890,640	1,794,893	1,873,272	1,824,399	1,686,828
Decreased by:					
Utilized as Revenue	740,000	937,000	850,000	745,000	510,000
Fund Balance December 31	\$ 1,150,640	\$ 857,894	\$ 1,023,272	\$ 1,079,399	\$ 1,176,828

The accompanying Notes to Financial Statements are an integral part of this statement.

**BOROUGH OF BERLIN**  
**TRUST FUND**  
Statements of Assets, Liabilities, Reserves and Fund Balance--  
Regulatory Basis

<b>ASSETS</b>	As of December 31,				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Cash	\$ 1,417,909	\$ 1,579,277	\$ 1,641,840	\$ 1,766,331	\$ 1,107,962
Interfund Loans Receivable	335,408	224,364	113,047	740	114,364
Other Accounts Receivable	45,375	75,075	55,354	50,943	42,877
	<u>\$ 1,798,692</u>	<u>\$ 1,878,717</u>	<u>\$ 1,810,241</u>	<u>\$ 1,818,014</u>	<u>\$ 1,265,204</u>
 <b>LIABILITIES, RESERVES AND FUND BALANCE</b>					
Interfund Loans Payable	\$ 54,275	\$ 3,928	\$ 3,433	\$ 3,000	\$ 149
Reserve for Special Funds	1,744,417	1,874,789	1,806,808	1,815,014	1,265,055
	<u>\$ 1,798,692</u>	<u>\$ 1,878,717</u>	<u>\$ 1,810,241</u>	<u>\$ 1,818,014</u>	<u>\$ 1,265,204</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

**BOROUGH OF BERLIN**  
**GENERAL CAPITAL FUND**  
Statements of Assets, Liabilities, Reserves and Fund Balance--  
Regulatory Basis

<b>ASSETS</b>	As of December 31,				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Cash	\$ 1,726,665	\$ 1,275,995	\$ 1,946,670	\$ 321,254	\$ 1,833,380
Other Accounts Receivable	23,531	23,531	105,186	77,460	224,600
Interfunds Receivable	115,000	65,000	65,000		145,761
Deferred Charges to Future Taxation:					
Funded	6,290,427	7,344,098	8,372,205	9,340,757	10,277,766
Unfunded	6,509,640	3,664,900	2,665,900	1,300,400	250
<b>Total Assets</b>	<b>\$ 14,665,264</b>	<b>\$ 12,373,525</b>	<b>\$ 13,154,961</b>	<b>\$ 11,039,871</b>	<b>\$ 12,481,758</b>
<b>LIABILITIES, RESERVES AND FUND BALANCE</b>					
General Serial Bonds	\$ 6,122,119	\$ 7,147,119	\$ 8,147,119	\$ 9,088,119	\$ 9,998,119
Green Acres Loan Payable	168,308	196,979	225,086	252,638	279,647
Bond Anticipation Notes	6,509,390	3,664,650	1,894,250		
Improvement Authorizations:					
Funded	56,701	61,630	132,887	197,535	1,932,649
Unfunded	1,476,678	934,061	453,794	636,627	250
Contracts Payable	154,465	185,217	986,686	684,041	68,670
Capital Improvement Fund	2,186	1,596	2,596	6,096	9,546
Interfunds Payable			1,084,500		
Reserve for Encumbrances	107,751	114,606	160,377	107,149	125,211
Fund Balance	67,666	67,666	67,666	67,666	67,666
<b>Total Liabilities, Reserves and Fund Balance</b>	<b>\$ 14,665,264</b>	<b>\$ 12,373,525</b>	<b>\$ 13,154,961</b>	<b>\$ 11,039,871</b>	<b>\$ 12,481,758</b>

The accompanying Notes to Financial Statements are an integral part of this statement.

**BOROUGH OF BERLIN**  
**WATER UTILITY FUND**  
Statements of Assets, Liabilities, Reserves and Fund Balance--  
Regulatory Basis

<b>ASSETS</b>	As of December 31,				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Operating Fund:					
Cash	\$ 1,374,359	\$ 1,504,516	\$ 1,262,694	\$ 1,030,258	\$ 1,167,960
Interfunds Receivable	2,243				
Receivables with Full Reserves:					
Water Rents Receivable	272,837	216,402	280,001	281,787	250,800
Fire Hydrant & Sprinkler Rents Receivable	33,329	50,564	25,178	28,085	56,876
Deferred Charges				55,000	
Total Operating Fund	1,682,769	1,771,482	1,567,874	1,395,130	1,475,636
Capital Fund:					
Cash	788,783	1,079,947	761,388	835,164	617,755
Interfund Receivables			609,500		400,000
Fixed Capital	17,724,642	17,724,642	17,724,642	17,653,818	17,653,818
Fixed Capital Authorized and Uncompleted	3,748,705	3,563,705	3,063,705	2,704,530	2,504,530
Total Capital Fund	22,262,131	22,368,294	22,159,236	21,193,512	21,176,103
Total Assets	\$ 23,944,900	\$ 24,139,777	\$ 23,727,109	\$ 22,588,642	\$ 22,651,740

(Continued)



**BOROUGH OF BERLIN**  
**WATER UTILITY FUND**  
Statements of Assets, Liabilities, Reserves and Fund Balance--  
Regulatory Basis

<b>LIABILITIES, RESERVES AND FUND BALANCE</b>	As of December 31,				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Operating Fund:					
Appropriation Reserves	\$ 291,326	\$ 192,912	\$ 138,265	\$ 25,189	\$ 115,534
Water Rent Overpayments	7,877	5,465	6,803	8,025	6,529
Interfunds Payable		1,198			
Accrued Interest on Bonds/Notes	25,849	28,624	32,908	35,443	43,167
Reserve for Receivables	306,167	266,966	305,179	309,872	307,676
Reserve for Encumbrances	12,743	97,773	77,980	3,706	61,761
Accounts Payable				47	2,711
Fund Balance	1,038,807	1,178,545	1,006,739	1,012,849	938,259
<b>Total Operating Fund</b>	<b>1,682,769</b>	<b>1,771,482</b>	<b>1,567,874</b>	<b>1,395,130</b>	<b>1,475,636</b>
Capital Fund:					
Serial Bonds	1,737,881	2,112,881	2,487,881	2,837,881	3,187,881
Bond Anticipation Notes	609,500	609,500	609,500		
New Jersey Environmental Trust Loan	1,593,297	1,786,978	1,977,387	2,165,312	2,347,748
Capital Improvement Fund	56,916	31,916	30,731	26,231	1,231
Interfunds Payable					9,467
Contracts Payable	2,205	33,730			58,051
Improvement Authorizations:					
Funded	117,782	138,282	401,082	414,347	466,585
Unfunded	940,585	981,972	535,675	171,982	700
Reserve to Pay Bonds	303,275	333,275	366,475	399,675	432,875
Reserve for Amortization	16,705,862	16,137,181	15,571,773	15,030,305	14,497,870
Reserve for Deferred Amortization	164,923	164,923	141,108	124,149	124,149
Reserve for Encumbrances	12,941	20,692	20,660	6,664	32,581
Fund Balance	16,966	16,966	16,966	16,966	16,965
<b>Total Capital Fund</b>	<b>22,262,131</b>	<b>22,368,294</b>	<b>22,159,236</b>	<b>21,193,512</b>	<b>21,176,103</b>
<b>Total Liabilities, Reserves and Fund Balance</b>	<b>\$ 23,944,900</b>	<b>\$ 24,139,777</b>	<b>\$ 23,727,109</b>	<b>\$ 22,588,642</b>	<b>\$ 22,651,740</b>

The accompanying Notes to Financial Statements are an integral part of this statement.

**BOROUGH OF BERLIN**  
**WATER UTILITY FUND**  
Statements of Operations and Changes in Operating Fund Balance--  
Regulatory Basis

	For the Years Ended December 31,				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Revenue Realized:					
Operating Surplus Anticipated	\$ 344,191	\$ 326,503	\$ 282,580	\$ 112,328	\$ 122,605
Rents	2,270,049	2,536,628	2,507,546	2,339,294	2,426,116
Miscellaneous	134,431	188,393	77,414	39,119	41,607
Fire Hydrant and Sprinkler Service	456,199	406,244	433,646	457,169	448,360
Reserve for Payment of Debt	30,000	33,200	33,200	33,200	
Other Income	177,106	138,638	24,043	63,888	87,886
Total Income	3,411,976	3,629,605	3,358,430	3,044,998	3,126,574
Expenditures and Encumbrances:					
Operating	2,405,100	2,318,680	2,233,200	2,116,650	2,102,240
Capital Improvements	25,000	25,000	25,000	25,000	
Debt Service	672,542	685,364	670,862	679,637	619,445
Refund of Prior Year Revenue			728	276	
Deferred Charges and Statutory Expenditures	104,881	102,253	152,170	91,516	102,765
Total Expenditures and Encumbrances	3,207,523	3,131,297	3,081,960	2,913,079	2,824,450
Excess in Revenue	204,453	498,309	276,470	131,918	302,124
Adjustments to Income Before Fund Balance:					
Expenditures Included Above Which are by					
Statute Deferred Charges to Budget of					
Succeeding Years	-	-	-	55,000	-
Statutory Excess to Fund Balance	204,453	498,309	276,470	186,918	302,124
Fund Balance, January 1	1,178,545	1,006,739	1,012,850	938,259	758,740
	1,382,998	1,505,048	1,289,319	1,125,178	1,060,864
Less: Utilized as Revenue:					
Water Utility Fund	344,191	326,503	282,580	112,328	122,605
Fund Balance, December 31	\$ 1,038,807	\$ 1,178,545	\$ 1,006,739	\$ 1,012,850	\$ 938,259

The accompanying Notes to Financial Statements are an integral part of this statement.

**BOROUGH OF BERLIN**  
**SEWER UTILITY FUND**  
Statements of Assets, Liabilities, Reserves and Fund Balance--  
Regulatory Basis

<b><u>ASSETS</u></b>	As of December 31,				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Operating Fund:					
Cash	\$ 196,050	\$ 119,570	\$ 70,969	\$ 34,359	\$ 59,479
Interfunds Receivable	1,484				
Receivables with Full Reserve:					
Sewer Rents Receivable	98,338	91,145	91,311	91,179	77,512
Total Operating Fund	295,871	210,715	162,280	125,539	136,990
Capital Fund:					
Cash	836,033	586,440	213,285	493,275	533,971
Interfunds Receivable			475,000		
Fixed Capital	3,668,702	3,668,702	3,668,702	3,650,702	3,650,702
Fixed Capital Authorized and Uncompleted	1,594,980	1,594,980	1,394,980	1,097,980	597,980
Total Capital Fund	6,099,714	5,850,122	5,751,967	5,241,957	4,782,652
Total Assets	\$ 6,395,586	\$ 6,060,836	\$ 5,914,247	\$ 5,367,496	\$ 4,919,643

(Continued)

**BOROUGH OF BERLIN**  
**SEWER UTILITY FUND**  
Statements of Assets, Liabilities, Reserves and Fund Balance--  
Regulatory Basis

<b>LIABILITIES, RESERVES AND FUND BALANCE</b>	As of December 31,				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Operating Fund:					
Appropriation Reserves	\$ 59,187	\$ 38,761	\$ 33,746	\$ 8,351	\$ 7,597
Interfunds Payable		1,198			
Overpayment/Prepayment Sewer Rents	1,401	981	1,633	893	1,013
Accrued Interest on Bonds and Notes	8,207	5,637	6,421	5,478	6,339
Reserve for Receivables	98,338	91,145	91,311	91,179	77,512
Reserve for Encumbrances	3,182	3,077	2,445	7,768	6,689
Fund Balance	125,557	69,915	26,724	11,870	37,841
Total Operating Fund	295,871	210,715	162,280	125,539	136,990
Capital Fund:					
Serial Bonds	534,000	629,000	719,000	809,000	899,000
Bond Anticipation Notes	775,000	475,000	475,000		
Capital Improvement Fund	697	697	222	5,222	222
Improvement Authorizations--					
Funded	132,930	371,108	466,537	503,435	503,435
Unfunded	690,277	690,277	499,802	189,115	500
Interfunds Payable					4,894
Contracts Payable	186,997			259,253	
Reserve for Encumbrances	15,335	14,562	21,453	2,980	16,649
Deferred Reserve for Amortization	78,405	78,405	68,880	54,738	29,738
Reserve for Amortization	3,685,302	3,590,302	3,500,302	3,409,444	3,319,444
Fund Balance	771	771	771	8,771	8,771
Total Capital Fund	6,099,714	5,850,122	5,751,967	5,241,957	4,782,652
Total Liabilities, Reserves and Fund Balance	\$ 6,395,586	\$ 6,060,836	\$ 5,914,247	\$ 5,367,496	\$ 4,919,643

The accompanying Notes to Financial Statements are an integral part of this statement.

**BOROUGH OF BERLIN**  
**SEWER UTILITY FUND**  
Statements of Operations and Changes in Operating Fund Balance--  
Regulatory Basis

	For the Years Ended December 31,				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Revenue Realized:					
Fund Balance Utilized	\$ 25,136	\$ 26,500	\$ 9,000	\$ 37,100	\$ 36,080
Rents	851,883	784,234	758,317	689,993	649,274
Interest on Deposits	2,024	1,216	644	672	368
Miscellaneous	10,085	11,076	6,735	5,894	7,860
Sewer Utility Capital Surplus			8,000		
Other Income	36,570	36,191	4,343	8,109	35,241
Total Income	925,698	859,217	787,040	741,767	728,823
Expenditures and Encumbrances:					
Operating	663,600	602,846	581,000	529,933	531,500
Capital Improvements		10,000	10,000	30,000	23,000
Debt Service	123,066	118,278	119,603	121,194	85,625
Deferred Charges and Statutory Expenditures	58,254	58,402	51,740	49,511	51,080
Refund of Prior Year Revenue			842		
Total Expenditures and Encumbrances	844,920	789,526	763,186	730,638	691,205
Statutory Excess to Fund Balance	80,778	69,691	23,854	11,129	37,618
Fund Balance, January 1	69,915	26,724	11,870	37,841	36,303
	150,693	96,415	35,724	48,970	73,921
Less: Utilized as Revenue:					
Sewer Utility Fund	25,136	26,500	9,000	37,100	36,080
Fund Balance, December 31	\$ 125,557	\$ 69,915	\$ 26,724	\$ 11,870	\$ 37,841

The accompanying Notes to Financial Statements are an integral part of this statement.

**BOROUGH OF BERLIN**  
Notes to Financial Statements  
For the Year Ended December 31, 2017

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**Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Description of Financial Reporting Entity** - The Borough of Berlin was incorporated in January, 1927 and is located in southwest New Jersey approximately twenty miles southeast of the City of Philadelphia. The population according to the 2010 census is 7,588.

The Borough operates under a Mayor-Council form of government. The Mayor is the chief executive officer of the Borough and is elected by the public at the general election for a four-year term. The Council is the Legislative body of the Borough and consists of six members elected by popular vote to three-year terms. Executive and administrative responsibility rests with the Mayor, who is assisted by the Borough Administrator.

**Component Units** - The financial statements of the component unit of the Borough is not presented in accordance with Governmental Accounting Standards Board (GASB) Statements No. 14, *The Financial Reporting Entity*, as amended by GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*, GASB Statement No. 61, *The Financial Reporting Entity: Omnibus - an amendment of GASB Statements No. 14 and No. 34*, and GASB Statement No. 80, *Blending Requirements for Certain Component Units - an amendment of GASB Statement No. 14*. If the provisions of the aforementioned GASB Statements had been complied with, the financial statements of the following component unit would have been either blended or discretely presented with the financial statements of the Borough, the primary government:

Marie Fleche Memorial Library  
49 South White Horse Pike  
Berlin, New Jersey 08009

Annual financial reports may be inspected directly at the office of this component unit during regular business hours.

**Measurement Focus, Basis of Accounting and Financial Statement Presentation** - The financial statements of the Borough contain all funds and account groups in accordance with the Requirements of Audit ("Requirements") as promulgated by the State of New Jersey, Department of Community Affairs, Division of Local Government Services. The principles and practices established by the Requirements are designed primarily for determining compliance with legal provisions and budgetary restrictions and as a means of reporting on the stewardship of public officials with respect to public funds. Generally, the financial statements are presented using the flow of current financial resources measurement focus and modified accrual basis of accounting with minor exceptions as mandated by these Requirements. In addition, the prescribed accounting principles previously referred to differ in certain respects from accounting principles generally accepted in the United States of America applicable to local government units. The more significant differences are explained in this note.

In accordance with the Requirements, the Borough accounts for its financial transactions through the use of separate funds and an account group which are described as follows:

**Current Fund** - The current fund accounts for resources and expenditures for governmental operations of a general nature, including federal and state grant funds.

**Trust Funds** - The various trust funds account for receipts, custodianship, and disbursement of funds in accordance with the purpose for which each reserve was created.

**Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**Measurement Focus, Basis of Accounting and Financial Statement Presentation (Cont'd)**

**General Capital Fund** - The general capital fund accounts for receipt and disbursement of funds for the acquisition of general capital facilities, other than those acquired in the current fund.

**Water Utility Operating and Capital Funds** - The Water Utility Operating and Capital Funds account for the operations and acquisition of capital facilities of the municipally owned Water Utility.

**Sewer Utility Operating and Capital Funds** - The Sewer Utility Operating and Capital Funds account for the operations and acquisition of capital facilities of the municipally owned Sewer Utility.

**General Fixed Asset Group of Accounts** - The general fixed asset group of accounts is utilized to account for property, land, buildings, and equipment that have been acquired by other governmental funds.

**Budgets and Budgetary Accounting** - The Borough of Berlin must adopt an annual budget for its current, water utility, sewer utility and open space funds in accordance with N.J.S.A. 40A:4 et seq. N.J.S.A. 40A:4-5 requires the governing body to introduce and approve the annual municipal budget no later than February 10 of each year. At introduction, the governing body shall fix the time and place for a public hearing on the budget and must advertise the time and place at least ten days prior to the hearing in a newspaper published and circulating in the municipality. The public hearing must not be held less than twenty-eight days after the date the budget was introduced. After the hearing has been held, the governing body may, by majority vote, adopt the budget or may amend the budget in accordance with N.J.S.A. 40A:4-9. Amendments to adopted budgets, if any, are detailed in the statements of revenues and expenditures.

An extension of the statutory dates for introduction, approval, and adoption of the municipal budget may be granted by the Director of the Division of Local Government Services, with the permission of the Local Finance Board.

Budgets are adopted on the same basis of accounting utilized for the preparation of the Borough's financial statements.

**Cash, Cash Equivalents and Investments** - Cash and cash equivalents include petty cash, change funds and cash on deposit with public depositories. All certificates of deposit are recorded as cash regardless of the date of maturity. Investments are stated at cost; therefore, unrealized gains or losses on investments have not been recorded.

New Jersey municipal units are required by N.J.S.A. 40A:5-14 to deposit public funds in a bank or trust company having its place of business in the State of New Jersey and organized under the laws of the United States or of the State of New Jersey or in the New Jersey Cash Management Fund. N.J.S.A. 40A:5-15.1 provides a list of investments which may be purchased by New Jersey municipal units. In addition, other State statutes permit investments in obligations issued by local authorities and other state agencies.

**Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**Cash, Cash Equivalents and Investments (Cont'd)** - N.J.S.A. 17:9-41 et seq. establishes the requirements for the security of deposits of governmental units. The statute requires that no governmental unit shall deposit public funds in a public depository unless such funds are secured in accordance with the Governmental Unit Deposit Protection Act ("GUDPA"), a multiple financial institutional collateral pool, which was enacted in 1970 to protect governmental units from a loss of funds on deposit with a failed banking institution in New Jersey. Public depositories include State or federally chartered banks, savings banks or associations located in or having a branch office in the State of New Jersey, the deposits of which are federally insured. All public depositories must pledge collateral, having a market value at least equal to five percent of the average daily balance of collected public funds, to secure the deposits of governmental units. If a public depository fails, the collateral it has pledged, plus the collateral of all other public depositories, is available to pay the amount of their deposits to the governmental units.

The cash management plan adopted by the Borough requires it to deposit funds in public depositories protected from loss under the provisions of the Act.

**Interfunds** - Interfund receivables and payables that arise from transactions between funds are recorded by all funds affected by such transactions in the period in which the transaction is executed. Interfund receivables in the current fund are recorded with offsetting reserves which are created by charges to operations. Income is recognized in the year the receivables are liquidated. Interfund receivables in the other funds are not offset by reserves.

**Inventories of Supplies** - The costs of inventories of supplies for all funds are recorded as expenditures at the time individual items are purchased. The costs of inventories are not included on the various statements of assets, liabilities, reserves and fund balance.

**General Fixed Assets** - Accounting for governmental fixed assets, as required by N.J.A.C. 5:30-5.6, differs in certain respects from accounting principles generally accepted in the United States of America. In accordance with the regulations, all local units, including municipalities, must maintain a general fixed assets reporting system that establishes and maintains a physical inventory of nonexpendable, tangible property as defined and limited by the U.S. Office of Management and *Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Part 200, §200.12), except that the useful life of such property is at least five years. The Borough has adopted a capitalization threshold of \$5,000.00, the maximum amount allowed by the Circular. Generally, assets are valued at historical cost; however, assets acquired prior to December 31, 1985 are valued at actual historical cost or estimated historical cost. No depreciation of general fixed assets is recorded. Donated general fixed assets are recorded at acquisition value as of the date of the transaction. Interest costs relative to the acquisition of general fixed assets are recorded as expenditures when paid. Public domain ("infrastructure") general fixed assets consisting of certain improvements such as roads, bridges, curbs and gutters, streets and sidewalks and drainage systems are not capitalized. Expenditures for construction in progress are recorded in the capital funds until such time as the construction is completed and put into operation. The Borough is required to maintain a subsidiary ledger detailing fixed assets records to control additions, retirements, and transfers of fixed assets. In addition, a statement of general fixed asset group of accounts, reflecting the activity for the year, must be included in the Borough's basic financial statements.

The regulations require that general fixed assets, whether constructed or acquired through purchase, grant or gift be included in the aforementioned inventory. In addition, property management standards must be maintained that include accurate records indicating asset description, source, ownership, acquisition cost and date, the percentage of Federal participation (if any), and the location, use, and condition of the asset. Periodically, physical inventories must be taken and reconciled with these records. Lastly, all fixed assets must be adequately controlled to safeguard against loss, damage, or theft.



**Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**Utility Fixed Assets** - Property and equipment purchased by a utility fund are recorded in the utility capital account at cost and are adjusted for disposition and abandonment. The amounts shown do not represent replacement cost or current value. The reserve for amortization and deferred reserve for amortization accounts in the utility capital fund represent charges to operations for the cost of acquisition of property and equipment, improvements, and contributed capital.

**Foreclosed Property** - Foreclosed property is recorded in the current fund at the assessed valuation when such property was acquired and is fully reserved. Ordinarily it is the intention of the municipality to resell foreclosed property in order to recover all or a portion of the delinquent taxes or assessments and to return the property to a taxpaying basis. For this reason the value of foreclosed property has not been included in the general fixed asset group of accounts. If such property is converted to a municipal use, it will be recorded in the general fixed asset group of accounts.

**Deferred Charges** - The recognition of certain expenditures is deferred to future periods. These expenditures, or deferred charges, are generally overexpenditures of legally adopted budget appropriations or emergency appropriations made in accordance with N.J.S.A. 40A:4-46 et seq. Deferred charges are subsequently raised as items of appropriation in budgets of succeeding years.

**Liens Sold for Other Governmental Units** - Liens sold on behalf of other governmental units are not recorded on the records of the tax collector until such liens are collected. Upon their collection, such liens are recorded as a liability due to the governmental unit net of the costs of the initial sale. The related costs of sale are recognized as revenue when received.

**Fund Balance** - Fund balances included in the current fund and utility operating funds represent amounts available for anticipation as revenue in future years' budgets, with certain restrictions.

**Revenues** - Revenues are recorded when received in cash except for certain amounts which are due from other governmental units. Revenue from federal and state grants is realized when anticipated as such in the Borough's budget. Receivables for property taxes are recorded with offsetting reserves on the statement of assets, liabilities, reserves and fund balance of the Borough's current fund; accordingly, such amounts are not recorded as revenue until collected. Other amounts that are due the Borough which are susceptible to accrual are also recorded as receivables with offsetting reserves and recorded as revenue when received.

**Property Tax Revenues** - Property tax revenues are collected in quarterly installments due February 1, May 1, August 1, and November 1. The amount of tax levied includes not only the amount required in support of the Borough's annual budget, but also the amounts required in support of the budgets of the County of Camden, Borough of Berlin Local School District and the Eastern Regional High School District. Unpaid property taxes are subject to tax sale in accordance with the statutes. Unpaid property taxes are subject to tax sale in accordance with the statutes.

**School Taxes** - The Borough is responsible for levying, collecting, and remitting school taxes for the Borough of Berlin Local School District and Eastern Regional High School District. Operations is charged for the full amount required to be raised from taxation to operate the local and regional school districts for the period from July 1 to June 30, increased by the amount deferred at December 31, 2016 and decreased by the amount deferred at December 31, 2017.

**County Taxes** - The municipality is responsible for levying, collecting, and remitting county taxes for the County of Camden. County taxes are determined on a calendar year by the County Board of Taxation based upon the ratables required to be certified to them on January 10 of each year. Operations is charged for the amount due to the County for the year, based upon the ratables required to be certified to the County Board of Taxation by January 10 of the current year. In addition, operations is charged for the County share of added and omitted taxes certified to the County Board of Taxation by October 10 of the current year, and due to be paid to the County by February 15 of the following year.

**Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**Library Taxes** - The municipality is responsible for levying, collecting and remitting library taxes for the Marie Fleche Memorial Library. The amount of the library tax is a separate local levy tax and is remitted to the Library through the municipal budget.

**Reserve for Uncollected Taxes** - The inclusion of the "reserve for uncollected taxes" appropriation in the Borough's annual budget protects the Borough from taxes not paid currently. The reserve, the minimum amount of which is determined on the percentage of collections experienced in the immediate preceding year, with certain exceptions, is required to provide assurance that cash collected in the current year will provide sufficient cash flow to meet expected obligations.

**Expenditures** - Expenditures are recorded on the "budgetary" basis of accounting. Generally, expenditures are recorded when paid. However, for charges to amounts appropriated for "other expenses", an amount is encumbered through the issuance of a numerically controlled purchase order or when a contract is executed in accordance with N.J.A.C. 5:30-5.2. When encumbered charges are paid, the amount encumbered is simultaneously liquidated in its original amount. Encumbrances are offset by an account entitled reserve for encumbrances. The reserve is classified as a cash liability under New Jersey municipal accounting. At December 31, this reserve represents the portion of appropriation reserves that has been encumbered and is subject to the same statutory provisions as appropriation reserves.

Appropriations for principal payments on outstanding general capital and utility bonds and notes are provided on the cash basis; interest on general capital indebtedness is on the cash basis; whereas interest on utility indebtedness is on the accrual basis.

**Appropriation Reserves** - Appropriation reserves covering unexpended appropriation balances are automatically created at year-end and recorded as liabilities, except for amounts which may be canceled by the governing body. Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments, or contracts incurred during the preceding year. Lapsed appropriation reserves are recorded as income.

**Long-Term Debt** - Long-term debt, relative to the acquisition of capital assets, is recorded as a liability in the general capital and utility capital funds. Where an improvement is a "local Improvement", i.e. assessable upon completion, long-term debt associated with that portion of the cost of the improvement to be funded by assessments is transferred to the trust fund upon the confirmation of the assessments or when the improvement is fully and permanently funded.

**Compensated Absences and Postemployment Benefits** - Compensated absences for vacation, sick leave and other compensated absences are recorded and provided for in the annual budget in the year in which they are paid, on a pay-as-you-go basis. Likewise, no accrual is made for postemployment benefits, if any, which are also funded on a pay-as-you-go basis.

**Pensions** - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Police and Firemen's Retirement System (PFRS) and the Public Employees' Retirement System (PERS), and additions to/deductions from PFRS' and PERS' fiduciary net position have been determined on the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Note 2: CASH AND CASH EQUIVALENTS**

**Custodial Credit Risk Related to Deposits** - Custodial credit risk is the risk that, in the event of a bank failure, the Borough's deposits might not be recovered. Although the Borough does not have a formal policy regarding custodial credit risk, N.J.S.A. 17:9-41 et seq. requires that governmental units shall deposit public funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act (GUDPA). Under the Act, the first \$250,000.00 of governmental deposits in each insured depository is protected by the Federal Deposit Insurance Corporation (FDIC). Public funds owned by the municipality in excess of FDIC insured amounts are protected by GUDPA. However, GUDPA does not protect intermingled agency funds such as salary withholdings, bail funds, or funds that may pass to the municipality relative to the happening of a future condition. Such funds are classified as uninsured and uncollateralized.

As of December 31, 2017, the Borough's bank balances of \$10,137,427.09 were exposed to custodial credit risk as follows:

Insured by FDIC and GUDPA	\$ 9,837,084.05
Uninsured and Uncollateralized	<u>300,343.04</u>
Total	<u>\$ 10,137,427.09</u>

**Note 3: PROPERTY TAXES**

The following is a five-year comparison of certain statistical information relative to property taxes and property tax collections for the current and previous four calendar years:

	<u>Year Ended</u>				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Tax Rate	<u>\$ 3.134</u>	<u>\$ 3.054</u>	<u>\$ 2.988</u>	<u>\$ 2.922</u>	<u>\$ 2.848</u>
Apportionment of Tax Rate:					
Municipal	\$ .749	\$ .709	\$ .681	\$ .638	\$ .619
County	.834	.815	.807	.838	.838
Regional School	.562	.514	.510	.489	.462
Local School	.989	1.016	.990	.957	.929

**Assessed Valuation**

<u>Year</u>	<u>Amount</u>
2017	\$ 738,449,655.00
2016	741,771,947.00
2015	746,598,065.00
2014	752,676,606.00
2013	755,678,221.00

**Note 3: PROPERTY TAXES (CONT'D)**

The following is a five-year comparison of certain statistical information relative to property taxes and property tax collections for the current and previous four calendar years (Cont'd):

**Comparison of Tax Levies and Collections**

<u>Year</u>	<u>Tax Levy</u>	<u>Collections</u>	<u>Percentage of Collections</u>
2017	\$ 23,200,841.85	\$ 22,868,020.63	98.57%
2016	22,665,122.16	22,253,703.90	98.18%
2015	22,322,516.05	22,088,267.28	98.95%
2014	22,158,531.10	21,758,732.00	98.20%
2013	21,571,717.34	21,178,976.12	98.18%

**Delinquent Taxes and Tax Title Liens**

<u>Year</u>	<u>Tax Title Liens</u>	<u>Delinquent Taxes</u>	<u>Total Delinquent</u>	<u>Percentage of Tax Levy</u>
2017	\$ 16,915.37	\$ 305,241.24	\$ 322,156.61	1.39%
2016	-	362,685.03	362,685.03	1.60%
2015	4,424.17	239,785.55	244,209.72	1.09%
2014	3,066.24	285,747.95	288,814.19	1.30%
2013	-	275,947.51	275,947.51	1.28%

The following comparison is made of the number of tax title liens receivable on December 31 for the current and previous four calendar years:

<u>Year</u>	<u>Number</u>
2017	1
2016	-
2015	1
2014	1
2013	-

**Note 4: PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION**

The Borough has no property acquired by liquidation of tax title liens as of December 31, 2017 or the previous four years.

**Note 5: SEWER UTILITY SERVICE CHARGES**

The following is a five-year comparison of sewer utility service charges (rents) for the current and previous four years:

<u>Year</u>	<u>Balance Beginning of Year</u>			<u>Levy</u>	<u>Total</u>	<u>Cash Collections</u>
	<u>Receivable</u>	<u>Liens</u>				
2017	\$ 91,145.01	-	\$	860,169.00	\$ 951,314.01	\$ 851,882.82
2016	91,310.66	-		788,589.64	879,900.30	784,234.01
2015	91,179.36	-		758,770.05	849,949.41	758,317.10
2014	77,511.62	-		703,706.76	781,218.38	689,992.52
2013	79,019.31	-		648,091.92	727,111.23	649,273.59

**Note 6: WATER UTILITY SERVICE CHARGES**

The following is a five-year comparison of water utility service charges (rents) for the current and previous four years:

<u>Year</u>	<u>Balance Beginning of Year</u>			<u>Levy</u>	<u>Total</u>	<u>Cash Collections</u>
	<u>Receivable</u>	<u>Liens</u>				
2017	\$ 266,966.41	-	\$	2,765,766.33	\$ 3,032,732.74	\$ 2,726,248.25
2016	305,179.11	-		2,904,989.04	3,210,168.15	2,942,871.24
2015	309,871.84	-		2,938,138.28	3,248,010.12	2,941,192.66
2014	307,676.04	-		2,807,660.28	3,115,336.32	2,796,462.63
2013	371,698.94	-		2,816,396.46	3,188,095.40	2,874,476.13

**Note 7: FUND BALANCES APPROPRIATED**

The following schedules detail the amount of fund balances available at the end of the current year and four previous years and the amounts utilized in the subsequent year's budgets:

<u>Year</u>	<u>Balance December 31,</u>	<u>Utilized in Budget of Succeeding Year</u>	<u>Percentage of Fund Balance Used</u>
<u>Current Fund</u>			
2017	\$ 1,150,639.55	\$ 840,000.00	73.00%
2016	857,893.69	740,000.00	86.26%
2015	1,023,272.53	937,000.00	91.57%
2014	1,079,399.19	850,000.00	78.75%
2013	1,176,828.35	745,000.00	63.31%

**Note 7: FUND BALANCES APPROPRIATED (CONT'D)**

<u>Year</u>	<u>Balance December 31,</u>	<u>Utilized in Budget of Succeeding Year</u>	<u>Percentage of Fund Balance Used</u>
<b><u>Water Utility Fund</u></b>			
2017	\$ 1,038,806.80	\$ 542,700.00	52.24%
2016	1,178,544.76	344,191.00	29.20%
2015	1,006,738.93	326,503.00	32.43%
2014	1,012,849.21	282,580.00	27.90%
2013	938,259.01	112,328.00	11.97%
<b><u>Sewer Utility Fund</u></b>			
2017	\$ 125,557.00	\$ 44,270.00	35.26%
2016	69,915.21	25,136.00	35.95%
2015	26,724.25	26,500.00	99.16%
2014	11,869.86	9,000.00	75.82%
2013	37,840.55	37,100.00	98.04%

**Note 8: INTERFUND RECEIVABLES AND PAYABLES**

The following interfund balances were recorded on the various statements of assets, liabilities, reserves and fund balance as of December 31, 2017:

<u>Fund</u>	<u>Interfunds Receivable</u>	<u>Interfunds Payable</u>
Current	\$ 4,275.14	\$ 403,899.22
Federal and State Grant		236.07
Trust - Open Space	335,171.83	50,000.00
Trust - Other	236.07	4,275.14
General Capital	115,000.00	
Water Utility Operating	2,243.38	
Sewer Utility Operating	1,484.01	
	<u>\$ 458,410.43</u>	<u>\$ 458,410.43</u>

The interfund receivables and payables above predominately resulted from collections and payments made by certain funds on behalf of other funds. During the year 2018, the Borough expects to liquidate such interfunds, depending upon the availability of cash flow.

**Note 9: PENSION PLANS**

A substantial number of the Borough's employees participate in one of the following defined benefit pension plans: the Public Employees' Retirement System ("PERS") and the Police and Firemen's Retirement System ("PFRS"), which are administered by the New Jersey Division of Pensions and Benefits. In addition, certain Borough employees can participate in the Defined Contribution Retirement Program ("DCRP"), which is a defined contribution pension plan. This Plan is administered by Prudential Financial for the New Jersey Division of Pensions and Benefits. Each Plan has a Board of Trustees that is primarily responsible for its administration. The Division issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to:

State of New Jersey  
Division of Pensions and Benefits  
P.O. Box 295  
Trenton, New Jersey 08625-0295  
<http://www.state.nj.us/treasury/pensions/financial-reports.shtml>

**General Information about the Pension Plans****Plan Descriptions**

**Public Employees' Retirement System** - The Public Employees' Retirement System is a cost-sharing multiple-employer defined benefit pension plan which was established as of January 1, 1955, under the provisions of N.J.S.A. 43:15A. The PERS's designated purpose is to provide retirement, death, disability and medical benefits to certain qualified members. Membership in the PERS is mandatory for substantially all full-time employees of the Borough, provided the employee is not required to be a member of another state-administered retirement system or other state pensions fund or local jurisdiction's pension fund. The PERS's Board of Trustees is primarily responsible for the administration of the PERS.

**Police and Firemen's Retirement System** - The Police and Firemen's Retirement System is a cost-sharing multiple-employer defined benefit pension plan which was established as of July 1, 1944, under the provisions of N.J.S.A. 43:16A. The PFRS's designated purpose is to provide retirement, death, disability and medical benefits to certain qualified members. Membership in the PFRS is mandatory for substantially all full-time police and firemen of the Borough. The PFRS's Board of Trustees is primarily responsible for the administration of the PFRS.

**Defined Contribution Retirement Program** - The Defined Contribution Retirement Program is a multiple-employer defined contribution pension fund established on July 1, 2007 under the provisions of Chapter 92, P.L. 2007, and Chapter 103, P.L. 2007 (N.J.S.A. 43:15C-1 et. seq.). The DCRP is a tax-qualified defined contribution money purchase pension plan under Internal Revenue Code (IRC) § 401(a) et seq., and is a "governmental plan" within the meaning of IRC § 414(d). The DCRP provides retirement benefits for eligible employees and their beneficiaries. Individuals covered under DCRP are employees enrolled in PERS on or after July 1, 2007, who earn salary in excess of established "maximum compensation" limits; employees enrolled in PFRS after May 21, 2010, who earn salary in excess of established "maximum compensation" limits; employees otherwise eligible to enroll in PERS on or after November 2, 2008, who do not earn the minimum annual salary for tier 3 enrollment but who earn salary of at least \$5,000.00 annually; and employees otherwise eligible to enroll in PERS after May 21, 2010 who do not work the minimum number of hours per week required for tiers 4 or 5 enrollment, but who earn salary of at least \$5,000.00 annually.

**Note 9: PENSION PLANS (CONT'D)****General Information about the Pension Plans (Cont'd)****Vesting and Benefit Provisions**

**Public Employees' Retirement System** - The vesting and benefit provisions are set by N.J.S.A. 43:15A and 43:3B. The PERS provides retirement, death and disability benefits. All benefits vest after 10 years of service, except for medical benefits, which vest after 25 years of service or under the disability provisions of the PERS.

The following represents the membership tiers for PERS:

**Tier Definition**

- 1 Members who were enrolled prior to July 1, 2007
- 2 Members who were eligible to enroll on or after July 1, 2007 and prior to November 2, 2008
- 3 Members who were eligible to enroll on or after November 2, 2008 and prior to May 21, 2010
- 4 Members who were eligible to enroll after May 21, 2010 and prior to June 28, 2011
- 5 Members who were eligible to enroll on or after June 28, 2011

Service retirement benefits of 1/55<sup>th</sup> of final average salary for each year of service credit is available to tiers 1 and 2 members upon reaching age 60 and to tier 3 members upon reaching age 62. Service retirement benefits of 1/60<sup>th</sup> of final average salary for each year of service credit is available to tier 4 members upon reaching age 62 and tier 5 members upon reaching age 65. Early retirement benefits are available to tiers 1 and 2 members before reaching age 60, tiers 3 and 4 with 25 years or more of service credit before age 62, and tier 5 with 30 or more years of service credit before age 65. Benefits are reduced by a fraction of a percent for each month that a member retires prior to the age at which a member can receive full early retirement benefits in accordance with their respective tier. Tier 1 members can receive an unreduced benefit from age 55 to age 60 if they have at least 25 years of service. Deferred retirement is available to members who have at least 10 years of service credit and have not reached the service retirement age for the respective tier.

**Police and Firemen's Retirement System** - The vesting and benefit provisions are set by N.J.S.A. 43:16A. The PFRS provides retirement, death and disability benefits. All benefits vest after 10 years of service, except disability benefits, which vest after four years of service.

The following represents the membership tiers for PFRS:

**Tier Definition**

- 1 Members who were enrolled prior to May 22, 2010
- 2 Members who were eligible to enroll on or after May 22, 2010 and prior to June 28, 2011
- 3 Members who were eligible to enroll on or after June 28, 2011

Service retirement benefits are available at age 55 and are generally determined to be 2% of final compensation for each year of creditable service up to 30 years plus 1% for each year of service in excess of 30 years. Members may seek special retirement after achieving 25 years of creditable service, in which benefits would equal 65% (tiers 1 and 2 members) and 60% (tier 3 members) of final compensation plus 1% for each year of creditable service over 25 years but not to exceed 30 years. Members may elect deferred retirement benefits after achieving ten years of service, in which case benefits would begin at age 55 equal to 2% of final compensation for each year of service.



**Note 9: PENSION PLANS (CONT'D)****General Information about the Pension Plans (Cont'd)****Vesting and Benefit Provisions (Cont'd)**

**Defined Contribution Retirement Program** - Eligible members are provided with a defined contribution retirement plan intended to qualify for favorable Federal income tax treatment under IRC Section 401(a), a noncontributory group life insurance plan and a noncontributory group disability benefit plan. A participant's interest in that portion of his or her defined contribution retirement plan account attributable to employee contributions shall immediately become and shall at all times remain fully vested and non-forfeitable. A participant's interest in that portion of his or her defined contribution retirement plan account attributable to employer contributions shall be vested and non-forfeitable on the date the participant commences the second year of employment or upon his or her attainment of age 65, while employed by an employer, whichever occurs first.

**Contributions**

**Public Employees' Retirement System** - The contribution policy is set by N.J.S.A. 43:15A and requires contributions by active members and contributing employers. Members contribute at a uniform rate. Pursuant to the provisions of Chapter 78, P.L. 2011, the active member contribution rate increased from 5.5% of annual compensation to 6.5% plus an additional 1% phased-in over 7 years beginning in July 2012. The member contribution rate was 7.20% in State fiscal year 2017. The phase-in of the additional incremental member contribution rate takes place in July of each subsequent State fiscal year. The rate for members who are eligible for the Prosecutors Part of PERS (Chapter 366, P.L. 2001) was 10% in State fiscal year 2017. Employers' contribution are based on an actuarially determined amount, which includes the normal cost and unfunded accrued liability.

The Borough's contractually required contribution rate for the year ended December 31, 2017 was 13.52% of the Borough's covered payroll. This amount was actuarially determined as the amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, including an additional amount to finance any unfunded accrued liability.

Based on the most recent PERS measurement date of June 30, 2017, the Borough's contractually required contribution to the pension plan for the year ended December 31, 2017 is \$200,676.00, and is payable by April 1, 2018. Due to the basis of accounting described in note 1, no liability has been recorded in the financial statements for this amount. Based on the PERS measurement date of June 30, 2016, the Borough's contractually required contribution to the pension plan for the year ended December 31, 2016 was \$191,887.00, which was paid on April 1, 2017. Employee contributions to the Plan during the year ended December 31, 2017 were \$111,634.77.

**Police and Firemen's Retirement System** - The contribution policy is set by N.J.S.A. 43:16A and requires contributions by active members and contributing employers. Pursuant to the provisions of Chapter 78, P.L. 2011, the active member contribution rate was 10% in State fiscal year 2017. Employers' contributions are based on an actuarially determined amount, which includes the normal cost and unfunded accrued liability.

**Note 9: PENSION PLANS (CONT'D)****General Information about the Pension Plans (Cont'd)****Contributions (Cont'd)**

**Police and Firemen's Retirement System (Cont'd) - *Special Funding Situation Component*** - Under N.J.S.A. 43:16A-15, local participating employers are responsible for their own contributions based on actuarially determined amounts, except where legislation was passed which legally obligated the State if certain circumstances occurred. The legislation which legally obligates the State is as follows: Chapter 8, P.L. 2000, Chapter 318, P.L. 2001, Chapter 86, P.L. 2001, Chapter 511, P.L. 1991, Chapter 109, P.L. 1979, Chapter 247, P.L. 1993 and Chapter 201, P.L. 2001. The amounts contributed on behalf of the local participating employers under this legislation is considered to be a *special funding situation* as defined by GASB Statement No. 68, and the State is treated as a nonemployer contributing entity. Since the local participating employers do not contribute under this legislation directly to the Plan (except for employer specific financed amounts), there is no net pension liability or deferred outflows or inflows to disclose in the notes to the financial statements of the local participating employers related to this legislation.

The Borough's contractually required contribution rate for the year ended December 31, 2017 was 25.46% of the Borough's covered payroll. This amount was actuarially determined as the amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Based on the most recent PFRS measurement date of June 30, 2017, the Borough's contractually required contribution to the pension plan for the year ended December 31, 2017 is \$367,956.00, and is payable by April 1, 2018. Due to the basis of accounting described in note 1, no liability has been recorded in the financial statements for this amount. Based on the PFRS measurement date of June 30, 2016, the Borough's contractually required contribution to the pension plan for the year ended December 31, 2016 was \$320,997.00, which was paid on April 1, 2017. Employee contributions to the Plan during the year ended December 31, 2017 were \$146,784.60.

The amount of contractually required contribution for the State of New Jersey's proportionate share, associated with the Borough, for the year ended December 31, 2017 was 2.49% of the Borough's covered payroll.

Based on the most recent PFRS measurement date of June 30, 2017, the State's contractually required contribution, on-behalf of the Borough, to the pension plan for the year ended December 31, 2017 is \$35,950.00, and is payable by April 1, 2018. Based on the PFRS measurement date of June 30, 2016, the State's contractually required contribution, on-behalf of the Borough, to the pension plan for the year ended December 31, 2016 was \$24,199.00, which was paid on April 1, 2017.

**Defined Contribution Retirement Program** - The contribution policy is set by N.J.S.A. 43:15C-3 and requires contributions by active members and contributing employers. In accordance with Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007, Plan members are required to contribute 5.5% of their annual covered salary. In addition to the employee contributions, the Borough contributes 3% of the employees' base salary, for each pay period, to Prudential Financial not later than the fifth business day after the date on which the employee is paid for that pay period.

The Borough did not have any employees enrolled in the DCRP for the year ended December 31, 2017.

**Note 9: PENSION PLANS (CONT'D)****Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

**Public Employees' Retirement System** - At December 31, 2017, the Borough's proportionate share of the PERS net pension liability was \$5,042,585.00. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016. The total pension liability was calculated through the use of updated procedures to roll forward from the actuarial valuation date to the measurement date of June 30, 2017. The Borough's proportion of the net pension liability was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. For the June 30, 2017 measurement date, the Borough's proportion was 0.0216620761%, which was an increase of .0000625618% from its proportion measured as of June 30, 2016.

At December 31, 2017, the Borough's proportionate share of the PERS pension expense, calculated by the Plan as of the June 30, 2017 measurement date is \$374,331.00. This expense is not recognized by the Borough because of the regulatory basis of accounting as described in note 1; however, as previously mentioned, for the year ended December 31, 2017, the Borough's contribution to PERS was \$191,887.00, and was paid on April 1, 2017.

**Police and Firemen's Retirement System** - At December 31, 2017, the Borough's and State of New Jersey's proportionate share of the PFRS net pension liability were as follows:

Borough's Proportionate Share of Net Pension Liability	\$ 6,418,543.00
State of New Jersey's Proportionate Share of Net Pension Liability Associated with the Borough	718,931.00
	<u>\$ 7,137,474.00</u>

The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016. The total pension liability was calculated through the use of updated procedures to roll forward from the actuarial valuation date to the measurement date of June 30, 2017. The Borough's proportion of the net pension liability was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers and the State of New Jersey, actuarially determined. For the June 30, 2017 measurement date, the Borough's proportion was 0.0415760820%, which was an increase of 0.0022063998% from its proportion measured as of June 30, 2016. Likewise, at June 30, 2017, the State of New Jersey's proportion, on-behalf of the Borough, was 0.0415760820%, which was an increase of 0.0022063998% from its proportion, on-behalf of the Borough, measured as of June 30, 2016.

At December 31, 2017, the Borough's proportionate share of the PFRS pension expense, calculated by the Plan as of the June 30, 2017 measurement date is \$630,009.00. This expense is not recognized by the Borough because of the regulatory basis of accounting as described in note 1; however, as previously mentioned, for the year ended December 31, 2017, the Borough's contribution to PFRS was \$320,997.00, and was paid on April 1, 2017.

At December 31, 2017, the State's proportionate share of the PFRS pension expense, associated with the Borough, calculated by the Plan as of the June 30, 2017 measurement date is \$87,941.00. This on-behalf expense is not recognized by the Borough because of the regulatory basis of accounting as described in note 1.

**Note 9: PENSION PLANS (CONT'D)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Cont'd)**

**Deferred Outflows of Resources and Deferred Inflows of Resources** - At December 31, 2017, the Borough had deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources			Deferred Inflows of Resources		
	<u>PERS</u>	<u>PFRS</u>	<u>Total</u>	<u>PERS</u>	<u>PFRS</u>	<u>Total</u>
Differences between Expected and Actual Experience	\$ 118,735.00	\$ 41,640.00	\$ 160,375.00	\$ -	\$ 37,672.00	\$ 37,672.00
Changes of Assumptions	1,015,907.00	791,478.00	1,807,385.00	1,012,183.00	1,051,170.00	2,063,353.00
Net Difference between Projected and Actual Earnings on Pension Plan Investments	34,337.00	122,481.00	156,818.00	-	-	-
Changes in Proportion and Differences between Borough Contributions and Proportionate Share of Contributions	56,443.00	448,889.00	505,332.00	13,554.00	202,774.00	216,328.00
Borough Contributions Subsequent to the Measurement Date	100,338.00	183,978.00	284,316.00	-	-	-
	<u>\$ 1,325,760.00</u>	<u>\$ 1,588,466.00</u>	<u>\$ 2,914,226.00</u>	<u>\$ 1,025,737.00</u>	<u>\$ 1,291,616.00</u>	<u>\$ 2,317,353.00</u>

\$100,338.00 and \$183,978.00 for PERS and PFRS, respectively, included in deferred outflows of resources, will be included as a reduction of the net pension liability in the year ending December 31, 2018. These amounts were based on an estimated April 1, 2019 contractually required contribution, prorated from the pension plans' measurement date of June 30, 2017 to the Borough's year end of December 31, 2017.

**Note 9: PENSION PLANS (CONT'D)****Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Cont'd)**

**Deferred Outflows of Resources and Deferred Inflows of Resources (Cont'd)** - The Borough will amortize the above other deferred outflow of resources and deferred inflows of resources related to pensions over the following number of years:

	<b>PERS</b>		<b>PFRS</b>	
	<b><u>Deferred Outflows of Resources</u></b>	<b><u>Deferred Inflows of Resources</u></b>	<b><u>Deferred Outflows of Resources</u></b>	<b><u>Deferred Inflows of Resources</u></b>
Differences between Expected and Actual Experience				
Year of Pension Plan Deferral:				
June 30, 2014	-	-	-	-
June 30, 2015	5.72	-	-	5.53
June 30, 2016	5.57	-	-	5.58
June 30, 2017	5.48	-	5.59	-
Changes of Assumptions				
Year of Pension Plan Deferral:				
June 30, 2014	6.44	-	6.17	-
June 30, 2015	5.72	-	5.53	-
June 30, 2016	5.57	-	5.58	-
June 30, 2017	-	5.48	-	5.59
Net Difference between Projected and Actual Earnings on Pension Plan Investments				
Year of Pension Plan Deferral:				
June 30, 2014	-	5.00	-	5.00
June 30, 2015	-	5.00	-	5.00
June 30, 2016	5.00	-	5.00	-
June 30, 2017	5.00	-	5.00	-
Changes in Proportion and Differences between Borough Contributions and Proportionate Share of Contributions				
Year of Pension Plan Deferral:				
June 30, 2014	6.44	6.44	6.17	6.17
June 30, 2015	5.72	5.72	5.53	5.53
June 30, 2016	5.57	5.57	5.58	5.58
June 30, 2017	5.48	5.48	5.59	5.59

**Note 9: PENSION PLANS (CONT'D)****Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Cont'd)**

**Deferred Outflows of Resources and Deferred Inflows of Resources (Cont'd)** - Other amounts included as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in future periods as follows:

<b><u>Year Ending Dec 31,</u></b>	<b><u>PERS</u></b>	<b><u>PFRS</u></b>	<b><u>Total</u></b>
2018	\$ 129,325.00	\$ 119,245.00	\$ 248,570.00
2019	189,750.00	252,669.00	442,419.00
2020	121,103.00	51,716.00	172,819.00
2021	(136,465.00)	(216,492.00)	(352,957.00)
2022	(104,028.00)	(94,266.00)	(198,294.00)
	<u>\$ 199,685.00</u>	<u>\$ 112,872.00</u>	<u>\$ 312,557.00</u>

**Actuarial Assumptions**

The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016. The total pension liability was calculated through the use of updated procedures to roll forward from the actuarial valuation date to the measurement date of June 30, 2017. This actuarial valuation used the following actuarial assumptions, applied to all periods included in the measurement:

	<b><u>PERS</u></b>	<b><u>PFRS</u></b>
Inflation Rate	2.25%	2.25%
Salary Increases:		
Through 2026	1.65% - 4.15% Based on Age	2.10% - 8.98% Based on Age
Thereafter	2.65% - 5.15% Based on Age	3.10% - 9.98% Based on Age
Investment Rate of Return	7.00%	7.00%
Mortality Rate Table	RP-2000	RP-2000
Period of Actuarial Experience		
Study upon which Actuarial Assumptions were Based	July 1, 2011 - June 30, 2014	July 1, 2010 - June 30, 2013

**Note 9: PENSION PLANS (CONT'D)****Actuarial Assumptions (Cont'd)**

For PERS, preretirement mortality rates were based on the RP-2000 Employee Preretirement Mortality Table for male and female active participants. For State employees, mortality tables are set back 4 years for males and females. For local employees, mortality tables are set back 2 years for males and 7 years for females. In addition, the tables provide for future improvements in mortality from the base year of 2013 using a generational approach based on the Plan actuary's modified MP-2014 projection scale. Postretirement mortality rates were based on the RP-2000 Combined Healthy Male and Female Mortality Tables (set back 1 year for males and females) for service retirements and beneficiaries of former members and a one-year static projection based on mortality improvement Scale AA. In addition, the tables for service retirements and beneficiaries of former members provide for future improvements in mortality from the base year of 2013 using a generational approach based on the Plan actuary's modified MP-2014 projection scale. Disability retirement rates used to value disabled retirees were based on the RP-2000 Disabled Mortality Table (set back 3 years for males and set forward 1 year for females).

For PFRS, preretirement mortality rates were based on the RP-2000 Preretirement mortality tables projected thirteen years using Projection Scale BB and then projected on a generational basis using the Plan actuary's modified 2014 projection scales. Post-retirement mortality rates for male service retirements and beneficiaries are based the RP-2000 Combined Healthy Mortality Tables projected one year using Projection Scale AA and three years using the Plan actuary's modified 2014 projection scales and further projected on a generational basis using the Plan actuary's modified 2014 projection scales. Postretirement mortality rates for female service retirements and beneficiaries were based on the RP-2000 Combined Healthy Mortality Tables projected thirteen years using Projection Scale BB and then three years using the Plan actuary's modified 2014 projection scales and further projected on a generational basis using the Plan actuary's modified 2014 projection scales. Disability mortality rates were based on special mortality tables used for the period after disability retirement.

**Note 9: PENSION PLANS (CONT'D)****Actuarial Assumptions (Cont'd)**

For PERS and PFRS, in accordance with State statute, the long-term expected rate of return on Plan investments (7.00% at June 30, 2017) is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension Plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic rates of return for each major asset class included in PERS's and PFRS's target asset allocation as of June 30, 2017 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Absolute Return/Risk Mitigation	5.00%	5.51%
Cash Equivalents	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment Grade Credit	10.00%	3.78%
Public High Yield	2.50%	6.82%
Global Diversified Credit	5.00%	7.10%
Credit Oriented Hedge Funds	1.00%	6.60%
Debt Related Private Equity	2.00%	10.63%
Debt Related Real Estate	1.00%	6.61%
Private Real Estate	2.50%	11.83%
Equity Related Real Estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. Developed Markets Equity	11.50%	9.00%
Emerging Markets Equity	6.50%	11.64%
Buyouts/Venture Capital	8.25%	13.08%
	<u>100.00%</u>	



**Note 9: PENSION PLANS (CONT'D)****Actuarial Assumptions (Cont'd)**

**Discount Rate** - The discount rate used to measure the total pension liability at June 30, 2017 was 5.00% for PERS and 6.14% for PFRS. For both PERS and PFRS, the respective single blended discount rates were based on the long-term expected rate of return on pension Plan investments of 7.00%, and a municipal bond rate of 3.58% as of June 30, 2017, based on the Bond Buyer Go 20-Bond Municipal Bond Index which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rates assumed that contributions from Plan members will be made at the current member contribution rates and that contributions from employers and the nonemployer contributing entity will be made based on the contribution rate in the most recent fiscal year. The State employer contributed 40% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make projected future benefit payments of current Plan members through 2040 for PERS and through 2057 for PFRS; therefore, the long-term expected rate of return on Plan investments was applied to projected benefit payments through 2040 for PERS and through 2057 for PFRS, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liabilities.

**Sensitivity of Borough's Proportionate Share of Net Pension Liability to Changes in the Discount Rate**

**Public Employees' Retirement System (PERS)** - The following presents the Borough's proportionate share of the net pension liability at June 30, 2017, the Plan's measurement date, calculated using a discount rate of 5.00%, as well as what the Borough's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current rates used:

	<b>PERS</b>		
	<b>1% Decrease (4.00%)</b>	<b>Current Discount Rate (5.00%)</b>	<b>1% Increase (6.00%)</b>
Borough's Proportionate Share of the Net Pension Liability	<u>\$ 6,255,669.00</u>	<u>\$ 5,042,585.00</u>	<u>\$ 4,031,936.00</u>

**Note 9: PENSION PLANS (CONT'D)****Sensitivity of Borough's Proportionate Share of Net Pension Liability to Changes in the Discount Rate (Cont'd)**

**Police and Firemen's Retirement System (PFRS)** - As previously mentioned, PFRS has a special funding situation, where the State of New Jersey pays a portion of the Borough's annual required contribution. As such, the net pension liability as of June 30, 2017, the Plan's measurement date, for the Borough and the State of New Jersey, calculated using a discount rate of 6.14%, as well as using a discount rate that is 1% lower or 1% higher than the current rates used is as follows:

	<b>PFRS</b>		
	<b>1% Decrease (5.14%)</b>	<b>Current Discount Rate (6.14%)</b>	<b>1% Increase (7.14%)</b>
Borough's Proportionate Share of the Net Pension Liability	\$ 8,456,959.00	\$ 6,418,543.00	\$ 4,743,752.00
State of New Jersey's Proportionate Share of Net Pension Liability associated with the Borough	947,250.80	718,931.00	531,340.32
	<u>\$ 9,404,209.80</u>	<u>\$ 7,137,474.00</u>	<u>\$ 5,275,092.32</u>

**Pension Plan Fiduciary Net Position**

Detailed information about each pension plan's fiduciary net position is available in the separately issued New Jersey Division of Pension and Benefits financial report. Information on where to obtain the report is indicated at the beginning of this note.

**Supplementary Pension Information**

In accordance with GASBS 68, the following information is also presented for the PERS and PFRS Pension Plans. These schedules are presented to illustrate the requirements to show information for 10 years; however, until a full 10-year trend is compiled, this presentation will only include information for those years for which information is available.

***Schedule of the Borough's Proportionate Share of the Net Pension Liability - Public Employees' Retirement System (PERS) (Last Five Years)***

	<b>Measurement Date Ended June 30,</b>		
	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>2015</u></b>
Borough's Proportion of the Net Pension Liability	0.0216620761%	0.0215995143%	0.0213332808%
Borough's Proportionate Share of the Net Pension Liability	\$ 5,042,585.00	\$ 6,397,157.00	\$ 4,788,894.00
Borough's Covered Payroll (Plan Measurement Period)	\$ 1,504,996.00	\$ 1,473,228.00	\$ 1,472,736.00
Borough's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	335.06%	434.23%	325.17%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	48.10%	40.14%	47.93%

**Note 9: PENSION PLANS (CONT'D)****Supplementary Pension Information (Cont'd)*****Schedule of the Borough's Proportionate Share of the Net Pension Liability - Public Employees' Retirement System (PERS) (Last Five Years) (Cont'd)***

	<u>Measurement Date Ended June 30,</u>	
	<u>2014</u>	<u>2013</u>
Borough's Proportion of the Net Pension Liability	0.0212087650%	0.0213959350%
Borough's Proportionate Share of the Net Pension Liability	\$ 3,970,861.00	\$ 4,089,188.00
Borough's Covered Payroll (Plan Measurement Period)	\$ 1,452,744.00	\$ 1,468,828.00
Borough's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	273.34%	278.40%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	52.08%	48.72%

**Note 9: PENSION PLANS (CONT'D)****Supplementary Pension Information (Cont'd)*****Schedule of the Borough's Contributions - Public Employees' Retirement System (PERS) (Last Five Years)***

	<b><u>Year Ended December 31,</u></b>		
	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>2015</u></b>
Borough's Contractually Required Contribution	\$ 200,676.00	\$ 191,887.00	\$ 183,409.00
Borough's Contribution in Relation to the Contractually Required Contribution	<u>(200,676.00)</u>	<u>(191,887.00)</u>	<u>(183,409.00)</u>
Borough's Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Borough's Covered Payroll (Calendar Year)	\$ 1,484,565.00	\$ 1,454,363.00	\$ 1,478,185.00
Borough's Contributions as a Percentage of Covered Payroll	13.52%	13.19%	12.41%

  

	<b><u>Year Ended December 31,</u></b>	
	<b><u>2014</u></b>	<b><u>2013</u></b>
Borough's Contractually Required Contribution	\$ 174,842.00	\$ 161,214.00
Borough's Contribution in Relation to the Contractually Required Contribution	<u>(174,842.00)</u>	<u>(161,214.00)</u>
Borough's Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>
Borough's Covered Payroll (Calendar Year)	\$ 1,486,366.00	\$ 1,457,961.00
Borough's Contributions as a Percentage of Covered Payroll	11.76%	11.06%

**Note 9: PENSION PLANS (CONT'D)**

**Supplementary Pension Information (Cont'd)**

***Schedule of the Borough's Proportionate Share of the Net Pension Liability - Police and Firemen's Retirement System (PFRS) (Last Five Years)***

	<b><u>Measurement Date Ended June 30,</u></b>		
	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>2015</u></b>
Borough's Proportion of the Net Pension Liability	0.0415760820%	0.0393696822%	0.0382377656%
Borough's Proportionate Share of the Net Pension Liability	\$ 6,418,543.00	\$ 7,520,616.00	\$ 6,369,079.00
State's Proportionate Share of the Net Pension Liability associated with the Borough	718,931.00	631,545.00	558,547.00
Total	<u>\$ 7,137,474.00</u>	<u>\$ 8,152,161.00</u>	<u>\$ 6,927,626.00</u>
Borough's Covered Payroll (Plan Measurement Period)	\$ 1,416,340.00	\$ 1,314,808.00	\$ 1,210,920.00
Borough's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	453.18%	571.99%	525.97%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	58.60%	52.01%	56.31%
	<b><u>Measurement Date Ended June 30,</u></b>		
	<b><u>2014</u></b>	<b><u>2013</u></b>	
Borough's Proportion of the Net Pension Liability	0.0415476959%	0.0400302780%	
Borough's Proportionate Share of the Net Pension Liability	\$ 5,226,315.00	\$ 5,321,664.00	
State's Proportionate Share of the Net Pension Liability associated with the Borough	562,786.00	496,044.00	
Total	<u>\$ 5,789,101.00</u>	<u>\$ 5,817,708.00</u>	
Borough's Covered Payroll (Plan Measurement Period)	\$ 1,248,724.00	\$ 1,256,288.00	
Borough's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	418.53%	423.60%	
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	62.41%	58.70%	

**Note 9: PENSION PLANS (CONT'D)****Supplementary Pension Information (Cont'd)*****Schedule of the Borough's Contributions - Police and Firemen's Retirement System (PFRS) (Last Five Years)***

	<u>Year Ended December 31,</u>		
	<u>2017</u>	<u>2016</u>	<u>2015</u>
Borough's Contractually Required Contribution	\$ 367,956.00	\$ 320,997.00	\$ 310,816.00
Borough's Contribution in Relation to the Contractually Required Contribution	<u>(367,956.00)</u>	<u>(320,997.00)</u>	<u>(310,816.00)</u>
Borough's Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Borough's Covered Payroll (Calendar Year)	\$ 1,444,950.00	\$ 1,392,017.00	\$ 1,319,038.00
Borough's Contributions as a Percentage of Covered Payroll	25.46%	23.06%	23.56%
	<u>Year Ended December 31,</u>		
	<u>2014</u>	<u>2013</u>	
Borough's Contractually Required Contribution	\$ 319,115.00	\$ 292,052.00	
Borough's Contribution in Relation to the Contractually Required Contribution	<u>(319,115.00)</u>	<u>(292,052.00)</u>	
Borough's Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	
Borough's Covered Payroll (Calendar Year)	\$ 1,238,509.00	\$ 1,204,055.00	
Borough's Contributions as a Percentage of Covered Payroll	25.77%	24.26%	

**Note 9: PENSION PLANS (CONT'D)****Other Notes to Supplementary Pension Information*****Public Employees' Retirement System (PERS)***

Changes in Benefit Terms - None

Changes in Assumptions - For 2017, the discount rate changed to 5.00% and the long-term rate of return changed to 7.00%. For 2016, the discount rate changed to 3.98%, the long-term expected rate of return changed to 7.65% from 7.90%, demographic assumptions were revised in accordance with the results of the July 1, 2011 - June 30, 2014 experience study and the mortality improvement scale incorporated the Plan actuary's modified MP-2014 projection scale. Further, salary increases were assumed to increase between 1.65% and 4.15% (based on age) through fiscal year 2026 and 2.65% and 5.15% (based on age) for each fiscal year thereafter. For 2015, the discount rate changed to 4.90%. In addition, the social security wage base was set at \$118,500.00 for 2015, increasing 4.00% per annum, compounded annually and the 401(a)(17) pay limit was set at \$265,000.00 for 2015, increasing 3.00% per annum, compounded annually. For 2014, the discount rate was 5.39%.

***Police and Firemen's Retirement System (PFRS)***

Changes in Benefit Terms - In 2017, Chapter 26, P.L. 2016 increased the accidental death benefit payable to children if there is no surviving spouse to 70% of final compensation.

Changes in Assumptions - For 2017, the discount rate changed to 6.14% and the long-term rate of return changed to 7.00%. For 2016, the discount rate changed to 5.55%, the long-term expected rate of return changed to 7.65% from 7.90%, and the mortality improvement scale incorporated the Plan actuary's modified 2014 projection scale. Further, salary increases were assumed to increase between 2.10% and 8.98% (based on age) through fiscal year 2026 and 3.10% and 9.98% (based on age) for each fiscal year thereafter. For 2015, the discount rate changed to 5.79% and demographic assumptions were revised in accordance with the results of the July 1, 2010 - June 30, 2013 experience study. For 2014, the discount rate was 6.32%.

**Note 10: ON-BEHALF PAYMENTS FOR PENSION COSTS**

Certain Marie Fleche Memorial Library employees are members of the Public Employees' Retirement System (PERS), which is administered by the New Jersey Division of Pensions and Benefits. The Library participates in PERS as part of the Borough of Berlin. The Borough does not require the Library to pay any portion of required employer contributions.

Payments made by the Borough of Berlin, on-behalf of the Library, for the Library's share of employer contributions during the year ended December 31, 2017 totaled \$7,353.76. Due to the basis of accounting described in note 1, revenues and expenses for this on-behalf payment have not been recorded in the financial statements of the Library.

**Note 11: POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS**

**Plan Description** - The Borough contributes to the State Health Benefits Program ("SHBP"), a cost-sharing, multiple-employer defined benefit post-employment healthcare plan, administered by the State of New Jersey Division of Pensions and Benefits. SHBP was established in 1961 under N.J.S.A. 52:14-17.25 et seq., to provide health benefits to State employees, retirees, and their dependents. Rules governing the operation and administration of the program are found in Title 17, Chapter 9 of the New Jersey Administrative Code. SHBP provides medical, prescription drugs, mental health/substance abuse, and Medicare Part B reimbursement to retirees and their covered dependents.

**Note 11: POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (CONT'D)**

**Plan Description (Cont'd)** - The SHBP was extended to employees, retirees, and dependents of participating local public employers in 1964. Local employers must adopt a resolution to participate in the SHBP. In 1991, the Borough adopted Resolution R-15-1991 which authorized the participation in Chapter 384 of Public Laws 1987 and Chapter 6 of Public Laws 1990. This law requires employers to fund post-retirement medical benefits for those employees who retire after accumulating 25 years of credited service or on a disability retirement from either Public Employees' Retirement System (PERS) or the Police and Firemen's Retirement System (PFRS).

The State Health Benefits Commission is the executive body established by statute to be responsible for the operation of the SHBP. The State of New Jersey Division of Pensions and Benefits issues a publicly available financial report that includes financial statements and required supplementary information for the SHBP. That report may be obtained by writing to: State of New Jersey Division of Pensions and Benefits, P.O. Box 295, Trenton, NJ 08625-0295 or by visiting their website at [www.state.nj.us/treasury/pensions/](http://www.state.nj.us/treasury/pensions/).

**Funding Policy** - Participating employers are contractually required to contribute based on the amount of premiums attributable to their retirees. Post-retirement medical benefits under the plan have been funded on a pay-as-you-go basis since 1994. Prior to 1994, medical benefits were funded on an actuarial basis.

Contributions to pay for the health premiums of participating retirees in the SHBP are billed to the Borough on a monthly basis. The Borough funds these benefits on a pay-as-you-go basis and, therefore, does not record accrued expenses related to these benefits. The Borough's contributions to SHBP for the years ended December 31, 2017, 2016, and 2015, were \$564,559.91, \$466,519.42 and \$438,167.30, respectively, which equaled the required contributions each year. There were approximately 24 retired participants eligible at December 31, 2017.

**Note 12: COMPENSATED ABSENCES**

Unused vacation may not be accumulated and carried forward to the subsequent year for any employees except for police officers.

Police officers who are enrolled in the Berlin Police Association are entitled to unlimited sick days, therefore, no accumulation is required and at no time is compensation paid in lieu of sick days. Police officers may be compensated for unused vacation and holiday time upon retirement.

Public works employees who have been employed for 6 months are entitled to 10 sick days per year. They may accumulate no more than 120 unused days and the Borough compensates employees for unused sick leave upon termination or retirement.

Borough employees who are members of AFSCME and have been employed for a minimum of six months are entitled to 10 sick days per year. Unused sick days can accumulate at a rate not to exceed 5 days per year up to a maximum of 80 days. Employees may be compensated for unused sick leave upon termination or retirement.

The Police Chief is entitled to 25 sick days per year. Unused sick days can accumulate at a rate not to exceed 8 days per year up to a maximum of 85 days. The Police Chief may be compensated for unused sick leave upon termination or retirement.

The Borough does not record accrued expenses related to compensated absences. However, it is estimated that, at December 31, 2017, accrued benefits for compensated absences are valued at \$351,079.99.



**Note 13: DEFERRED COMPENSATION SALARY ACCOUNT**

The Borough offers its employees a deferred compensation plan in accordance with Internal Revenue Code Section 457, which has been approved by the Director of the Division of Local Government Services. The Plan, available to all full time employees at their option, permits employees to defer a portion of their salary to future years. The deferred compensation is not available to participants until termination, retirement, death, or unforeseeable emergency.

Amounts deferred under Section 457 plans must be held in trust for the exclusive benefit of participating employees and not be accessible by the Borough or its creditors. Since the Borough does not have a fiduciary relationship with the Plan, the balances and activities of the Plan are not reported in the Borough's financial statements.

**Note 14: LEASE OBLIGATIONS**

At December 31, 2017, the Borough had lease agreements in effect for the following:

Operating:

- One (1) Lanier MP5002SP Copier
- One (1) Lanier LD220SPF Copier

**Operating Leases** - Future minimum lease payments under operating lease agreements are as follows:

<u>Year</u>	<u>Amount</u>
2018	\$ 341.00

Rental payments under operating leases for the year 2017 were \$3,348.00.

**Note 15: CAPITAL DEBT****General, Water and Sewer Improvement Bonds**

General, Water and Sewer Improvement Bonds, Series 2005 - On October 15, 2005, the Borough issued \$3,846,000.00 of general improvement bonds, \$3,040,000.00 of water improvement bonds and \$614,000.00 of sewer improvement bonds, with interest rates ranging from 3.75% to 3.8%. The purpose of the bonds is to fund various general, water and sewer capital projects. The final maturity of the bonds is October 15, 2020.

General, Water and Sewer Improvement Bonds, Series 2008 - On October 6, 2008, the Borough issued \$3,047,119.00 of general improvement bonds, \$469,881.00 of water improvement bonds and \$162,000.00 of sewer improvement bonds, with interest rates ranging from 4.25% to 4.5%. The purpose of the bonds is to fund various capital ordinances, specifically 2006-03, 2006-11, 2006-14, 2007-8, 2007-16 and 2007-17. The final maturity of the bonds is October 15, 2021.

General, Water and Sewer Improvement Bonds, Series 2013 - On October 15, 2013, the Borough issued \$3,854,000.00 of general improvement bonds, \$973,000.00 of water improvement bonds and \$503,000.00 of sewer improvement bonds, with interest rates ranging from 3.0% to 4.0%. The purpose of the bonds is to fund various capital ordinances, specifically 2008-12, 2009-08, 2009-15, 2010-08, 2011-05, 2012-06 and 2013-03. The final maturity of the bonds is November 1, 2032.

**Note 15: CAPITAL DEBT (CONT'D)****General, Water and Sewer Improvement Bonds (Cont'd)**

The following schedule represents the remaining debt service, through maturity, for the general improvement bonds:

<u>Year</u>	<u>General</u>		<u>Water Utility</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2018	\$ 1,075,000.00	\$ 219,512.12	\$ 385,000.00	\$ 60,870.90
2019	1,075,000.00	178,012.12	384,881.00	46,370.90
2020	1,121,000.00	136,512.12	375,000.00	31,876.26
2021	697,119.00	93,464.12	60,000.00	18,106.26
2022	275,000.00	65,843.76	70,000.00	16,306.26
2023-2027	1,550,000.00	198,312.54	380,000.00	49,475.04
2028-2032	329,000.00	10,281.26	83,000.00	2,593.76
	<u>\$ 6,122,119.00</u>	<u>\$ 901,938.04</u>	<u>\$ 1,737,881.00</u>	<u>\$ 225,599.38</u>

  

	<u>Sewer Utility</u>		<u>Total</u>
	<u>Principal</u>	<u>Interest</u>	
2018	\$ 92,000.00	\$ 18,409.50	\$ 1,850,792.52
2019	74,000.00	14,994.50	1,773,258.52
2020	25,000.00	12,382.50	1,701,770.88
2021	25,000.00	11,632.50	905,321.88
2022	25,000.00	10,882.50	463,032.52
2023-2027	140,000.00	42,675.00	2,360,462.58
2028-2032	153,000.00	18,337.50	596,212.52
	<u>\$ 534,000.00</u>	<u>\$ 129,314.00</u>	<u>\$ 9,650,851.42</u>

**General Debt - New Jersey Environmental Infrastructure Loans**

On November 9, 2006, the Borough entered into a loan agreement with the New Jersey Environmental Infrastructure Trust to provide \$1,907,200.00, at no interest, from the fund loan, and \$1,910,000.00 at interest rates ranging from 4.0% to 5.0% from the trust loan. The proceeds were used to fund the upgrading of water utility system. Semiannual debt payments are due February 1st and August 1st through 2026.

**Note 15: CAPITAL DEBT (CONT'D)****General Debt - New Jersey Environmental Infrastructure Loans (Cont'd)**

The following schedule represents the remaining debt service, through maturity, for the New Jersey Environmental Infrastructure loans:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 199,073.91	\$ 24,022.99	\$ 223,096.90
2019	204,357.07	20,025.01	224,382.08
2020	201,514.50	15,836.61	217,351.11
2021	206,677.54	11,646.90	218,324.44
2022	211,477.80	7,266.38	218,744.18
2023-2026	570,195.93	26,601.96	596,797.89
	<u>\$ 1,593,296.75</u>	<u>\$ 105,399.85</u>	<u>\$ 1,698,696.60</u>

**General Debt - New Jersey Green Acres Loans**

In 2005, the Borough entered into a loan agreement with the New Jersey Department of Environmental Protection to provide \$500,000.00, at an interest rate of 2.0%. The proceeds were used to fund the Franklin Avenue Recreation Fields. Semiannual debt payments are due June 1st and December 1st through 2023.

The following schedule represents the remaining debt service, through maturity, for the New Jersey Green Acres loans:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 29,247.39	\$ 3,220.65	\$ 32,468.04
2019	29,835.27	2,632.79	32,468.06
2020	30,434.96	2,033.10	32,468.06
2021	31,046.70	1,421.36	32,468.06
2022	31,670.73	797.31	32,468.04
2023	16,073.29	160.73	16,234.02
	<u>\$ 168,308.34</u>	<u>\$ 10,265.94</u>	<u>\$ 178,574.28</u>

**Note 15: CAPITAL DEBT (CONT'D)**

The following schedule represents the Borough's summary of debt for the current and two previous years:

	<u>2017</u>	<u>2016</u>	<u>2015</u>
<b><u>Issued</u></b>			
General:			
Bonds, Loans and Notes	\$ 12,799,817.34	\$ 11,008,748.44	\$ 10,266,454.61
Water Utility:			
Bonds, Loans and Notes	3,940,677.75	4,509,359.45	5,074,767.64
Sewer Utility:			
Bonds and Notes	1,309,000.00	1,104,000.00	1,194,000.00
Total Issued	<u>18,049,495.09</u>	<u>16,622,107.89</u>	<u>16,535,222.25</u>
<b><u>Authorized but not Issued</u></b>			
General:			
Bonds and Notes	250.00	250.00	771,650.00
Water Utility:			
Bonds and Notes	661,885.00	476,885.00	700.00
Sewer Utility:			
Bonds and Notes	190,975.00	490,975.00	300,500.00
Total Authorized but not Issued	<u>853,110.00</u>	<u>968,110.00</u>	<u>1,072,850.00</u>
Total Issued and Authorized but not Issued	<u>18,902,605.09</u>	<u>17,590,217.89</u>	<u>17,608,072.25</u>
<b><u>Deductions</u></b>			
Self-Liquidating Debt	<u>6,102,537.75</u>	<u>6,581,219.45</u>	<u>6,569,967.64</u>
Total Deductions	<u>6,102,537.75</u>	<u>6,581,219.45</u>	<u>6,569,967.64</u>
<b>Net Debt</b>	<u>\$ 12,800,067.34</u>	<u>\$ 11,008,998.44</u>	<u>\$ 11,038,104.61</u>

**Summary of Statutory Debt Condition - Annual Debt Statement**

The summarized statement of debt condition which follows is prepared in accordance with the required method of setting up the annual debt statement and indicated a statutory net debt of 1.759%.

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
Regional School District	\$ 148,921.50	\$ 148,921.50	
Local School District	3,085,000.00	3,085,000.00	
Water Utility	4,602,562.75	4,602,562.75	
Sewer Utility	1,499,975.00	1,499,975.00	
General	12,800,067.34		\$ 12,800,067.34
	<u>\$ 22,136,526.59</u>	<u>\$ 9,336,459.25</u>	<u>\$ 12,800,067.34</u>

Net debt \$12,800,067.34 divided by the equalized valuation basis per N.J.S.A.40A:2-2, as amended, \$727,876,119.33, equals 1.759%.

**Note 15: CAPITAL DEBT (CONT'D)****Borrowing Power Under N.J.S.A. 40A:2-6 as Amended**

3 1/2% of Equalized Valuation Basis (Municipal)	\$ 25,475,664.18
Less: Net Debt	<u>12,800,067.34</u>
Remaining Borrowing Power	<u><u>\$ 12,675,596.84</u></u>

**Calculation of "Self-Liquidating Purpose,"  
Water Utility Per N.J.S.A. 40:2-45**

Cash Receipts from Fees, Rents, Fund Balance Anticipated, Interest and Other Investment Income, and Other Charges for the Year	\$ 3,204,870.40
Deductions:	
Operating and Maintenance Costs	\$ 2,509,981.00
Debt Service per Water Fund	<u>672,542.00</u>
Total Deductions	<u>3,182,523.00</u>
Excess in Revenue	<u><u>\$ 22,347.40</u></u>

**Calculation of "Self-Liquidating Purpose,"  
Sewer Utility Per N.J.S.A. 40:2-45**

Cash Receipts from Fees, Rents, Fund Balance Anticipated, Interest and Other Investment Income, and Other Charges for the Year	\$ 889,127.71
Deductions:	
Operating and Maintenance Costs	\$ 721,854.00
Debt Service per Sewer Fund	<u>123,066.38</u>
Total Deductions	<u>844,920.38</u>
Excess in Revenue	<u><u>\$ 44,207.33</u></u>

The foregoing debt information is in agreement with the annual debt statement filed by the chief financial officer.

**Note 16: SCHOOL TAXES**

The Borough of Berlin Local School Tax and Eastern Regional High School tax have been raised and the liability deferred by statutes, resulting in the school tax payable set forth in the current fund liabilities as follows:

Local School District:

	<b><u>Balance December 31,</u></b>	
	<b><u>2017</u></b>	<b><u>2016</u></b>
Balance of Tax	\$ 3,660,982.00	\$ 3,993,388.00
Deferred	<u>3,371,664.00</u>	<u>3,371,664.00</u>
	<u><u>\$ 289,318.00</u></u>	<u><u>\$ 621,724.00</u></u>

Regional School District:

	<b><u>Balance December 31,</u></b>	
	<b><u>2017</u></b>	<b><u>2016</u></b>
Balance of Tax	\$ 2,081,966.79	\$ 1,911,628.96
Deferred	<u>1,720,206.54</u>	<u>1,720,206.54</u>
	<u><u>\$ 361,760.25</u></u>	<u><u>\$ 191,422.42</u></u>

**Note 17: RISK MANAGEMENT**

The Borough is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

**Joint Insurance Pool** - The Borough is a member of the Camden County Insurance Pool Joint Insurance Fund. The Fund provides its members with the following coverage:

Workers' Compensation and Employer's Liability  
 Liability other than Motor Vehicles  
 Property Damage other than Motor Vehicles  
 Motor Vehicles

Contributions to the Fund, including a reserve for contingencies, are payable in two installments and are based on actuarial assumptions determined by the Fund's actuary. The Commissioner of Insurance may order additional assessments to supplement the Fund's claim, loss retention, or administrative accounts to assure the payment of the Fund's obligations.

The Fund provides the Borough with the following coverage:

Property - Blanket Building and Grounds  
 Boiler and Machinery  
 General and Automobile Liability  
 Public Official Bonds  
 Excess Liability  
 Environmental and Employment Practices Liability  
 Workers Compensation Liability

**Note 17: RISK MANAGEMENT (CONT'D)**

**Joint Insurance Pool (Cont'd)** - Contributions to the Fund, are payable in an annual premium and is based on actuarial assumptions determined by the Fund's actuary. The Borough's agreement with the Pool provides that the Pool will be self-sustaining through member premiums and will reinsure through the Municipal Excess Liability Joint Insurance Fund for claims in excess of \$50,000.00 to \$200,000.00 based on the line of coverage for each insured event.

The Fund publishes its own financial report for the year ended December 31, 2017, which can be obtained from:

Camden County Municipal Joint Insurance Fund  
9 Campus Drive, Suite 16  
Parsippany, New Jersey 07054

**Note 18: DEFERRED CHARGES TO BE RAISED IN SUCCEEDING BUDGETS**

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2017, the following deferred charge is shown on the statement of assets, liabilities, reserves and fund balance of the following fund:

<u>Description</u>	<u>Balance December 31, 2017</u>	<u>2018 Budget Appropriation</u>
Current Fund:		
Emergency Authorization	\$ 68,000.00	\$ 17,000.00

The appropriations in the 2018 Budget as adopted are not less than that required by the statutes.

**Note 19: OPEN SPACE, RECREATION AND FARMLAND PRESERVATION TRUST**

On November 4, 2008, pursuant to P.L. 1997, c. 24 (N.J.S.A. 40:12-15.1 et seq.), the voters of the Borough authorized the establishment of the Borough of Berlin Open Space, Recreation and Farmland Preservation Trust Fund effective January 1, 2010, for the purpose of raising revenue for the acquisition of lands and interests in lands for the conservation of farmland and open space. Overall, as a result of the referendum, the Borough levies a tax not to exceed two cents per one hundred dollars of equalized valuation. Amounts raised by taxation are assessed, levied and collected in the same manner and at the same time as other taxes. Future increases in the tax rate or to extend the authorization must be authorized by referendum. All revenue received is accounted for in a trust fund dedicated by rider (N.J.S.A. 40A:4-39) for the purposed stated. Interest earned on the investment of these funds is credited to the Borough of Berlin Open Space, Recreation and Farmland Preservation Trust Funds.

**Note 20: CONTINGENCIES**

**Grantor Agencies** - Amounts received or receivable from grantor agencies could be subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Borough expects such amount, if any, to be immaterial.

**Note 20: CONTINGENCIES (CONT'D)**

**Litigation** - The Borough is a defendant in several legal proceedings that are in various stages of litigation. It is believed that the outcome, or exposure to the Borough, from such litigation is either unknown or potential losses, if any, would not be material to the financial statements.

**Note 21: CONCENTRATIONS**

The Borough depends on financial resources flowing from, or associated with, both the Federal Government and the State of New Jersey. As a result of this dependency, the Borough is subject to changes in specific flows of intergovernmental revenues based on modifications to Federal and State laws and Federal and State appropriations.

**Note 22: SUBSEQUENT EVENTS**

**Authorization of Debt** - Subsequent to December 31, the Borough authorized additional bonds and notes as follows:

<b><u>Purpose</u></b>	<b><u>Date</u></b>	<b><u>Authorization</u></b>
Various Capital Improvements	April 12, 2018	\$ 779,418.00



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**APPENDIX C**

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**FORM OF BOND COUNSEL'S OPINION**



September \_\_, 2018

Mayor and Borough Council  
of the Borough of Berlin  
59 South White Horse Pike  
Berlin, New Jersey

**RE: \$9,523,000 BOROUGH OF BERLIN, COUNTY OF CAMDEN, NEW JERSEY, GENERAL OBLIGATION BONDS, SERIES 2018**

Ladies and Gentlemen:

We have served as Bond Counsel in connection with the authorization, issuance, sale and delivery of the above-referenced obligations ("Bonds") by the Borough of Berlin, County of Camden, New Jersey ("Borough"). The Bonds consist of: (i) \$7,288,000 General Improvement Bonds; (ii) \$1,270,000 Water Utility Bonds; and (iii) \$965,000 Sewer Utility Bonds.

The Bonds are authorized to be issued pursuant to: (i) the Local Bond Law, constituting Chapter 169 of the Laws of 1960 of the State of New Jersey, as amended and supplemented ("Local Bond Law"); (ii) the bond ordinances set forth in the Resolution (hereinafter defined), each duly and finally adopted by the Borough Council and published in accordance with applicable law (collectively, the "Bond Ordinances"); (iii) a resolution adopted by the Borough Council on August 9, 2018 ("Resolution"); and (iv) a Certificate of Determination and Award executed by the Chief Financial Officer of the Borough on August \_\_, 2018 ("Award Certificate").

The Bonds are dated September \_\_, 2018, mature on September 15 in each of the years and in the respective principal amounts set opposite each such year in the table below and bear interest at the interest rates per annum below, payable initially on March 15, 2019 and semi-annually thereafter on September 15 and March 15 in each year until maturity or earlier redemption.

<u>Year</u>	<u>General Improvement</u>	<u>Water Utility</u>	<u>Sewer Utility</u>	<u>Combined</u>	<u>Interest Rate</u>	<u>Year</u>	<u>General Improvement</u>	<u>Water Utility</u>	<u>Sewer Utility</u>	<u>Combined</u>	<u>Interest Rate</u>
2019	\$208,000	\$45,000	\$35,000	\$288,000	%	2029	\$400,000	\$70,000	\$50,000	\$520,000	%
2020	210,000	45,000	35,000	290,000		2030	400,000	70,000	55,000	525,000	
2021	415,000	50,000	35,000	500,000		2031	400,000	75,000	55,000	530,000	
2022	415,000	55,000	40,000	510,000		2032	400,000	75,000	60,000	535,000	
2023	415,000	55,000	40,000	510,000		2033	400,000	80,000	60,000	540,000	
2024	415,000	55,000	45,000	515,000		2034	400,000	80,000	60,000	540,000	
2025	410,000	60,000	45,000	515,000		2035	400,000	85,000	65,000	550,000	
2026	400,000	60,000	50,000	510,000		2036	400,000	90,000	65,000	555,000	
2027	400,000	65,000	50,000	515,000		2037	400,000	90,000	70,000	560,000	
2028	400,000	65,000	50,000	515,000							

The Bonds are issued in fully registered book-entry-only form without coupons, and are subject to redemption prior to maturity on the terms and conditions set forth therein.

The Bonds are being issued to provide funds which will be used to: (i) permanently finance the costs of various capital improvements by the repayment at maturity of certain bond anticipation notes issued and outstanding; (ii) permanently finance the costs of various capital improvements for which obligations have been authorized, but not issued; and (iii) pay certain costs and expenses incidental to the issuance and delivery of the Bonds.

As the basis for the opinions set forth below, we have examined such matters of law as we have deemed necessary including, inter alia, the Constitution of the State of New Jersey, the Internal Revenue Code of 1986, as previously amended, and as further amended pursuant to Public Law 115-97 ("Tax Cuts and Jobs Act"), signed into law on December 22, 2017 (as amended, the "Code"), and the Local Bond Law. We have also examined such documents, certifications and instruments as we have deemed necessary including, without limitation, the Bond Ordinances, the Resolution, the Award Certificate, the representations and covenants of the Borough given pursuant to the Code as set forth in the Certificate as to Nonarbitrage and Other Tax Matters ("Nonarbitrage Certificate"), and the other certifications, opinions and instruments listed in the closing agenda prepared in connection with the settlement for the Bonds.

In rendering the following opinion, we have relied upon the authenticity, truthfulness and completeness of all documents, instruments and certifications examined including, without limiting the generality of the foregoing, the Nonarbitrage Certificate.

Based upon and subject to the foregoing, we are of the following opinion:

1. The Bonds are legal, valid and binding obligations of the Borough enforceable in accordance with the terms thereof, except to the extent that enforcement thereof may be limited by bankruptcy, insolvency or other laws or equitable principles affecting the enforcement of creditors' rights generally ("Creditors' Rights Limitations").
2. For the payment of principal of and interest on the Bonds, the Borough has the power and is obligated, to the extent payment is not otherwise provided, to levy ad valorem taxes upon all taxable real property within the Borough without limitation as to rate or amount, except to the extent that enforcement thereof may be affected by Creditors' Rights Limitations.
3. Interest on the Bonds will not be includible for federal income tax purposes in the gross income of the owners thereof pursuant to Section 103 of the Code and will not constitute a tax preference item for purposes of the alternative minimum tax imposed on individuals and, for tax years beginning prior to January 1, 2018, corporations.

For tax years beginning on and after January 1, 2018, the Tax Cuts and Jobs Act has repealed the alternative minimum tax for corporations. However, for tax years beginning prior to January 1, 2018, the adjustment for "adjusted current earnings" set forth in Section 56(g) of the Code is required in determining a corporation's alternative minimum taxable income. Alternative minimum taxable income is increased by seventy-five percent (75%) of the excess, if any, of the "adjusted current earnings" of a corporation over the alternative minimum taxable income

(determined without regard to this adjustment or the alternative tax net operating loss deduction). For certain corporations with tax years beginning prior to January 1, 2018, interest on tax-exempt obligations, including the Bonds, is not excludable in calculating "adjusted current earnings" of those corporations. Accordingly, a portion of the interest on the Bonds received or accrued by corporations with tax years beginning prior to January 1, 2018 that own the Bonds is included in computing such corporation's alternative minimum taxable income for such year.

Section 884 of the Code imposes on certain foreign corporations a branch profits tax equal to thirty percent (30%) of the "dividend equivalent amount" for the taxable year. Interest on the Bonds received or accrued by a foreign corporation subject to the branch profits tax may be included in computing the "dividend equivalent amount" of such corporation.

In addition, passive "investment" income, including interest on the Bonds, may be subject to federal income taxation under Section 1375 of the Code for any S corporation that has Subchapter C earnings and profits at the close of the taxable year if more than twenty-five percent (25%) of the gross receipts of such S corporation is passive investment income.

In rendering this opinion, we have assumed continuing compliance by the Borough that it will comply with the applicable requirements of the Code, including requirements relating to, *inter alia*, the use and investment of proceeds of the Bonds and rebate to the United States Treasury of specified arbitrage earnings, if any, under Section 148(f) of the Code. Failure of the Borough to comply with such covenants could result in the interest on the Bonds being subject to federal income tax from the date of issue. We have not undertaken to monitor compliance with such covenants or to advise any party as to changes in the law after the date hereof that may affect the tax-exempt status of the interest on the Bonds.

Ownership of the Bonds may result in collateral federal income tax consequences to certain taxpayers including, without limitation, certain holders of an interest in a financial asset securitization investment trust, property and casualty insurance companies, controlled foreign corporations, individual recipients of Social Security or Railroad Retirement benefits, individuals who otherwise qualify for the earned income credit and to individuals and families that qualify for a premium assistance credit amount under Section 36B of the Code. The Code denies the earned income credit to an individual who is otherwise eligible if the aggregate amount of disqualified income of the taxpayer for the taxable year exceeds certain limits set forth in Sections 32(i) and (j) of the Code. Interest on the Bonds will constitute disqualified income for this purpose. The Code also provides that the earned income credit is phased out if the modified adjusted gross income of the taxpayer exceeds certain amounts. Interest on the Bonds is included in determining the modified adjusted gross income of the taxpayer. Section 36B of the Code provides that the amount of the premium assistance credit amount is in part determined by household income. Section 36B(d) of the Code provides that household income consists of the "modified adjusted gross income" of the taxpayer and certain other individuals. "Modified adjusted gross income" means adjusted gross income increased by certain amounts, including interest received or accrued by the taxpayer which is exempt from tax, such as the interest on the Bonds.

In addition, attention is called to the fact that Section 265(b)(1) of the Code eliminates the interest deduction otherwise allowable with respect to indebtedness deemed incurred by banks, thrift institutions and other financial institutions to purchase or to carry tax-exempt obligations

acquired after August 7, 1986 other than "qualified tax-exempt obligations" as defined in Section 265(b)(3) of the Code. The Borough has designated the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code. Eighty percent (80%) of the interest expense deemed incurred by banks, thrift institutions and other financial institutions to purchase or carry "qualified tax-exempt obligations" is deductible.

Owners of the Bonds should consult their own tax advisers as to the applicability and effect on their federal income taxes of the alternative minimum tax, the branch profits tax and the tax on passive investment income of S corporations, as well as the applicability and effect of any other collateral federal income tax consequences.

4. Interest on the Bonds and any gain from the sale thereof is not included in the gross income of the owners thereof under the New Jersey Gross Income Tax Act, as enacted and construed on the date hereof.

We express no opinion as to any matter not set forth in the numbered paragraphs above including, without limitation, any financial or other information which has been or may be supplied to purchasers of the Bonds.

The opinions expressed in the numbered paragraphs above are being rendered on the basis of federal law and the laws of the State of New Jersey, as presently enacted and construed, and we assume no responsibility to advise any party as to any changes in law or fact subsequent to the date hereof.

This is only an opinion letter and not a warranty or guaranty of the matters discussed above.

This letter is being provided solely for the benefit of the Borough and may not be relied upon by any other person, party, firm or organization without our prior written consent.

Very truly yours,

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## **APPENDIX D**

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### **FORM OF CONTINUING DISCLOSURE AGREEMENT**

## CONTINUING DISCLOSURE AGREEMENT

**THIS CONTINUING DISCLOSURE AGREEMENT** ("Disclosure Agreement") is made on this \_\_\_\_ day of September, 2018 between the Borough of Berlin, County of Camden, New Jersey ("Borough") and the Dissemination Agent (hereinafter defined). This Disclosure Agreement is entered into in connection with the issuance and sale by the Borough of its General Obligation Bonds, Series 2018, in the principal amount of \$9,523,000 ("Bonds"). The Bonds consist of: (i) \$7,288,000 General Improvement Bonds; (ii) \$1,270,000 Water Utility Bonds; and (iii) \$965,000 Sewer Utility Bonds.

**SECTION 1. Purpose of the Disclosure Agreement.** This Disclosure Agreement is being executed and delivered for the benefit of the holders and beneficial owners of the Bonds (collectively, the "Bondholders") and in compliance with the provisions of Rule 15c2-12(b)(5), promulgated by the Securities and Exchange Commission ("Commission") pursuant to the Securities Exchange Act of 1934, as it may be amended from time to time, including administrative or judicial interpretations thereof, as it applies to the Bonds ("Rule").

**SECTION 2. Definitions.** Capitalized terms, not otherwise defined herein, shall, for purposes of this Disclosure Agreement, have the following meanings:

**"Annual Report"** shall mean, the Borough's Annual Report provided pursuant to, and as described in, Sections 3 and 4 of this Disclosure Agreement.

**"Commission"** shall have the meaning set forth in Section 1 of this Disclosure Agreement

**"Business Day"** shall mean any day other than a Saturday, Sunday or a day on which the Borough or the Dissemination Agent is authorized by law or contract to remain closed.

**"Continuing Disclosure Information"** shall mean: (i) the Annual Report; (ii) any notice required to be filed with the National Repository pursuant to Section 5 hereof; and (iii) any notice of an event required to be filed with the National Repository pursuant to Section 3(c) hereof.

**"Dissemination Agent"** shall mean Phoenix Advisors LLC, Bordentown, New Jersey, or any successor Dissemination Agent designated in writing by the Borough and which has filed with the Borough a written acceptance of such designation.

**"EMMA"** shall mean the Electronic Municipal Market Access System, an internet based filing system created and maintained by the MSRB in accordance with Release No. 34-59062 of the Commission, dated December 5, 2008, pursuant to which issuers of tax-exempt bonds, including the Bonds, and other filers on behalf of such issuers shall upload Continuing Disclosure Information to assist underwriters in complying with the Rule and to provide the general public with access to such Continuing Disclosure Information.

**"Listed Events"** shall mean any of the events listed in Section 5(a) of this Disclosure Agreement.

**"MSRB"** shall mean the Municipal Securities Rulemaking Board.

**"National Repository"** shall mean the MSRB, through the internet facilities of EMMA, or any other public or private repository or entity that shall hereafter be designated by the Commission as a repository for purposes of the Rule.

**"Official Statement"** shall mean the Official Statement of the Borough dated August \_\_, 2018 relating to the Bonds.

**"Opinion of Counsel"** shall mean a written opinion of counsel expert in federal securities law acceptable to the Borough.

**"Rule"** shall have the meaning set forth in Section 1 of this Disclosure Agreement.

### **SECTION 3. Provision of Annual Report.**

(a) The Borough shall not later than September 30 of each year, beginning with September 30, 2019 for fiscal year ending December 31, 2018, and for each fiscal year until termination of the Borough's reporting obligations under this Disclosure Agreement pursuant to the provisions of Section 6 hereof provide to the Dissemination Agent the Annual Report prepared for the preceding fiscal year of the Borough (commencing for the fiscal year ending December 31, 2018). Each Annual Report provided to the Dissemination Agent by the Borough shall comply with the requirements of Section 4 of this Disclosure Agreement but may be submitted as a single document or as separate documents comprising a package and may cross-reference other information submitted to the National Repository. Any and all items that must be included in the Annual Report may be incorporated by reference from other information that is available to the public on EMMA, or that has been filed with the Commission.

(b) The Dissemination Agent, promptly (within fifteen (15) Business Days) after receiving the Annual Report from the Borough, shall submit each Annual Report received by it to the National Repository and thereafter shall file a written report with the Borough certifying that the Annual Report has been provided pursuant to this Disclosure Agreement to the National Repository and stating the date it was provided to the National Repository.

(c) If the Borough fails to provide the Annual Report to the Dissemination Agent by the date required in subsection (a) of this Section 3, the Dissemination Agent shall send a notice to the Borough advising of such failure. Whether or not such notice is given or received, if the Borough thereafter fails to submit the Annual Report to the Dissemination Agent within fifteen (15) Business Days after the Annual Report was due pursuant to the provisions of subsection (a) of this Section 3, the Dissemination Agent shall promptly send a notice (with a copy of said notice to the Borough) to the National Repository in substantially the form attached as EXHIBIT "A" hereto.

**SECTION 4. Contents of Annual Report.** Annual Report shall mean: (i) the Borough's annual financial statements, substantially in the form set forth in Appendix B to the Official Statement, audited by an independent certified public accountant, provided that the annual audited financial statements of the Borough may be submitted separately from the balance of the Annual Report and later than the date required in Section 3(a) hereof for the filing of the Annual Report if the annual audited financial statements are not available by that date, but only if the unaudited financial statements of the Borough are included in the Annual Report; and (ii) certain financial information and operating data of the Borough consisting of Borough indebtedness, property valuation information, and tax rate, levy and collection data. Each annual audited financial statements will conform to generally accepted accounting principles applicable to governmental units or will be prepared in accordance with the standards of the Governmental Accounting Standards Board and requirements of the Division of Local Government Services in the New Jersey Department of Community Affairs as such principles, standards and requirements exist at the time of the filing of the particular annual audited financial statements.



## **SECTION 5. Reporting of Significant Events.**

(a) This Section 5 shall govern the giving of notices of the occurrence of any of the following listed events ("Listed Events"):

- (1) principal and interest payment delinquencies;
- (2) non-payment related defaults, if material;
- (3) unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) substitution of credit or liquidity providers or their failure to perform;
- (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;
- (7) modifications to the rights of Bondholders, if material;
- (8) Bond calls (excluding mandatory sinking fund redemptions), if material, or tender offers;
- (9) defeasances;
- (10) release, substitution, or sale of property securing repayment of the Bonds, if material;
- (11) rating changes;
- (12) bankruptcy, insolvency, receivership or similar event of the Borough;
- (13) the consummation of a merger, consolidation, or acquisition involving the Borough or the sale of all or substantially all of the assets of the Borough, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- (14) appointment of a successor or additional trustee or the change of name of a trustee, if material.

(b) The Borough shall within ten (10) Business Days of the occurrence of any of the Listed Events, notify the Dissemination Agent in writing to report the event pursuant to subsection (c) of this Section 5. In determining the materiality of a Listed Event specified clauses (2), (7), (8), (10), (13) or (14) of subsection (a) of this Section 5, the Borough may, but shall not be required to, rely conclusively on an Opinion of Counsel.

(c) If the Dissemination Agent has been instructed by the Borough to report the occurrence of a Listed Event, the Dissemination Agent shall file a notice of such occurrence with the National Repository within five (5) Business Days of the receipt of such instruction, with a copy of such notice provided by the Dissemination Agent to the Borough.

**SECTION 6. Termination of Reporting Obligations.** The reporting obligations of the Borough under this Disclosure Agreement shall terminate upon the defeasance, prior redemption or payment in full of all of the Bonds or when the Borough is no longer an Obligated Person (as defined in the Rule) with respect to the Bonds.

**SECTION 7. Amendment; Waiver.** Notwithstanding any other provision of this Disclosure Agreement, the Borough may amend this Disclosure Agreement and any provision of this Disclosure Agreement may be waived, if such amendment or waiver is supported by an

Opinion of Counsel to the effect that such amendment or waiver will not, in and of itself, cause the undertakings herein to violate the Rule. No amendment to this Disclosure Agreement shall change or modify the rights or obligations of the Dissemination Agent without its written assent thereto. The Borough shall give notice of such amendment or waiver to this Disclosure Agreement to the Dissemination Agent and the Dissemination Agent shall file such notice with the National Repository.

**SECTION 8. Additional Information.** Nothing in this Disclosure Agreement shall be deemed to prevent the Borough from disseminating any other information, using the means of dissemination set forth in this Disclosure Agreement or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is required by this Disclosure Agreement. If the Borough chooses to include any information in any Annual Report or notice of occurrence of a Listed Event in addition to that which is specifically required by this Disclosure Agreement, it shall not have any obligation under this Disclosure Agreement to update such information or include it in any future Annual Report or notice of occurrence of a Listed Event.

**SECTION 9. Default and Remedies.** In the event of a failure of the Borough to comply with any provision of this Disclosure Agreement, the Dissemination Agent may (and, at the request of the Bondholders of at least twenty-five percent (25%) in aggregate principal amount of the outstanding Bonds and provision of indemnity and security for expenses satisfactory to it, shall), or any beneficial owner of the Bonds may, take such actions as may be necessary and appropriate, including seeking mandamus or specific performance by court order, to cause the Borough to comply with its obligations under this Disclosure Agreement. A failure of the Borough to comply with any provision of this Disclosure Agreement shall not be deemed to be a default under the Bonds. The sole remedy under this Disclosure Agreement in the event of any failure of the Borough to comply with this Disclosure Agreement shall be an action to compel performance.

**SECTION 10. Notices.** All notices and other communications required or permitted under this Disclosure Agreement shall be in writing and shall be deemed to have been duly given, made and received only when delivered (personally, by recognized national or regional courier service, or by other messenger, for delivery to the intended addressee) or when deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested, addressed as set forth below:

- (i) If to the Borough:

Borough of Berlin, County of Camden, New Jersey  
59 South White Horse Pike  
Berlin, New Jersey 08009  
Attention: Michael Kwasizur, Chief Financial Officer

- (ii) If to the Dissemination Agent:

Phoenix Advisors LLC  
4 West Park Street  
Bordentown, New Jersey 08505

Any party may alter the address to which communications are to be sent by giving notice of such change of address in conformity with the provision of this Section 11 for the giving of notice.

**SECTION 11. Beneficiaries.** This Disclosure Agreement shall inure solely to the benefit of the Borough, the Dissemination Agent and the Bondholders and nothing herein contained shall confer any right upon any other person.

**SECTION 12. Submission of Information to MSRB.** Any Continuing Disclosure Information filed with the MSRB in accordance with this Disclosure Agreement shall be in electronic format as shall be prescribed by the MSRB or such other format as the Rule may require or permit, and shall be accompanied by such identifying information as shall be prescribed by the MSRB or as may otherwise be required by the Rule.

**SECTION 13. Compensation.** The Borough shall pay the Dissemination Agent from time to time reasonable compensation for all services rendered under this Disclosure Agreement, and also all reasonable expenses, charges, counsel fees and other disbursements, including those of its attorneys, agents and employees, incurred in and about the performance of its powers and duties under this Disclosure Agreement.

**SECTION 14. Successors and Assigns.** All of the covenants, promises and agreements contained in this Disclosure Agreement by or on behalf of the Borough or by or on behalf of the Dissemination Agent shall bind and inure to the benefit of their respective successors and assigns, whether so expressed or not.

**SECTION 15. Headings for Convenience Only.** The descriptive headings in this Disclosure Agreement are inserted for convenience of reference only and shall not control or affect the meaning or construction of any of the provisions hereof.

**SECTION 16. Counterparts.** This Disclosure Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

**SECTION 17. Severability.** If any provision of this Disclosure Agreement, or the application of any such provision in any jurisdiction or to any person or circumstance, shall be held invalid or unenforceable, the remaining provisions of this Disclosure Agreement, or the application of such provision as is held invalid or unenforceable in jurisdictions or to persons or circumstances other than those in or as to which it is held invalid or unenforceable, shall not be affected thereby.

**SECTION 18. Governing Law.** This Disclosure Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**IN WITNESS WHEREOF**, the parties hereto have executed this Disclosure Agreement as of the date first above written.

**BOROUGH OF BERLIN, NEW JERSEY**

By: \_\_\_\_\_  
**MICHAEL KWASIZUR,**  
**Chief Financial Officer**

**PHOENIX ADVISORS LLC,**  
**as Dissemination Agent**

By: \_\_\_\_\_  
**SHERRY L. TRACEY,**  
**Senior Managing Director**

**EXHIBIT A**

**NOTICE TO NATIONAL REPOSITORY OF FAILURE TO FILE AN ANNUAL REPORT**

Name of Issuer: Borough of Berlin, County of Camden, New Jersey

Name of Bond Issues Affected: General Obligation Bonds, Series 2018

Date of Issuance of the Affected  
Bond Issue: September \_\_, 2018

NOTICE IS HEREBY GIVEN that the Issuer has not provided an Annual Report with respect to the above named Bond issue as required by Section 3 of the Continuing Disclosure Agreement, dated September \_\_, 2018, between the Borough and the Dissemination Agent. [TO BE INCLUDED ONLY IF THE DISSEMINATION AGENT HAS BEEN ADVISED OF THE EXPECTED FILING DATE - The Issuer anticipates that such Annual Report will be filed by \_\_\_\_\_.]

Dated: \_\_\_\_\_

PHOENIX ADVISORS LLC,  
as Dissemination Agent

cc: Borough of Berlin, New Jersey