

**PINELANDS COMMISSION
OPERATING BUDGET REVENUES
GENERAL FUND
FISCAL YEAR 2023**

Revenue Source	FY2020 Audited	FY2021 Unaudited	FY2022 Unaudited	FY2023 Anticipated	Notes
State Appropriation	2,949,000	3,099,000	3,249,000	3,399,000	1
State Supplemental Funding (Fringe Benefits)	687,000	687,000	687,000	687,000	2
Miscellaneous Income	40	0	0	0	
Interest Income	50,000	4,000	4,000	6,500	3
NPS - Long Term Environmental Monitoring	192,000	144,000	155,400	145,055	4
NPS - Long Term Economic Monitoring	191,000	156,000	142,600	152,945	4
EPA - Micro	100,000	125,000	95,000	0	
EPA - Kingsnake	0	160,000	225,000	85,000	5
Wetlands Permitting	4,000	1,000	1,000	6,000	6
Pinelands Application Fees	690,000	380,000	500,000	650,000	7
TOTAL REVENUE	4,863,040	4,756,000	5,059,000	5,131,500	
Microfilm Reserve Anticipated	3,650	3,650	3,650	0	
Computer Reserve Anticipated	18,420	18,420	18,420	0	
Fenwick Manor Painting Reserve Anticipated	120,000	120,000	120,000	120,000	8
Energy Conservation Reserve	0	0	0	500,000	9
Administrative Assessment (PCF)	60,000	60,000	60,000	60,000	10
Undesignated Fund Balance Anticipated	849,964	957,004	705,132	688,078	11
TOTAL OTHER INCREASES	1,052,034	1,159,074	907,202	1,368,078	
TOTAL REVENUE AND OTHER INCREASES	5,915,074	5,915,074	5,966,202	6,499,578	

**PINELANDS COMMISSION
OPERATING BUDGET EXPENDITURES
GENERAL FUND
FISCAL YEAR 2023**

Expenditure Account	FY2020 Audited	FY2021 Unaudited	FY2022 Unaudited	FY2023 Anticipated	Notes
PERSONNEL					
Salaries & Wages	3,094,758	3,050,972	3,021,984	3,374,398	12
Fringe Benefits	1,822,822	1,904,593	1,910,905	2,188,901	13, 14
TOTAL PERSONNEL	4,917,580	4,955,565	4,932,889	5,563,299	
SUPPLIES					
Printing & Office Supplies	28,705	35,275	26,420	34,040	15
Vehicular Supplies	7,525	6,900	10,900	11,400	16
Household Supplies	9,300	10,800	10,400	18,420	17
Fuel & Utilities	43,000	42,500	42,500	47,500	18
Other Supplies	14,503	33,309	41,492	36,842	19
TOTAL SUPPLIES	103,033	128,784	131,712	148,202	
SERVICES					
Travel	6,350	4,445	5,925	4,190	20
Telephone	36,800	40,500	45,120	46,120	21
Postage	6,150	3,650	2,175	1,725	22
Insurance	61,225	55,136	59,225	64,260	23, 24
Information Processing	77,325	85,082	108,861	126,835	25
Household Services	2,600	2,600	2,600	4,600	26
Professional Services	541,333	485,652	462,728	222,500	27
Other Services	30,558	24,901	35,717	35,147	28
TOTAL SERVICES	762,341	701,966	722,351	505,377	
MAINTENANCE & RENT					
Maintenance - Buildings & Grounds	46,500	47,000	94,000	75,500	29
Maintenance - Equipment	21,250	21,850	21,350	23,500	30
Maintenance - Vehicular	5,720	6,720	6,720	9,720	31
Rent - Other	8,050	8,050	10,550	10,350	32
TOTAL MAINTENANCE & RENT	81,520	83,620	132,620	119,070	
IMPROVEMENTS & ACQUISITIONS					
Acquisitions - Equipment	28,600	20,730	10,130	106,630	33
Acquisitions - Information Processing Equipment	22,000	24,408	36,500	57,000	34
TOTAL IMPROVEMENTS & ACQUISITIONS	50,600	45,138	46,630	163,630	
TOTAL EXPENDITURES	5,915,074	5,915,074	5,966,202	6,499,578	35, 36, 37

**PINELANDS COMMISSION
OPERATING BUDGET
FISCAL YEAR 2023 NOTES
August 23, 2022**

1. The Governor's budget includes a FY 2023 State Appropriation to the Commission in the amount of \$3,399,000.
2. State Supplemental Funding (Fringe Benefits) totaling \$687,000 helps to offset the Commission's health and pension costs. Since FY 2004, the Department of the Treasury agreed to help the Commission finance its escalating health benefits premiums through an Interdepartmental Account. Beginning in FY 2009, the amount of assistance was calculated using projected health and pension costs not funded through other sources. Using this calculation, the Commission requested \$838,218 in FY 2012, \$837,927 in FY 2013, \$844,809 in FY 2014 and \$840,455 in FY 2015 but was only approved to receive \$687,000. No increase in funding occurred between FY2016-FY2022. The FY2023 budget once again anticipates receipt of only \$687,000.
3. Interest Income is earned in the Commission's checking account and the cash management fund designated for general use. Interest income for the Pinelands Conservation Fund is reflected in the budgets for those programs. Interest rates have fluctuated in recent years and have greatly affected interest income over several years. FY 2023 will see an increase in interest due to the Federal Reserve's recent rate increases during June and July of 2022.
4. The Commission is entering its 27th year of the Environmental and Economic Long Term Monitoring programs. This anticipated revenue from the National Park Service is based upon that program's projected expenses during the fiscal year and unspent funds from prior years, which are reimbursed in full.
5. The EPA Kingsnake Study remains an active grant; staff will continue their work in Fiscal Year 2023.
6. The anticipated revenue from the NJDEP Wetlands Permitting program that the Commission helps to administer reflects the estimated permit fees to be received and is authorized through language in the Appropriations Act.
7. Application Fees of \$650,000 are anticipated to be received during FY 2023, based on an average of the past five years of application fee revenue. This important component of the Commission's Operating Budget fluctuates tremendously from month to month. This funding source will be closely monitored throughout the fiscal year.
8. The Fenwick Manor Painting Reserve was established in FY2015 to earmark funds for exterior painting of Fenwick Manor. Funds were added annually as follows: \$40,000 in FY 2015; \$40,000 in FY 2016; \$20,000 in FY 2017 and \$20,000 in FY 2018. A total of \$120,000 remains available in the reserve for the painting project.

9. FY 2023 will be the inaugural year of the Commission's Energy Conservation Reserve. This reserve will be for projects and capital expenditures that foster the Commission's mission toward energy conservation and sustainability. Some of the projects earmarked are: installation of an electric vehicle charging station; retention of a solar facility expert to assess the feasibility of installing a solar energy facility on the Commission's property; purchase of two electric/hybrid field vehicles; purchase of energy efficient lawn maintenance and other office equipment; development of a long-term plan for replacement of the Commission's existing HVAC systems; and other initiatives recommended in the Local Government Energy Audit reports or by the Pinelands Climate Committee. Grants available to state agencies will also be pursued.

10. In April 2005, the Commission adopted a financial plan for the Pinelands Conservation Fund, which was amended in 2014. Included in the plan is an annual assessment of \$20,000 from three of the programs in the Fund (see Pinelands Conservation Fund budget note #3). This \$60,000 administrative assessment will finance costs associated with cash management activities, accounting services, procurement services and centralized support services.

11. The projected amount needed from the Undesignated Fund Balance to balance the FY2023 budget deficit is \$688,078.

12. The Commission's authorized staffing level is 66 full time equivalent positions (FTEs). Since FY 2007, unfilled vacancies have steadily increased to a total of 22 unfilled full time equivalent positions, or more than 35% of the authorized staffing level. The FY 2023 salaries and wages budgets (Operating and Pinelands Conservation Fund) finance only 44 of the 66 authorized full time equivalent positions.

13. The fringe benefits budget includes expenditures for the employer's share of Social Security (\$225,000), Medicare (\$65,000), disability insurance (\$1,000), flexible savings accounts (\$1,500) and miscellaneous administrative charges (\$500). The employer liability of pension related funds is estimated at \$550,000. The Commission's escalating health benefit premiums for active and retired employees are estimated at \$1,550,000 with a \$160,000 reduction for coinsurance payments from staff members. Also included is \$18,000 for dental insurance premiums and \$900 for participation in the Employee Advisory Service. Lastly, \$233,247 of the total fringe benefits budget is projected to be funded by the Pinelands Conservation Fund as shown in those budgets.

14. Upon Commission approval of the FY 2023 Operating Budget, the Executive Director will be authorized to pay the employer share of Social Security and Medicare at an amount not to exceed the budgeted funding of \$290,000.

15. The printing and office supplies budget includes expenditures for printing; office, computer, mailing, copying, and meeting supplies; office and computer equipment with an item cost of less than \$1,000; reference materials; scientific report printing/publication; and staff and Commissioner service awards. Grant-related expenses account for \$9,740 of this budget.

16. The majority of the vehicular supplies budget covers gasoline for Commission vehicles. Other costs budgeted in this account include replacement tires, supplies used for routine vehicular maintenance and other miscellaneous supplies such as keys, mats, scrapers and first aid kits.
17. The household supplies budget provides for the purchase of materials to perform minor buildings and grounds maintenance, cleaning supplies, household paper products, basic kitchen supplies, household equipment costing less than \$2,000 and other operating supplies.
18. The fuel and utilities budget covers expenditures for heating fuel, electricity, water and sewer.
19. The other supplies budget covers expenditures for supplies and equipment (less than \$1,000) supporting map-making, scientific research, fieldwork, and photographic needs. Grant related expenditures are a significant portion (over 98%) of this account, totaling \$36,142 for FY 2023.
20. The travel budget covers reimbursements to the staff for business mileage on their personal vehicles, tolls and parking, and meal allowances.
21. The telephone budget includes basic service, toll charges, the service cost of a data circuit, conference calls, and cellular phone service.
22. The postage budget finances general postage fees, parcel delivery charges and post office box rental charges. Over the last several years, this account has decreased as more correspondence is sent electronically, including letters, reports and public outreach materials.
23. The insurance budget covers estimated premiums for automobiles, general liability, fire, theft, workers compensation, volunteers, and the umbrella liability policy. Through the years, the Commission has realized premium savings by participating in the States Tort Claims Fund and by including the Commission's buildings under the State's property insurance.
24. Upon Commission approval of the FY 2023 Operating Budget, the Executive Director will be authorized to pay the State's insurance broker an amount not to exceed the budgeted funding of \$64,260 to cover the Commission's insurance premiums.
25. The FY 2023 budget for information processing includes \$115,835 for software maintenance agreements and data purchases, \$6,000 for payroll processing, \$3,000 for database administration services and \$1,000 for online legal services and \$1,000 for hardware maintenance. Over \$8,539 of this budget is reimbursable through grants or special revenue.
26. The household services budget covers trash removal, alarm (security and fire) monitoring, and exterminating services.
27. The professional services account covers expenditures for legal fees, technical and consulting services, and other miscellaneous services. Estimated costs include \$100,000 for legal fees associated with DAG services; \$50,000 for labor counsel and \$6,000 for publication of the

Commission's rulemaking documents by the Office of Administrative Law. Grant related technical services totaling \$36,000 are budgeted.

28. Expenditures in the other services budget include annual subscriptions (\$2,800), required memberships and professional licenses (\$5,930); meeting expenses (\$1,500); advertising (\$4,255), research related fees (\$1,362), training (\$17,300), and banking fees (\$1,200).

29. The maintenance buildings and grounds budget for FY 2023 includes an estimated cost for implementation of Energy Efficiency measures and installation of an Electric Vehicle Charging Station (the cost of which may be partially offset by grant funding). The remaining amount is available for minor maintenance services (plumbing, electrical, HVAC, Tree Trimming, etc.). Interior upgrades for enhanced security of the Commission's offices will be installed and monitored for effectiveness.

30. The maintenance - equipment budget provides for the inspection, maintenance and repair of certain building systems and other equipment.

31. The maintenance vehicular budget finances routine maintenance, vehicular fees, and repairs, including any needed body work not performed by the Commission's Maintenance Technician.

32. The FY 2023 budget includes \$200 for the postage meter, \$7,200 for the lease of (2) black and white copiers, \$100 for excess copy charges, and \$250 for the safe deposit box. Leasing of a Large Format Scanner for \$2,500 per year is also included to facilitate scanning and saving of site plans and zoning maps.

33. The acquisitions - equipment budget contains \$6,630 for scientific equipment supporting grant related projects and \$2,000 for unanticipated telephone system expenses. Also included are estimated costs associated with purchase of two electric/hybrid field vehicles, one of which will replace an existing 2008 hybrid vehicle that proved to be unsuitable for field work.

34. The acquisitions - information processing equipment budget includes the replacement of outdated computers, servers and additional laptops needed to support the workSmart Telework Pilot program initiated on July 1, 2022, by the State of New Jersey.

35. The total estimated Operating Budget expenditures for FY 2023 equal \$6,499,578. During the fiscal year, certain unforeseen and/or emergency expenditures may become necessary. The Personnel and Budget Committee has discussed this issue and recommends that the Executive Director be authorized to exceed the budget of an expenditure category (personnel, supplies, services, maintenance/rent, improvements/acquisitions) by no more than 10% provided that funds are available in other expenditure categories to ensure that the total Operating Budget is not exceeded and provided further that the combined salary budgets for the Operating Fund and the Pinelands Conservation Fund do not exceed \$3,883,014.

36. Several expenditure account budgets include funding for various services and benefits that are reimbursed to the State of New Jersey and are over the Executive Director's authorized

contracting limit of \$150,000 (OMB 22-09-DPP). These consist of employee health benefits; the employer liability assessed by the Division of Pensions and the Commission's attorney (DAG) fees.

37. Upon Commission approval of the FY 2023 Operating Budget, the Executive Director will be authorized to pay the State of New Jersey for the aforementioned items in an amount not to exceed the budgeted funding.

**PINELANDS COMMISSION
PINELANDS CONSERVATION FUND
FISCAL YEAR 2023 BUDGET**

Revenue Source	FY2020 Audited	FY2021 Unaudited	FY2022 Unaudited	FY2023 Anticipated	Notes
Interest Income - Land Acquisition	15,000	1,640	1,050	5,100	1
Interest Income - Conservation Planning & Research	47,255	3,200	1,800	5,000	1
Interest Income - Community Planning & Design	34,000	1,600	900	2,800	1
Interest Income - Education & Outreach	22,000	620	1,100	950	1
SJTA - MOA	500,000	500,000	500,000	500,000	2
Total Revenue	618,255	507,060	504,850	513,850	
Cancellation of Prior Year Encumbrances	0	0	0	0	
Reserves for Pinelands Conservation Activities	0	323,556	538,782	446,981	
Total Revenue/Other Sources Anticipated	618,255	830,616	1,043,632	960,831	

Expenditure Account	FY2020 Unaudited	FY2021 Unaudited	FY2022 Unaudited	FY2023 Anticipated	Notes
<u>Land Acquisition</u>					
Salaries & Wages	5,750	16,800	20,000	5,000	
Fringe Benefits	2,875	7,896	10,600	2,650	
Land Acquisition	0	0	0	0	
Printing & Office Supplies	0	0	0	600	
Travel		0	0	100	
Total Land Acquisition Expenditures	8,625	24,696	30,600	8,350	4

Conservation Planning and Research

Salaries & Wages	207,133	232,346	363,812	372,616	
Fringe Benefits	103,566	109,203	192,820	191,937	
Printing & Office Supplies	0	0	0	0	
Other Supplies	17,872	15,125	15,500	35,150	
Travel	2,227	3,100	5,421	7,421	
Information Processing	728	1,410	500	1,110	
Technical Services		5,300	5,300	0	
Professional Services		90,868	88,199	67,647	
Other Services	200	100	75	330	
Acquisitions - Equipment		3,000	3,400	6,800	
Administrative Assessment	20,000	20,000	20,000	20,000	3
Total Conservation Planning/Research Expenditures	351,726	480,452	695,027	703,011	5

Community Planning and Design

Salaries & Wages	85,000	129,000	101,000	90,000	
Fringe Benefits	42,500	60,630	53,530	42,370	
Printing & Office Supplies	500	100	100	200	
Travel	54	0	0	0	
Postage	500	500	500	500	
Information Processing	500	618	250	750	
Other Services	550	300	275	250	
Administrative Assessment	20,000	20,000	20,000	20,000	3
Total Community Planning/Design Expenditures	149,604	211,148	175,655	154,070	6

Education and Outreach

Salaries & Wages	55,000	60,000	75,000	40,000	
Fringe Benefits	27,500	28,200	39,750	21,200	
Printing & Office Supplies	500	0	0	2,000	
Travel	0	100	100	100	
Other Supplies	500	1,320	1,600	4,500	
Other Services	4,800	4,700	5,000	7,600	
Acquisitions - Equipment			900	0	
Administrative Assessment	20,000	20,000	20,000	20,000	3
Total Education and Outreach	108,300	114,320	142,350	95,400	7

Total Expenditures	618,255	830,616	1,043,632	960,831	
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PINELANDS COMMISSION
PINELANDS CONSERVATION FUND
FISCAL YEAR 2023 BUDGET NOTES
August 23, 2022

1. The funds provided from Atlantic City Electric (formerly Conectiv) and other related revenue sources are kept in four separate cash accounts, one for each program of the Fund. The FY 2023 estimated interest income totals are anticipated to reach \$13,850 and are comprised of interest income from the four cash accounts. All interest income stays within the particular program and is available to help fund the associated projects. The Federal Reserve recently issued two interest rate increases during June and July of 2022; thus, higher interest revenue is projected for FY2023.
2. This revenue results from the SJTA MOA Amendment executed in April of 2019, under which SJTA is required to contribute a total of \$3,000,000 for land acquisition in the Pinelands Area. The Pinelands Commission will receive six annual payments of \$500,000.00. Payment #5 will be made in FY2023.
3. The financial plan that designated the three original programs within the Fund (Land Acquisition, Conservation Planning & Research and Community Planning & Design) was approved by the Commission in April 2005 and included a \$20,000 annual assessment from each program to cover administrative expenses as described in Operating Budget note #10. The Commission amended the PCF policies in 2014 to include a fourth program, Education & Outreach, from which a \$20,000 annual administrative assessment is also drawn. The annual assessment from the Land Acquisition program has been eliminated.
4. The Land Acquisition program budget for FY 2023 totals \$8,350. Personnel costs (salaries/wages and fringe benefits) are estimated at \$7,650 in support of the Commission's permanent land protection initiatives.
5. The Conservation Planning and Research program budget for FY 2023 totals \$703,011. Personnel costs (salaries/wages and fringe benefits) are estimated at \$564,553 to support the following initiatives and special projects: the landfill closure assessment; continued implementation of the alternate septic system pilot program; rulemaking associated with the Kirkwood-Cohansey aquifer water management amendments; rulemaking related to the Electric Transmission Right of Way Maintenance Pilot Program; rulemaking associated with the Black Run Watershed; maintenance of threatened and endangered species data and associated data sharing agreements; and data maintenance and reporting related to permanent land protection. In addition, the Science Office will be continuing to conduct Corn Snake and King Snake research, in partnership with EPA and Herpetological Associates. In FY2023, the Science Office's research related to box turtles will also be funded from this account. Miscellaneous expenses (software, supplies, travel and legal advertisements) supporting the program total \$42,900. Additional expenses for the Corn and King Snake research include \$67,647 in Professional Services and \$6,800 in fixed assets. Rounding out the budget is the \$20,000 administrative assessment mentioned above.

6. The Community Planning and Design program budget for FY 2023 totals \$154,070. Personnel costs (salaries/wages and fringe benefits) are estimated at \$132,370 to support the following initiatives and special projects: review and proposal of CMP amendments related to Forest and Rural Development Area clustering, solar energy facilities and the use of Pinelands Development Credits; preparation of updated PDC supply and demand estimates; administrative responsibilities supporting the Pinelands Development Credit Bank; administration of the Pinelands Infrastructure Trust Fund; and support for the Pinelands Climate Committee and related initiatives. Miscellaneous expenses (software, postage, printing, supplies, meeting expenses and legal advertisements) supporting the program equal \$1,700. Rounding out the budget is the \$20,000 administrative assessment mentioned above.

7. The Education and Outreach program budget for FY 2023 totals \$95,400. Personnel costs (salaries/wages and fringe benefits) are estimated at \$61,200 to support the two annual Pinelands Short Courses, the World Water Monitoring Challenge and other Outreach programs. Also included is a total of \$6,500 for supplies related to the Visitors Center, the World Water Monitoring Challenge and maintenance of the bog garden, as well as \$5,000 for services and supplies to launch the Commission's on-line store. Miscellaneous expenses (honoraria for participants in the Pinelands Speakers Series and mileage) supporting the program equal \$2,700. Rounding out the budget is the \$20,000 administrative assessment mentioned above.

PINELANDS COMMISSION
Fenwick Manor Preservation Budget
FISCAL YEAR 2023 BUDGET

Revenue	FY 2023 Anticipated	Notes
State Aid Anticipated	500,000	1
Total Reserve Anticipated	500,000	

Expenditure Account	FY 2023 Anticipated	Notes
Preservation Plan	50,000	2
Exterior Painting	250,000	3
Structural Engineer	20,000	4
Structural Reinforcement/Maintenance	165,000	5
Interior Modifications	15,000	6
Total Expenditures	500,000	

**PINELANDS COMMISSION
FENICK MANOR PRESERVATION
FISCAL YEAR 2023 BUDGET NOTES
August 23, 2022**

1. This is the anticipated State Aid provided by the State of New Jersey FY 2023 Budget. (Pages 79-80 of P.L. 2022, Chapter 49).
2. The Commission previously solicited quotes (through RFP) for the preparation of a Historic Preservation Plan for Fenwick Manor. The budgeted amount reflects the likely total cost for the plan. Should the Commission receive grant funding through the New Jersey Historic Trust, we would be responsible for only 25% of the cost. The remaining funds would then become available for structural repairs and long-term maintenance.
3. Fenwick Manor remains in dire need of exterior painting. Two rounds of RFPs have been issued in the past, with bids starting at \$245,000. Upon completion of the Preservation Plan noted in #2 above, we will once again apply to the New Jersey Historic Trust for a Capital Level I Grant, which would offset a portion of the cost.
4. The main chimney in Fenwick Manor is structurally compromised, leading to growing cracks in the walls and ceiling running from the basement to the attic. This is the core structure of the foundation affecting all surrounding levels. A Structural Engineer will need to be retained to assess existing conditions and safety concerns and identify appropriate measures to repair the structure.
5. This total represents all remaining funds, which will be used for structural repairs and reinforcements, improvements recommended in the Preservation Plan, and long-term maintenance of the building.
6. Offices surrounding the structurally compromised chimney will need interior modifications and repair once the reinforcements are completed.

**PINELANDS COMMISSION
KATIE TRUST FUND
FISCAL YEAR 2023 BUDGET**

Revenue	FY 2020 Audited	FY 2021 Unaudited	FY 2022 Unaudited	FY 2023 Anticipated	Notes
Katie Trust Fund Balance Anticipated	15,000	15,000	20,000	500	1
Total Reserve Anticipated	15,000	15,000	20,000	500	

Expenditure Account	FY 2020 Audited	FY 2021 Unaudited	FY 2022 Unaudited	FY 2023 Anticipated	Notes
Rain Garden Supplies	-	-	20,000	500	2
	-	-	20,000	500	
Ground Supplies					
Plants & Fencing	4,000	4,000	-	-	
Total Supplies	4,000	4,000	-	-	
Services					
Professional Services	10,000	10,000	-	-	
Total Services	10,000	10,000	-	-	
Improvements & Acquisitions					
Acquisitions - Furniture	1,000	1,000	-	-	
Total Improvements & Acquisitions	1,000	1,000	-	-	
Total Expenditures	15,000	15,000	20,000	500	

**PINELANDS COMMISSION
KATIE TRUST FUND
FISCAL YEAR 2023 BUDGET NOTES
August 23, 2022**

1. This is the anticipated Fund Balance after design and installation of the Commission's Rain Garden, which serves as an extension of the Visitors Center.
2. Supplies and replacement plants that may be needed to foster the first year of the Rain Garden's growth until it become self-sustaining.