

PINELANDS COMMISSION
OPERATING BUDGET REVENUES
GENERAL FUND
FISCAL YEAR 2025

Revenue Source	FY2022 Unaudited	FY2023 Unaudited	FY2024 Unaudited	FY2025 Anticipated	Notes
State Appropriation	3,249,000	3,399,000	3,549,000	3,749,000	1
State Supplemental Funding (Fringe Benefits)	687,000	687,000	687,000	687,000	2
Interest Income	4,000	6,500	75,000	100,000	3
NPS - Long Term Environmental Monitoring	155,400	145,055	138,975	160,545	4
NPS - Long Term Economic Monitoring	142,600	152,945	159,025	137,455	4
EPA - Micro	95,000	0	0	0	
EPA - Kingsnake	225,000	85,000	92,500	92,500	5
NJDEP Box Turtle	0	0	90,000	90,000	6
Timber Rattlesnake Study				32,500	7
Wetlands Permitting	1,000	6,000	5,000	5,000	8
Pinelands Application Fees	500,000	650,000	700,000	750,000	9
TOTAL REVENUE	5,059,000	5,131,500	5,496,500	5,804,000	
Microfilm Reserve Anticipated	3,650	0	0	0	
Computer Reserve Anticipated	18,420	0	0	0	
Fenwick Manor Painting Reserve Anticipated	120,000	120,000	120,000	0	10
Energy Conservation Reserve	0	500,000	375,000	370,000	11
Regulatory Programs Shelving Reserve	0	0	10,000	15,000	12
Administrative Assessment (PCF)	60,000	60,000	9,000	9,000	13
Undesignated Fund Balance Anticipated	705,132	688,078	886,395	929,603	14
TOTAL OTHER INCREASES	907,202	1,368,078	1,400,395	1,323,603	
TOTAL REVENUE AND OTHER INCREASES	5,966,202	6,499,578	6,896,895	7,127,603	

PINELANDS COMMISSION
OPERATING BUDGET EXPENDITURES
GENERAL FUND
FISCAL YEAR 2025

Expenditure Account	FY2022 Unaudited	FY2023 Unaudited	FY2024 Unaudited	FY2025 Anticipated	Notes
PERSONNEL					
Salaries & Wages	3,021,984	3,374,398	3,783,408	3,938,758	15
Fringe Benefits	1,910,905	2,188,901	2,250,922	2,337,651	16, 17
TOTAL PERSONNEL	4,932,889	5,563,299	6,034,330	6,276,408	
SUPPLIES					
Printing & Office Supplies	26,420	34,040	36,675	37,550	18
Vehicular Supplies	10,900	11,400	12,600	12,600	19
Household Supplies	10,400	18,420	12,100	12,200	20
Fuel & Utilities	42,500	47,500	50,000	51,000	21
Other Supplies	41,492	36,842	30,246	40,947	22
TOTAL SUPPLIES	131,712	148,202	141,621	154,297	
SERVICES					
Travel	5,925	4,190	10,713	10,475	23
Telephone	45,120	46,120	45,900	46,350	24
Postage	2,175	1,725	1,750	1,600	25
Insurance	59,225	64,260	72,760	77,275	26, 27
Information Processing	108,861	126,835	135,847	153,032	28
Household Services	2,600	4,600	3,700	4,400	29
Professional Services	462,728	222,500	259,540	190,500	30
Other Services	35,717	35,147	27,313	31,065	31
TOTAL SERVICES	722,351	505,377	557,523	514,697	
MAINTENANCE & RENT					
Maintenance - Buildings & Grounds	94,000	75,500	81,000	91,000	32
Maintenance - Equipment	21,350	23,500	26,400	25,500	33
Maintenance - Vehicular	6,720	9,720	5,720	6,300	34
Rent - Other	10,550	10,350	8,900	7,900	35
TOTAL MAINTENANCE & RENT	132,620	119,070	122,020	130,700	
IMPROVEMENTS & ACQUISITIONS					
Acquisitions - Equipment	10,130	106,630	10,300	12,500	36
Acquisitions - Information Processing Equipment	36,500	57,000	31,100	39,000	37
TOTAL IMPROVEMENTS & ACQUISITIONS	46,630	163,630	41,400	51,500	
TOTAL EXPENDITURES	5,915,074	6,499,578	6,896,895	7,127,603	38,39,40

**PINELANDS COMMISSION
OPERATING BUDGET
FISCAL YEAR 2025 NOTES
August 16, 2024**

1. The adopted state budget includes a FY 2025 State Appropriation to the Commission in the amount of \$3,749,000.
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 FY 2016-FY 2024. The FY 2025 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, greatly affecting interest income. The Federal Reserve may decrease interest rates beginning in Fall of 2024.
4. The Commission is entering its 29th year of the Environmental and Economic Long Term Monitoring programs, funded in part by a \$298,000 from the National Park Service.
5. The EPA Kingsnake Study remains an active grant; staff will continue their work in Fiscal Year 2025.
6. The Commission anticipates receiving grant funding from NJDEP for the continuation of the Box Turtle study that began in FY 2022.
7. New in FY 2025 is the use of the remaining funds (\$32,500) provided through the 2000 Sanctuary settlement agreement for tracking and monitoring of Timber Rattlesnakes.
8. 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.
9. Application Fees of \$750,000 are anticipated to be received during FY 2025. 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.

10. The Fenwick Manor Painting Reserve was established in FY 2015 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. All funds(\$120,000) have been transferred to the Fenwick Preservation account.

11. FY 2025 will be the third year of the Commission's Energy Conservation Reserve. This reserve is for projects and capital expenditures that foster the Commission's mission toward energy conservation and sustainability. Potential projects include installation of an electric vehicle charging station and necessary electrical upgrades, retention of a solar facility expert to assess the feasibility of installing a solar energy facility on the Commission's property, 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.

12. The FY 2024 budget reflected establishment of the Regulatory Programs Shelving Reserve. The current automated shelving system has reached its life expectancy of twenty years. An additional \$15,000 is being added to the reserve in FY 2025 so that the Commission will be prepared when the shelving needs to be replaced.

13. In April 2005, the Commission adopted a financial plan for the Pinelands Conservation Fund, which was amended in 2014. Included in the original plan was an annual administrative assessment of \$60,000 (see Pinelands Conservation Fund budget note #3). FY 2025 will see the continued reduction of the administrative assessment to \$9,000.

14. The projected amount needed from the Undesignated Fund Balance to balance the FY 2025 budget deficit is \$929,603.

15. 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 33% of the authorized staffing level. The FY 2025 salaries and wages budgets (Operating and Pinelands Conservation Fund) finance only 44 of the 66 authorized full time equivalent positions.

16. The fringe benefits budget includes expenditures for the employer's share of Social Security (\$200,000), Medicare (\$60,000), disability insurance (\$1,000), flexible savings accounts (\$1,500) and miscellaneous administrative charges (\$500). The employer liability of pension related funds is estimated at \$700,000. The Commission's escalating health benefit premiums for active and retired employees are estimated at \$1,307,000 with a \$215,000 reduction for coinsurance payments from staff members. Also included is \$20,400 for dental insurance premiums and \$500 for participation in the Employee Advisory Service.

17. Upon Commission approval of the FY 2025 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 \$260,000.

18. 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 \$2,900 of this budget.
19. 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.
20. 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.
21. The fuel and utilities budget covers expenditures for heating fuel, electricity, water and sewer.
22. 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 99%) of this account, totaling \$40,247 for FY 2025.
23. The travel budget covers reimbursements to Commissioners and staff for business mileage on their personal vehicles, tolls and parking, and meal allowances.
24. The telephone budget includes basic service, toll charges, the service cost of a data circuit, conference calls, and cellular phone service.
25. 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.
26. The insurance budget covers estimated premiums for automobiles, general liability, fire, theft, workers compensation, volunteers, and the umbrella liability policy.
27. Upon Commission approval of the FY 2025 Operating Budget, the Executive Director will be authorized to pay the State's insurance broker an amount not to exceed the budgeted funding of \$77,275 to cover the Commission's insurance premiums.
28. The FY 2025 budget for information processing includes \$137,782 for software maintenance agreements and data purchases, \$6,500 for payroll processing, \$3,000 for database administration services and \$1,250 for online legal services. Over \$4,500 of this budget is reimbursable through grants or special revenue.
29. The household services budget covers trash removal, alarm (security and fire) monitoring, and exterminating services.

30. The professional services account covers expenditures for legal fees, technical and consulting services, and other miscellaneous services. Estimated costs include \$50,000 for legal fees associated with DAG services; \$35,000 for labor counsel and \$2,000 for publication of the Commission's rulemaking documents by the Office of Administrative Law. Grant-related technical services totaling \$12,000 are budgeted.

31. Expenditures in the other services budget include annual subscriptions (\$2,500), required memberships and professional licenses (\$4,860); meeting expenses (\$2,000); advertising (\$2,525), research related fees (\$1,100), training (\$17,430), and banking fees (\$650).

32. The maintenance buildings and grounds budget for FY 2025 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.).

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

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

35. The FY 2025 budget includes \$300 for the postage meter, \$3,000 for the lease of (1) black and white copier, and \$100 for excess copy charges. 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.

36. The acquisitions - equipment budget contains \$10,500 for scientific equipment supporting grant related projects and \$2,000 for unanticipated telephone system expenses.

37. The acquisitions - information processing equipment budget includes the replacement of outdated computers and servers.

38. The total estimated Operating Budget expenditures for FY 2025 equal \$7,127,603. 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 \$4,352,212.

39. 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 \$250,000 (OMB 24-16-DPP). These consist of employee health benefits and the employer liability assessed by the Division of Pensions.

40. Upon Commission approval of the FY 2025 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 2025 BUDGET

Revenue Source	FY2022 Unaudited	FY2023 Unaudited	FY2024 Unaudited	FY2025 Anticipated	Notes
Interest Income - Land Acquisition	1,050	5,100	45,000	100,000	1
Interest Income - Conservation Planning & Research	1,800	5,000	30,000	45,000	1
Interest Income - Community Planning & Design	900	2,800	25,000	35,000	1
Interest Income - Education & Outreach	1,100	950	5,000	8,000	1
SJTA - MOA	500,000	500,000	500,000	0	2
Total Revenue	504,850	513,850	605,000	188,000	
Cancellation of Prior Year Encumbrances	0	0	0	0	
Reserves for Pinelands Conservation Activities	538,782	446,981	359,866	3,670,954	
Total Revenue/Other Sources Anticipated	1,043,632	960,831	964,866	3,858,954	

Expenditure Account	FY2022 Unaudited	FY2023 Unaudited	FY2024 Unaudited	FY2025 Anticipated	Notes
<u>Land Acquisition</u>					
Salaries & Wages	20,000	5,000	12,000	15,000	
Fringe Benefits	10,600	2,650	8,160	11,550	
Land Acquisition	0	0	0	3,000,000	2
Printing & Office Supplies	0	600	600	600	
Travel	0	100	300	300	
Total Land Acquisition Expenditures	30,600	8,350	21,060	3,027,450	4

Conservation Planning and Research

Salaries & Wages	363,812	372,616	365,224	284,454	
Fringe Benefits	192,820	191,937	248,352	219,030	
Printing & Office Supplies	0	0	4,250	4,200	
Other Supplies	15,500	35,150	25,610	25,900	
Travel	5,421	7,421	4,100	4,000	
Information Processing	500	1,110	1,110	610	
Technical Services	5,300	0	0	0	
Professional Services	88,199	67,647	0	0	
Other Services	75	330	6,230	5,130	
Acquisitions - Equipment	3,400	6,800	3,000	3,000	
Administrative Assessment	20,000	20,000	3,000	3,000	3
Total Conservation Planning/Research Expenditures	695,027	703,011	660,876	549,324	5

Community Planning and Design

Salaries & Wages	101,000	90,000	94,000	89,000	
Fringe Benefits	53,530	42,370	63,920	68,530	
Printing & Office Supplies	100	200	50	50	
Travel	0	0	110	50	
Postage	500	500	600	250	
Information Processing	250	750	250	250	
Other Services	275	250	100	50,100	
Administrative Assessment	20,000	20,000	3,000	3,000	3
Total Community Planning/Design Expenditures	175,655	154,070	162,030	211,230	6

Education and Outreach

Salaries & Wages	75,000	40,000	65,000	25,000	
Fringe Benefits	39,750	21,200	44,200	19,250	
Printing & Office Supplies	0	2,000	0	0	
Travel	100	100	100	200	
Other Supplies	1,600	4,500	7,200	3,500	
Other Services	5,000	7,600	1,400	18,000	
Acquisitions - Equipment	900	0	0	2,000	
Administrative Assessment	20,000	20,000	3,000	3,000	3
Total Education and Outreach	142,350	95,400	120,900	70,950	7

Total Expenditures	1,043,632	960,831	964,866	3,858,954	
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PINELANDS COMMISSION
PINELANDS CONSERVATION FUND
FISCAL YEAR 2025 BUDGET NOTES
August 16, 2024

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 2025 estimated interest income totals are anticipated to reach \$188,000 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 is considering dropping interest rates starting in Fall 2024 and during 2025.
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 has received all six annual payments of \$500,000.00. PCF land acquisition grants are expected to be awarded in Fiscal Year 2025.
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 #12. The Commission amended the PCF policies in 2014 to include a fourth program, Education & Outreach, from which a \$20,000 annual administrative assessment was also to be drawn. The annual assessment from the Land Acquisition program was eliminated in FY 2019. Assessments from the other three programs were reduced to \$3,000 in FY 2024. The FY 2025 budget continues that reduced administrative assessment.
4. The Land Acquisition program budget for FY 2025 totals \$3,027,450. Personnel costs (salaries/wages and fringe benefits) are estimated at \$26,550 in support of the Commission's permanent land protection initiatives, which include a new round of land acquisition (\$3,000,000), PCF deed restriction monitoring and the third annual permanent land protection summit. An additional \$900 is included to coverage mileage and meeting supplies.
5. The Conservation Planning and Research program budget for FY 2025 totals \$549,324. Personnel costs (salaries/wages and fringe benefits) are estimated at \$503,484 to support the following initiatives and special projects: continued implementation of the alternate septic system pilot program; implementation of the Kirkwood-Cohansey aquifer water management amendments; rulemaking associated with protection of the Black Run Watershed; 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, now having the ability to perform pit tag implants in-house. In FY 2025, the Science Office's research related to box turtles will also be funded from this account. An additional \$42,840 is included for other expenses (supplies, services, software maintenance, printing, mileage, training and legal advertising) to support these initiatives. Rounding out the budget is the \$3,000 administrative assessment mentioned above.

6. The Community Planning and Design program budget for FY 2025 totals \$211,230. Personnel costs (salaries/wages and fringe benefits) are estimated at \$157,530 to support the following initiatives and special projects: CMP amendments related to Forest and Rural Development Area clustering, use of Pinelands Development Credits and development of accessible trails; administration of the Pinelands Development Credit Bank; administration of the Pinelands Infrastructure Trust Fund; and technical assistance related to implementation of the state's new affordable housing legislation. Also reflected in the budget are funds to support a variety of climate change initiatives and efforts, including support for the Pinelands Climate Committee, participation on the state's Interagency Council on Climate Resilience, coordination with NJBPU on a dual-use solar program and research to support future CMP amendments. \$50,000 in professional services is budgeted to allow for retention of a consultant to review stormwater management plans, provide training and develop guidance documents. A total of \$700 is budgeted for expenses related to legal advertising, mileage, postage, software maintenance and office supplies. Rounding out the budget is the \$3,000 administrative assessment mentioned above.
7. The Education and Outreach program budget for FY 2025 totals \$70,950. Personnel costs (salaries/wages and fringe benefits) are estimated at \$44,250 to support the two annual Pinelands Short Courses, the World Water Monitoring Challenge and the Pinelands Speakers Series. A total of \$8,700 is included for photographic equipment and supplies related to the Visitors Center, the World Water Monitoring Challenge, maintenance of the bog garden and tree/plant identification markers. An additional \$15,000 is budgeted for services provided by the Office of Information Technology associated with redesign of the Commission's website. Miscellaneous expenses supporting the program (honoraria for participants in the Pinelands Speakers Series and mileage) are also included. Rounding out the budget is the \$3,000 administrative assessment mentioned above.

PINELANDS COMMISSION
Fenwick Manor Preservation Budget
FISCAL YEAR 2025 BUDGET

Revenue	FY 2025 Anticipated	Notes
NJHT Capital Grant	\$575,000	
Fund Balance - Commission Match	\$575,000	
Fund Balance from Fenwick Painting Reserve	\$45,000	
Total	\$1,195,000	1

Expenditure Account	FY 2025 Anticipated	Notes
Partial Exterior Restoration	\$436,013	2
Structural Reinforcement/Maintenance	\$315,805	2
Partial Interior Restoration	\$297,583	2
Non Construction Cost	\$100,600	3
Other	\$45,000	4
Total Expenditures	\$1,195,000	

**PINELANDS COMMISSION
FENWICK MANOR PRESERVATION BUDGET
FISCAL YEAR 2025 BUDGET NOTES
August 16, 2024**

1. Revenue includes a \$575,000 Preserve New Jersey Capital Improvement Grant for Fenwick Manor, awarded to the Commission by the New Jersey Historic Trust in late 2023. The Fund Balance includes the Commission's match of \$575,000, primarily provided through a \$500,000 special state appropriation to the Commission in the State of New Jersey FY 2023 Budget (Pages 79-80 of P.L. 2022, Chapter 49). All remaining funds in the Fenwick Manor Painting Reserve (\$45,000) are also included. A grant agreement with the New Jersey Historic Trust was executed in July 2024 and includes the advancement of the entire \$575,000 grant to the Commission. In partnership with the Department of Treasury, Division of Property Management and Construction, and the New Jersey Historic Trust, a scope of services for design services was finalized in late July. The RFP is expected to be issued in August 2024.
2. Costs associated with Exterior Restoration, Structural Reinforcement/Maintenance and Interior Restoration are based on the estimates provided in the Fenwick Manor Preservation Plan prepared in FY23 by the Commission's consultant, Connolly & Hickey.
3. Non-construction related costs include engineering services, design development, and contract administration.
4. An allocation for any unanticipated expenditures incurred.