State of New Jersey
THE PINELANDS COMMISSION
PO BOX 359
NEW LISBON, NJ 08064
(609) 894-7300
www.nj.gov/pinelands

General Information: Info@pinelands.nj.gov
Application Specific Information: AppInfo@pinelands.nj.gov

MEMORANDUM

To: Members of the Personnel and Budget Committee

From: Jessica Lynch, Business Manager JL

Date: August 15, 2022

Subject: Meeting Materials

Enclosed are meeting materials for the Personnel and Budget Committee meeting to be held in person and virtually on **Tuesday, August 23, 2022, at 9:30 a.m**.

Specific access information will be provided to all Committee members in a separate email. The public will be able to view and participate in the meeting through the following YouTube link:
www.youtube.com/c/PinelandsCommission

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PHILIP D. MURPHY
Governor
SHEILA Y. OLIVER
Lt. Governor

General Information: Info@pinelands.nj.gov
Application Specific Information: AppInfo@pinelands.nj.gov

LAURA E. MATOS
Chair
SUSAN R. GROGAN
Acting Executive Director

PERSONNEL & BUDGET COMMITTEE MEETING

August 23, 2022 – 9:30 a.m.

This meeting will be held in-person and virtually
Richard J. Sullivan Center for Environmental Policy and Education
Terrence D. Moore Conference Room
15C Springfield Road
New Lisbon, New Jersey
Watch the meeting on the Pinelands Commission YouTube channel:
https://www.youtube.com/c/PinelandsCommission
To Provide Public Comment, Please Dial: 1-929-205-6099 Meeting ID: 842 0564 9780

Agenda

1. Call to Order

2. Adoption of the June 14, 2022 Committee meeting minutes

3. Financial Updates:

    - Check Register
    - Electronic Disbursements
    - Application Fees

4. Review and discussion of the Commission's draft Fiscal Year 2023 Budgets

5. Other Items of Interest

    - Employee Actions

6. Public comment

PERSONNEL & BUDGET COMMITTEE MEETING

The June 14, 2022, Personnel & Budget Committee meeting was conducted both remotely and in-person. The public could view/comment through the Pinelands Commission YouTube link: www.YouTube.com/c/PinelandsCommission; Meeting ID 827 1822 7208

MINUTES

Members Present

Alan W. Avery, Jr., Committee Chairman; William Pikolycky; Laura E. Matos

Members Absent

Mark Lohbauer; Gary Quinn; Jane Jannarone

Staff Present

Susan R. Grogan, Acting Executive Director (AED); Jessica Lynch, Paul Leakan, April Field, Teri Melodick, Carol Ebersberger

Janice Venables, Governor's Authorities Unit.

Chairman Avery called the meeting to order at 9:32 a.m.

Adoption of the minutes from the August 24, 2021, Personnel and Budget Committee Meeting

Chair Matos moved the adoption of the minutes of the August 24, 2021, Personnel and Budget Committee meeting. Commissioner Pikolycky seconded the motion.

The minutes were adopted with all voting in favor.

Financial Updates

Check Register (July 2021 to May 2022) – Business Services Manager Jessica Lynch highlighted the more noteworthy purchases/checks on the register.

Electronic Disbursements – EFT, Direct Deposit, ACH (July 2021 to May 2022)

Application Fees – Ms. Lynch stated that application fees have exceeded the anticipated amount and are currently at 207% of the budgeted amount for FY2022.

AED Grogan stated that staff processed a significant number of refunds this year, and will be looking into ways to help applicants make accurate payments.

Fixed Asset Deletion

Fixed Assets for Disposal – Ms. Lynch reviewed the fixed assets list that will be going to Trenton after approval. Commissioner Pikolycky made a motion for fixed asset deletion approval. Chair Matos seconded the motion. All Commissioners present voted in favor. Fixed asset deletion was approved.

Resolution

Authorizing the Acting Executive Director to Continue to Expend Funds for Fiscal Year 2023 at the Same Level of Expenditures as Fiscal Year 2022 Until the Adoption of the Fiscal Year 2023 Budgets.

A motion to approve the resolution was made by Commissioner Pikolycky. Chair Matos seconded the motion. All Commissioners present voted in favor, and the resolution was approved.

Fiscal Year 2023 Budget Discussion

AED Grogan delivered a presentation on Development Application & Fee Projections for FY23 (*Attachment A to these minutes).*

Application Fees

- By Management Area – most fees are derived from applications in the Regional Growth Area (RGA)
- Private Applications vs. Public Development Applications – most fees are derived from private development applications
- Categorized by Development Type – most fees are derived from proposed commercial or industrial projects
- By Municipality – top five are Winslow, Galloway, Manchester, Jackson and Hamilton
- Top Ten Non-Residential Uses (trends) – applications for commercial uses and warehouses each provide approximately a quarter of the fee revenue. New this year are large cannabis-related facilities.
- Top 25 in Net Fees – Winslow, Galloway, Manchester, Jackson, Hamilton, Berkeley, Barnegat, Wrightstown, Egg Harbor Township, Buena Vista, Woodbine, Medford, Hammonton, Evesham, Southampton, Pemberton, Lacey, Mullica, Stafford, Monroe, Berlin Borough, South Toms River, Waterford, Egg Harbor City and Folsom
- Residential Development by Management Area – most development in the RGA and Pinelands Towns

Preliminary Financial Projections and Initiatives

AED Grogan reviewed a rolling Five-Year Estimate as a way of calculating anticipated application fees for the new fiscal year. She noted there is no foolproof method to predict fee revenue and suggested that the Commission "regress toward the mean" and budget $650,000 for FY23.

The Committee discussed what to do with excess application fee revenue. The formation of a possible Capital Fund, to be used for climate change related projects and expenses, was raised. It will be discussed in more detail by the Committee as part of the budget process.

Commissioner Avery said the Commission needs to continue to be conservative because three of the biggest fee generators are limited, such as applications for landfill closures, solar facilities, and warehouse facilities.

Commissioner Avery asked if towns are rethinking their cannabis ordinances. AED Grogan said the Commission is starting to see towns come in with more specific cannabis-related ordinances.

Commissioner Pikolycky asked what the State is currently contributing to the Commission's budget. Ms. Lynch said the State appropriation is $3.4 million, which has remained unchanged.

Commissioner Avery said the biggest help would be for the State to cover the full cost of healthcare.

AED Grogan said the Commission receives a fixed amount of $687,000, which has not changed since 2004. The Commission absorbs the increase in healthcare costs without an increase from the State.

Commissioner Pikolycky asked if the Commission is looking for the State to cover salaries and benefits. Ms. Lynch said yes, stating that currently the State covers approximately 75% of these costs. The balance of expenses is covered through grants.

Commissioner Pikolycky suggested AED Grogan sit with Commission Chair Matos and make her familiar with the Commission's budgetary concerns, so that there could be serious dialogue with the Governor's office.

Chairman Avery stated his concern that the Commission seems to have an "orphan" building (Fenwick Manor) that does not have the normal state agencies coming in to do maintenance and repairs.

Commissioner Pikolycky asked about doing a shared agreement with the New Lisbon Development Center. AED Grogan said the Commission can explore the possibility.

AED Grogan said that there have been discussions with Treasury and the New Jersey Department of Environmental Protection (NJDEP) regarding the Commission's buildings. She said she will put together some numbers from the last couple of years and review those figures with the Commission Chair.

AED Grogan said for the next budget year the Commission is looking into receiving application fees electronically, purchasing new vehicles, and a buying an electric-powered lawn mower.

Commissioner Pikolycky asked what positions still need to be filled. AED Grogan said that there were four positions advertised, two of which remain unfilled.

Commissioner Pikolycky asked how the Commission is dealing with the workweek schedule. AED Grogan said the Commission submitted its Telework Pilot Program plan to the Governor's office for approval. Revisions requested by the Governors were made to the draft and the plan was re-submitted to the Governor's office. Once approved it will be released to the staff and those who want to participate will submit their requested schedule and application. This will allow staff to work remotely two days a week. The hours of operation for Commission offices will remain the same.

Chairman Avery said the staff has done a remarkable job through the last couple of COVID years.

AED Grogan said she agrees with Chairman Avery that the Commission did a remarkable job transitioning to a remote, paperless environment. The staff would like to continue with the paperless process by investing in additional laptops and scanners for people to facilitate remote work. She said staff was extraordinarily productive working from home. She said the Telework plan will be shared with the Commissioners after it is approved. The Telework Pilot Program is for FY2023, and if the Governor's office and the Communications Workers of America agree that it was a success, hopefully it will continue.

Commission vehicles

AED Grogan said the intent is to look for hybrid sports utility vehicles (SUVs) or pickup trucks appropriate for fieldwork by the Science and Regulatory Programs offices. Staff has not yet identified an all-electric vehicle that meets all the criteria.

Other Items of Interest - none

Employee Actions – none

Public Comment – none

Closed Session - none

Commissioner Pikolycky moved a motion for the adjournment of the meeting. Chair Matos seconded the motion and all agreed. The meeting adjourned at 10:35 a.m.

Minutes submitted as true and correct.

Teri Melodick

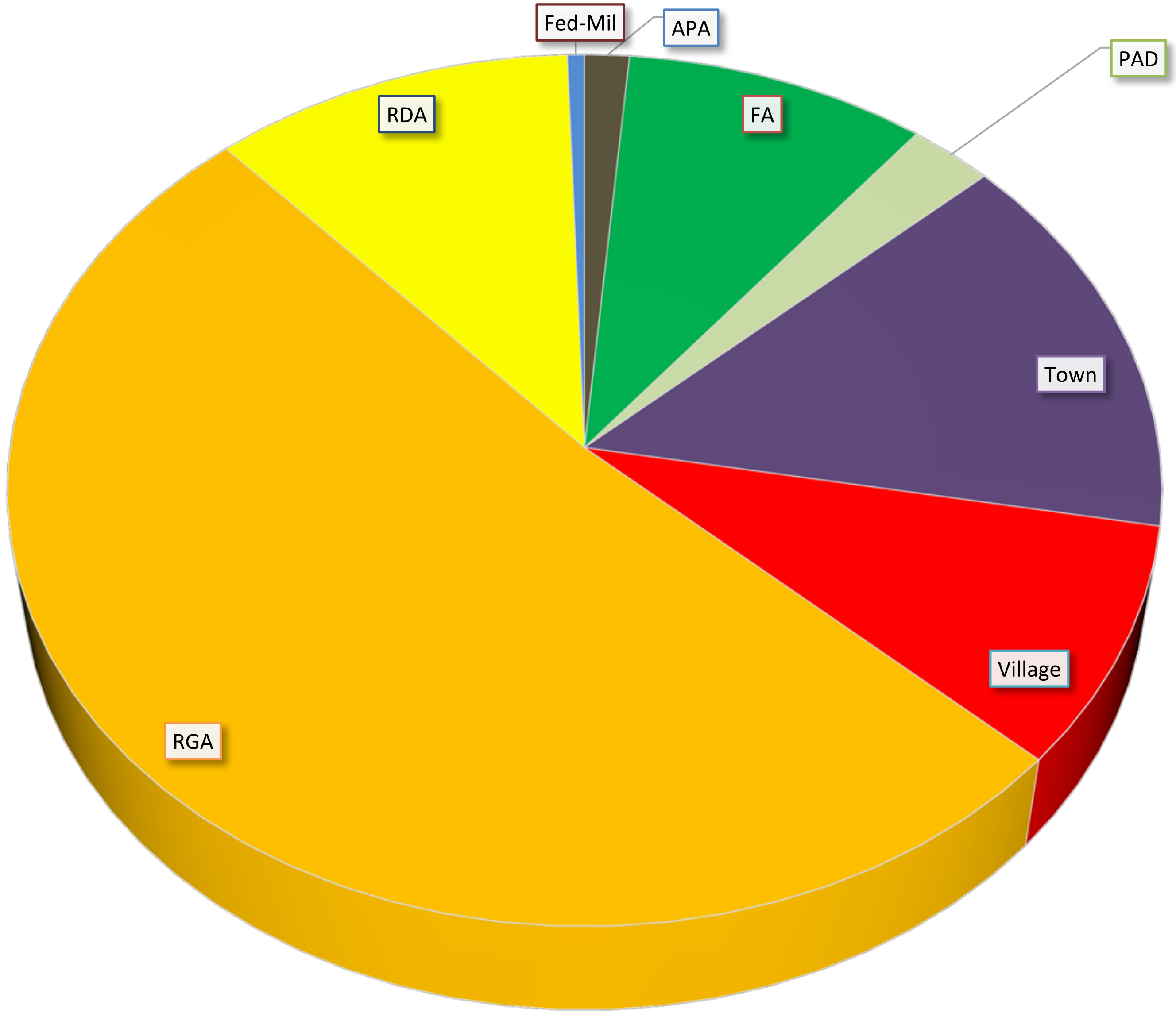
Teri Melodick
Principal Clerical Assistant

Date: 8/9/2022

Development Application & Fee Projections

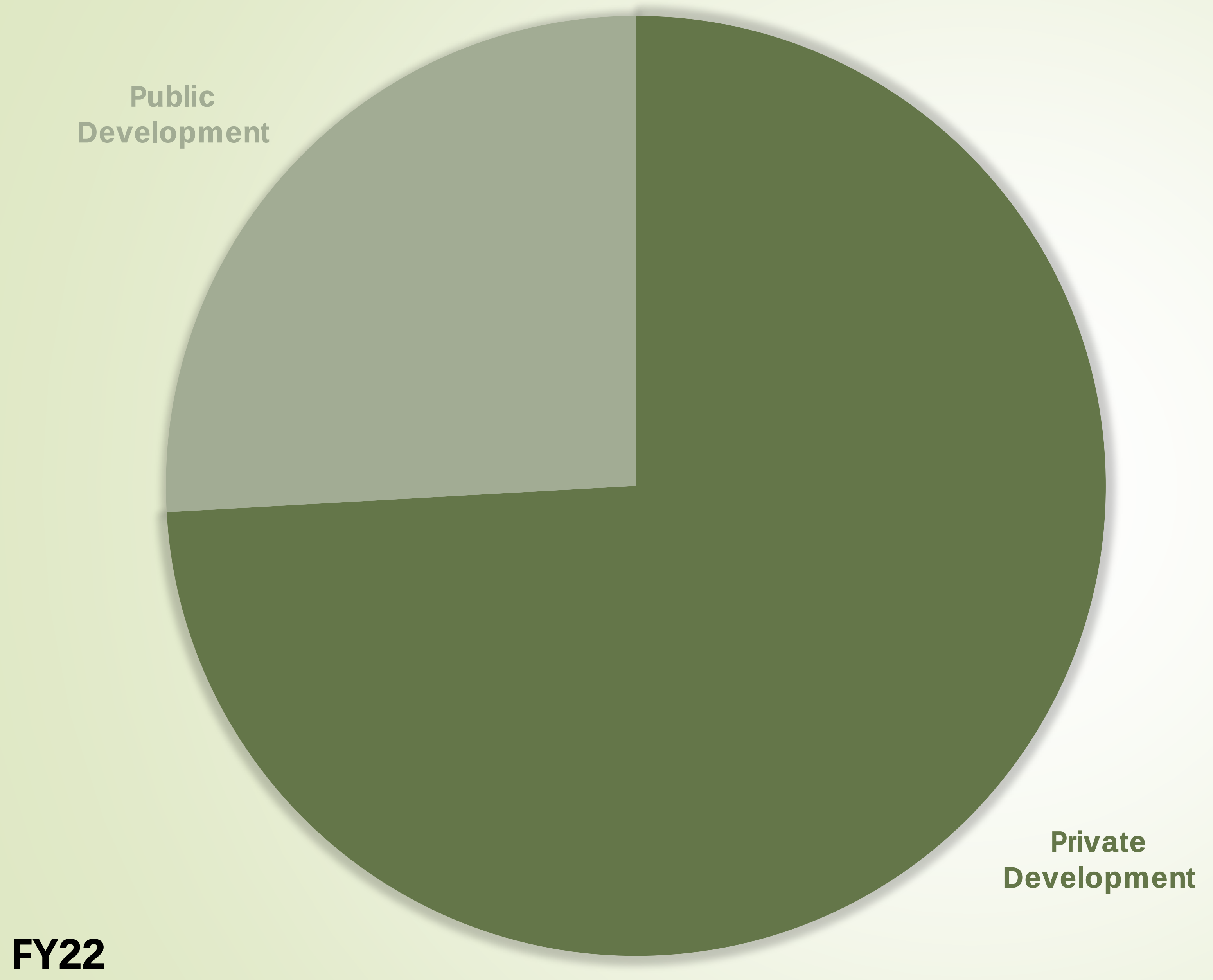
FY22 (7/1/21-6/6/22)

Application Fees by Management Area



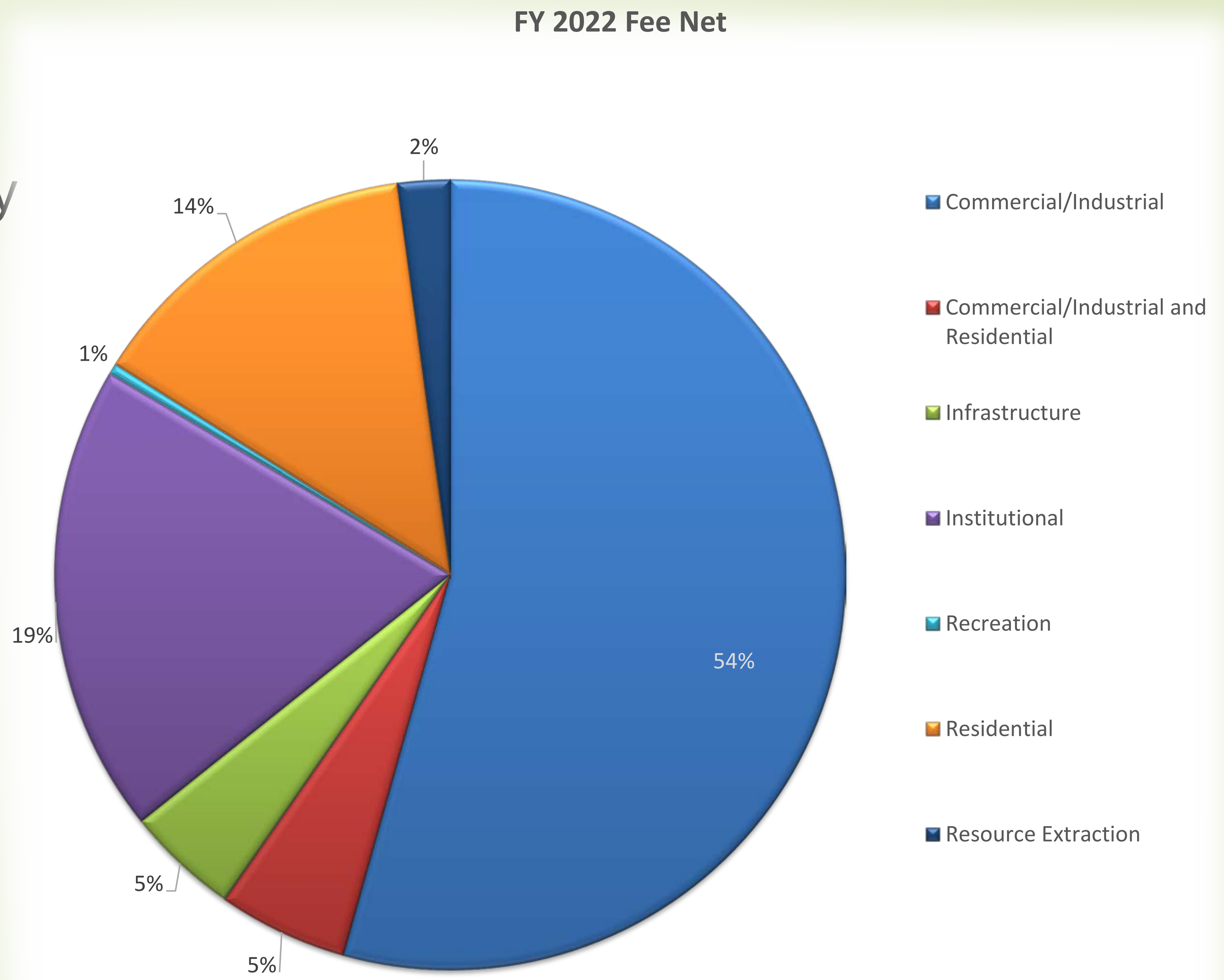
Some project span multiple management areas: proportions are approximate

Proportions of Net Fees from Public Development and Private Development Applications

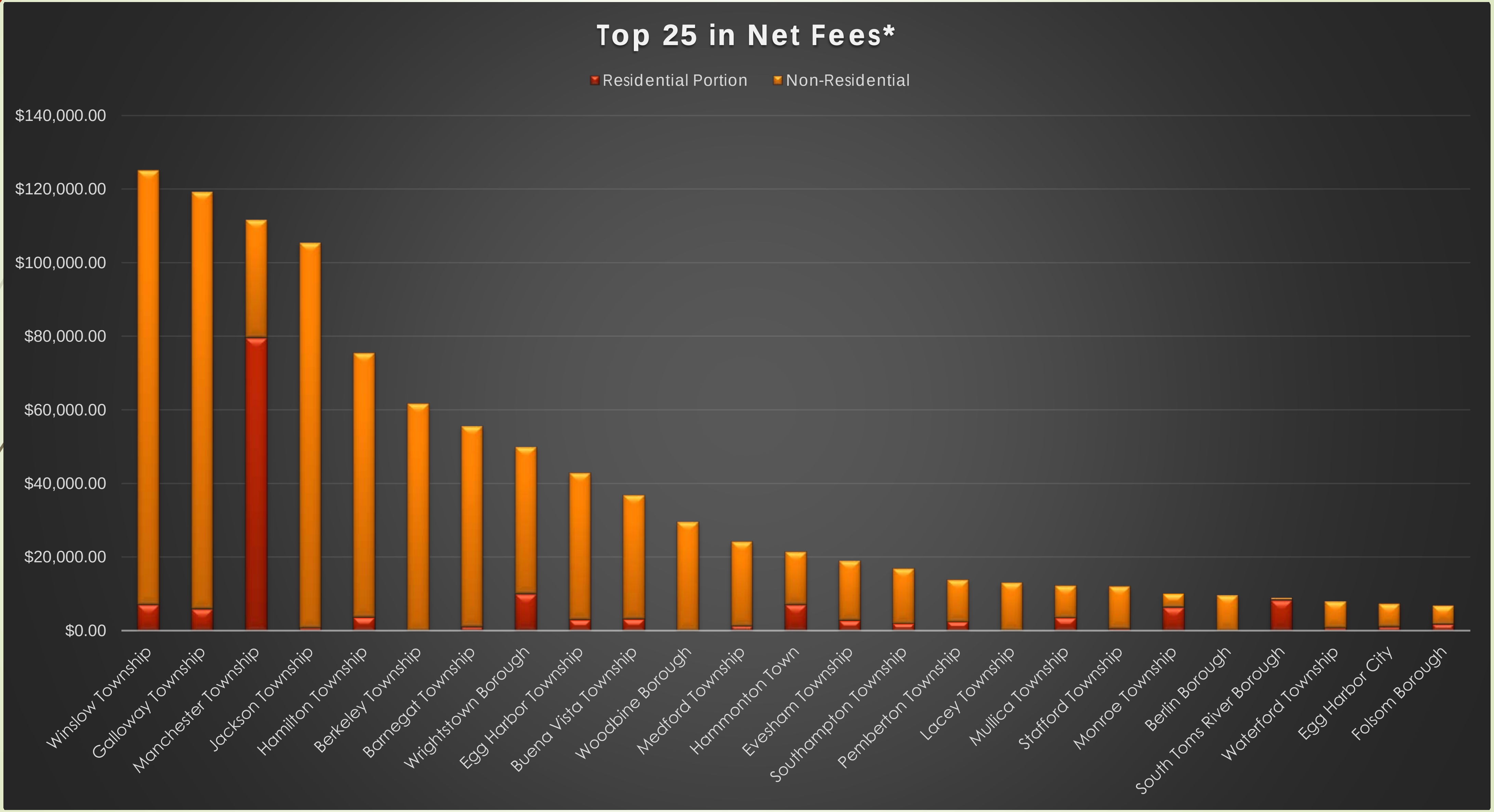


Proportion of All Net Fees Categorized by Development Type

- Net unrefunded fees
- Residential development includes subdivisions, demolition of 50-yr old or greater
- Commercial/Industrial includes retail, restaurant, home occupation, warehouse, solar, self-storage, etc.
- Commercial/Industrial and Residential is a mixed-use development with residential component

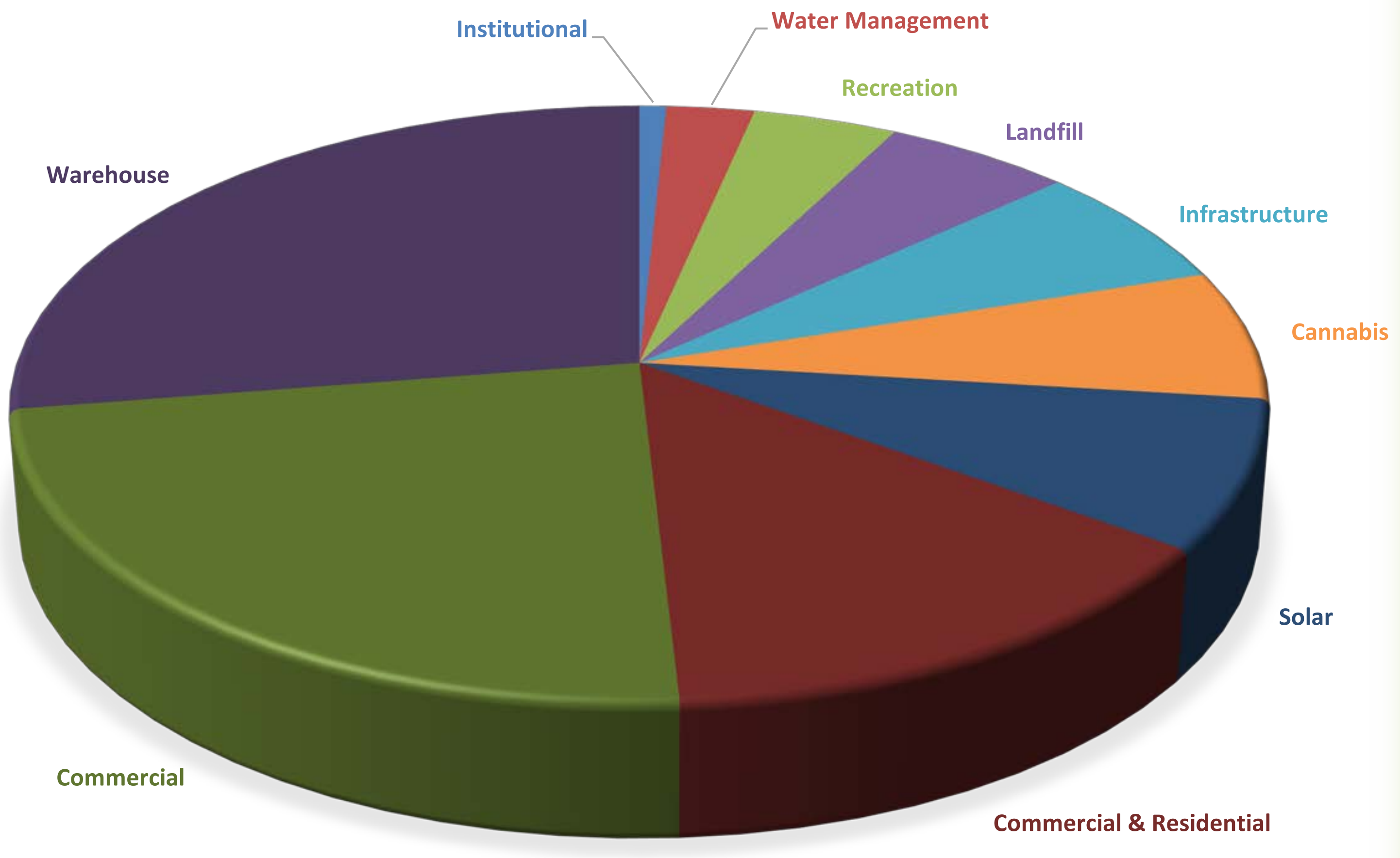


Top 25 Municipalities by Application Fees – FY22



- Top Ten Non-Residential Uses
- Proportion by Application Fees

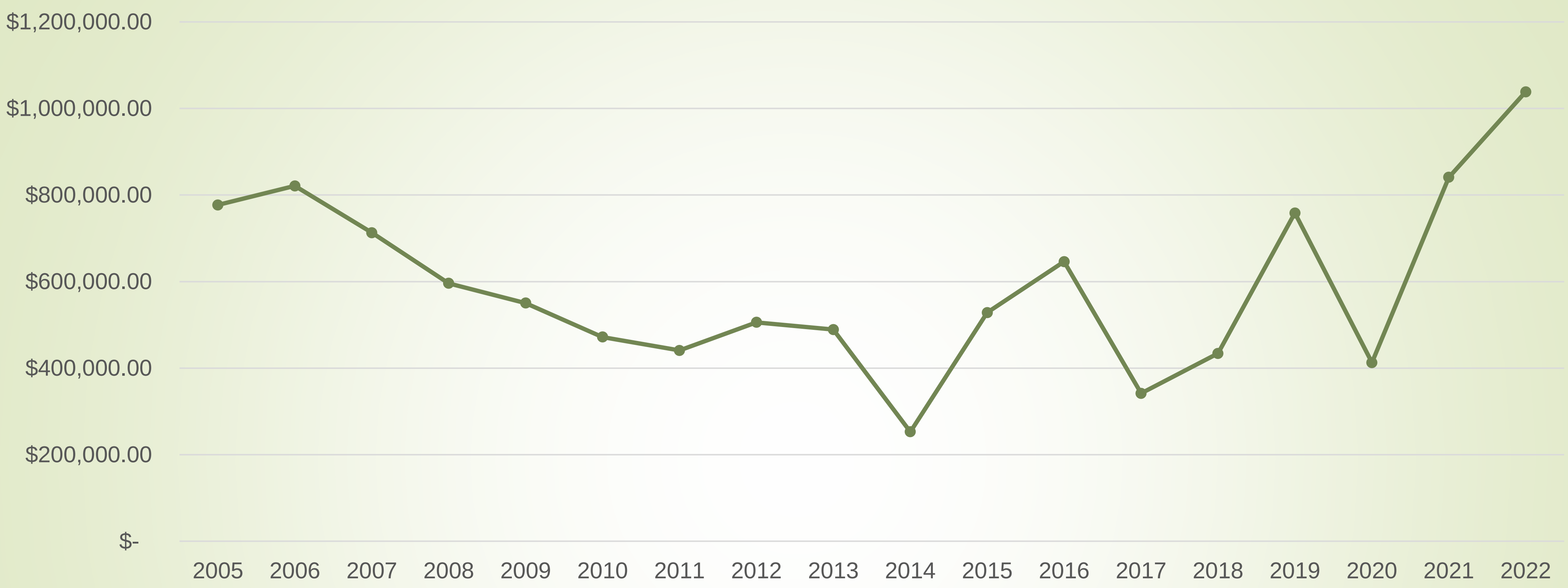
FY 22 NON-RESIDENTIAL TOP TEN



Residential Development by Management Area

Management Area Residential Units	Sum of Units	Net Fees
Preservation Area District	2	$500
Forest Area	18	$6,500
Agricultural Production Area	14	$5,265
Rural Development Area	30	$12,250
Pinelands Village	18	$7,280
Pinelands Town	535	$79,669
Regional Growth Area	1398	$87,182
Grand Total	**2,015**	**$198, 646**

This table does not include subdivisions with no additional development, demolition of 50 years or older, or refunded fees. Mixed use developments or other development costs increase the net fees.



Annual Fee Revenues

Fee Projections – Rolling five-year estimate

- FY 22 Year-To-Date (June 6): $1,038,222
- Average over five years (2016 to 2022): $697,035
- Mean Net Annual since 2005: $557,288
- Other considerations:
  - **59%** of years **anticipated** fee revenue is above **actual** fee revenue;
  - **56%** of years see actual **decreases below prior year** actual fee revenue;
- No fool-proof method to predict fee revenue
- Regress toward the mean

FY2023 Projection and Recommendation

Recommendation is 30% increase over FY22 anticipated revenue	Actual FY22 fee revenue about 23% above FY21 revenue
Recommendation is 6.75% below five-year average	Recommendation is 17% above mean net actual since 2005

$650,000

Range of Checking Accts: OPERATING to OPERATING Range of Check Dates: 06/01/22 to 06/30/22
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

OPERATING

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num	
7280	06/03/22	ATS	ATS - Advanced Telemetry Syst.	14,576.25		111	Implant transmitters for Snake Studies.
7281	06/03/22	CDWGO005	CDW-GOVERNMENT LLC	338.46		111	
7282	06/03/22	DELL0005	DELL	13,243.76		111	2 Dell Servers
7283	06/03/22	EARTH010	EARTH FIRST NATIVE PLANT	280.25		111	
7284	06/03/22	GRAIN005	GRAINGER	164.10		111	
7285	06/03/22	HOMED005	HOME DEPOT CREDIT SERVICES	48.20		111	
7286	06/03/22	IMPAC005	IMPAC FLEET	688.21		111	
7287	06/03/22	INSIT005	IN-SITU INC.	2,757.79		111	
7288	06/03/22	LAURE005	LAUREL LAWNMOWER SERVICE, INC.	36.35		111	
7289	06/03/22	PUBLI010	PUBLIC EMPLOYEES' RETIREMENT S	347.79		111	
7290	06/03/22	SOLIN005	SOLINST	242.70		111	
7291	06/03/22	TREAS005	TREASURER, STATE OF NEW JERSEY	3,280.45		111	
7292	06/03/22	UGIEN005	UGI Energy Services, LLC	358.27		111	
7293	06/03/22	VAULT005	Vault Medical Services of NJ	4,440.00		111	Covid-19 Testing Kits
7294	06/03/22	VERIZ005	VERIZON WIRELESS SERVICES, LLC	395.46		111	
7295	06/16/22	ALKEM005	ALKEMA, PAUL	250.00		112	
7296	06/16/22	BANKO010	BANK OF AMERICA	0.00	06/16/22 VOID	0	
7297	06/16/22	BANKO010	BANK OF AMERICA	0.00	06/16/22 VOID	0	
7298	06/16/22	BANKO010	BANK OF AMERICA	3,267.58		112	
7299	06/16/22	BURLI005	BURLINGTON COUNTY TIMES	12.88		112	
7300	06/16/22	DILIB005	DILIBERTI, CHARLES	250.00		112	
7301	06/16/22	DIVER005	DIVERSIFIED STORAGE SOLUTIONS	212.50		112	
7302	06/16/22	DRIAL005	DRIALO, JON	250.00		112	
7303	06/16/22	GRAIN005	GRAINGER	409.41		112	
7304	06/16/22	HORNJ005	HORN, JEFFERY	417.05		112	
7305	06/16/22	JESSI005	JESSICA LYNCH, PETTY CASH CUST	0.00	06/16/22 VOID	0	
7306	06/16/22	JESSI005	JESSICA LYNCH, PETTY CASH CUST	591.17		112	
7307	06/16/22	LOWES005	LOWES	504.29		112	
7308	06/16/22	NJDEP020	TREASURER, STATE OF NJ	75.00		112	
7309	06/16/22	NJECC005	American's Charities - NJECC	1,001.00		112	
7310	06/16/22	NJSTA005	NJ STATE DISTRIBUTION CENTER	180.33		112	
7311	06/16/22	PRESS005	PRESS OF ATLANTIC CITY	41.60		112	
7312	06/16/22	PRIME005	PRIMEPAY, LLC	391.48		112	
7313	06/16/22	PTSD	Pemberton Twp Sewer Division	1,710.00		112	
7314	06/16/22	PUBLI005	PUBLIC SERVICE ELECTRIC & GAS	124.75		112	
7315	06/16/22	RICHTREE	Rich Tree Service	3,610.00		112	
7316	06/16/22	RICOH010	RICOH	416.38		112	
7317	06/16/22	SAILL005	SAIL LAKE REALTY	250.00		112	
7318	06/16/22	UGIEN005	UGI Energy Services, LLC	95.30		112	
7319	06/16/22	UHAUL005	UHAUL	5,000.00		112	Fee Refund APP #2011-0051.002
7320	06/16/22	WASTE005	WASTE MANAGEMENT OF NEW JERSEY	84.85		112	
7321	06/16/22	WENGR005	EDWARD WENGROWSKI	39.95		112	
7322	06/30/22	APANE005	APA New Jersey	950.00		113	
7323	06/30/22	BEVAN005	BEVAN SECURITY SYSTEMS, INC.	216.00		113	
7324	06/30/22	DAVIS020	DAVIS LANWS & LANDSCAPES	9,500.00		113	Landscaping Services for Rain Garden
7325	06/30/22	DELL0005	DELL	2,624.51		113	
7326	06/30/22	HERPE	Herpetological Associates, Inc	29,817.95		113	Professional Services related to Grants
7327	06/30/22	HORNE005	CHARLES M. HORNER	130.00		113	
7328	06/30/22	JERSE025	JERSEY CENTRAL POWER & LIGHT	1,756.40		113	

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num	
OPERATING		Continued			
7329	06/30/22	LENNA005 LENNAR CORP	7,190.71	113	Fee Refund APP #1996-1297.002
7330	06/30/22	OBRIE005 O'BRIEN & SONS, INC.	152.51	113	
7331	06/30/22	P0000005 P. T. W. D.	167.99	113	
7332	06/30/22	PLEAKAN Paul Leakan	156.93	113	
7333	06/30/22	RICOH010 RICOH	832.76	113	
7334	06/30/22	THOMS005 THOMSON WEST PAYMENT CENTER	348.00	113	
7335	06/30/22	TREAS005 TREASURER, STATE OF NEW JERSEY	1,254.94	113	
7336	06/30/22	TREAS020 TREASURER, STATE OF NEW JERSEY	56.00	113	
7337	06/30/22	VERIZ005 VERIZON WIRELESS SERVICES, LLC	395.60	113	
7338	06/30/22	WPIKOLYC William Pikolycky	158.55	113	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	56	3	116,092.41	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	56	3	116,092.41	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	56	3	116,092.41	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	56	3	116,092.41	0.00

Range of Accounts: 1-00-000-01-11-02 to 1-00-000-01-11-02 Starting Date: 05/01/22 Ending Date: 06/30/22
Transaction Type: Manual Db: N Cr: Y Receipts Db: N Cr: N Adopt/Amend Db: N Cr: N Invoice Db: N Cr: N
Expenditures Db: N Cr: N Encumbrance Db: N Cr: N Accrued Revenue Db: N Cr: N Refund Db: N Cr: N
Disbursements Db: N Cr: N Revenue Db: N Cr: N Reimbursements Db: N Cr: N Transfer OverPayment Db: N Cr: N
Deferred Revenue Db: N Cr: N Received Db: N Cr: N
Summarize Receipts/Disbursements: N

G/L Account No. / Date	Transaction	Description	Type	Debit	Credit		Reference #	User
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05/02/22	Manual Entry	RECORD QRTLY SUI/SDI PAYMENT FORM 927			4,480.42	G	211 2	CEBERSBE
05/03/22	Manual Entry	RECORD EFT FEDERAL TAX PPE 04/22/22			31,313.09	G	211 6	CEBERSBE
05/04/22	Manual Entry	RECORD EFT DEF COMP/ROTH PPE 04/22/22			4,913.13	G	211 9	CEBERSBE
05/04/22	Manual Entry	RECORD EFT NJGIT PPE 04/22/22			4,406.01	G	211 11	CEBERSBE
05/04/22	Manual Entry	RECORD EFT PA REV PPE 04/22/22			251.35	G	211 13	CEBERSBE
05/11/22	Manual Entry	RECORD NET PAY DISTRIBUTION PPE 05/06/22			86,395.25	G	211 15	CEBERSBE
05/18/22	Manual Entry	RECORD FEDERAL TAX PAYMENT PPE 05/06/22			34,129.08	G	211 47	CEBERSBE
05/18/22	Manual Entry	RECORD NJGIT TAX PAYMENT PPE 05/06/22			4,924.57	G	211 49	CEBERSBE
05/18/22	Manual Entry	RECORD EFT DEF COMP/ROTH PPE 05/06/22			4,854.79	G	211 52	CEBERSBE
05/19/22	Manual Entry	RECORD EFT PA REV PPE 05/06/22			244.77	G	211 54	CEBERSBE
05/25/22	Manual Entry	RECORD NET PAY DISTRIBUTION PPE 05/20/22			78,864.87	G	211 60	CEBERSBE
05/27/22	Manual Entry	RECORD EFT FED TAX PAYMENT PPE 05/20/22			30,245.57	G	211 89	CEBERSBE
05/27/22	Manual Entry	RECORD EFT NJGIT PAYMENT PPE 05/20/22			4,251.55	G	211 91	CEBERSBE
05/31/22	Manual Entry	EFT DEF COMP/ROTH PAYMENT PPE 05/20/22			4,863.25	G	211 94	CEBERSBE
05/31/22	Manual Entry	RECORD EFT PAYMENT PA REV PPE 05/20/22			234.77	G	211 96	CEBERSBE
06/02/22	Manual Entry	NSF CK FEE - HOPE CHAPEL BUSINESS CK 102			15.00	G	212 2	JLYNCH
06/07/22	Manual Entry	MONEY TRANSFER FEES CHARGED BY BANK			25.00	G	212 12	JLYNCH
06/08/22	Manual Entry	RECORD NET PAY DISBURSEMENT PPE06/03/22			83,037.05	G	212 18	JLYNCH
06/14/22	Manual Entry	MONEY TRANSFER FEE CHARGED BY BANK			25.00	G	212 48	JLYNCH
06/14/22	Manual Entry	RECORD EFT FED TAX PAYMENT PPE 06/03/22			32,460.65	G	212 52	JLYNCH
06/14/22	Manual Entry	EFT FSA PAYMENT			20.00	G	212 54	JLYNCH
06/15/22	Manual Entry	EFT NJGIT TAX PAYMENT PPE 06/03/22			4,782.33	G	212 56	JLYNCH
06/15/22	Manual Entry	EFT PAYMENT DEF COMP/ROTH PPE 06/03/22			4,839.40	G	212 59	JLYNCH
06/16/22	Manual Entry	EFT PAYMENT PA REV PPE 06/03/22			186.75	G	212 61	JLYNCH
06/22/22	Manual Entry	RECORD NET PAY DISBURSEMENT PPE 06/17/22			78,422.31	G	212 63	JLYNCH
06/28/22	Manual Entry	AMOUNT PAID EFT APRIL ACTIVE PREMIUM			35,799.51	G	212 94	JLYNCH
06/28/22	Manual Entry	AMOUNT PAID EFT APRIL RETIREE PREMIUM			13,659.68	G	212 96	JLYNCH
06/28/22	Manual Entry	AMOUNT PAID EFT MAY RETIREE PREMIUM			18,601.98	G	212 98	JLYNCH
06/28/22	Manual Entry	AMOUNT PAID EFT JUNE RETIREE PREMIUM			13,186.72	G	212 100	JLYNCH
06/28/22	Manual Entry	RECORD EFT FED TAX PAYMENT PPE 06/17/22			30,036.14	G	212 104	JLYNCH
06/28/22	Manual Entry	RECORD EFT PAYMENT FOR DENTAL JULY 2021			2,136.48	G	212 107	JLYNCH
06/28/22	Manual Entry	RECORD EFT PAYMENT FOR DENTAL AUG 2021			2,062.58	G	212 110	JLYNCH
06/28/22	Manual Entry	RECORD EFT PAYMENT FOR DENTAL SEPT 2021			1,988.68	G	212 113	JLYNCH
06/28/22	Manual Entry	RECORD EFT PAYMENT FOR DENTAL OCT 2021			1,840.88	G	212 116	JLYNCH
06/28/22	Manual Entry	RECORD EFT PAYMENT FOR DENTAL NOV 2021			1,988.68	G	212 119	JLYNCH
06/28/22	Manual Entry	RECORD EFT PAYMENT FOR DENTAL DEC 2021			1,988.68	G	212 122	JLYNCH
06/29/22	Manual Entry	RECORD EFT PAYMENT FOR DENTAL JAN 2022			1,870.39	G	212 125	JLYNCH
06/29/22	Manual Entry	RECORD EFT PAYMENT FOR DENTAL FEB 2022			1,870.39	G	212 128	JLYNCH
06/29/22	Manual Entry	RECORD EFT PAYMENT FOR DENTAL MARCH 2022			1,870.39	G	212 131	JLYNCH
06/29/22	Manual Entry	RECORD EFT PAYMENT FOR DENTAL APRIL 2022			2,173.88	G	212 134	JLYNCH
06/29/22	Manual Entry	RECORD EFT PAYMENT FOR DENTAL MAY 2022			2,125.49	G	212 137	JLYNCH
06/29/22	Manual Entry	RECORD EFT PAYMENT FOR DENTAL JUNE 2022			2,008.28	G	212 140	JLYNCH
06/29/22	Manual Entry	EFT PAYMENT DEF COMP/ROTH PPE 06/17/22			4,670.60	G	212 143	JLYNCH
06/29/22	Manual Entry	MONEY TRANSFER FEE CHARGED BY BANK			25.00	G	212 147	JLYNCH
06/29/22	Manual Entry	EFT DIV PENSIONS FOR APRIL 2022			25,956.66	G	212 151	JLYNCH

G/L Account No. Date	Transaction	Description	Type	Debit	Credit	Reference #	User
1-00-000-01-11-02		BENEFICIAL BANK-OPERATING	Asset	Continued			
06/29/22	Manual Entry	EFT DIV PENSIONS FOR MAY 2022			26,308.78	G 212 155	JLYNCH
06/29/22	Manual Entry	EFT FOR NJGIT PAYMENT FOR PPE 06/17/22			4,273.18	G 212 157	JLYNCH
06/30/22	Manual Entry	EFT FOR PA REV PAYMENT FOR PPE 06/17/22			188.72	G 212 159	JLYNCH
06/30/22	Manual Entry	AMOUNT PAID EFT MAY ACTIVE PREMIUM			65,040.25	G 212 161	JLYNCH
06/30/22	Manual Entry	AMOUNT PAID EFT JUNE ACTIVE PREMIUM			60,732.36	G 212 163	JLYNCH

Total Manual Entry:	50	Debit:	0.00	Credit:	820,590.34	Net:	820,590.34 Cr

Report Totals

Total Manual Entry:	50	Debit:	0.00	Credit:	820,590.34	Net:	820,590.34 Cr
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Total Transactions:	50	Debit:	0.00	Credit:	820,590.34	Net:	820,590.34 Cr

New Jersey Pinelands Commission
Application Fee Summary

FY Total	Month	Total Revenue	Received Number	Received Amount	Refunded Number	Refunded Amount
Budget	FY 2022					
$141,712.47	July	141,712.47	30	$142,212.47	2	$500.00
$235,250.08	August	93,537.61	39	$95,637.61	6	$2,100.00
$312,384.55	September	77,134.47	33	$80,343.84	7	$3,209.37
$359,882.17	October	47,497.62	36	$84,014.45	5	$36,516.83
$377,984.38	November	18,102.21	33	$23,602.21	3	$5,500.00
$452,037.68	December	74,053.30	27	$100,428.60	7	$26,375.30
$624,688.22	January	172,650.54	24	$173,906.79	5	$1,256.25
$724,907.58	February	100,219.36	31	$107,219.36	1	$7,000.00
$813,053.78	March	88,146.20	46	$88,396.20	1	250.00
$926,895.04	April	113,841.26	35	$117,591.26	1	3,750.00
$1,036,017.55	May	109,122.51	28	$110,122.51	4	1,000.00
$1,113,432.35	June	77,414.80	42	91,022.56	7	13,607.76
$1,113,432.35		$1,113,432.35	404	$1,214,497.86	49	$101,065.51

Budget Anticipated	$500,000.00	
Amount Collected	$1,113,432.35	222.69%
Amount in Excess of Budget.	$613,432.35	122.69%

DRAFT

RESOLUTION OF THE NEW JERSEY PINELANDS COMMISSION

NO. PC4-22-________

TITLE: To Adopt the Pinelands Commission's Fiscal Year 2023 Budgets for the Operating Fund, Katie Trust Fund, Fenwick Manor Preservation Fund, and the Pinelands Conservation Fund

Commissioner ____________________________ moves and Commissioner ____________________________ seconds the motion that:

WHEREAS, pursuant to the Pinelands Protection Act, the Pinelands Commission is charged with the continuing implementation and monitoring of the Pinelands Comprehensive Management Plan; and

WHEREAS, the State of New Jersey has appropriated $3,399,000 to support the Commission's operations during Fiscal Year 2023; and

WHEREAS, the Department of the Treasury has informed the Commission that $687,000 (31%) of budgeted health benefits and pension costs will be covered through the State's interdepartmental accounts in Fiscal Year 2023; and

WHEREAS, the Commission anticipates that additional funding sources of $1,667,500 will be available to further support the Commission's operations; and

WHEREAS, as recommended by the Pinelands Climate Committee at its meeting of July 29, 2022, the Fiscal Year 2023 Operating Budget includes the establishment of a $500,000 Energy Conservation Reserve to be used for projects and capital expenditures that foster the Commission's mission toward improved energy conservation, sustainability and mitigation of greenhouse gas emissions to the greatest extent feasible, consistent with Pinelands Commission Resolutions PC4-20-37 and PC4-22-15; and

WHEREAS, in order to accomplish these and other important initiatives and to continue to carry out the Commission's regulatory responsibilities, the Fiscal Year 2023 Operating Budget anticipates a $688,078 draw from the Commission's unreserved, undesignated fund balance; and

WHEREAS, the Operating Budget for Fiscal Year 2023 totals $6,501,578; and

WHEREAS, the remaining unreserved, undesignated fund balance amount is sufficient to cover unforeseen or emergency expenditures in the near future; and

WHEREAS, the Katie Trust Fund Budget for Fiscal Year 2023 anticipates expenditures of $500, which will be drawn from the Fund Balance and used for maintenance of the new rain garden on the Commission's property; and

WHEREAS, adoption of a new Fenwick Manor Preservation Budget is necessary to recognize the $500,000 special appropriation to the Pinelands Commission included in the State's Fiscal Year 2023 Budget for the refurbishment, maintenance and preservation of Fenwick Manor. Anticipated expenditures of $500,000 will be drawn from this State Aid; and

WHEREAS, a financial plan for the Pinelands Conservation Fund (PCF), which includes four programs (Land Acquisition, Conservation Planning and Research, Community Planning and Design and Education and Outreach), was approved by the Commission in April 2005 and last revised in August 2014; and

WHEREAS, the Fiscal Year 2023 budget for the Land Acquisition program totals $8,350; and

WHEREAS, the Fiscal Year 2023 budget for the Conservation Planning and Research program totals $703,011; and

WHEREAS, the Fiscal Year 2023 budget for the Community Planning and Design program totals $154,070; and

WHEREAS, the Fiscal Year 2023 budget for the Education and Outreach program totals $95,400; and

WHEREAS, the total Fiscal Year 2023 budget for the Pinelands Conservation Fund is $960,831; and

WHEREAS, the Commission’s Personnel & Budget Committee has reviewed the FY 2023 budgets for the Operating Fund, Katie Trust Fund, Fenwick Manor Preservation Fund and Pinelands Conservation Fund and has recommended their adoption by the Commission; and

WHEREAS, pursuant to N.J.S.A. 13:18A-5h, no action authorized by the Commission shall have force or effect until ten (10) days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the meeting of the Commission has been delivered to the Governor for review, unless prior to expiration of the review period the Governor shall approve same, in which case the action shall become effective upon such approval.

NOW, THEREFORE BE IT RESOLVED that the Pinelands Commission hereby adopts the attached Fiscal Year 2023 Budgets for the Operating Fund totaling $6,501,578, the Katie Trust Fund totaling $500, the Fenwick Manor Preservation Fund totaling $500,000 and the Pinelands Conservation Fund totaling $960,831.

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	150,000	4
NPS - Long Term Economic Monitoring	191,000	156,000	142,600	150,000	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	5,133,500	
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	6,501,578	

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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	38,842	19
TOTAL SUPPLIES	103,033	128,784	131,712	150,202	
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	6,501,578	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 $38,142 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 <u>other services</u> 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 <u>maintenance buildings and grounds</u> 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 <u>maintenance - equipment</u> budget provides for the inspection, maintenance and repair of certain building systems and other equipment.

31. The <u>maintenance vehicular</u> 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 <u>acquisitions - equipment</u> 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 <u>acquisitions - information processing equipment</u> 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 $6,501,578. 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 $3,882,014.

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
Land Acquisition					
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**	

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
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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.