

**PINELANDS COMMISSION  
KATIE TRUST FUND  
FISCAL YEAR 2022 BUDGET**

Revenue	FY 2019 Unaudited	FY 2020 Unaudited	FY 2021 Unaudited	FY 2022 Anticipated	Notes
Katie Trust Fund Balance Anticipated	15,000	15,000	15,000	20,000	1
Total Reserve Anticipated	15,000	15,000	15,000	20,000	

Expenditure Account	FY 2019 Unaudited	FY 2020 Unaudited	FY 2021 Unaudited	FY 2022 Anticipated	Notes
Rain Garden Supplies, Labor & Specimens	-	-	-	20,000	2
	-	-	-	20,000	
Ground Supplies					
Plants & Fencing	4,000	4,000	4,000	-	
Total Supplies	4,000	4,000	4,000	-	
Services					
Professional Services	10,000	10,000	10,000	-	
Total Services	10,000	10,000	10,000	-	
Improvements & Acquisitions					
Acquisitions - Furniture	1,000	1,000	1,000	-	
Total Improvements & Acquisitions	1,000	1,000	1,000	-	
Total Expenditures	15,000	15,000	15,000	20,000	

**PINELANDS COMMISSION  
KATIE TRUST FUND  
FISCAL YEAR 2022 BUDGET NOTES  
August 23, 2021**

1. This is the anticipated Fund Balance needed to complete redesign and conversion of the Katie Garden into a native plant garden that serves as an extension of the Visitors Center.
2. Staff are currently researching the cost of installation for one or more rain gardens on the Commission's property. The available funding will cover the cost of design, materials, labor and plant specimens to fill the garden.

**PINELANDS COMMISSION  
PINELANDS CONSERVATION FUND  
FISCAL YEAR 2022 BUDGET**

Revenue Source	FY2019 Unaudited	FY2020 Unaudited	FY2021 Unaudited	FY2022 Anticipated	Notes
Interest Income - Land Acquisition	6,000	15,000	1,640	1,050	1
Interest Income - Conservation Planning & Research	25,000	47,255	3,200	1,800	1
Interest Income - Community Planning & Design	10,000	34,000	1,600	900	1
Interest Income - Education & Outreach	8,000	22,000	620	1,100	1
SJTA - MOA	0	500,000	500,000	500,000	2
<b>Total Revenue</b>	<b>49,000</b>	<b>618,255</b>	<b>507,060</b>	<b>504,850</b>	
Cancellation of Prior Year Encumbrances	0	0	0	0	
Reserves for Pinelands Conservation Activities	814,397	0	323,556	538,782	
<b>Total Revenue/Other Sources Anticipated</b>	<b>863,397</b>	<b>618,255</b>	<b>830,616</b>	<b>1,043,632</b>	

Expenditure Account	FY2019 Unaudited	FY2020 Unaudited	FY2021 Unaudited	FY2022 Anticipated	Notes
<b><u>Land Acquisition</u></b>					
Salaries & Wages	5,000	5,750	16,800	20,000	
Fringe Benefits	2,550	2,875	7,896	10,600	
Information Processing	0	0	0	0	
Land Acquisition	276,457	0	0	0	
Administrative Assessment	0	0	0	0	3
<b>Total Land Acquisition Expenditures</b>	<b>284,007</b>	<b>8,625</b>	<b>24,696</b>	<b>30,600</b>	4

**Conservation Planning and Research**

Salaries & Wages	157,000	207,133	232,346	363,812	
Fringe Benefits	80,070	103,566	109,203	192,820	
Printing & Office Supplies	0	0	0	0	
Other Supplies		17,872	15,125	15,500	
Travel	1,702	2,227	3,100	5,421	
Information Processing	5,538	728	1,410	500	
Technical Services	70,000		5,300	5,300	
Professional Services			90,868	88,199	
Other Services	300	200	100	75	
Acquisitions - Equipment			3,000	3,400	
Administrative Assessment	20,000	20,000	20,000	20,000	3
<b>Total Conservation Planning/Research Expenditures</b>	<b>334,610</b>	<b>351,726</b>	<b>480,452</b>	<b>695,027</b>	5

**Community Planning and Design**

Salaries & Wages	62,000	85,000	129,000	101,000	
Fringe Benefits	31,620	42,500	60,630	53,530	
Printing & Office Supplies	385	500	100	100	
Travel	154	54	0	0	
Postage	250	500	500	500	
Information Processing	500	500	618	250	
Other Services	200	550	300	275	
Administrative Assessment	20,000	20,000	20,000	20,000	3
<b>Total Community Planning/Design Expenditures</b>	<b>115,109</b>	<b>149,604</b>	<b>211,148</b>	<b>175,655</b>	6

**Education and Outreach**

Salaries & Wages	45,000	55,000	60,000	75,000	
Fringe Benefits	22,950	27,500	28,200	39,750	
Printing & Office Supplies	500	500	0	0	
Travel	0	0	100	100	
Other Supplies	900	500	1,320	1,600	
Other Services	40,321	4,800	4,700	5,000	
Acquisitions - Equipment				900	
Administrative Assessment	20,000	20,000	20,000	20,000	3
<b>Total Education and Outreach</b>	<b>129,671</b>	<b>108,300</b>	<b>114,320</b>	<b>142,350</b>	7

<b>Total Expenditures</b>	<b>863,397</b>	<b>618,255</b>	<b>830,616</b>	<b>1,043,632</b>	
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**PINELANDS COMMISSION**  
**PINELANDS CONSERVATION FUND**  
**FISCAL YEAR 2022 BUDGET NOTES**  
**August 23, 2021**

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 2022 estimated interest income totals only \$4,850 and is comprised of interest income from the four cash accounts. All interest income stays within the particular program and is available to help fund the various projects. This amount is a drastic decrease from the last few years due to the Federal Bank Reserve cutting interest rates on March 15, 2020 due to the Covid-19 pandemic. The FED has imposed emergency interest rates.
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.
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 includes 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. FY 2022 will continue to see the removal of the annual assessment from the Land Acquisition program.
4. The Land Acquisition program budget for FY 2022 totals \$30,600. Personnel costs (salaries/wages and fringe benefits) are estimated at \$30,600 in support of the Commission's permanent land protection initiatives.
5. The Conservation Planning and Research program budget for FY 2022 totals \$695,027. Personnel costs (salaries/wages and fringe benefits) are estimated at \$556,632 to support the following initiatives and special projects: implementation of the rapid landfill assessment; implementation of the alternate septic system pilot program (including introduction of new technologies and municipal adoption of implementing ordinances); adoption and implementation of water supply and water conservation standards for the Kirkwood/Cohansey aquifer; and evaluation and adoption of CMP amendments related to the Electric Transmission Line Right of Way Pilot Program. In addition to Planning projects, the Science Office is continuing to conduct Corn Snake and King Snake (partnered with EPA and Herpetological Associates) research. In FY22, the Science Office's research related to box turtles will also be funded from this account. Miscellaneous expenses (supplies, training, travel and legal advertisements) supporting

the program total \$18,900. Professional Services for both Snake Studies total \$88,199. Rounding out the budget is the \$20,000 administrative assessment mentioned above.

6. The Community Planning and Design program budget for FY 2022 totals \$175,655. Personnel costs (salaries/wages and fringe benefits) are estimated at \$154,530 to support the following initiatives and special projects: review and proposal of amendments to the Forest and Rural Development Area clustering rules; review and proposal of amendments to the Commission's solar energy facility rules; preparation of updated PDC supply and demand estimates, administrative responsibilities supporting the Pinelands Development Credit Bank and administration of the Pinelands Infrastructure Trust Fund. Miscellaneous expenses (software, postage, printing, supplies, meeting expenses and legal advertisements) supporting the program equal \$1,125. Rounding out the budget is the \$20,000 administrative assessment mentioned above.
7. The Education and Outreach program budget for FY 2022 totals \$142,350. Personnel costs (salaries/wages and fringe benefits) are estimated at \$114,750 to support the two annual Pinelands Short Courses, the World Water Monitoring Challenge and other Outreach programs. Also included is \$4,800 for supplies related to the Exhibit Center. Miscellaneous expenses (supplies and mileage) supporting the program equal \$2,800. Rounding out the budget is the \$20,000 administrative assessment mentioned above.

**PINELANDS COMMISSION  
OPERATING BUDGET REVENUES  
GENERAL FUND  
FISCAL YEAR 2022**

Revenue Source	FY2019 Unaudited	FY2020 Unaudited	FY2021 Unaudited	FY2022 Anticipated	Notes
State Appropriation	2,799,000	2,949,000	3,099,000	3,249,000	1
State Supplemental Funding (Fringe Benefits)	687,000	687,000	687,000	687,000	2
Miscellaneous Income	200	40	0	0	
Interest Income	25,000	50,000	4,000	4,000	3
CCMUA Hydrologic Monitoring	10,330	0	0	0	
NPS - Long Term Environmental Monitoring	313,271	192,000	144,000	155,400	4
NPS - Long Term Economic Monitoring	326,058	191,000	156,000	142,600	4
Drexel - DWRP	322,003	0	0	0	
EPA - Micro	140,379	100,000	125,000	95,000	
EPA - Kingsnake	0	0	160,000	225,000	
Stockton College MOA	20,000	0	0	0	
Wetlands Permitting	10,000	4,000	1,000	1,000	5
Pinelands Application Fees	430,000	690,000	380,000	500,000	6
Utility Companies ROW Program	59,200	0	0	0	
<b>TOTAL REVENUE</b>	<b>5,142,441</b>	<b>4,863,040</b>	<b>4,756,000</b>	<b>5,059,000</b>	
Microfilm Reserve Anticipated	3,650	3,650	3,650	3,650	7
Computer Reserve Anticipated	18,420	18,420	18,420	18,420	8
Fenwick Manor Painting Reserve Anticipated	120,000	120,000	120,000	120,000	9
Administrative Assessment (Pnlds. Conserv. Fund)	60,000	60,000	60,000	60,000	10
Undesignated Fund Balance Anticipated	570,563	849,964	957,004	705,132	11
<b>TOTAL OTHER INCREASES</b>	<b>772,633</b>	<b>1,052,034</b>	<b>1,159,074</b>	<b>907,202</b>	
<b>TOTAL REVENUE AND OTHER INCREASES</b>	<b>5,915,074</b>	<b>5,915,074</b>	<b>5,915,074</b>	<b>5,966,202</b>	

**PINELANDS COMMISSION  
OPERATING BUDGET EXPENDITURES  
GENERAL FUND  
FISCAL YEAR 2022**

Expenditure Account	FY2019 Unaudited	FY2020 Unaudited	FY2021 Unaudited	FY2022 Anticipated	Notes
<b>PERSONNEL</b>					
Salaries & Wages	3,031,731	3,094,758	3,050,972	3,021,984	12
Fringe Benefits	1,808,212	1,822,822	1,904,593	1,910,905	13, 34
<b>TOTAL PERSONNEL</b>	4,839,943	4,917,580	4,955,565	4,932,889	
<b>SUPPLIES</b>					
Printing & Office Supplies	31,860	28,705	35,275	26,420	14
Vehicular Supplies	5,750	7,525	6,900	10,900	15
Household Supplies	8,900	9,300	10,800	10,400	16
Fuel & Utilities	42,350	43,000	42,500	42,500	17
Other Supplies	16,599	14,503	33,309	41,492	18
<b>TOTAL SUPPLIES</b>	105,459	103,033	128,784	131,712	
<b>SERVICES</b>					
Travel	11,500	6,350	4,445	5,925	19
Telephone	36,325	36,800	40,500	45,120	20
Postage	7,150	6,150	3,650	2,175	21
Insurance	58,200	61,225	55,136	59,225	22, 34
Information Processing	77,410	77,325	85,082	108,861	23
Household Services	2,400	2,600	2,600	2,600	24
Professional Services	630,582	541,333	485,652	462,728	25, 34
Other Services	31,526	30,558	24,901	35,717	26
<b>TOTAL SERVICES</b>	855,093	762,341	701,966	722,351	
<b>MAINTENANCE &amp; RENT</b>					
Maintenance - Buildings & Grounds	42,500	46,500	47,000	94,000	27
Maintenance - Equipment	27,050	21,250	21,850	21,350	28
Maintenance - Vehicular	5,750	5,720	6,720	6,720	29
Rent - Other	6,750	8,050	8,050	10,550	30
<b>TOTAL MAINTENANCE &amp; RENT</b>	82,050	81,520	83,620	132,620	
<b>IMPROVEMENTS &amp; ACQUISITIONS</b>					
Acquisitions - Equipment	10,528	28,600	20,730	10,130	31
Acquisitions - Information Processing Equipment	22,000	22,000	24,408	36,500	32
<b>TOTAL IMPROVEMENTS &amp; ACQUISITIONS</b>	32,528	50,600	45,138	46,630	
<b>TOTAL EXPENDITURES</b>	5,915,074	5,915,074	5,915,074	5,966,202	33

**PINELANDS COMMISSION**  
**OPERATING BUDGET**  
**FISCAL YEAR 2022 NOTES**  
**August 26, 2021**

1. The Governor's budget includes a FY 2022 State Appropriation to the Commission in the amount of \$3,249,000.
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 has 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. In FY 2016, only \$687,000 was received and this amount was consistent for FY 2017 through FY 2022.
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 2022 will continue to see a drastic decrease from the last few years due to the Federal Bank Reserve cutting interest rates on March 15, 2020 due to the Covid-19 pandemic.
4. The Commission is entering its 27<sup>th</sup> 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 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.
6. Application Fees of \$500,000 are anticipated to be received during FY 2022, 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.
7. The \$3,650 anticipated revenue from the Microfilm Reserve equals the amount being recommended in the expenditure accounts for items relating to permanent record storage, including microfilming and document imaging. The remaining balance in the Microfilm Reserve account will be held in reserve to sustain the future costs of the long-term records management project.

8. The FY 2022 anticipated revenue from the Computer Reserve estimated at \$18,420 for Replacement Computers and Replacement Printers.
9. The Fenwick Manor Painting Reserve was established in FY2015 to earmark funds for the future 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. The Project will be moving forward during FY 2022.
10. In April 2005, the Commission adopted a financial plan for the Pinelands Conservation Fund. Included in the plan is an annual assessment of \$20,000 from each of the three programs (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 FY2022 budget deficit is \$705,132.
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 23 unfilled full time equivalent positions, or more than 35% of the authorized staffing level. The FY 2022 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 (\$200,000), Medicare (\$55,000), disability insurance (\$2,000), flexible savings accounts (\$1,500) and miscellaneous administrative charges (\$1,000). 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 \$1,328,000 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, \$296,700 of the total fringe benefits budget is projected to be funded by the Pinelands Conservation Fund as shown in those budgets.

Upon Commission approval of the FY 2022 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 \$255,000.

14. 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 service awards. Grant-related expenses account for \$6,820 of this budget.
15. 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. In FY

2010, the Commission's fleet was reduced from seven to five vehicles. However, high gasoline prices have offset some of the savings of a smaller fleet.

16. 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.

17. The fuel and utilities budget covers expenditures for heating fuel, electricity, water and sewer.

18. 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 \$40,542 for FY 2022.

19. The travel budget covers reimbursements to the staff for business mileage on their personal vehicles, tolls and parking, and meal allowances. The majority of the travel budget is used to reimburse Commissioners for business mileage and tolls.

20. The telephone budget includes basic service, toll charges, the service cost of a data circuit, conference calls, and cellular phone service and toll charges.

21. 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 public outreach.

22. 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 States property insurance.

Upon Commission approval of the FY 2022 Operating Budget, the Executive Director will be authorized to pay the State's insurance broker an amount not to exceed the budgeted funding of \$59,225 to cover the Commission's insurance premiums.

23. The FY 2022 budget for information processing includes \$89,451 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 \$8,410 of this budget is reimbursable through grants or special revenue.

24. The household services budget covers trash removal, alarm (security and fire) monitoring, and exterminating services.

25. The professional services account covers expenditures for legal fees, technical and consulting services, and other miscellaneous services. Estimated costs include \$75,000 for legal fees associated with DAG services and \$150,000 for labor counsel. Grant related technical services totaling \$182,216

are budgeted. The Commission will be applying to BPU for a “No Cost” State Energy Audit; \$20,000 in funding has been allocated to implement any recommendations made as part of that audit that the Commission determines are feasible and appropriate.

26. Expenditures in the other services budget include annual subscriptions (\$2,300), required memberships and professional licenses (\$5,380), and meeting expenses (\$1,500); advertising (\$7,350), research related fees (\$1,387), training (\$16,600), and banking fees (\$1,200).

27. The maintenance buildings and grounds budget for FY 2022 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.).

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

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

30. Since FY 2011, several changes in the rent other budgets have occurred. In FY2011 a smaller postage machine was rented saving thousands in acquisition, rental and maintenance expenses. The FY 2022 budget includes \$500 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.

31. The acquisitions - equipment budget contains \$8,130 for scientific equipment supporting grant related projects and \$2,000 for unanticipated telephone system expenses.

32. The acquisitions - information processing equipment budget includes the replacement of Servers and funding to begin upgrading of the TDM Room AV equipment in anticipation of the need to accommodate remote participation in public meetings.

33. The total estimated Operating Budget expenditures for FY 2022 equal \$5,966,202. 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 \$3,581,796.

34. 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 \$44,000. These consist of employee health benefits; the employer liability assessed by the Division of Pensions and the Commission's attorney (DAG) fees.

Upon Commission approval of the FY 2022 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.