

Gloucester County
Soil Conservation District

Fiscal Year 2017

Annual Budget

Approved at the August 22, 2016 Board Meeting

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Gloucester County Soil Conservation District

Board Member

Term Expires

Chairman

John Furfari
515 Heritage Rd
Sewell, NJ 08080
856-478-4359

6/30/2018

Vice-Chairman

Jay Kandle
234 Chapel Heights Rd
Sewell, NJ 08080
856-589-7916

6/30/2017

Supervisor

Jess W Everett, PhD, P.E.
63 Villa Avenue
Pitman, NJ 08071
609-670-4678

6/30/2019

Supervisor

Mike Visalli
134 Swedesboro Rd
Mullica Hill, NJ 08062
856-223-9147

6/30/2019

Supervisor

John Grasso
201 Walters Rd
Mullica Hill, NJ 08062
609-868-9326

6/30/2017

District Staff

As of July 1, 2016

| <u>Name</u> | <u>Title</u> | <u>Start Date</u> |
|--------------------|-----------------------------|-------------------|
| Victor DeVasto | District Manager | 12/14/1987 |
| Karol Blew | Administrative Assistant | 10/4/2004 |
| Robin Bergeman | Natural Resource Specialist | 5/1/1995 |
| Richard Eigenbrood | Natural Resource Specialist | (Part Time) |

USDA Natural Resource Conservation Service

Woodstown Field Office Staff

| | |
|----------------|------------------------------|
| Mona Peterson | District Conservationist |
| Bryan Stimpson | Resource Conservationist |
| Uziel Torres | Soil Conservationist |
| Claire Steager | Civil Engineering Technician |
| Mary Gooch | Program Assistant |

Gloucester County Soil Conservation District

FY17 Committees

County Agricultural Development Board

John Furfari

West Kandle - Chairman

Mike Visalli

County Board of Agriculture

Mike Visalli - Past President

South Jersey Resource Conservation & Development Council

Victor DeVasto

Gloucester County Soil Conservation District

FY17 Nominating Committee

Chairman:

Frank Sorbello, Retired Agricultural Producer
1015 Oldmans Creek Rd
Swedesboro, NJ 08085
856-467-6748

Richard Westergaard, Gloucester County Planning Director - Retired
15 Madison Ave
Newfield, NJ 08344
856-307-6681

Lisa Cerny, Director Gloucester County Human Services
PO Box 337
Woodbury, NJ 08096
856-384-6874

Dale Ledden, Retired Agricultural Supply Store Owner
65 Grandview Ave
Sewell, NJ 08080
856-468-7218

Michael Haberland, Environment & Resource Management Agent
41 Trapper Rd
Sewell, NJ 08080
856-566-2914

Gloucester County Soil Conservation District

FY17 Meeting Dates

| <u>Date</u> | <u>Time</u> |
|----------------------------|-------------|
| Monday, July 18, 2016 | 7:00 PM |
| Monday, August 22, 2016 | 7:00 PM |
| Monday, September 19, 2016 | 7:00 PM |
| Monday, October 17, 2016 | 7:00 PM |
| Monday November 21, 2016 | 7:00 PM |
| Monday December TBA | 7:00 PM |
| Tuesday, January 17, 2017 | 7:00 PM |
| Tuesday, February 21, 2017 | 7:00 PM |
| Monday, March 20, 2017 | 7:00 PM |
| Monday, April 17, 2017 | 7:00 PM |
| Monday, May 15, 2017 | 7:00 PM |
| Monday, June 19, 2017 | 7:00 PM |

Gloucester County Soil Conservation District

FY17 Holidays

| | | |
|-------------------|----------|---------------------------|
| July 4, 2016 | Friday | Independence Day |
| September 5, 2016 | Monday | Labor Day |
| October 10, 2016 | Monday | Columbus Day |
| November 8, 2016 | Tuesday | Election Day |
| November 11, 2016 | Friday | Veteran's Day |
| November 24, 2016 | Thursday | Thanksgiving Day |
| December 26, 2016 | Monday | (observed) Christmas Day |
| January 2, 2017 | Monday | (observed) New Year's Day |
| January 16, 2017 | Monday | Martin Luther King |
| February 20, 2017 | Monday | President's Day |
| April 14, 2017 | Friday | Good Friday |
| May 29, 2017 | Monday | Memorial Day |

Gloucester County Soil Conservation District

FY17 Budget

Expenses

| | <i>FY16 Actual</i> | <i>FY17 Proposed</i> |
|---------------------------|---------------------|----------------------|
| Salaries & Wages | \$270,904.81 | \$201,510.00 |
| Fringe Benefits | \$125,486.75 | \$102,120.00 |
| Utilities & Telephone | \$8,992.55 | \$11,045.00 |
| Auto | \$6,273.03 | \$6,840.00 |
| Rent | \$31,800.00 | \$33,500.00 |
| Professional Services | \$6,810.00 | \$6,880.00 |
| Professional Development | \$2,246.90 | \$3,110.00 |
| Travel & Meetings | \$1,165.76 | \$4,050.00 |
| Office Supplies & Postage | \$4,369.58 | \$4,465.00 |
| Equipment | \$3,405.33 | \$3,636.00 |
| Business Insurance | \$5,615.10 | \$6,100.00 |
| Miscellaneous | \$10,787.60 | \$21,250.00 |
| Office Relocation | \$3,611.53 | \$0.00 |
| Clothing Allowance | \$0.00 | \$750.00 |
| Educational | \$460.00 | \$500.00 |
| Overall Total | \$481,928.94 | \$405,756.00 |

Gloucester County Soil Conservation District

FY17 Budget

Income

| | <i>FY16 Actual</i> | <i>FY17 Proposed</i> |
|---------------------------|---------------------|----------------------|
| Chapter 251 Fees | \$530,988.90 | \$375,000.00 |
| Interest Income | \$3,537.91 | \$5,700.00 |
| Stormwater RFA Fees | \$16,900.00 | \$17,000.00 |
| CAP Contractual Fees | \$99,002.71 | \$32,421.67 |
| Grants | \$5,256.00 | \$4,500.00 |
| Technical Sales | \$0.00 | \$0.00 |
| State Administrative Fees | \$3,925.00 | \$4,000.00 |
| Miscellaneous | \$13,190.92 | \$2,100.00 |
| Overall Total | \$672,801.44 | \$440,721.67 |

Explanation of Budget Categories

Salaries Wages

Category includes: Compensation for District employees, both full time and part-time.

Budget includes annual and / or merit increases deemed appropriate by the Board of Supervisors.

Fringe Benefits

Category includes: Health, dental, pension benefits, FICA and unemployment / disability benefits.

Utilities & Telephone

Category includes: All costs for the operation of the District Office (electrical, gas, internet, landline phones, cell phones and security system).

Auto

Category includes: All costs for the operation of the District's vehicle fleet (gasoline, repairs, maintenance, registration, and insurance).

Rent

Category includes: Costs associated with renting the physical office space located at 14 Parke Place Blvd., Suite B, Sewell, NJ. and additional storage space located offsite.

Professional Services

Category includes:

- A. Cost of retainer for legal counsel
- B. Cost of annual audit
- C. Cost of office cleaning

Travel & Meetings

Category includes: Costs associated with attending conferences and meetings as authorized by the Board of Supervisors. (hotel, registration, travel, meals)

Professional Development

Category includes: Costs associated for training of District Staff and Supervisors and District membership in professional organizations. (NACD, NJACD, etc)

Office Supplies & Postage

Category includes: Costs for daily supplies required for office operations (postage, water cooler, paper, toner, pens, etc.)

Equipment

Category includes: Allocation for vehicle purchases and other equipment on a year to year basis.

Business Insurance

Category includes: Premiums for all insurances needed for the District’s operations (comprehensive business, blanket bond, liability, officers & directors, etc).

Miscellaneous

Category includes: Unanticipated or unknown expenses.
(State RFA Administrative fee, State 251 administrative fee, OPRA Copy Charges)

Office Relocation

Category includes: Costs associated with moving office to smaller space.
(wiring of new office for phones & computers and movers).

District Bank Accounts

| | |
|-----------------------------------|---------------------------|
| General Checking | Fulton Bank of New Jersey |
| Payroll Checking | Fulton Bank of New Jersey |
| General Savings | Fulton Bank of New Jersey |
| Unemployment Trust | Fulton Bank of New Jersey |
| Money Market | Cape Bank |
| Money Market | Century Savings Bank |
| Checking Account | BB & T |
| Certificate of Deposit – Chap 251 | Parke Bank |
| Certificate of Deposit – Chap 251 | BB & T |

Gloucester County Soil Conservation District

FY17 Budget

| | <i>FY16 Actual</i> | <i>FY17 Proposed</i> |
|--------------------------------|---------------------|----------------------|
| SALARIES & WAGES | | |
| Salaries | \$270,904.81 | \$170,000.00 |
| Unemployment | \$0.00 | \$16,510.00 |
| Unused Time - Payout | \$0.00 | \$15,000.00 |
| Subtotal | <u>\$270,904.81</u> | <u>\$201,510.00</u> |
| FRINGE BENEFITS | | |
| Employer Payroll Taxes | \$19,231.94 | \$12,500.00 |
| Health & Dental Insurances | \$70,081.12 | \$52,020.00 |
| P.E.R.S. Employer Contribution | \$31,438.00 | \$34,300.00 |
| Workers Comp. Insurance | \$3,297.39 | \$1,800.00 |
| Payroll Service Charge | \$1,438.30 | \$1,500.00 |
| Subtotal | <u>\$125,486.75</u> | <u>\$102,120.00</u> |
| UTILITIES | | |
| Electric | \$2,612.44 | \$2,500.00 |
| South Jersey Gas | \$826.49 | \$1,000.00 |
| Security System | \$775.00 | \$2,110.00 |
| Internet | \$1,254.04 | \$1,260.00 |
| Office Phones | \$2,011.98 | \$2,650.00 |
| Cellular | \$1,512.60 | \$1,525.00 |
| Subtotal | <u>\$8,992.55</u> | <u>\$11,045.00</u> |
| AUTO | | |
| Fuel | \$1,145.97 | \$1,200.00 |
| Auto Insurance | \$4,389.00 | \$4,500.00 |
| Repairs | \$598.56 | \$1,000.00 |
| Registration | \$139.50 | \$140.00 |
| Subtotal | <u>\$6,273.03</u> | <u>\$6,840.00</u> |
| RENT | | |
| District Office | \$31,800.00 | \$31,800.00 |
| Storage Unit | \$0.00 | \$1,700.00 |
| Subtotal | <u>\$31,800.00</u> | <u>\$33,500.00</u> |

PROFESSIONAL SERVICES

| | | |
|-----------------|-------------------|-------------------|
| Attorney | \$1,800.00 | \$1,800.00 |
| Audit | \$2,850.00 | \$3,000.00 |
| Office Cleaning | \$2,160.00 | \$2,080.00 |
| Subtotal | <u>\$6,810.00</u> | <u>\$6,880.00</u> |

PROFESSIONAL DEVELOPMENT

| | | |
|-------------------|-------------------|-------------------|
| Employee Training | \$636.90 | \$1,500.00 |
| NACD Dues | \$500.00 | \$500.00 |
| SJRCD Dues | \$300.00 | \$300.00 |
| NJACD Dues | \$750.00 | \$750.00 |
| Farm Bureau Dues | \$60.00 | \$60.00 |
| Subtotal | <u>\$2,246.90</u> | <u>\$3,110.00</u> |

TRAVEL & MEETINGS

| | | |
|--------------------------------------|-------------------|-------------------|
| NJACD Convention & Regional Meetings | \$405.00 | \$500.00 |
| Holiday Reception | \$153.49 | \$1,500.00 |
| Tolls & Mileage | \$11.45 | \$150.00 |
| Nominating Committee | \$133.87 | \$200.00 |
| NACD & NE Annual Meeting | \$250.00 | \$1,500.00 |
| Meeting Announcements | \$211.95 | \$200.00 |
| Subtotal | <u>\$1,165.76</u> | <u>\$4,050.00</u> |

OFFICE SUPPLIES & POSTAGE

| | | |
|-----------------|-------------------|-------------------|
| Postage | \$2,330.31 | \$2,400.00 |
| Office Supplies | \$1,974.56 | \$2,000.00 |
| Water | \$64.71 | \$65.00 |
| Subtotal | <u>\$4,369.58</u> | <u>\$4,465.00</u> |

EQUIPMENT

| | | |
|------------------------|-----------------------|-------------------|
| Computer Maintenance | \$1,818.75 (3 Q only) | \$2,000.00 |
| Typewriter Maintenance | \$200.00 | \$210.00 |
| Copier Maintenance | \$576.00 | \$576.00 |
| Anti Virus | \$100.00 | \$250.00 |
| Cloud Backup | \$300.00 | \$100.00 |
| Misc Equip Replacement | \$410.58 | \$500.00 |
| Subtotal | <u>\$3,405.33</u> | <u>\$3,636.00</u> |

BUSINESS INSURANCE

| | | |
|--|-------------------|-------------------|
| Commercial Liability - Farm Family | \$1,366.50 | \$1,500.00 |
| Umbrella Liability - Farm Family | \$545.00 | \$600.00 |
| Public Officials Liability - HUB International | \$3,703.60 | \$4,000.00 |
| Surety Bond - Selective Insurance | \$0.00 | \$0.00 |
| Subtotal | <u>\$5,615.10</u> | <u>\$6,100.00</u> |

MISCELLANEOUS

| | | |
|--|--------------------|--------------------|
| State Administrative Fee - RFA | \$5,070.00 | \$6,000.00 |
| State Administrative Fee - Chapter 251 | \$3,900.00 | \$4,000.00 |
| Donations | \$500.00 | \$1,000.00 |
| Chapter 251 Refunds | \$1,113.60 | \$10,000.00 |
| OPRA Copies | \$144.00 | \$150.00 |
| Misc. | \$60.00 | \$100.00 |
| Subtotal | <u>\$10,787.60</u> | <u>\$21,250.00</u> |

OFFICE RELOCATION

| | | |
|-------------------|-------------------|---------------|
| Wiring New Office | \$2,451.53 | \$0.00 |
| Movers | \$1,160.00 | \$0.00 |
| Subtotal | <u>\$3,611.53</u> | <u>\$0.00</u> |

CLOTHING ALLOWANCE

| | | |
|--------------------------|---------------|-----------------|
| Staff Clothing Allowance | \$0.00 | \$750.00 |
| Subtotal | <u>\$0.00</u> | <u>\$750.00</u> |

EDUCATIONAL

| | | |
|-----------|-----------------|-----------------|
| Education | \$460.00 | \$500.00 |
| Subtotal | <u>\$460.00</u> | <u>\$500.00</u> |

TOTAL EXPENSES

\$481,928.94 **\$405,756.00**