

Gloucester County
Soil Conservation District

Fiscal Year 2018

Annual Budget

Approved at the August 21, 2017 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

6/30/2020

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

6/30/2020

District Staff

As of July 1, 2017

<u>Name</u>	<u>Title</u>	<u>Start Date</u>
Karol Blew	District Manager	10/4/2004
Jessica Wyatt	Site Inspector	6/5/2017
Marissa Appolonia	Site Inspector	6/8/2017
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
Elizabeth McShane	State Biologist
Freddie Patino-Rodriquez	Soil Conservationist

Gloucester County Soil Conservation District

FY18 Committees

County Agricultural Development Board

John Furfari

West Kandle - Chairman

Mike Visalli

County Board of Agriculture

Mike Visalli - Past President

Gloucester County Soil Conservation District

FY18 Nominating Committee

Chairman:

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

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

Dan Brown – past CAP employee and Agricultural Producer / local NJ winery owner
1401 S. Route 45
Swedesboro, NJ 08085

Ken Atkinson – director of Gloucester Co Office of Land Preservation
Gloucester County, **Office of Land Preservation**
1200 North Delsea Dr., Building E
Clayton, NJ 08312

Justin Crane – campground/swim club owner
HOSPITALITY CREEK CAMPGROUND
117 Coles Mill Rd
Williamstown, NJ 08094
(609) 617-5234

Gloucester County Soil Conservation District

FY18 Meeting Dates

<u>Date</u>	<u>Time</u>
Monday, July 17, 2017	7:00 PM
Monday, August 21, 2017	7:00 PM
Monday, September 18, 2017	7:00 PM
Monday, October 16, 2017	7:00 PM
Monday November 20, 2017	7:00 PM
Monday December TBA	7:00 PM
Tuesday, January 16, 2018	7:00 PM
Tuesday, February 20, 2018	7:00 PM
Monday, March 19, 2018	7:00 PM
Monday, April 16, 2018	7:00 PM
Monday, May 21, 2018	7:00 PM
Monday, June 18, 2018	7:00 PM

Gloucester County Soil Conservation District

FY18 Holidays

July 4, 2017	Tuesday	Independence Day
September 4, 2017	Monday	Labor Day
October 9, 2017	Monday	Columbus Day
November 7, 2017	Tuesday	Election Day
November 10, 2017	Friday	Veteran's Day
November 23, 2017	Thursday	Thanksgiving Day
December 25, 2017	Monday	Christmas Day
January 1, 2018	Monday	New Year's Day
January 15, 2018	Monday	Martin Luther King
February 19, 2018	Monday	President's Day
March 30, 2018	Friday	Good Friday
May 28, 2018	Monday	Memorial Day

Gloucester County Soil Conservation District

FY18 Budget

Expenses

	<i>FY17 Actual</i>	<i>FY18 Proposed</i>
Salaries & Wages	\$191,614.69	\$155,000.00
Fringe Benefits	\$100,878.32	\$105,515.29
Utilities & Telephone	\$8,340.40	\$8,937.00
Auto	\$7,968.06	\$31,840.00
Rent	\$33,829.00	\$35,900.00
Professional Services	\$6,747.00	\$6,880.00
Professional Development	\$1,635.00	\$3,110.00
Travel & Meetings	\$1,126.62	\$9,050.00
Office Supplies & Postage	\$3,754.09	\$4,340.00
Equipment	\$4,165.57	\$6,636.00
Business Insurance	\$5,784.99	\$6,100.00
Miscellaneous	\$12,828.00	\$21,500.00
Office Relocation	\$0.00	\$0.00
Clothing Allowance	\$335.09	\$875.00
Educational	\$230.00	\$500.00
Overall Total	\$379,236.83	\$396,183.29

Gloucester County Soil Conservation District

FY18 Budget

Income

	<i>FY17 Actual</i>	<i>FY18 Proposed</i>
Chapter 251 Fees	\$291,605.00	\$350,000.00
Interest Income	\$10,167.03	\$8,500.00
Stormwater RFA Fees	\$22,250.00	\$20,000.00
CAP Contractual Fees	\$45,146.33	\$8,458.09
Grants	\$4,994.00	\$8,500.00
Technical Sales	\$0.00	\$0.00
State Administrative Fees	\$2,825.00	\$3,250.00
Miscellaneous	\$1,526.56	\$1,500.00
Overall Total	\$378,513.92	\$400,208.09

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	Republic Bank
Payroll Checking	Republic Bank
General Savings	Republic Bank
Unemployment Trust	Republic Bank
Money Market	Century Savings Bank
Certificate of Deposit – Chap 251	Parke Bank
CDARS Investment	First National Bank of Elmer

Gloucester County Soil Conservation District

FY18 Budget

	<i>FY17 Actual</i>	<i>FY18 Proposed</i>
SALARIES & WAGES		
Salaries	\$154,877.41	\$155,000.00
Unemployment	\$16,510.00	\$0.00
Unused Time - Payout	\$20,227.28	\$0.00
Subtotal	<u>\$191,614.69</u>	<u>\$155,000.00</u>
FRINGE BENEFITS		
Employer Payroll Taxes	\$12,694.11	\$12,000.00
Health & Dental Insurances	\$51,270.42	\$55,000.00
P.E.R.S. Employer Contribution	\$33,461.50	\$35,410.29
Workers Comp. Insurance	\$2,168.36	\$1,705.00
Payroll Service Charge	\$1,283.93	\$1,400.00
Subtotal	<u>\$100,878.32</u>	<u>\$105,515.29</u>
UTILITIES		
Electric	\$2,121.27	\$2,500.00
South Jersey Gas	\$658.83	\$1,000.00
Security System	\$0.00	\$0.00
Internet	\$1,260.90	\$1,260.00
Office Phones	\$2,686.20	\$2,652.00
Cellular	\$1,613.20	\$1,525.00
Subtotal	<u>\$8,340.40</u>	<u>\$8,937.00</u>
AUTO		
Fuel	\$1,136.65	\$1,200.00
Auto Insurance	\$6,373.50	\$4,500.00
Repairs	\$318.41	\$1,000.00
Registration	\$139.50	\$140.00
Vehicle Replacement (Buy / Lease)	\$0.00	\$25,000.00
Subtotal	<u>\$7,968.06</u>	<u>\$31,840.00</u>
RENT		
District Office	\$32,000.00	\$34,200.00
Storage Unit	\$1,829.00	\$1,700.00
Subtotal	<u>\$33,829.00</u>	<u>\$35,900.00</u>

PROFESSIONAL SERVICES

Attorney	\$1,800.00	\$1,800.00
Audit	\$2,867.00	\$3,000.00
Office Cleaning	\$2,080.00	\$2,080.00
Subtotal	<u>\$6,747.00</u>	<u>\$6,880.00</u>

PROFESSIONAL DEVELOPMENT

Employee Training		\$1,500.00
NACD Dues	\$525.00	\$500.00
SJRCD Dues	\$300.00	\$300.00
NJACD Dues	\$750.00	\$750.00
Farm Bureau Dues	\$60.00	\$60.00
Subtotal	<u>\$1,635.00</u>	<u>\$3,110.00</u>

TRAVEL & MEETINGS

NJACD Convention & Regional Meetings	\$90.00	\$500.00
Holiday Reception	\$262.10	\$1,500.00
Tolls & Mileage	\$110.53	\$150.00
Nominating Committee	\$100.10	\$200.00
NACD & NE Annual Meeting	\$300.00	\$1,500.00
Meeting Announcements	\$263.89	\$200.00
Travel Expenses	\$0.00	\$5,000.00
Subtotal	<u>\$1,126.62</u>	<u>\$9,050.00</u>

OFFICE SUPPLIES & POSTAGE

Postage	\$1,462.16	\$2,000.00
Office Supplies	\$2,213.05	\$2,200.00
Water	\$78.88	\$140.00
Subtotal	<u>\$3,754.09</u>	<u>\$4,340.00</u>

EQUIPMENT

Computer Maintenance	\$3,000.00	\$2,000.00
Typewriter Maintenance	\$200.00	\$210.00
Copier Maintenance	\$576.00	\$576.00
Anti Virus	\$122.46	\$250.00
Cloud Backup	\$74.62	\$100.00
Misc Equip Replacement	\$192.49	\$500.00
Computer Replacement	\$0.00	\$3,000.00
Subtotal	<u>\$4,165.57</u>	<u>\$6,636.00</u>

BUSINESS INSURANCE

Commercial Liability - Farm Family	\$1,366.50	\$1,500.00
Umbrella Liability - Farm Family	\$602.00	\$600.00
Public Officials Liability - HUB International	\$3,816.49	\$4,000.00
Surety Bond - Selective Insurance	\$0.00	\$401.00
Subtotal	<u>\$5,784.99</u>	<u>\$6,501.00</u>

MISCELLANEOUS

State Administrative Fee - RFA	\$6,675.00	\$7,000.00
State Administrative Fee - Chapter 251	\$3,275.00	\$3,250.00
Donations	\$659.50	\$1,000.00
Chapter 251 Refunds	\$1,705.00	\$10,000.00
OPRA Copies	\$49.50	\$150.00
Misc.	\$464.00	\$100.00
Subtotal	<u>\$12,828.00</u>	<u>\$21,500.00</u>

OFFICE RELOCATION

Wiring New Office	\$0.00	\$0.00
Movers	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>

CLOTHING ALLOWANCE

Staff Clothing Allowance	\$335.09	\$875.00
Subtotal	<u>\$335.09</u>	<u>\$875.00</u>

EDUCATIONAL

Education	\$230.00	\$500.00
Subtotal	<u>\$230.00</u>	<u>\$500.00</u>

TOTAL EXPENSES

\$379,236.83 **\$396,584.29**