

Gloucester County
Soil Conservation District

Fiscal Year 2021

Annual Budget

Approved at the September 21, 2020 Board Meeting

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Gloucester County Soil Conservation District

Board Member

Term Expires

Chairman

John Furfari
117 Heritage Loop
Glassboro, NJ
856-226-3219

6/30/2021

Vice-Chairman

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

6/30/2023

Supervisor

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

6/30/2022

Supervisor

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

6/30/2022

Supervisor

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

6/30/2023

District Staff

As of July 1, 2020

<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
Arianna Efstatos	CAP Civil Engineering Technician

Gloucester County Soil Conservation District

FY21 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

FY21 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 – past director of Gloucester Co Office of Land Preservation
Gloucester County, **Office of Land Preservation**

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

Gloucester County Soil Conservation District

FY21 Meeting Dates

<u>Date</u>	<u>Time</u>
Monday, July 20, 2020	7:00 PM
Monday, August 17, 2020	7:00 PM
Monday, September 21, 2020	7:00 PM
Monday, October 19, 2020	7:00 PM
Monday November 16, 2020	7:00 PM
Monday December TBA	7:00 PM
Tuesday, January 19, 2021	7:00 PM
Tuesday, February 16, 2021	7:00 PM
Monday, March 15, 2021	7:00 PM
Monday, April 19, 2021	7:00 PM
Monday, May 17, 2021	7:00 PM
Monday, June 21, 2021	7:00 PM

Gloucester County Soil Conservation District

FY21 Holidays

July 4, 2020	Saturday (observed 7/3/20)	Independence Day
September 7, 2020	Monday	Labor Day
October 12, 2020	Monday	Columbus Day
November 3, 2020	Tuesday	Election Day
November 11, 2020	Wednesday	Veteran's Day
November 26, 2020	Thursday	Thanksgiving Day
December 25, 2020	Friday	Christmas Day
January 1, 2021	Friday	New Year's Day
January 18, 2021	Monday	Martin Luther King
February 15, 2021	Monday	President's Day
April 2, 2021	Friday	Good Friday
May 31, 2021	Monday	Memorial Day

Gloucester County Soil Conservation District

FY21 Budget

Expenses

	<i>FY19 Actual</i>	<i>FY20 Actual</i>	<i>FY21 Proposed</i>
Salaries & Wages	\$ 165,430.80	\$ 157,619.94	\$153,700.00
Fringe Benefits	\$ 89,064.83	\$ 102,071.45	\$105,488.69
Utilities & Telephone	\$ 5,893.91	\$ 5,515.09	\$6,750.00
Auto	\$ 32,796.23	\$ 30,052.45	\$40,000.00
Rent	\$ 36,058.35	\$ 35,550.00	\$36,120.00
Professional Services	\$ 9,271.30	\$ 6,941.50	\$7,160.00
Professional Development	\$ 1,711.00	\$ 861.00	\$4,066.00
Travel & Meetings	\$ 1,286.00	\$ 1,194.72	\$2,470.00
Office Supplies & Postage	\$ 3,281.57	\$ 1,808.71	\$3,420.00
Equipment	\$ 9,314.85	\$ 2,888.74	\$4,946.00
Business Insurance	\$ 6,540.90	\$ 7,864.06	\$14,626.00
Miscellaneous	\$ 12,817.30	\$ 31,685.98	\$21,500.00
Clothing Allowance	\$ 270.69	\$ 406.68	\$750.00
Educational	\$ (155.00)	\$ -	\$250.00
Overall Total	\$ 373,582.73	\$ 384,460.32	\$401,246.69

Gloucester County Soil Conservation District

FY21 Budget

Income

	<i>FY19 Actual</i>	<i>FY20 Actual</i>	<i>FY21 Proposed</i>
Chapter 251 Fees	\$ 393,185.00	\$ 387,132.00	\$372,000.00
Interest Income	\$ 15,277.87	\$ 17,645.13	\$17,740.00
Stormwater RFA Fees	\$ 20,700.00	\$ 22,000.00	\$22,000.00
CAP Contractual Fees	\$ 8,373.00	\$ -	\$0.00
Grants	\$ 6,616.81	\$ 4,781.34	\$7,500.00
State Administrative Fees	\$ 3,275.00	\$ 3,150.00	\$3,300.00
Miscellaneous	\$ 1,000.25	\$ 1,276.70	\$250.00
Overall Total	\$ 448,427.93	\$ 435,985.17	\$422,790.00

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)

District Bank Accounts

General Checking

Payroll Checking

General Savings

Money Market

Certificate of Deposit – Chap 251

CDARS Investment

Certificate of Deposit – Chap 251

Republic Bank

Republic Bank

Republic Bank

Century Savings Bank

Parke Bank

First National Bank of Elmer

First National Bank of Elmer

Gloucester County Soil Conservation District

FY21 Budget

	<i>FY20 Actual</i>	<i>FY21 Proposed</i>
SALARIES & WAGES		
Salaries	\$ 157,619.94	\$ 153,700.00
Unemployment		\$ -
Unused Time - Payout	\$ -	\$ -
Subtotal	\$ 157,619.94	\$ 153,700.00
FRINGE BENEFITS		
Employer Payroll Taxes	\$ 12,205.41	\$ 11,850.75
Health & Dental Insurances	\$ 57,211.95	\$ 59,507.70
Retiree Health & Dental Insurances	\$ 11,441.87	\$ 11,006.94
P.E.R.S. Employer Contribution	\$ 18,501.00	\$ 20,098.80
Workers Comp. Insurance	\$ 1,482.24	\$ 1,690.70
Payroll Service Charge	\$ 1,228.98	\$ 1,333.80
Subtotal	\$ 102,071.45	\$ 105,488.69
UTILITIES		
Electric	\$ 1,465.79	\$ 1,800.00
South Jersey Gas	\$ 1,123.91	\$ 1,300.00
Internet	\$ 1,403.40	\$ 1,500.00
Office Phones	\$ -	\$ 600.00
Cellular	\$ 1,521.99	\$ 1,550.00
Subtotal	\$ 5,515.09	\$ 6,750.00
AUTO		
Fuel	\$ 2,084.82	\$ 1,800.00
Auto Insurance	\$ 2,973.71	\$ 5,900.00
Repairs/Maintenance	\$ 632.42	\$ 1,950.00
Registration	\$ 376.50	\$ 350.00
Vehicle Replacement (Buy)	\$ 23,985.00	\$ 30,000.00
Subtotal	\$ 30,052.45	\$ 40,000.00
RENT		
District Office	\$ 34,200.00	\$ 34,200.00
Storage Unit	\$ 1,350.00	\$ 1,920.00
Subtotal	\$ 35,550.00	\$ 36,120.00

PROFESSIONAL SERVICES

Attorney	\$	2,517.50	\$	2,700.00
Audit	\$	2,984.00	\$	3,500.00
Office Cleaning	\$	1,440.00	\$	960.00
Subtotal	\$	6,941.50	\$	7,160.00

PROFESSIONAL DEVELOPMENT

Employee Training	\$	-	\$	1,500.00
NACD Dues	\$	501.00	\$	501.00
SJRCD Dues	\$	300.00	\$	300.00
NJACD Dues	\$	-	\$	1,700.00
Farm Bureau Dues	\$	60.00	\$	65.00
Subtotal	\$	861.00	\$	4,066.00

TRAVEL & MEETINGS

NJACD Convention & Regional Meetings & Envirothon	\$	490.00	\$	500.00
Holiday Reception	\$	228.42	\$	650.00
Tolls & Mileage	\$	59.16	\$	75.00
Nominating Committee	\$	-	\$	200.00
NACD & NE Annual Meeting	\$	-	\$	750.00
Meeting Announcements/Public Notices	\$	417.14	\$	295.00
Travel Expenses	\$	-	\$	-
Subtotal	\$	1,194.72	\$	2,470.00

OFFICE SUPPLIES & POSTAGE

Postage	\$	948.94	\$	1,200.00
Office Supplies (including water)	\$	859.77	\$	2,220.00
Subtotal	\$	1,808.71	\$	3,420.00

EQUIPMENT

Computer Maintenance	\$	2,000.00	\$	2,500.00
Copier Maintenance	\$	576.00	\$	576.00
Anti Virus	\$	213.24	\$	250.00
Cloud Backup	\$	99.50	\$	120.00
Misc. Equip Replacement	\$	-	\$	500.00
Computer Replacement	\$	-	\$	1,000.00
Subtotal	\$	2,888.74	\$	4,946.00

BUSINESS INSURANCE

Commercial Liability - Farm Family	\$	2,044.50	\$	1,500.00
Umbrella Liability - Farm Family	\$	715.00	\$	725.00
Public Officials Liability - HUB International	\$	5,104.56	\$	12,000.00
Surety Bond - Selective Insurance	\$	-	\$	401.00
Subtotal	\$	7,864.06	\$	14,626.00

MISCELLANEOUS

State Administrative Fee - RFA	\$	5,355.00	\$	7,500.00
State Administrative Fee - Chapter 251	\$	2,275.00	\$	3,300.00
Donations	\$	500.00	\$	500.00
Chapter 251 Refunds	\$	23,225.00	\$	10,000.00
OPRA Copies	\$	-	\$	100.00
Misc.	\$	330.98	\$	100.00
Subtotal	\$	31,685.98	\$	21,500.00

CLOTHING ALLOWANCE

Staff Clothing Allowance	\$	406.68	\$	750.00
Subtotal	\$	406.68	\$	750.00

EDUCATIONAL

Education	\$	-	\$	250.00
Subtotal	\$	-	\$	250.00

TOTAL EXPENSES \$ 384,460.32 \$ 401,246.69