

PINELANDS PERSONNEL & BUDGET COMMITTEE MEETING

This meeting was conducted in-person and remotely and is available to view through Pinelands Commission YouTube link:

https://www.youtube.com/live/dlFR0RSbnXA?si=exFr_CILtAeAMc_2

June 30, 2026 – 9:30 a.m.

MINUTES

MEMBERS IN ATTENDANCE:

Virtually: Committee Chairman Alan W. Avery Jr., Commission Chair Laura E. Matos, Commissioners Nicholas Asselta, Mark Lohbauer, Ryck Signor, and William Pikolycky, and Governor's Authorities Unit representative Azeem Chaudry.

MEMBERS ABSENT: None

STAFF PRESENT: Jessica Lynch

Virtually: Executive Director (ED) Susan R. Grogan and Gina Berg.

CALL TO ORDER:

Chairman Avery called the meeting to order at 9:39 a.m.

ADOPTION OF MINUTES:

Commission Chair Matos made a motion to adopt the March 17, 2026, Personnel & Budget Committee meeting minutes. Commissioner Asselta seconded the motion. All members were in favor. Commissioner Lohbauer was not present for the vote.

FINANCIAL MATTERS:

Jessica Lynch, the Commission's Business Services, Manager, reviewed the check register and electronic disbursements. She noted that application fee revenue is over the budgeted estimate for FY26 by 20%. She also discussed the recent Request for Quote (RFQ) for public accounting services and the staff's recommendation.

REQUEST FOR QUOTES:

Commissioner Lohbauer made a motion to award the contract for public accounting services to Holman Frenia Allison for three years at the cost of \$73,380.00. Commission Chair Matos seconded the motion. All members were in favor.

PERSONNEL MATTERS:

ED Grogan spoke on the following personnel matters.

- The retirement of Charles Horner, the Director of Regulatory Programs, Effective 06/01/26

- Effective 04/13/26, both Tia Sarriugarte, Business Assistant, and Gina Fernandes, Environmental Specialist, were hired.
- Current vacancies – The Director of Regulatory Programs vacancy is in the interview phase. Due to the recent death of a long-time MIS Specialist, a vacancy in that office will also need to be filled. Funds for both positions have been budgeted.

FIXED ASSET DELETION:

Ms. Lynch reviewed the list of fixed assets proposed for disposal.

Commissioner Lohbauer made a motion to dispose of the listed fixed assets. Commissioner Matos seconded the motion. All members were in favor.

FISCAL YEAR 2027 BUDGET:

ED Grogan discussed preliminary budget details: (see attached presentation slides):

- The anticipated revenue, with a state appropriation \$4,377,000, state supplemental funding of \$687,000, National Park Service grants of \$298,000, and application fees of \$800,000.
- Possible Grant Funding: Delaware Watershed Conservation Fund, (NFWF) \$249,875; and Environmental Protection Agency – Wetland Program Development \$211,788

She then made a presentation on projected application fee revenue (see attached presentation slides). Staff recommends a conservative approach. Committee members concurred with the suggestion that the Commission's FY27 budget include \$800,000 in anticipated application fee revenue.

PUBLIC COMMENT:

None

MOTION TO ADJOURN:

There being no further discussion, Commissioner Lohbauer moved to adjourn the meeting. Commission Chair Matos seconded the motion. The Committee agreed to adjourn at 10:26 a.m.

Certified as true and correct:



Tia Sarriugarte
Business Assistant
July 9, 2026



FY 2027 Fee Projections

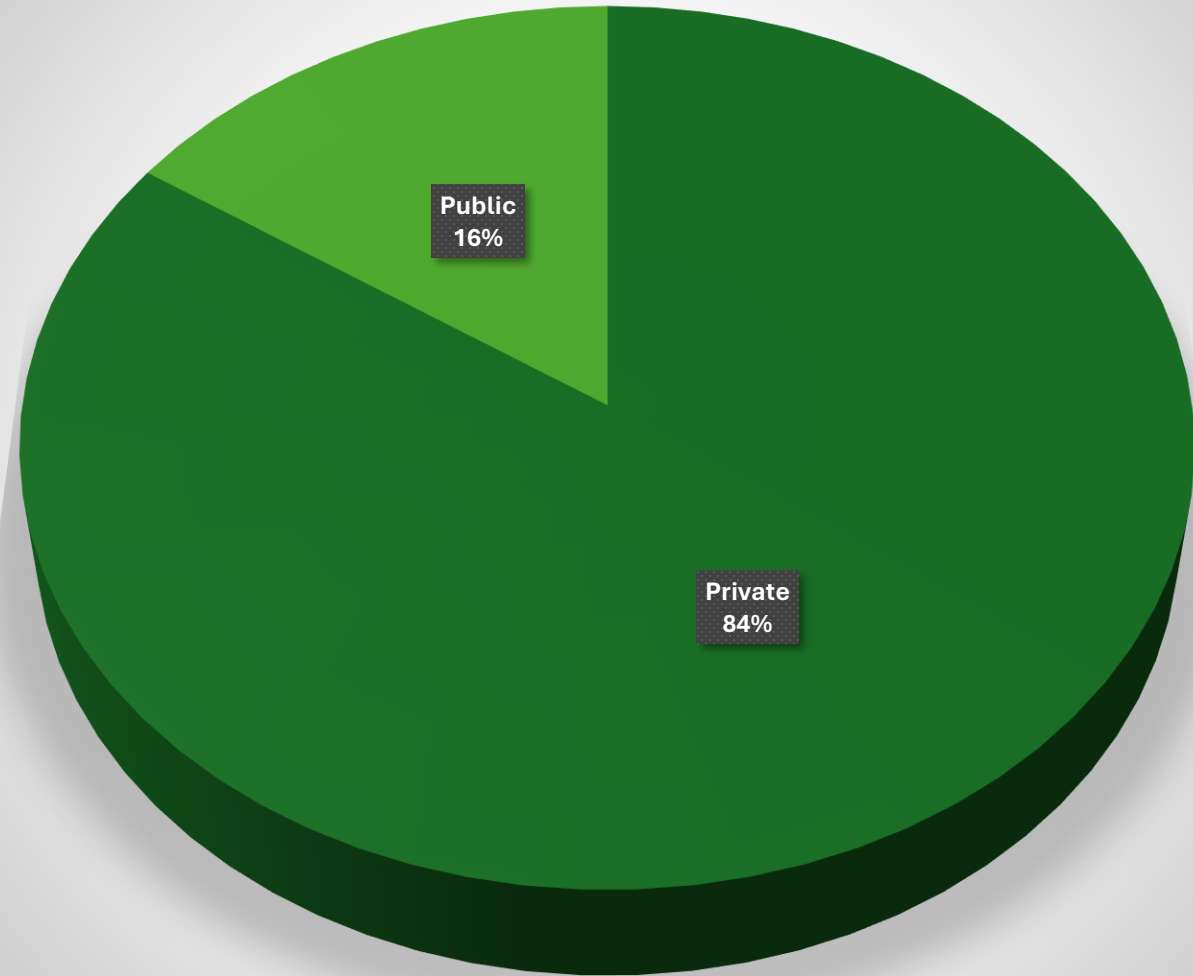
Personnel & Budget Committee

June 30, 2026

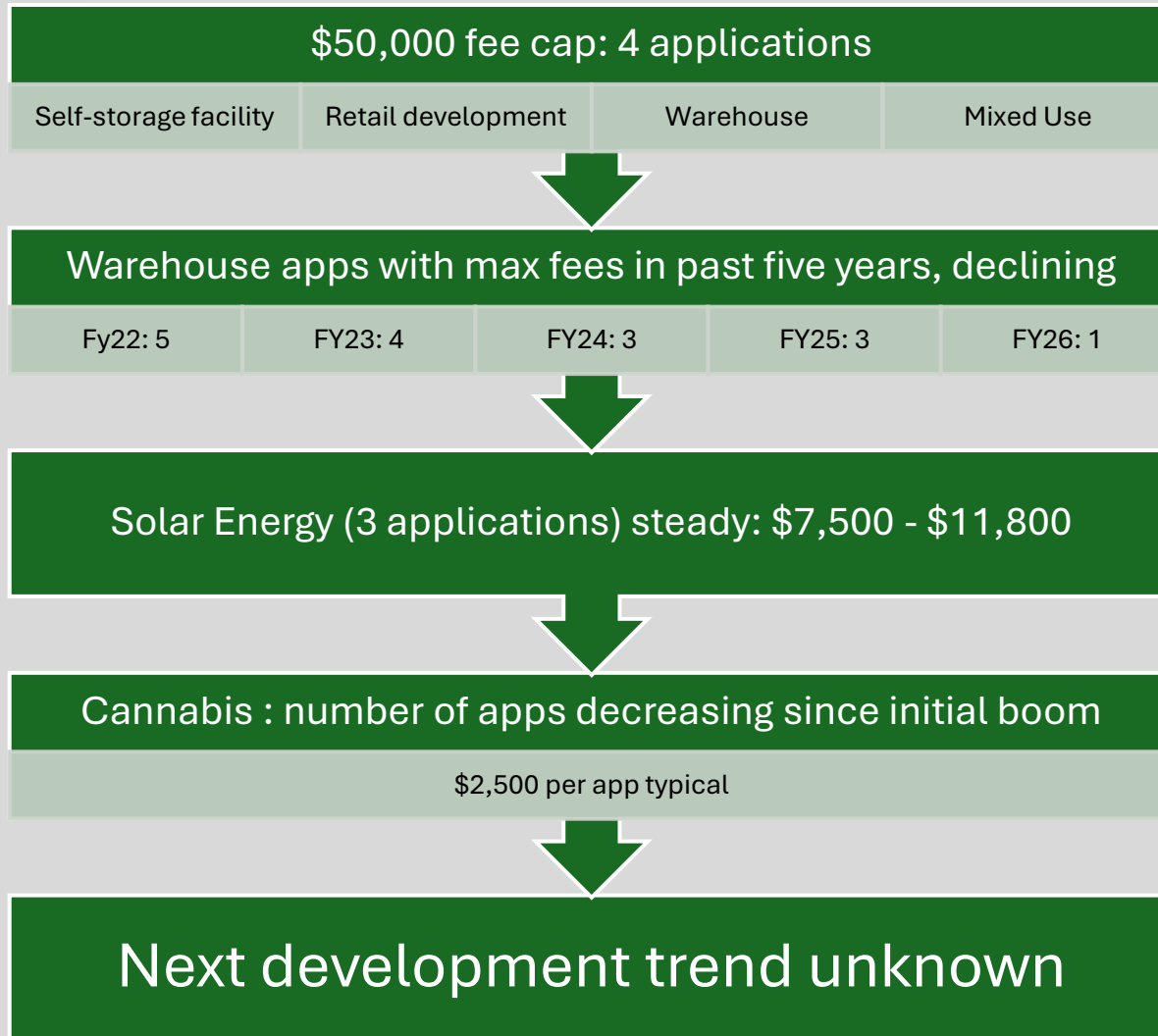
Public and Private Development Fees Assessed in FY26

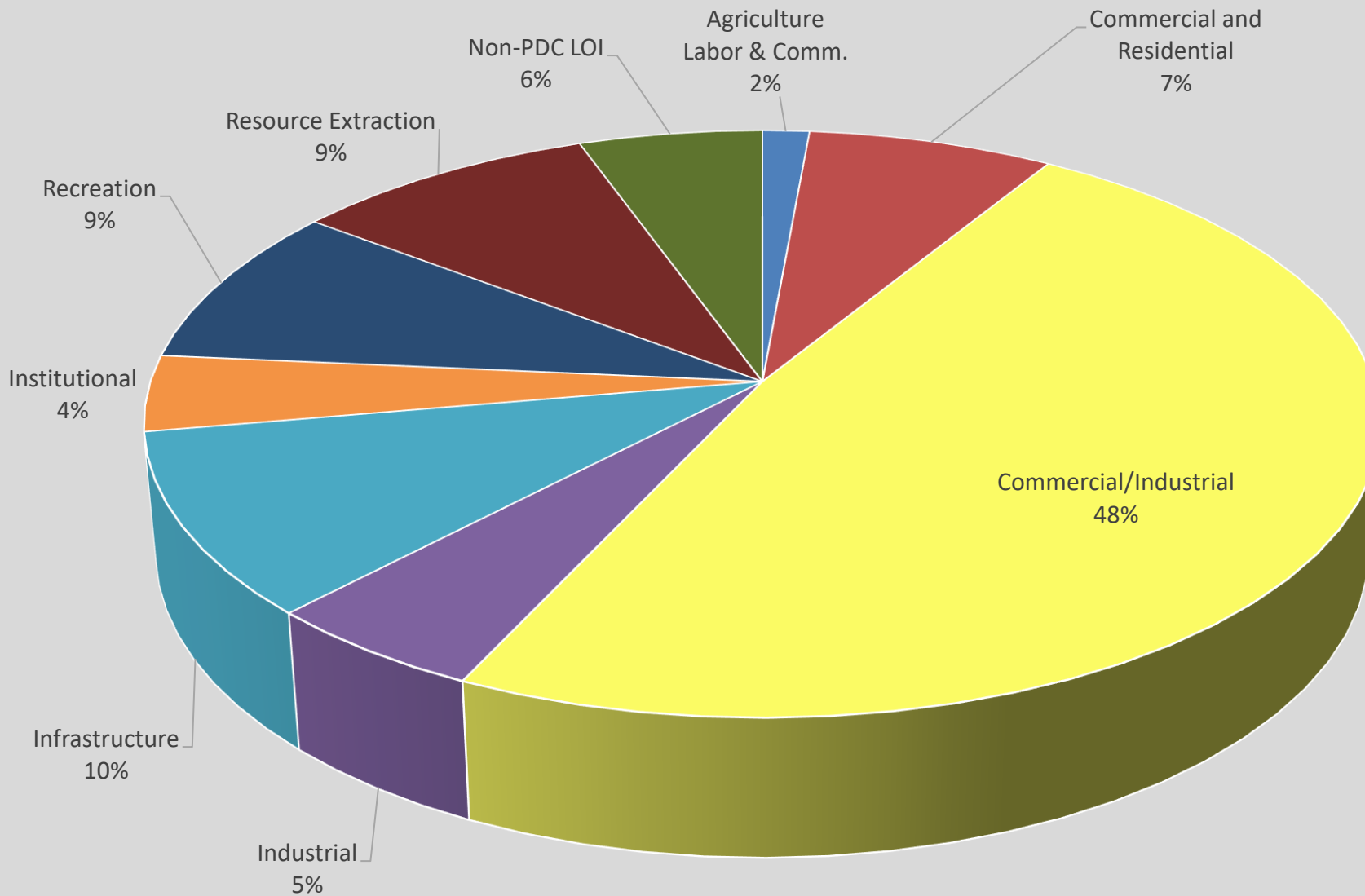
- Private development, mostly:
 - Commercial/Industrial
 - Residential
- Public development, mostly:
 - Infrastructure
 - Institutional
- YTD (mid-June):
 - approx. \$945,000
 - Above projected of \$850,000

FY26 Fees Assessed



Non-residential Development





Commercial/ Industrial Proposed Uses

- Self storage facility
- Warehouse/Logistics
- Retail
- Solar

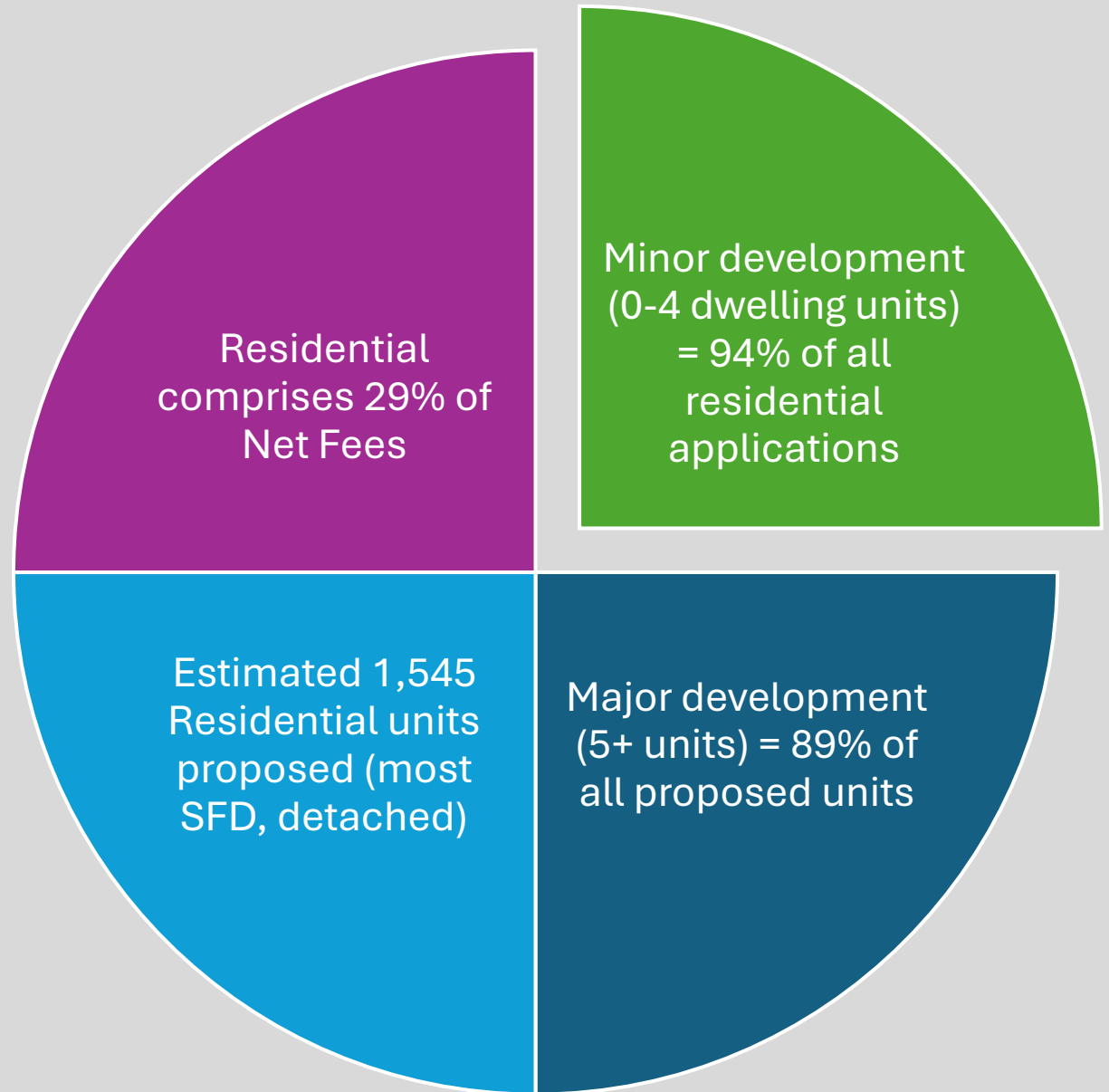
Non-PDC LOI – fee
increase

Recreation includes
Enduros & playgrounds

Six cannabis facilities –
mostly retail

Non-Residential Development –FY26

Residential Development Applications



Fee Revision Impacts

January 5, 2026, CMP amendment

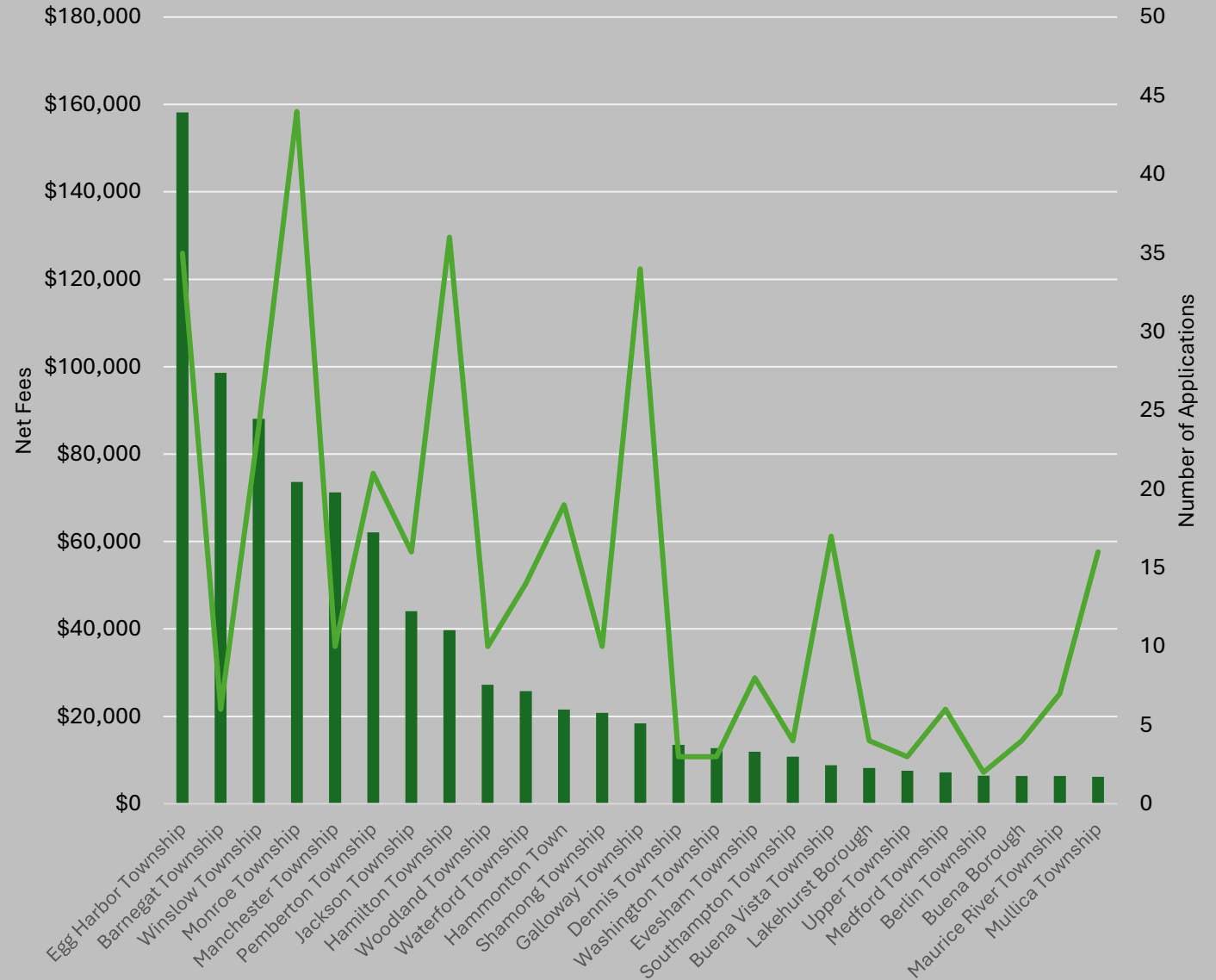
- Increased fees for wetlands Letters of Interpretation (LOIs) and other non-PDC LOIs
- Added fees for applications to resolve violations
- Set expiration dates for Certificates of Filing (CFs)

Too soon to accurately assess all impacts

- Wetlands/wetlands buffer verification change compared to prior years
 - 3 wetlands verification LOI applications: \$18,690; \$16,667; \$2,136
- Violations resolved fluctuates and not all involve applications to Commission
- CF expiration resulting in increased applications & fees

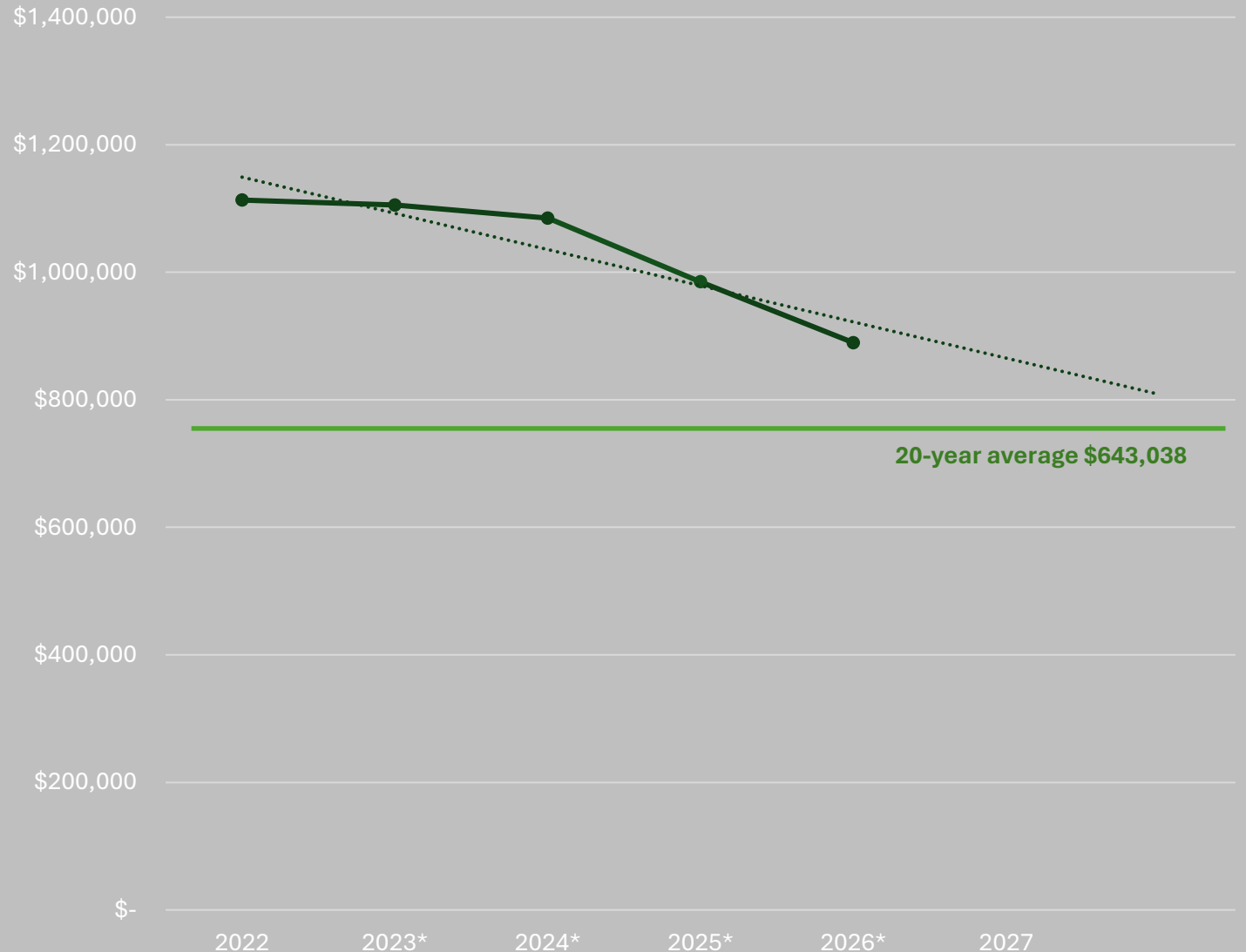
Net Fees and Number of Apps in FY26

- Top 25 municipalities
- RGA municipalities in the top 10 every year since FY22:
- Egg Harbor Twp
- Winslow Twp.
- Manchester Twp
- Jackson Twp



Fee Trends

- 20-year Average Annual Net Fees: \$624,038
- Most recent five-year average Net Fees: \$1,035,650
- Anticipated vs. Realized Fees
 - Realized has exceeded anticipated each year, however
 - FY22 and FY23 post-pandemic surges peaked at ~\$1.1M
 - Fees subsequently correcting in FY24 (-2%) and FY 25 (-9%) and FY 26 (-10%)



Recommended Budget Fee Projection: \$800,000

- Aligns with most recent 3-year downward trend
- 24% above 23-year Net Mean Actual Fees
- Conservative approach: 23% below 5-year average
- Limits reliance on unpredictable development surges (ex. Warehouse, solar, or cannabis in the past)
- Too soon to tell impacts of January fee revisions
- Escrows are not considered in projected fees

Personnel & Budget Committee

Fiscal Year 2027 Budget Update



June 30, 2026

Anticipated Revenue: FY27

	FY27
State Appropriation	\$4,377,000
State Supplemental Funding (Fringe Benefits)	\$687,000
Long-Term Environmental and Economic Monitoring (NPS grant)	\$298,000
Application Fees	\$800,000

Possible Additional Grant Funding: FY27

Project	Source	Funding Requested	Response Expected
Research, Monitoring and Decision Tools for Reptiles of Greatest Conservation Need (pine snakes, box turtles, rattlesnakes)	Delaware Watershed Conservation Fund (NFWF)	\$249,875	August
Long-term Trends in Wetlands Protection and the Spatial Requirements of a Regionally Important Bioindicator Species (Pine Barrens tree frog)	Environmental Protection Agency – Wetland Program Development	\$211,788	June