



Chris Christie  
Governor

Kim Guadagno  
Lt. Governor

## State of New Jersey

THE PINELANDS COMMISSION

PO Box 359

NEW LISBON, NJ 08064

(609) 894-7300

[www.nj.gov/pinelands](http://www.nj.gov/pinelands)

General Information: [Info@njpines.state.nj.us](mailto:Info@njpines.state.nj.us)  
Application Specific Information: [AppInfo@njpines.state.nj.us](mailto:AppInfo@njpines.state.nj.us)



Sean W. Earlen  
Chairman

Nancy Wittenberg  
Executive Director

# MEMORANDUM

To: Members of the Personnel and Budget Committee

From: Jessica Lynch, Business Manager *JL*

Date: August 8, 2017

Subject: Meeting Material

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Enclosed is material supporting the agenda items for the Personnel and Budget Committee meeting to be held in the Richard J. Sullivan Center, Terrence D. Moore Room on Tuesday, August 29, 2017.

Budget material will be provided at the meeting.



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### **PERSONNEL & BUDGET COMMITTEE MEETING**

Richard J. Sullivan Center

Terrence D. Moore Room

15 C Springfield Road

New Lisbon, New Jersey

August 29, 2017

9:30 a.m.

#### **Agenda**

1. Adoption of the February 2, 2017 meeting minutes
2. Financial Updates:
  - a. Check Register (January – June 2017)
  - b. Electronic Disbursements - EFT; Direct Deposit; ACH(January – June 2017)
  - c. Application Fees Update
3. FY 2018 Draft Budgets
4. Employee Actions (February, March, April, May, and June 2017)
5. Public Comment
6. Closed Session (*if needed*)

## PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center  
Terrence D. Moore Room  
15C Springfield Road  
New Lisbon, New Jersey  
February 7, 2017  
9:30 a.m.

### MINUTES

#### Members Present

Alan W. Avery (Committee Chairperson), Mark Lohbauer, Ed McGlinchey, and Richard Prickett.

#### Members Absent

William Brown, Giuseppe Chila, D'Arcy Rohan Green, Jane Jannarone, and Gary Quinn.

#### Staff Present

Executive Director Nancy Wittenberg, Evan Bossett, John Bunnell, Donna Graham, Paul Leakan, Larry Liggett, Jessica Lynch, Stacey Roth, and Michelle Russell. Lisa LeBoeuf from the Governor's Authorities Unit was also present via telephone.

Committee Chairperson Avery called the meeting to order at 9:32 a.m.

#### Adoption of Minutes from the August 2, 2016 (open and closed session) Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the minutes of the August 2, 2016 Personnel and Budget Committee meeting. Commissioner Prickett seconded the motion and all voted in favor.

#### Financial Updates:

Check Register (July to December 2016). Jessica Lynch reviewed the registers and provided details. Evan Bossett explained the site evaluator and left the meeting at 9:36 a.m. Donna Graham entered the meeting at 9:38 a.m.

Commissioner Prickett asked questions regarding the insurance, elevator belt, firewall, and petty cash. Responses were given.

Electronic Disbursements - EFT; Direct Deposit; ACH (July to December 2016). Ms. Lynch reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees are down 26% of the budgeted amount with a year-to-date total of \$131,453.95.

#### Accounting Software Proposal:

Ms. Lynch provided quotes and answers on the software. Committee Chairperson Avery explained that guidance was received from the auditors to increase computerization of the internal system using Edmunds. The Committee recommended going to the Audit Committee for discussion on the quotes.

#### Fixed Assets for Disposal/Surplus:

Ms. Lynch explained the list. Commissioner Prickett asked if the computers were scrubbed here before disposal, and it was confirmed that it was done here.

#### Employee Actions (August-December 2016 & January 2017)

Michelle Russell reviewed the employee actions and noted that a Resource Planner had resigned at the Commission. She said the position is currently being recruited. She added that two positions were filled, and an employee has returned from a leave.

#### Public Comment

Bill Wolfe commented that not enough attention/resources are devoted to certain actions. The response was that more things could get done if there were more staff. The Personnel and Budget Committee does not prioritize the work. Commissioner McGlinchey stated that he, along with other commissioners, have tried to do what they can to increase staff salaries and morale to keep staff at the Commission. Committee Chairperson Avery stated that he appreciated the statements.

Mr. Wolfe also would like to see the Commission get more in application fees than the money that is incurred. There is a proposal in the Governor's Office with fee increases.

Commissioner McGlinchey stated that a generator is needed. Commissioner Lohbauer questioned the structural integrity of Fenwick Manor. The engineer had confirmed it was safe.

#### Closed Session

There was no need to go into Closed Session.

With no further items to discuss, Committee Chairperson Avery asked for a motion for adjournment. The motion was moved by Commissioner McGlinchey, seconded by Commissioner Lohbauer and unanimously approved.

The meeting was adjourned at 10:30 a.m.

Certified as true and correct:

\_\_\_\_\_  
Michelle L. Russell, HR Specialist

Date 2/14/17

**New Jersey Pinelands Commission**  
**Check Register**  
**Period: January - June 2017**

Check #	Check Date	Vendor Name	Description	Amount
4610	1/5/2017	CANDACE M. ASHMUN	Mileage Reimbursement	\$294.72
4611	1/5/2017	GPANJ	Dawn Rago GPANJ Membership	\$100.00
4612	1/5/2017	SHI	Symantec Enpointe	\$1,920.00
4613	01/20/17	PRESS OF ATLANTIC CITY	Meeting Notices	\$59.16
4614	01/20/17	BURLINGTON COUNTY TIMES	Meeting Notices	\$59.34
4615	01/20/17	CHAMPION ENERGY	Electric Utilities	\$1,237.20
4616	01/20/17	COURIER POST	Meeting Notices	\$62.55
4617	01/20/17	DONNA DAHRINGER	Soil Testing Reimbursement	\$53.00
4618	01/20/17	GRAINGER	Smoke Alarms & Leaf Blower	\$483.23
4619	01/20/17	HEWLETT PACKARD	2 Replacement Printers	\$2,181.78
4620	01/20/17	HEWLETT PACKARD	Printer stand	\$159.00
4621	01/20/17	JCP&L	Electric Utilities	\$649.89
4622	01/20/17	LOWES	Ice Melt & Maitenance Supplies	\$601.23
4623	01/20/17	NJ DIVISION OF FISH AND WILDLIFE	Collecting Permit	\$22.00
4624	01/20/17	NJ DIVISION OF FISH AND WILDLIFE	Endangered Species Permit	\$7.00
4625	01/20/17	NJ DIVISION OF FISH AND WILDLIFE	Collecting Permit	\$22.00
4626	01/20/17	NJ DIVISION OF FISH AND WILDLIFE	Scientific Holding Permit	\$35.00
4627	01/20/17	NJ DIVISION OF FISH AND WILDLIFE	Collecting Permit	\$22.00
4628	01/20/17	NEW JERSEY PRESS	Meeting Notices	\$49.50
4629	01/20/17	O'BRIEN & SONS INC.	Hardware screws	\$3.29
4630	01/20/17	PEMBERTON ELECTRICAL SUPP	Parking Lot Bulbs	\$19.87
4631	01/20/17	PSE&G	Fuel Utilities	\$1,004.15
4632	01/20/17	Pemberton Township MUA	Sewer Utilities	\$1,710.00
4633	01/20/17	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$59.25
4634	01/20/17	PS&S LLC	App# 1982-4156.020 Refund	\$200.00
4635	01/20/17	CHARLES & PAMELA MALAMUT	App# 1983-6263.002 Refund	\$125.00
4636	01/20/17	RICOH CORPORATION	Copier Lease	\$243.62
4637	01/20/17	SIR SPEEDY	Copies	\$9.00
4638	01/20/17	SOUTH JERSEY ENERGY	Gas Utilities	\$603.33
4639	01/20/17	ST. ANN'S CHURCH	Meeting Space Fee 1/24/2017	\$700.00
4640	01/20/17	W. B. MASON	Office Supplies	\$57.15
4641	01/20/17	WOOLSTON COMPANY INC.	Trash Collections	\$43.95
4642	02/06/17	PRESS OF ATLANTIC CITY	Meeting Notices	\$41.64
4643	02/06/17	CWA	Union Dues	\$1,462.01
4644	02/06/17	EDWARD MCGLINCHEY	Mileage Reimbursement	\$92.80
4645	02/06/17	HOME DEPOT CREDIT SERVICE	Mini Blind replacement in RJS - Reg. Programs	\$40.23
4646	02/06/17	IMPAC FLEET	Commission Vehicle Gas	\$411.67
4647	02/06/17	MARLEE CONTRACTORS	HVAC Repair - Carriage House & Fenwick Man	\$2,659.00
4648	02/06/17	MARSH USA INC.	Adjustment after Worker Comp Audit for FY16	\$2,505.00
4649	02/06/17	MELODY WOOD	Medicare B Reimbursement	\$1,586.90
4650	02/06/17	NJ Dept of Community Affairs	Annual Fire Inspection Fee	\$250.00
4651	02/06/17	NEW JERSEY LEAGUE OF MUNICIPAL	Webinar: Wireless Faciities in the ROW	\$35.00
4652	02/06/17	JESSICA LYNCH PETTY CASH	Reimbursements - See list attached to Petty Ca	\$401.89
4653	02/06/17	PITNEY BOWES	Postage Meter Rental Fee	\$75.00
4654	02/06/17	PRIMEPAY LLC	Payroll Services, W2s & FSA	\$1,905.13
4655	02/06/17	PURCHASE ADVANTAGE CARD	Commission Meeting Refreshments	\$108.10
4656	02/06/17	SIR SPEEDY	Copy	\$4.50
4657	02/06/17	SOUTH JERSEY ENERGY	Gas Utilities	\$118.60
4658	02/06/17	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.17
4659	2/14/2017	CROWNE PLAZA PHILADELPHIA	Meeting Space Deposit 2/24/2017	\$1,000.00
4660	2/14/2017	PITNEY BOWES	Postage	\$1,000.00
4661	02/24/17	BURLINGTON COUNTY TIMES	Meeting Notices	\$105.80
4662	02/24/17	BANK OF AMERICA	Constant Contact, Maintenance	\$702.59
4663	02/24/17	BROWN'S ENGRAVING LLC	Name Plate for Hays	\$9.00
4664	02/24/17	CCSOFFICE	Toner	\$622.00
4665	02/24/17	COURIER POST	Meeting Notices	\$82.72

**New Jersey Pinelands Commission**  
**Check Register**  
**Period: January - June 2017**

Check #	Check Date	Vendor Name	Description	Amount
4666	02/24/17	CROWNE PLAZA PHILADELPHIA	Meeting space for 2/24 meeting	\$10,730.95
4667	02/24/17	EDWARD MCGLINCHEY	Mileage Reimbursement	\$89.70
4668	02/24/17	CONNECTION INC.	Toner	\$218.06
4669	02/24/17	JCP&L	Electric Utilities	\$1,706.76
4670	02/24/17	LOWES	Maintenance Supplies	\$32.43
4671	02/24/17	NJ DIVISION OF FISH AND W	Collecting Permit	\$22.00
4672	02/24/17	NEW JERSEY LEAGUE OF MUNICIPAL	Planner Advisement	\$130.00
4673	02/24/17	NEW JERSEY PRESS	Meeting Notices	\$95.70
4674	02/24/17	O'BRIEN & SONS INC.	Hardware	\$6.44
4675	02/24/17	PEMBERTON ELECTRICAL SUPP	Parking Lot Bulbs	\$55.50
4676	02/24/17	PRIMEPAY LLC	Payroll Services and FSA	\$1,537.60
4677	02/24/17	PSE&G	Gas Utilities	\$646.91
4678	02/24/17	REDMOND LANDSCAPING	Parking Lot Sanding	\$800.00
4679	02/24/17	SOUTH JERSEY ENERGY	Gas Utilities	\$721.94
4680	02/24/17	Treasurer State of New Jersey	Telecommunications Nov & Dec	\$3,830.05
4681	02/24/17	W. B. MASON	Paper & First Aid items	\$286.35
4682	02/24/17	WOOLSTON COMPANY INC.	Trash Collection	\$43.95
4683	03/09/17	PRESS OF ATLANTIC CITY	Meeting Notices	\$79.80
4684	03/09/17	BURLINGTON COUNTY TIMES	Meeting Notices	\$204.72
4685	03/09/17	BEVAN SECURITY SYSTEMS I	Fire Alarm Inspection & Key Card System Servi	\$1,935.00
4686	03/09/17	BANK OF AMERICA	Training: Stacey, Susan & Robyn; Barn Door Hi	\$633.46
4687	03/09/17	COURIER POST	Meeting Notices	\$98.12
4688	03/09/17	CWA	Union Dues	\$1,443.62
4689	03/09/17	DELL	Replacement Graphic Card	\$369.99
4690	03/09/17	EDWARD MCGLINCHEY	Mileage Reimbursement	\$92.70
4691	03/09/17	ICLE	Stacey - Land Use	\$165.00
4692	03/09/17	IMPAC FLEET	Commission Vehicle Gas	\$274.56
4693	03/09/17	LAMMEY & GIORGIO	Professional Services - Visitor Center	\$5,950.00
4694	03/09/17	NANCY WITTENBERG	Mileage Reimbursement	\$67.24
4695	03/09/17	PURCHASE ADVANTAGE CARD	Replacement Check	\$108.10
4696	03/09/17	SCHROEDER LAW GROUP	Refund App#1996-1432.001	\$200.00
4697	03/09/17	SIR SPEEDY	Copies	\$4.50
4698	03/09/17	TREASURER STATE OF NJ	Telecommunications	\$1,977.22
4699	03/09/17	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.90
4700	03/24/17	Barry Brady	Medicare B Reimbursement	\$657.00
4701	03/24/17	BEVAN SECURITY SYSTEMS I	Quarterly Alarm Services	\$216.00
4702	3/24/2017	Betty Sonsiadek	Medicare B Reimbursement	\$339.00
4703	03/24/17	COMTEC SYSTEMS INC.	Additional Telephones	\$2,574.31
4704	03/24/17	CWA	Union Dues	\$1,443.62
4705	03/24/17	Elizabeth G. Carpenter	Medicare B Reimbursement	\$327.00
4706	03/24/17	GRAINGER	Condenser Cleaner	\$58.48
4707	03/24/17	HIGHWAY TIRE DISTRIBUTORS	Prius Front Tires	\$150.64
4708	03/24/17	JCP&L	Electric Utilities	\$1,519.93
4709	03/24/17	John C. Stokes	Medicare B Reimbursement	\$654.00
4710	03/24/17	LAUREL LAWNMOWER SERVICE	Mower parts	\$192.48
4711	03/24/17	LEXIS NEXIS MATTHEW BENDE	NJ Register annual renewal	\$223.74
4712	03/24/17	LAW OFFICE OF WALTER M. L	Labor Settlement	\$5,000.00
4713	03/24/17	MELODY WOOD	Medicare B Reimbursement	\$711.00
4714	03/24/17	New Jersey Department of Labor	Unemployment Reimbursement	\$6,266.00
4715	03/24/17	NEW JERSEY PRESS	Meeting Notices	\$32.45
4716	03/24/17	PROPERTY FAX LLC	GIS Sole Source	\$3,900.00
4717	03/24/17	Nadine Young	Medicare B Reimbursement	\$504.00
4718	03/24/17	O'BRIEN & SONS INC.	Hardware for Barn hinge	\$4.64
4719	03/24/17	PRIMEPAY LLC	Payroll Services & FSA	\$1,547.65
4720	03/24/17	PSE&G	Fuel Utilities	\$897.02
4721	03/24/17	RICOH CORPORATION	Copier Lease	\$243.62

**New Jersey Pinelands Commission**  
**Check Register**  
**Period: January - June 2017**

Check #	Check Date	Vendor Name	Description	Amount
4722	03/24/17	Robert A. Zampella	Medicare B Reimbursement	\$906.30
4723	03/24/17	SHIRLEY BANFER	Medicare B Reimbursement	\$330.00
4724	03/24/17	SIR SPEEDY	Copies	\$24.00
4725	03/24/17	SOUTH JERSEY ENERGY	Gas Utilities	\$690.99
4726	03/24/17	Terrence D. Moore	Medicare B Reimbursement	\$660.00
4727	03/24/17	U.S. Geological Survey	Wetlands Surveys	\$17,246.64
4728	03/24/17	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.17
4729	03/24/17	W. B. MASON	Office Supplies	\$85.86
4730	03/24/17	WOOLSTON COMPANY INC.	Trash Collections	\$43.95
4731	04/06/17	PRESS OF ATLANTIC CITY	Meeting Notices	\$11.34
4732	04/06/17	COURIER POST	Meeting Notices	\$13.20
4733	04/06/17	IMPAC FLEET	Commission Vehicle Gas	\$202.40
4734	04/06/17	NEW JERSEY STATE BAR ASSO	Training - Stacey Roth	\$100.00
4735	04/06/17	NEW JERSEY STATE POLICE	Services for 2/24/17 Meeting	\$7,825.60
4736	04/06/17	PCM-G	Symantec Renewal	\$341.00
4737	04/06/17	P. T. W. D.	Qtrly Water Utility	\$156.00
4738	04/06/17	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$32.94
4739	04/06/17	CATHERINE MULLIN	Refund App#2005-0546.001	\$200.00
4740	04/06/17	SIR SPEEDY	Copies	\$28.50
4741	04/06/17	W. B. MASON	Office Supplies	\$9.88
4742	04/28/17	ALENCO FENCE & LUMBER COR	Replacement split rail fencing	\$444.00
4743	04/28/17	AMERICAN PLANNING ASSOCIA	Susan Grogan's Annual Licensing	\$681.00
4744	04/28/17	BURLINGTON COUNTY TIMES	Meeting Notices	\$19.32
4745	04/28/17	BANK OF AMERICA	Science Supplies, Suvery Money, Stacey - Training, BCT	\$239.13
4746	04/28/17	BOWMAN & COMPANY	FY15 Additional Cost	\$6,000.00
4747	04/28/17	CDW-GOVERNMENT LLC	Labels & UPS	\$93.00
4748	04/28/17	GANN LAW BOOKS	NJ Zoning & land Use	\$129.00
4749	04/28/17	GRAINGER	Traffic Cones	\$73.50
4750	04/28/17	JCP&L	Electric Utilities	\$1,731.65
4751	04/28/17	LEXIS NEXIS MATTHEW BENDE	Legal Subscription	\$242.50
4752	04/28/17	NEW JERSEY PRESS	Meeting Notices	\$63.80
4753	04/28/17	PITNEY BOWES INC.	Postage	\$500.00
4754	04/28/17	PITNEY BOWES	Postage Machine Rental	\$75.00
4755	04/28/17	Postmaster New Lisbon	PO Box renewal	\$144.00
4756	04/28/17	PRIMEPAY LLC	Payroll Services and FSA	\$1,547.85
4757	04/28/17	PSE&G	Gas Utilities	\$398.23
4758	04/28/17	Pemberton Township MUA	Sewer Utilities	\$1,710.00
4759	04/28/17	DAWN RAGO	Mileage Reimbursement	\$65.91
4760	04/28/17	REDMOND LANDSCAPING	Parking Lot Salting from March	\$800.00
4761	04/28/17	VALORE LLC	App. #2005-0508.001 Refund	\$1,043.30
4762	04/28/17	ROBERT & KAREN HOUCK	App. #2017-0080.001 Refund	\$200.00
4763	04/28/17	WILLIAM & ADA WILKIN	App. #2017-0085.001 Refund	\$200.00
4764	04/28/17	JOE DARLINGTON	App. #1985-0277.013 Refund	\$200.00
4765	04/28/17	RUTGERS CENTER FOR GOVERN	Rutgers Classes - Dawn Rago	\$442.00
4766	04/28/17	SOUTH JERSEY ENERGY	Gas Utilities	\$562.10
4767	04/28/17	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.26
4768	04/28/17	W. B. MASON	Office Supplies	\$432.07
4769	04/28/17	WOOLSTON COMPANY INC.	Trash Collection	\$43.95
4772	05/12/17	PRESS OF ATLANTIC CITY	Meeting Notices	\$10.92
4773	05/12/17	BURLINGTON COUNTY TIMES	Meeting Notices	\$18.86
4774	05/12/17	BANK OF AMERICA	Maintenance Supplies	\$234.92
4775	05/12/17	BROWN'S ENGRAVING LLC	Nameplate for Velzy	\$11.00
4776	05/12/17	CCSOFFICE	Toner	\$460.00
4777	05/12/17	COURIER POST	Meeting Notices	\$11.88
4778	05/12/17	CWA	Union Dues	\$1,437.42
4779	05/12/17	EDWARD MCGLINCHEY	Mileage Reimbursement	\$123.75



**New Jersey Pinelands Commission**  
**Check Register**  
**Period: January - June 2017**

Check #	Check Date	Vendor Name	Description	Amount
4780	05/12/17	FRANCIS L. DEAN	Volunteer Insurance	\$200.00
4781	05/12/17	FRED PRYOR SEMINARS	John Key's OSHA	\$179.00
4782	05/12/17	GRAINGER	Maintenance Supplies	\$187.32
4783	05/12/17	IMPAC FLEET	Commission Vehicle Gas	\$267.61
4784	05/12/17	LOWES	Maintenance Supplies	\$73.48
4785	05/12/17	NJ State Distribution Cen	House Keeping Supplies	\$753.21
4786	05/12/17	NEW JERSEY LEAGUE OF MUNI	Recruiting	\$110.00
4787	05/12/17	O'BRIEN & SONS INC.	Window Hardware	\$2.33
4788	05/12/17	PITNEY BOWES INC.	Red Ink Replacement	\$84.99
4789	05/12/17	PSE&G	Gas Utilities	\$151.99
4790	05/12/17	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$37.07
4791	05/12/17	REDMOND LANDSCAPING	Mulch	\$397.00
4792	05/12/17	RICOH CORPORATION	Copier Lease	\$243.62
4793	05/12/17	RUTGERS CENTER FOR GOVERN	Purchasing Classes - Jessica Lynch	\$969.00
4794	05/12/17	SHI	MIS Licensing	\$1,019.09
4795	05/12/17	SIR SPEEDY	Copies	\$3.00
4796	05/12/17	SOUTH JERSEY ENERGY	Gas Utilities	\$165.01
4797	05/12/17	TREASURER STATE OF NJ	Lexis Nexis	\$589.38
4798	05/12/17	TREASURER STATE OF NJ	Telecommunications	\$4,057.09
4799	05/12/17	WOOLSTON COMPANY INC.	Trash Collection	\$43.95
4800	06/09/17	BANK OF AMERICA	Science Supplies	\$743.89
4801	06/09/17	BURLINGTON COUNTY COLLEGE	Roadside Brochures	\$551.81
4802	06/09/17	BURLINGTON COUNTY TIMES	Meeting Notices	\$66.24
4803	06/09/17	CCSOFFICE	Toners	\$1,562.00
4804	06/09/17	COMMUNICATIONS WORKERS OF	Union Dues	\$1,349.68
4805	06/09/17	COURIER POST	Meeting Notices	\$174.82
4806	06/09/17	DELL	Replace Computers	\$9,015.10
4807	06/09/17	Forestry Suppliers Inc.	Science Supplies	\$113.01
4808	06/09/17	HERBARIUM SUPPLY	Science Supplies	\$80.54
4809	06/09/17	IMPAC FLEET	Commission Gas	\$289.91
4810	06/09/17	JCP&L	Electric Utilities	\$1,398.90
4811	06/09/17	NANCY WITTENBERG	Mileage Reimbursement	\$44.05
4812	06/09/17	NEW JERSEY PRESS	Meeting Notices	\$57.75
4813	06/09/17	NEW JERSEY STATE POLICE	Services for Meeting	\$489.10
4814	06/09/17	PITNEY BOWES INC.	Postage	\$500.00
4815	06/09/17	PRESS OF ATLANTIC CITY	Meeting Notices	\$42.84
4816	06/09/17	PRIMEPAY LLC	Payroll Services and FSA	\$1,238.67
4817	06/09/17	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$57.48
4818	06/09/17	RICHARD LEONETTI	App. Refund #2017-0114.001	\$1,250.00
4819	06/09/17	SIR SPEEDY	Copies	\$166.50
4820	06/09/17	SKILLPATH SEMINARS	Course Cancellation Fee	\$25.00
4821	06/09/17	THOMSON WEST PAYMENT CENT	NJ Stat 2017	\$96.00
4822	06/09/17	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.26
4823	06/30/17	BEVAN SECURITY SYSTEMS I	Service on Fenwick Motion Detectors	\$597.50
4824	06/30/17	BOWMAN & COMPANY	FY16 Audit Services	\$8,000.00
4825	06/30/17	COMPLETE BOOK	Science Reference Material	\$83.16
4826	06/30/17	EDWARD MCGLINCHEY	Mileage Reimbursement	\$108.30
4827	06/30/17	FISHER SCIENTIFIC	Science Equipment	\$124.91
4828	06/30/17	Forestry Suppliers Inc.	Science Boots & Waders	\$215.10
4829	06/30/17	GRAINGER	Soap & Floor Mats	\$237.10
4830	06/30/17	John F. Bunnell	Mileage Reimbursement	\$52.70
4831	06/30/17	JCP&L	Electric Utilities	\$1,749.98
4832	06/30/17	JANE JANNARONE	Mileage Reimbursement	\$97.65
4833	06/30/17	LAMMEY & GIORGIO	2nd Payment Architect Services	\$12,130.00
4834	06/30/17	MARLEE CONTRACTORS	Maintenance of Barn HVAC	\$453.50
4835	06/30/17	New Jersey Department of	Unemployment Reimbursement	\$1,928.00

**New Jersey Pinelands Commission**  
**Check Register**  
**Period: January - June 2017**

Check #	Check Date	Vendor Name	Description	Amount
4836	06/30/17	NEW JERSEY PRESS	Meeting Notices	\$58.30
4837	06/30/17	NANCY WITTENBERG	Mileage Reimbursement	\$29.03
4838	06/30/17	OHSP	Agency Reimbursement	\$3,861.13
4839	06/30/17	PAUL GALLETTA	Mileage Reimbursement	\$154.29
4840	06/30/17	PRIMEPAY LLC	FSA & Payroll Services	\$1,817.64
4841	06/30/17	PSE&G	Gas Utilities	\$105.79
4842	06/30/17	BOROUGH OF LAKEHURST	App. #2013-0170.002 Refund	\$400.00
4843	06/30/17	CHERRY WEBER AND ASSOC	App. #2016-0082.001 Refund	\$200.00
4844	06/30/17	BOHLER ENGINEERING LLC	App. #1985-0311.002 Refund	\$4,342.00
4845	06/30/17	MICHAEL J. ANERMAN JR	App. #1989-1003.003 Refund	\$200.00
4846	06/30/17	BEACON HOMES OF NJ LLC	App. #1996-1304.001 Refund	\$400.00
4847	06/30/17	H2HHC GH2444 LLC	App. #2001-0616.003 Refund	\$200.00
4848	06/30/17	H2HHC GH2347 LLC	App. #2017-0106.001 Refund	\$200.00
4849	06/30/17	BEACON HOMES OF NJ LLC	App. #1996-1304.001 Refund	\$400.00
4850	06/30/17	RICOH CORPORATION	Copier Lease	\$730.86
4851	06/30/17	SIR SPEEDY	Copies	\$46.50
4852	06/30/17	SOUTH JERSEY ENERGY	Gas Utilities	\$87.66
4853	06/30/17	Treasurer State of New Jersey	Telecommunications April, May & June	\$5,566.46
4854	06/30/17	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.36
4855	06/30/17	W. B. MASON	Office Supplies	\$122.79
4856	06/30/17	WOOLSTON COMPANY INC.	Trash Collections	\$43.95
4857	06/30/17	COMMUNICATIONS WORKERS OF	Union Dues	\$1,367.90
4858	06/30/17	NJ OFFICE OF INFORMATION	Teamsite License	\$126.32
4859	06/30/17	Petty Cash : Jessica Lynch	Various	\$220.60
Total (248 Checks):				<u>\$215,641.07</u>

**New Jersey Pinelands Commission**  
**Electronic Funds Transfer (EFT) Disbursements**  
**January & February 2017**

Date	Description	Amount
01/04/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	27,460.87
01/04/16	NJ State Tax - payroll deductions	2,971.00
01/05/17	Pension - payroll deductions	21,345.29
01/10/17	Phila Local Tax	1,197.77
01/12/17	Dental	1,936.86
01/12/17	Deferred Compensation / Roth 457 - payroll deductions	3,158.33
01/13/17	PA State Tax - payroll deductions	631.81
01/18/17	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,025.95
01/18/17	NJ State Tax - payroll deductions	2,977.08
01/23/17	SUI/SDI- payroll deductions and employer share	470.53
01/26/17	Deferred Compensation / Roth 457 - payroll deductions	3,327.36
02/01/17	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,611.01
02/01/17	NJ State Tax - payroll deductions	3,067.05
02/07/17	Pension - payroll deductions	21,504.00
02/09/17	Deferred Compensation / Roth 457 - payroll deductions	3,207.36
02/13/17	Dental	2,072.86
02/14/17	PA State Tax - payroll deductions	373.02
02/15/17	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	24,608.74
02/15/17	NJ State Tax - payroll deductions	2,949.71
02/23/17	Deferred Compensation / Roth 457 - payroll deductions	3,207.36
03/01/17	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	24,939.81
03/01/17	NJ State Tax - payroll deductions	2,949.71
03/07/17	Pension - payroll deductions	21,218.58
03/09/17	Deferred Compensation / Roth 457 - payroll deductions	3,257.36
03/14/17	Dental	1,980.24
03/15/17	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,016.72
03/15/17	NJ State Tax - payroll deductions	3,012.03
03/15/17	PA State Tax - payroll deductions	373.03
03/16/17	Health Benefits - Retired employees -	27,007.33
03/16/17	Health Benefits - Active employees -	19,453.98
03/23/17	Deferred Compensation / Roth 457 - payroll deductions	3,207.36
03/28/17	Annual Pension Liability	350,173.00

**New Jersey Pinelands Commission**  
**Electronic Funds Transfer (EFT) Disbursements**  
**January & February 2017**

Date	Description	Amount
03/29/17	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	24,939.81
03/29/17	NJ State Tax - payroll deductions	2,949.71
04/06/17	Pension - payroll deductions	21,189.25
04/06/17	Deferred Compensation / Roth 457 - payroll deductions	3,207.36
04/12/17	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	24,626.22
04/12/17	NJ State Tax - payroll deductions	2,949.71
04/13/17	PA State Tax - payroll deductions	373.03
04/13/17	SUI/SDI	3,576.86
04/19/17	Dental	1,980.24
04/20/17	Deferred Compensation / Roth 457 - payroll deductions	3,207.36
04/26/17	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	24,955.83
04/26/17	NJ State Tax - payroll deductions	2,949.71
05/04/17	Deferred Compensation / Roth 457 - payroll deductions	3,148.56
05/10/17	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,709.02
05/10/17	NJ State Tax - payroll deductions	2,894.55
05/12/17	PA State Tax - payroll deductions	373.03
05/17/17	Pension - payroll deductions	21,218.58
05/18/17	Deferred Compensation / Roth 457 - payroll deductions	3,148.56
05/23/17	Dental	1,980.24
05/23/17	Health Benefits - Retired employees -	27,007.33
05/23/17	Health Benefits - Active employees -	68,163.73
05/24/17	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	24,164.96
05/24/17	NJ State Tax - payroll deductions	2,938.71
05/26/17	Philly Tax	1,026.66
06/01/17	Deferred Compensation / Roth 457 - payroll deductions	3,148.56
06/07/17	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	23,994.09
06/07/17	NJ State Tax - payroll deductions	2,916.39
06/07/17	Pension - payroll deductions	20,476.88
06/13/17	Postage	300.00
06/13/17	Dental	1,840.69
06/15/17	PA State Tax -	424.90
06/15/17	Deferred Compensation / Roth 457 - payroll deductions	3,148.56

**New Jersey Pinelands Commission**  
**Electronic Funds Transfer (EFT) Disbursements**  
**January & February 2017**

Date	Description	Amount
06/20/17	Health Benefits - Retired employees -	26,022.22
06/20/17	Health Benefits - Active employees -	68,163.73
06/21/17	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	24,717.57
06/21/17	NJ State Tax - payroll deductions	2,948.53
06/29/17	Deferred Compensation / Roth 457 - payroll deductions	3,491.81
06/29/17	Health Benefits - Retired employees -	24,893.34
06/29/17	Health Benefits - Active employees -	68,163.73
Total:		<u><u>1,233,023.13</u></u>

**Employee Payroll (Net Pay) Disbursements**

Date	Description	Amount
01/12/17	Direct Deposit - Pay Period Ending 1/6/17	63,144.84
01/26/17	Direct Deposit - Pay Period Ending 1/20/17	63,855.75
02/09/17	Direct Deposit - Pay Period Ending 2/3/17	61,989.13
02/23/17	Direct Deposit - Pay Period Ending 2/17/17	62,769.30
03/09/17	Direct Deposit - Pay Period Ending 3/3/17	62,584.38
03/23/17	Direct Deposit - Pay Period Ending 3/17/17	62,769.30
04/06/17	Direct Deposit - Pay Period Ending 3/31/17	62,040.82
04/20/17	Direct Deposit - Pay Period Ending 4/14/17	62,910.25
05/04/17	Direct Deposit - Pay Period Ending 4/28/17	63,607.98
05/18/17	Direct Deposit - Pay Period Ending 5/12/17	60,699.42
06/01/17	Direct Deposit - Pay Period Ending 5/26/17	61,198.77
06/15/17	Direct Deposit - Pay Period Ending 6/9/17	62,985.68
06/29/17	Direct Deposit - Pay Period Ending 6/23/17	72,210.59
Total		<u><u>822,766.21</u></u>

## New Jersey Pinelands Commission Application Fee Summary

FY Total	Month	Total Revenue	Received		Refunded	
			Number	Amount	Number	Amount
<b>Budget</b>	<b>FY 2017</b>					
14,361.46	July	14,361.46	22	23,078.96	5	8,717.50
62,659.11	August	48,297.65	19	49,780.98	4	1,483.33
77,033.87	September	14,374.76	20	14,574.76	1	200.00
105,819.21	October	28,785.34	9	28,785.34	0	0.00
124,991.92	November	19,172.71	18	19,172.71	0	0.00
131,453.95	December	6,462.03	15	9,503.80	2	3,041.77
147,562.88	January	16,108.93	26	16,433.93	2	325.00
167,489.05	February	19,926.17	20	19,926.17	0	0.00
83,127.74	March	55,806.26	24	56,006.26	1	200.00
83,127.74	April	26,056.36	34	27,899.66	4	1,843.30
83,127.74	May	17,357.17	27	17,357.17	0	0.00
83,127.73	June	76,488.47	36	82,430.47	7	5,942.00
<b>\$500,000.00</b>	<b>TOTAL</b>	<b>\$343,197.31</b>	<b>270</b>	<b>\$364,950.21</b>	<b>26</b>	<b>\$21,752.90</b>

**EMPLOYEE ACTIONS**  
**February, March, April, May, and June 2017**

**A. DEPARTING EMPLOYEE(S)**

Name	Title	Office	Hire Date	Effective Date
April Field	Environmental Specialist	Regulatory Programs	June 5, 2000	April 28, 2017
Dawn Rago	Business Specialist	Business Services	December 6, 2004	May 2, 2017

**B. VACANCIES / RECRUITMENT(S)**

Title	Office	Status
Director Special Programs	Executive	Not Budgeted
Community Planner*	Executive	Not Budgeted
GIS Administrator	Land Use/Tech. Prgms.	Not Budgeted
Resource Planner	Land Use/Tech. Prgms.	Not Budgeted
Resource Planner	Land Use/Tech. Prgms.	Hired Gina Berg on 5/22/17
Planning Assistant (part-time)	Land Use/Tech. Prgms.	Not Budgeted
Environmental Specialist	Regulatory Programs	Starting 8/14/17
Environmental Specialist	Regulatory Programs	Starting 8/14/17
Environmental Specialist	Regulatory Programs	Not Budgeted
Environmental Specialist	Regulatory Programs	Not Budgeted
Coordinator of Environmental Services	Regulatory Programs	Not Budgeted
Principal Applicant Services Rep.	Regulatory Programs	Not Budgeted
Principal Applicant Services Rep.	Regulatory Programs	Not Budgeted
Research Scientist	Science	Not Budgeted
Research Scientist	Science	Not Budgeted
Research Scientist*	Science	Not Budgeted
Research Scientist	Science	Budgeted
GIS Specialist*	Science	Not Budgeted
Business Specialist	Business Services	Not Budgeted
Business Specialist	Business Services	Budgeted
Principal Office Assistant	Business Services	Not Budgeted
Undetermined (1 Full Time and 1 Part Time)	Unassigned	Not Budgeted
Chief Permit Planner	Regulatory Programs	Budgeted

\*Funded by the Pinelands Conservation Fund

**C. OTHER NOTES**

Name	Title	Office	Notes-Start Date
Ken Carter	Supervising Environmental Specialist	Regulatory Programs	Leave-return date of 3/20/17