



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

General Information: Info@njpines.state.nj.us
Application Specific Information: 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: October 27, 2017

Subject: Meeting Material

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 Friday, November 3, 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

November 3, 2017

Immediately following the Commission Meeting

Agenda

1. Adoption of the August 29, 2017 meeting minutes
2. Financial Updates:
 - a. Check Register (July 2017 – October 2017)
 - b. Electronic Disbursements - EFT; Direct Deposit; ACH(July 2017 – October 2017)
 - c. Application Fees Update
3. Employee Actions (September and October 2017)
4. Public Comment
5. Closed Session

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
August 29, 2017
9:30 a.m.

MINUTES

Members Present

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

Members Absent

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

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Chuck Horner, Paul Leakan, Jessica Lynch, and Michelle Russell. Nick Kant from the Governor's Authorities Unit was also present.

Committee Chairperson Avery called the meeting to order at 9:38 a.m.

Adoption of Minutes from the February 2, 2017 Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the minutes of the February 2, 2017 Personnel and Budget Committee meeting. Commissioner McGlinchey seconded the motion and all voted in favor.

Financial Updates:

Check Register (January to June 2017). Jessica Lynch reviewed the registers and provided details.

Electronic Disbursements - EFT; Direct Deposit; ACH (January to June 2017). Ms. Lynch reviewed information on the EFTs, payroll disbursements and ACHs.

Executive Director Wittenberg stated that the personnel expenses associated with the South Jersey Gas application have been recouped.

Application Fees Update. Application fees were 31% below the budgeted amount. The year-to-date total was \$343,197.

Paul Leakan entered the meeting at 9:43 a.m.

Larry Liggett entered the meeting at 9:45 a.m.

FY 2018 Draft Budgets:

Nancy Wittenberg and Jessica Lynch reviewed the Operating Budget for FY 2018. It was noted that the state appropriation remained the same this year despite expenses increasing. Commissioner McGlinchey asked if there was anything the Commissioners could do to push for additional funds, and some suggestions were given. The budgets for the Pinelands Conservation Fund and the Kirkwood/Cohansey Study were reviewed. Several questions were answered. Use of money from the Katie Fund to enhance the Katie Garden was also discussed.

Commissioner Lohbauer moved the Draft FY 2018 Budget Resolution to recommend it to the full Commission. Commissioner McGlinchey seconded the motion.

Employee Actions (February-June 2017)

Michelle Russell reviewed the employee actions and noted that there were two resignations and three new hires at the Commission. She added that an employee has returned from a leave.

Public Comment

There was no public comment.

Closed Session

A motion to go into Closed Session was moved by Commissioner McGlinchey, seconded by Commissioner Lohbauer and unanimously approved at 10:21 a.m.

The Committee returned from Closed Session at 10:52 a.m.

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 10:53 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 9/15/17

New Jersey Pinelands Commission
Check Register
Period: July - October 2017

Check #	Check Date	Vendor Name	Description	Amount
4860	07/14/17	PRESS OF ATLANTIC CITY	Meeting Notices	\$65.52
4861	07/14/17	BOB BARR	Mileage Reimbursement	\$228.84
4862	07/14/17	Barry Brady	Medicare B Reimbursement	\$657.00
4863	07/14/17	BURLINGTON COUNTY TIMES	Meeting Notices	\$162.50
4864	07/14/17	BEVAN SECURITY SYSTEMS I	Quarterly Alarm Services	\$216.00
4865	07/14/17	BANK OF AMERICA	Ballist, Book, Medical Test & Truck Repair	\$847.60
4866	07/14/17	Betty Sonsiadek	Medicare B Reimbursement	\$339.00
4867	07/14/17	COURIER POST	Meeting Notices	\$73.92
4868	07/14/17	Elizabeth G. Carpenter	Medicare B Reimbursement	\$327.00
4869	07/14/17	EMPLOYEE ADVISORY SERVICE	EMPLOYEE ADVISORY SERVICE	\$410.00
4870	07/14/17	FISHER SCIENTIFIC	Science Supplies	\$980.95
4871	07/14/17	Forestry Suppliers Inc.	Waders & Boots	\$355.21
4872	07/14/17	GRAINGER	Office Supplies, Dry Erase Board & Insect repellent	\$369.16
4873	07/14/17	HIGHWAY TIRE DISTRIBUTORS	New Tires for Ford Ranger	\$339.46
4874	07/14/17	IMPAC FLEET	Commission Vehicle Fuel	\$429.18
4875	07/14/17	John C. Stokes	Medicare B Reimbursement	\$654.00
4876	07/14/17	KWHITTON	Medicare B Reimbursement	\$402.00
4877	07/14/17	MAIN ACCESS SYSTEMS	Door System Key Cards	\$72.50
4878	07/14/17	MELODY WOOD	Medicare B Reimbursement	\$711.00
4879	07/14/17	O'BRIEN & SONS INC.	Keys and Parts	\$6.78
4880	07/14/17	PSE&G	Gas Utility	\$66.36
4881	07/14/17	Pemberton Township MUA	Sewer Utility	\$1,710.00
4882	07/14/17	P. T. W. D.	Water Utility	\$156.00
4883	07/14/17	PURCHASE ADVANTAGE CARD	Commission Meeting Food	\$23.46
4884	07/14/17	Robert A. Zampella	Medicare B Reimbursement	\$906.30
4885	07/14/17	SHIRLEY BANFER	Medicare B Reimbursement	\$330.00
4886	07/14/17	SOUTH JERSEY ENERGY	Gas Utility	\$15.47
4887	07/14/17	Terrence D. Moore	Medicare B Reimbursement	\$660.00
4888	07/14/17	W. B. MASON	Office Supplies	\$617.90
4889	07/14/17	PITNEY BOWES INC.	Postage	\$500.00
4890	07/28/17	BURLINGTON COUNTY TIMES	Meeting Notices	\$102.12
4891	07/28/17	CCS OFFICE	Toners	\$1,932.00
4892	07/28/17	FISHER SCIENTIFIC	Science Probe	\$1,420.97
4893	07/28/17	JCP&L	Electric Utilities	\$1,745.80
4894	07/28/17	NEW JERSEY PRESS	Meeting Notices	\$161.15
4895	07/28/17	PITNEY BOWES	Meter Rental	\$75.00
4896	07/28/17	AQUA NEW JERSEY INC.	App. #2017-0140.001 Refund	\$10,750.00
4897	07/28/17	RICOH CORPORATION	Copier Lease	\$243.62
4898	07/28/17	SIR SPEEDY	Copies	\$109.50
4899	07/28/17	TOMS RIVER REGIONAL SCHOOL	Pine Belt Arena Rental	\$5,050.00
4900	07/28/17	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.31
4901	07/28/17	THOMSON WEST PAYMENT CENT	NJ Session Laws 2016	\$313.00
4902	07/28/17	WOOLSTON COMPANY INC.	Trash Collections	\$43.95
4903	08/02/17	NJ OFFICE OF INFORMATION	NJOIT Global Maintenance Program	\$2,600.62
4904	08/08/17	PRESS OF ATLANTIC CITY	Meeting Notices	\$8.82
4905	08/08/17	BANK OF AMERICA	Safety Deposit Box Renewal	\$227.00
4906	08/08/17	BURLINGTON COUNTY TIMES	Meeting Notices	\$77.28
4907	08/08/17	BANK OF AMERICA	Science Supplies	\$276.92
4908	08/08/17	BROWN'S ENGRAVING LLC	Nameplate Ernest Deman	\$11.00
4909	08/08/17	CWA	Union Dues	\$1,354.99
4910	08/08/17	FISHER SCIENTIFIC	Science Supplies	\$26.24
4911	08/08/17	GRAINGER	Floor mats, Insect spray and Light Bulb	\$235.54
4912	08/08/17	HERBARIUM SUPPLY	Newsprint for Science	\$50.24
4913	08/08/17	HOME DEPOT CREDIT SERVICE	Sprayers for Science, Tape for Business Services	\$133.36
4914	08/08/17	ICLE	Webinar - Stacey Roth - Antennas in ROW	\$148.00
4915	08/08/17	IMPAC FLEET	Commission Vehicle Gas	\$400.35
4916	08/08/17	NJ DCA	Elevator Inspection	\$258.00
4917	08/08/17	New Jersey Department of Labor	Fee for filing NJ-927 early	\$49.92

New Jersey Pinelands Commission
Check Register
Period: July - October 2017

Check #	Check Date	Vendor Name	Description	Amount
4918	08/08/17	New Jersey Department of Labor	Annual Employer Assessments	\$444.96
4919	08/08/17	New Jersey Legislative Manual	Reference Books for Stacey Roth	\$87.00
4920	08/08/17	NEW JERSEY STATE BAR ASSO	NJSBA Membership - Stacey Roth	\$225.00
4921	08/08/17	O'BRIEN & SONS INC.	Insect Catchers	\$3.38
4922	08/08/17	PRIMEPAY LLC	Payroll Services & FSA	\$1,249.03
4923	08/08/17	PSE&G	Gas Utilities	\$55.51
4924	08/08/17	PURCHASE ADVANTAGE CARD	Acme - Refreshments for Commission Meeting	\$139.23
4925	08/08/17	RICCARDO'S	Refreshments for Newly Elected Officials Meeting	\$313.30
4926	08/08/17	SIR SPEEDY	Copies	\$14.50
4927	08/25/17	CCSOFFICE	Toner	\$125.00
4928	08/25/17	CDW-GOVERNMENT LLC	Replacement Projector	\$525.00
4929	08/25/17	COMTEC SYSTEMS INC.	Additional Phones	\$663.48
4930	08/25/17	COMMUNICATIONS WORKERS OF	Union Dues	\$1,541.65
4931	08/25/17	DELL	Server Tape Cleaner	\$139.98
4932	08/25/17	EDWARD MCGLINCHEY	Mileage Reimbursement	\$234.40
4933	08/25/17	FISHER SCIENTIFIC	Replacement Check	\$1,420.97
4934	08/25/17	Forestry Suppliers Inc.	Science Water Level	\$323.28
4935	08/25/17	GRAINGER	Mailers & Safety Goggles	\$65.41
4936	08/25/17	IN-SITU INC.	Science Troll	\$1,714.92
4937	08/25/17	JERSEY CENTRAL POWER & LI	Electric Utility	\$2,085.71
4938	08/25/17	NELSON TREE SERVICE INC	Tree Cutting	\$14,925.00
4939	08/25/17	NEW JERSEY PRESS	Meeting Notices	\$78.65
4940	08/25/17	PEMBERTON ELECTRICAL SUPP	Replace Bulbs	\$59.60
4941	08/25/17	PITNEY BOWES INC.	postages	\$1,000.00
4942	08/25/17	PRIMEPAY LLC	Payroll Services & FSA	\$1,312.16
4943	08/25/17	ROBERT RICHARDS III	App# 1984-0510.10 Refund	\$200.00
4944	08/25/17	RICOH CORPORATION	Copier Lease	\$243.62
4945	08/25/17	SOUTH JERSEY ENERGY	Natural Gas Utility	\$10.32
4946	08/25/17	VERIZON WIRELESS SERVICES	Wireless Utility	\$166.31
4947	08/25/17	W. B. MASON	Office Supplies	\$250.73
4948	08/25/17	WOOLSTON COMPANY INC.	Trach Utility	\$43.95
4949	08/28/17	CHERRY WEBER & ASSOCIATE	Wetlands Refund	\$2,000.00
4950	09/13/17	PRESS OF ATLANTIC CITY	Meeting Notices	\$91.14
4951	09/13/17	BURLINGTON COUNTY TIMES	Meeting Notices	\$31.28
4952	09/13/17	BANK OF AMERICA	Report Paper & Science Clothing	\$507.44
4953	09/13/17	GRAINGER	Science Supplies & Insect Repellant	\$36.71
4954	09/13/17	HIGHWAY TIRE DISTRIBUTORS	Replacement Tires for 2014 Jeep	\$709.92
4955	09/13/17	IMPAC FLEET	Commission Vehicle Gas	\$445.01
4956	09/13/17	John F. Bunnell	Mileage Reimbursement	\$42.41
4957	09/13/17	JESSICA LYNCH	9/14/2017 Meeting Supply Reimbursement	\$125.22
4958	09/13/17	LOWES	Maintenance Supplies	\$45.53
4959	09/13/17	NEW JERSEY PRESS	Meeting Notices	\$78.21
4960	09/13/17	NEW JERSEY STATE POLICE	7/26/2017 Meeting	\$4,793.18
4961	09/13/17	Public Service Electric &	Natural Gas Utility	\$55.51
4962	09/13/17	PURCHASE ADVANTAGE CARD	Commission Meeting Food	\$46.48
4963	09/13/17	RIDGEWAY HOME BUILDER LL	Refund App# 2000-0244.001	\$200.00
4964	09/13/17	RICOH CORPORATION	Copier Lease	\$243.62
4965	09/13/17	TREASURER STATE OF NEW J	License Renewal Ed Wengrowski	\$100.00
4966	09/13/17	W. B. MASON	Office Supplies and Copy Paper	\$378.01
4969	09/29/17	BEVAN SECURITY SYSTEMS I	Quarterly Alarm Services	\$216.00
4970	09/29/17	CDW-GOVERNMENT LLC	UPS Battery replacements	\$84.00
4971	09/29/17	CWA	Union Dues	\$1,521.32
4972	09/29/17	GRAINGER	Science and Regulatory Program Supplies	\$24.43
4973	09/29/17	JCP&L	Electric Utilities	\$1,780.89
4974	09/29/17	NELSON TREE SERVICE INC	Stump Grinding Services	\$1,349.84
4975	09/29/17	PRIMEPAY LLC	Payroll & FSA Services	\$1,253.87
4976	09/29/17	P. T. W. D.	Water Services	\$156.00
4977	09/29/17	PEMBERTON TOWNSHIP	App. Refund # 1983-9374.010	\$661.98

New Jersey Pinelands Commission
Check Register
Period: July - October 2017

Check #	Check Date	Vendor Name	Description	Amount
4978	09/29/17	JON & GABRIELLA FOX	App. Refund # 1984-0118.006	\$200.00
4979	09/29/17	SIR SPEEDY	Prints	\$30.00
4980	09/29/17	TREASURER STATE OF NJ	Patriots Theater Rental	\$3,820.00
4981	09/29/17	TREASURER STATE OF NJ	Telecommunications	\$3,782.63
4982	09/29/17	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.31
4983	09/29/17	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$43.95
4984	10/13/17	PRESS OF ATLANTIC CITY	Meeting Notices	\$42.00
4985	10/13/17	Barry Brady	Medicare B Reimbursement	\$648.00
4986	10/13/17	BROWN'S ENGRAVING LLC	Name Plate - Gina Berg	\$11.00
4987	10/13/17	Betty Sonsiadek	Medicare B Reimbursement	\$339.00
4988	10/13/17	THE ACADEMY OF NATURAL	Science Conference	\$195.00
4989	10/13/17	Elizabeth G. Carpenter	Medicare B Reimbursement	\$327.00
4990	10/13/17	EDWARD MCGLINCHEY	Mileage Reimbursement	\$125.57
4991	10/13/17	IMPAC FLEET	Commission Vehicle Gas	\$361.71
4992	10/13/17	John C. Stokes	Medicare B Reimbursement	\$654.00
4993	10/13/17	KWHITTON	Medicare B Reimbursement	\$402.00
4994	10/13/17	Larry Liggett	Mileage Reimbursement	\$32.24
4995	10/13/17	LOWES	Cooler	\$41.89
4996	10/13/17	MELODY WOOD	Medicare B Reimbursement	\$711.00
4997	10/13/17	JESSICA LYNCH PETTY C	Petty Cash	\$70.63
4998	10/13/17	Pemberton Township MUA	Sewer	\$1,710.00
4999	10/13/17	PURCHASE ADVANTAGE CAR	Acme - Food for Commission Meeting	\$21.56
5000	10/13/17	REDMOND LANDSCAPING	3 yards of Mulch	\$118.00
5001	10/13/17	Rutgers University	Climate Change Conference	\$150.00
5002	10/13/17	Robert A. Zampella	Medicare B Reimbursement	\$906.30
5003	10/13/17	SHIRLEY BANFER	Medicare B Reimbursement	\$330.00
5004	10/13/17	SIR SPEEDY	Copies	\$6.00
5005	10/13/17	Terrence D. Moore	Medicare B Reimbursement	\$660.00
5006	10/13/17	WOOLSTON COMPANY INC.	Trash Collections	\$43.95
5007	10/24/17	BURLINGTON COUNTY TIMES	Meeting Notices	\$80.96
5008	10/24/17	BANK OF AMERICA	Office & Science Supplies and Training	\$959.84
5009	10/24/17	CWA	Union Dues	\$1,521.32
5010	10/24/17	JCP&L	Electric Utilities	\$1,676.30
5011	10/24/17	NEW JERSEY PRESS	Meeting Notices	\$80.30
5012	10/24/17	PITNEY BOWES	Postage Meter Rental	\$75.00
5013	10/24/17	PRIMEPAY LLC	Payroll & FSA Services	\$1,253.87
5014	10/24/17	PSE&G	Natural Gas Utilities	\$61.37
5015	10/24/17	MATTHEW & ALISSA OLSEN	Application #1982-3174.003	\$200.00
5016	10/24/17	RICCARDO'S	Pizza for Archaeological Symposium	\$196.08
5017	10/24/17	RICOH CORPORATION	Copier Lease	\$243.62
5018	10/24/17	SAFEGUARD BUSINESS SYSTEM	Commission Checks	\$217.99
5019	10/24/17	SIR SPEEDY	Copies	\$36.00
5020	10/24/17	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.42
5021	10/24/17	W. B. MASON	Office Supplies	\$155.42
Total checks (160)				<u>\$110,119.09</u>

New Jersey Pinelands Commission
Electronic Funds Transfer (EFT) Disbursements
July - October 2017

Date	Description	Amount
07/04/17	Pension - payroll deductions	20,473.86
07/05/17	Federal Tax (FIT, SS, Medicare)	26,086.01
07/05/17	NJ State Tax	2,948.53
07/13/17	Deferred Compensation / Roth 457	2,919.40
07/14/17	PA State Tax	385.07
07/19/17	Federal Tax (FIT, SS, Medicare)	21,247.69
07/19/17	NJ State Tax	2,493.91
7/27/2017	SUI/SDI- payroll deductions and employer share	1,899.32
7/27/2017	Deferred Compensation / Roth 457	2,919.40
08/02/17	Federal Tax (FIT, SS, Medicare)	24,762.81
08/02/17	NJ State Tax	2,972.05
08/04/17	Health Benefits - Retired employees -	25,457.78
08/03/17	Health Benefits - Active employees -	61,270.95
08/07/17	Pension	21,029.78
08/07/17	Dental - June	1,840.69
08/08/17	Dental - July	1,840.69
08/10/17	Deferred Compensation / Roth 457	3,398.54
08/14/17	Phila Tax	1,215.73
08/14/17	EFT - FSA	491.45
08/15/17	PA State Tax	243.89
08/16/17	Federal Tax (FIT, SS, Medicare)	26,550.17
08/16/17	NJ State Tax	3,344.43
08/24/17	Deferred Compensation / Roth 457	3,383.70
08/30/17	EFT - Postage - Pitney Bowes	398.74
08/30/17	Federal Tax (FIT, SS, Medicare)	25,757.50
08/30/17	NJ State Tax	3,103.23
09/07/17	Pension - August	20,783.19
09/07/17	Deferred Compensation / Roth 457	3,307.30
09/13/17	Federal Tax (FIT, SS, Medicare)	25,570.03
09/13/17	NJ State Tax	3,063.89
09/15/17	PA State Tax	271.17
09/21/17	Deferred Compensation / Roth 457 - payroll deductions	3,307.30
09/27/17	Federal Tax (FIT, SS, Medicare)	25,904.90
09/27/17	NJ State Tax	3,068.59

New Jersey Pinelands Commission
Electronic Funds Transfer (EFT) Disbursements
July - October 2017

Date	Description	Amount
09/28/17	Dental	1,840.69
10/04/17	Pension	21,686.87
10/05/17	Deferred Compensation / Roth 457	3,307.30
10/11/17	Federal Tax (FIT, SS, Medicare)	25,587.37
10/11/17	NJ State Tax	3,068.59
10/11/17	Phila Local Tax	1,027.72
10/11/17	Phila Local Tax	20.96
10/13/17	PA State Tax	257.66
10/19/17	Deferred Compensation / Roth 457 - payroll deductions	3,307.30
	SUI/SDI- payroll deductions and employer share	1,146.23
10/25/17	Federal Tax (FIT, SS, Medicare)	25,800.23
10/25/17	NJ State Tax	3,068.59
	Total	<u><u>463,831.20</u></u>

Employee Payroll (Net Pay) Disbursements

Date	Description	Amount
07/13/17	Direct Deposit - Pay Period Ending 7/7/17	56,028.97
07/27/17	Direct Deposit - Pay Period Ending 7/21/17	62,737.96
08/10/17	Direct Deposit - Pay Period Ending 8/4/17	70,879.11
08/24/17	Direct Deposit - Pay Period Ending	65,187.01
09/07/17	Direct Deposit - Pay Period Ending 9/1/17	64,809.78
09/21/17	Direct Deposit - Pay Period Ending 9/15/17	65,514.08
10/05/17	Direct Deposit - Pay Period Ending 4/	64,053.48
10/19/17	Direct Deposit - Pay Period Ending	64,587.27
	Total	<u><u>513,797.66</u></u>