



PHILIP D. MURPHY
Governor
SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
THE PINELANDS COMMISSION
PO Box 359
NEW LISBON, NJ 08064
(609) 894-7300
www.nj.gov/pinelands



SEAN W. EARLEN
Chairman
NANCY WITTENBERG
Executive Director

General Information: Info@njpines.state.nj.us
Application Specific Information: AppInfo@njpines.state.nj.us

MEMORANDUM

To: Members of the Personnel and Budget Committee

From: Jessica Lynch, Business Manager *JL*

Date: February 16, 2018

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 Tuesday, February 27, 2018.



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PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15 C Springfield Road
New Lisbon, New Jersey
February 27, 2018

Agenda

1. Adoption of the November 3, 2017 meeting minutes
2. Financial Updates:
 - a. Check Register (November 2017 – January 2018)
 - b. Electronic Disbursements - EFT; Direct Deposit; ACH (November 2017 – January 2018)
 - c. Application Fees Update
 - d. Edmunds software
3. Employee Actions (November 2017, December 2017, January 2018 and February 2018)
4. Public Comment
5. Closed Session (*if needed*)

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
November 3, 2017

Immediately following the Commission Meeting

MINUTES

Members Present

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

Members Absent

D'Arcy Rohan Green and Jane Jannarone.

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Paul Leakan, Jessica Lynch, Joel Mott, Stacey Roth, Michelle Russell, and Ed Wengrowski. Craig Ambrose from the Governor's Authorities Unit was also present.

Committee Chairperson Avery called the meeting to order at 10:21 a.m.

Adoption of Minutes from the August 29, 2017 Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the minutes of the August 29, 2017 Personnel and Budget Committee meeting. Commissioner McGlinchey seconded the motion and all voted in favor.

Financial Updates:

Check Register (July to October 2017). Jessica Lynch reviewed the registers and provided details. Commissioner Prickett questioned how the State Police fees impacted the budget. There was an explanation of the tree trimming that was done on the property.

Donna Graham entered the meeting at 10: 24 a.m.

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

Application Fees Update. Application fees are at 47% of the budgeted amount during the first quarter of this fiscal year. The year-to-date total was \$162,091.73.

Employee Actions (September and October 2017).

Michelle Russell reviewed the employee actions.

Public Comment

There was no public comment.

Closed Session

A motion to go into Closed Session was moved by Commissioner Lohbauer, seconded by Commissioner Prickett and unanimously approved at 10:30 a.m.

The Committee returned from Closed Session at 11:09 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 11:10 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 11/6/17

New Jersey Pinelands Commission
Check Register
Period: November 2017 - January 2018

Check #	Check Date	Vendor Name	Description	Amount
5022	11/02/17	A1 JDK SPECIALTIES	Service Plaque	\$85.00
5023	11/02/17	ENVIRONMENTAL SYSTEM	Esri Software Renewal	\$19,243.55
5024	11/02/17	EDWARD WENGROWSKI	Training Reimbursement	\$424.10
5025	11/02/17	PITNEY BOWES INC.	Ink Replacement	\$80.74
5026	11/02/17	PURCHASE ADVANTAGE C	Commission Meeting Refreshments	\$145.06
5027	11/02/17	ONYX RENEWABLE PARTN	App. Refund #1983-5837.062	\$2,500.00
5028	11/02/17	SIR SPEEDY	Copies	\$10.50
5029	11/02/17	STOCKTON UNIVERSITY	Short Course Training	\$15.00
5030	11/02/17	U.S. Geological Surv	Wetlands Data	\$10,000.00
5031	11/02/17	MARSH USA INC.	Annual Insurance Renewal	\$48,093.90
5032	11/02/17	NEW JERSEY STATE POL	NJSP Service	\$5,380.10
5033	11/16/17	PRESS OF ATLANTIC CITY	Meeting Notices	\$49.56
5034	11/16/17	BURLINGTON COUNTY TIMES	Meeting Notices	\$37.72
5035	11/16/17	BANK OF AMERICA	Replacement Microwave, Science Book	\$140.82
5036	11/16/17	CCSOFFICE	Toners	\$1,816.00
5037	11/16/17	CDW-GOVERNMENT LLC	Replacement Printer for HR	\$338.00
5038	11/16/17	CWA	Union Dues	\$1,513.89
5039	11/16/17	EDWARD MCGLINCHEY	Mileage Reimbursement	\$138.90
5040	11/16/17	FRED PRYOR SEMINARS	Facilities Class for John Keys	\$399.00
5041	11/16/17	FRY FYTER SALES & SERVICE	Fire Extinguisher Inspection	\$105.50
5042	11/16/17	GRAINGER	Maintenance Supplies	\$186.52
5043	11/16/17	IMPAC FLEET	Commission Vehicle Gas	\$364.93
5044	11/16/17	MILLER FORD SALES	Ford Ranger Maintenance	\$62.50
5045	11/16/17	New England Municipal Res	NEMRC Renewal	\$725.00
5046	11/16/17	NJ State Distribution Cen	Housekeeping Supplies	\$638.29
5047	11/16/17	PITNEY BOWES INC.	Postage	\$1,000.00
5048	11/16/17	PSE&G	Natural Gas Utility	\$116.08
5049	11/16/17	CRESTWOOD VILLAGE CO-OP	App. Refund #2017-0210.001	\$1,000.00
5050	11/16/17	RICOH CORPORATION	Copier Rental	\$243.62
5051	11/16/17	SIMPLEXGRINNELL LP	Annual Fire Inspection	\$527.86
5052	11/16/17	Treasurer State of New Jersey	Telecommunication Bills	\$3,743.66
5053	11/16/17	W. B. MASON	Office Supplies	\$184.95
5054	11/16/17	WOOLSTON COMPANY INC.	Trash Utilities	\$43.95
5055	12/08/17	PRESS OF ATLANTIC CITY	Meeting Notices	\$63.84
5056	12/08/17	ROWAN COLLEGE AT BURLINGTON	2018 Pinelands Calendars	\$4,481.96
5057	12/08/17	BURLINGTON COUNTY TIMES	Meeting Notices	\$223.60
5058	12/08/17	BANK OF AMERICA	Science Supplies and Subscriptions	\$1,627.94
5059	12/08/17	DELL	Accounting Server & Replacement PC	\$7,750.18
5060	12/08/17	FISHER SCIENTIFIC	Science Supplies	\$31.58
5061	12/08/17	IMPAC FLEET	Commission Vehicle Fuel	\$176.87
5062	12/08/17	JCP&L	Electric Utilities	\$1,263.03
5063	12/08/17	NELSON TREE SERVICE INC	Tree Removal	\$3,096.64
5064	12/08/17	NJ DIVISION OF FISH AND WILDLIFE	Scientific Collecting Permit Renewal	\$22.00
5065	12/08/17	PEMBERTON ELECTRICAL SUPP	Electrical Supplies	\$232.45
5066	12/08/17	JESSICA LYNCH PETTY CASH	Meeting refreshments, Reimbursements	\$483.03
5067	12/08/17	PRIMEPAY LLC	Payroll Services & FSA	\$1,927.64
5068	12/08/17	PURCHASE ADVANTAGE CARD	Acme - Refreshments for Commission Meeting	\$93.48
5069	12/08/17	CRESTWOOD VILLAGE CO-OP	App. # 2017-0210.001 Refund	\$1,300.00
5070	12/08/17	BUDDHIST MIND TEMPLE	App. # 2006-0368.002 Refund	\$10,569.00
5071	12/08/17	BURLCO APPROVALS GROUP L	App. #1983-9307.004 Refund	\$900.00
5072	12/08/17	BOHLER ENGINEERING LLC	App. #1985-0311.002 Replacement Check	\$4,342.00
5073	12/08/17	SIR SPEEDY	Copies	\$9.00
5074	12/08/17	SOUTH JERSEY ENERGY	Natural Gas Utilities	\$443.48

New Jersey Pinelands Commission
Check Register
Period: November 2017 - January 2018

Check #	Check Date	Vendor Name	Description	Amount
5075	12/08/17	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.42
5076	12/27/17	BOB BARR	Mileage Reimbursement	\$304.64
5077	12/27/17	BEVAN SECURITY SYSTEMS I	Quarterly Alarm Service	\$216.00
5078	12/27/17	JCP&L	Electric Utilities	\$1,638.29
5079	12/27/17	LOWES	Maintenance Supplies	\$41.76
5080	12/27/17	NELSON TREE SERVICE INC	Stump Removal	\$1,349.84
5081	12/27/17	New Jersey Department of	Unemployment Reimbursement	\$871.86
5082	12/27/17	PAUL GALLETTA	Mileage Reimbursement	\$186.00
5083	12/27/17	PSE&G	Gas Utilities	\$396.14
5084	12/27/17	P. T. W. D.	Water Utilities	\$156.00
5085	12/27/17	REDMOND LANDSCAPING	Parking Lot Sanding 12/10/2017	\$400.00
5086	12/27/17	WHIBCO OF NEW JERSEY INC	App. Refund # 1981-0606.013	\$775.00
5087	12/27/17	RICOH CORPORATION	Copier Rental	\$243.62
5088	12/27/17	SIR SPEEDY	Copies	\$94.50
5089	12/27/17	W. B. MASON	Paper & Folders	\$279.00
5090	12/27/17	WOOLSTON COMPANY INC.	Trash Collection Utilities	\$43.95
5101	01/11/18	PRESS OF ATLANTIC CITY	Meeting Notices	\$35.28
5102	01/11/18	Barry Brady	Medicare B Reimbursement	\$663.00
5103	01/11/18	BURLINGTON COUNTY TIMES	Meeting Notices	\$55.66
5104	01/11/18	BANK OF AMERICA	Wetland Scientist & Critter Control	\$317.13
5105	01/11/18	Betty Sonsiadek	Medicare B Reimbursement	\$339.00
5106	01/11/18	CDW-GOVERNMENT LLC	SQL Server Licenses	\$1,280.00
5107	01/11/18	COURIER POST	Meeting Notices	\$48.40
5108	01/11/18	CWA	Union Dues	\$1,644.12
5109	01/11/18	Donna McBride	Medicare B Reimbursement	\$536.00
5110	01/11/18	Elizabeth G. Carpenter	Medicare B Reimbursement	\$327.00
5111	01/11/18	EDWARD WENGROWSKI	Mileage Reimbursement	\$46.50
5112	01/11/18	Federal Express	Postage	\$32.49
5113	01/11/18	ICLE	Class for S. Roth	\$157.50
5114	01/11/18	IMPAC FLEET	Commission Vehicle Fuel	\$261.42
5115	01/11/18	IN-SITU INC.	Science - Well Caps	\$73.00
5116	01/11/18	John C. Stokes	Medicare B Reimbursement	\$654.00
5117	01/11/18	KATHY WHITTON	Medicare B Reimbursement	\$402.00
5118	01/11/18	LAUREL LAWNMOWER SERVICE	Replacement Ice Melt Spreader	\$450.99
5119	01/11/18	LOWES	Ice Melt	\$591.45
5120	01/11/18	MELODY WOOD	Medicare B Reimbursement	\$711.00
5121	01/11/18	PRIMEPAY LLC	Payroll Services	\$705.09
5122	01/11/18	PSE&G	Natural Gas Utility	\$825.66
5123	01/11/18	Pemberton Township MUA	Sewer Utility	\$1,710.00
5124	01/11/18	PURCHASE ADVANTAGE CARD	Commission Meeting Refreshments	\$140.71
5125	01/11/18	REDMOND LANDSCAPING	Parking Lot Sand	\$400.00
5126	01/11/18	JOYCE ALLEGRETTO	App. Refund #2017-0231.001	\$200.00
5127	01/11/18	MULLICA TOWNSHIP SCHOOL D	App. Refund #1987-1299.005	\$359.71
5128	01/11/18	RICOH CORPORATION	Copier	\$243.62
5129	01/11/18	Robert A. Zampella	Medicare B Reimbursement	\$906.30
5130	01/11/18	SHIRLEY BANFER	Medicare B Reimbursement	\$330.00
5131	01/11/18	TREASURER STATE OF NEW J	Lexis - Nexis - Online Legal	\$671.25
5132	01/11/18	Terrence D. Moore	Medicare B Reimbursement	\$660.00
5133	01/11/18	U.S. Geological Survey	Wetlands Survey	\$8,875.51
5134	01/11/18	VERIZON WIRELESS SERVICES	Wireless Utility	\$166.42
5135	01/25/18	CCS OFFICE	Toner	\$433.00
5136	01/25/18	CWA	Union Dues	\$1,647.88
5137	01/25/18	Gina Berg	Mileage Reimbursement	\$50.84

New Jersey Pinelands Commission
 Check Register
 Period: November 2017 - January 2018

Check #	Check Date	Vendor Name	Description	Amount
5138	01/25/18	NJICLE	Class for S. Roth	\$369.00
5139	01/25/18	JCP&L	Electric Utilities	\$1,834.69
5140	01/25/18	NJ DIVISION OF Fish & WILDLIFE	Wildlife Holding Permit	\$42.00
5141	01/25/18	NJ DIVISION OF Fish & WILDLIFE	Wildlife Collecting Permit	\$22.00
5142	01/25/18	NEW JERSEY PRESS	Meeting Notices	\$158.40
5143	01/25/18	PEMBERTON ELECTRIC	Replacement Light Bulbs	\$74.40
5144	01/25/18	PITNEY BOWES I	Postage	\$1,000.00
5145	01/25/18	SIR SPEEDY	Copies	\$22.50
5146	01/25/18	SOUTH JERSEY ENERGY	Natural Gas Utility	\$962.06
5148	01/25/18	VERIZON WIRELESS	Wireless Utility	\$166.53
5149	01/25/18	W. B. MASON	Office Supplies	\$199.65
5150	01/25/18	WOOLSTON COMPANY	Trash Collection Utility	\$43.95
Total (118 Checks)				<u>\$177,402.55</u>

New Jersey Pinelands Commission
Electronic Funds Transfer (EFT) Disbursements
November 2017 - January 2018

Date	Description	Amount
11/02/17	Deferred Compensation / Roth 457	3,307.28
11/06/17	Pension	23,339.96
11/08/17	Federal Tax (FIT, SS, Medicare)	25,538.26
11/08/17	NJ State Tax	3,068.59
11/15/17	PA State Tax	257.66
11/15/17	Dental - Oct	1,840.69
11/16/17	Dental - Nov	1,924.68
11/16/17	Deferred Compensation / Roth 457 - payroll deductions	3,210.47
11/22/17	Federal Tax (FIT, SS, Medicare)	25,690.82
11/22/17	NJ State Tax	3,055.68
11/30/17	Deferred Compensation / Roth 457 - payroll deductions	4,234.98
12/06/17	Federal Tax (FIT, SS, Medicare)	28,936.40
12/06/17	NJ State Tax	3,260.36
12/07/17	Pension	24,102.12
12/14/17	Deferred Compensation / Roth 457	7,308.44
12/15/17	PA State Tax	386.63
12/14/17	Dental	1,893.84
12/20/17	Federal Tax (FIT, SS, Medicare)	44,638.47
12/20/17	NJ State Tax	5,567.28
12/28/17	Deferred Compensation / Roth 457	3,629.63
01/03/18	Federal Tax (FIT, SS, Medicare)	30,535.57
01/03/18	NJ State Tax	3,550.65
01/05/18	Pension	26,369.41
01/11/18	Deferred Compensation / Roth 457	3,629.63
01/12/18	PA State Tax	337.18
01/17/18	Federal Tax (FIT, SS, Medicare)	27,991.76
01/17/18	NJ State Tax	3,507.07
01/17/18	Dental - Jan	2,070.86
01/25/18	Deferred Compensation / Roth 457	3,629.63
01/25/18	SUI/SDI- payroll deductions and employer share	393.75
01/31/18	Federal Tax (FIT, SS, Medicare)	26,428.41
01/31/18	NJ State Tax	3,571.54
	Total	<u><u>347,207.70</u></u>

Employee Payroll (Net Pay) Disbursements

Date	Description	Amount
11/02/17	Direct Deposit - Pay Period Ending 10/27/17	63,727.10
11/16/17	Direct Deposit - Pay Period Ending 11/10/17	64,258.92
11/30/17	Direct Deposit - Pay Period Ending 11/24/17	79,087.13
12/14/17	Direct Deposit - Pay Period Ending 12/8/17	114,800.36
12/28/17	Direct Deposit - Pay Period Ending 12/22/17	69,441.48
01/11/18	Direct Deposit - Pay Period Ending 1/5/18	67,978.63
01/25/18	Direct Deposit - Pay Period Ending 1/19/18	71,566.06
	Total	<u><u>530,859.68</u></u>

New Jersey Pinelands Commission Application Fee Summary

FY Total	Month	Total Revenue	Received		Refunded	
			Number	Amount	Number	Amount
\$45,356.02	July	45,356.02	34	\$56,106.02	1	\$10,750.00
\$88,649.81	August	43,293.79	28	\$43,493.79	1	\$200.00
\$137,834.00	September	49,184.19	26	\$50,246.17	3	\$1,061.98
\$162,091.73	October	24,257.73	20	\$24,457.73	1	\$200.00
\$183,353.73	November	21,262.00	16	\$24,762.00	2	\$3,500.00
\$216,664.01	December	33,310.28	18	\$51,196.28	5	\$17,886.00
\$234,697.07	January	18,033.06	16	\$18,592.77	2	\$559.71
\$21,060.59	February	0.00				
\$21,060.59	March	0.00				
\$21,060.59	April	0.00				
\$21,060.59	May	0.00				
\$21,060.57	June	0.00				
\$340,000.00	TOTAL	\$234,697.07	158	\$268,854.76	15	\$34,157.69

EMPLOYEE ACTIONS
November and December 2017
January and February 2018

A. DEPARTING EMPLOYEE(S)

Name	Title	Office	Hire Date	Effective Date
Rob Wilson	MIS Specialist	Regulatory Programs	Dec. 19, 2005	Feb. 16, 2018
Michelle Russell	HR Specialist	Executive	May 16, 2005	Feb. 23, 2018

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
Planning Assistant (part-time)	Land Use/Tech. Prgms.	Not Budgeted
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	Currently Recruiting; Interviews are being conducted.
MIS Specialist	MIS	Currently Recruiting
Human Resources Specialist	Executive	Currently Recruiting;
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
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