



PHILIP D. MURPHY  
Governor  
TAHESHA L. WAY  
Lt. Governor

State of New Jersey  
THE PINELANDS COMMISSION  
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LAURA E. MATOS  
Chair  
SUSAN R. GROGAN  
Executive Director

General Information: [Info@pinlands.nj.gov](mailto:Info@pinlands.nj.gov)  
Application Specific Information: [AppInfo@pinlands.nj.gov](mailto:AppInfo@pinlands.nj.gov)

## MEMORANDUM

To: Members of the Personnel and Budget Committee

From: Jessica Lynch, Business Manager *JCL*

Date: October 23, 2024

Subject: Meeting Materials

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Enclosed are meeting materials for the Personnel and Budget Committee meeting to be held in-person and virtually on **Tuesday, October 29, 2024 at 9:30 a.m.**

Additional information related to the closed session portion of the meeting will be distributed under separate cover.

Specific access information will be provided to all Committee members in a separate email. The public will be able to view and participate in the meeting through the following YouTube link:  
[www.youtube.com/c/PinlandsCommission](https://www.youtube.com/c/PinlandsCommission)



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## PERSONNEL & BUDGET COMMITTEE MEETING

October 29, 2024 – 9:30 a.m.

**This meeting will be held in-person and virtually**

Richard J. Sullivan Center for Environmental Policy and Education  
Terrence D. Moore Conference Room  
15C Springfield Road  
New Lisbon, New Jersey

Watch the meeting on the Pinelands Commission YouTube channel:

<https://www.youtube.com/c/PinelandsCommission>

To Provide Public Comment, Please Dial: 1-929-205-6099 Meeting ID: 862 9251 5741

### Agenda

1. Call to Order
2. Adoption of the August 20, 2024, Personnel & Budget Committee meeting minutes
3. Financial Updates:
  - Check Register
  - Electronic Disbursements
  - Application Fees
4. Personnel Matters
  - Employee Actions
  - Recruitment
5. Public comment
6. Closed Session

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

This meeting was conducted in-person and available remotely.

The public could view/comment through Pinelands Commission YouTube link:

<https://www.youtube.com/c/PinelandsCommission>

**August 20, 2024, 9:30 AM**

### **MINUTES**

**MEMBERS IN ATTENDANCE:** Chairman Alan W. Avery Jr. **Remotely:** William Pikolycky, Mark Lohbauer and Nicholas Asselta. Governor's Authorities Unit representative Alexis Franklin was also in attendance.

**MEMBERS ABSENT:** Commission Chair Laura E. Matos

**STAFF PRESENT:** Executive Director Susan R. Grogan, Jessica Lynch, Charleen Cruz and John Bunnell.

#### **1. Call to Order**

Chairman Avery called the Pinelands Personnel & Budget Committee meeting to order at 9:35 a.m.

#### **2. Adoption of the June 18, 2024, Personnel & Budget Committee meeting minutes.**

Commissioner Lohbauer moved the adoption of the minutes of the June 18, 2024, Personnel & Budget Committee meeting. Commissioner Pikolycky seconded the motion. All voted in favor.

#### **3. Financial Updates:**

- a. Check Register –Jessica Lynch, Business Services Manager, highlighted the more noteworthy purchases/checks on the register for June 2024.

More notable purchases mentioned were Science supplies, Jeep repairs, renewal of Professional Dues, Application Fee refunds, CWA Union Dues and Telecommunication services (2 Months).

Ms. Lynch said the telecommunications amount will be reduced in the next couple of months due to switching the fiber optics cables from Fenwick Manor over to the Richard J. Sullivan Center (RJS) basement.

Executive Director (ED) Grogan said the move of the fiber optic cables is in preparation for the Fenwick Manor rehabilitation project. She said Evan Bossett, MIS Manager, suggested moving the telecommunication wires and equipment out of Fenwick Manor basement and into the RJS basement, which is a safer, more modern environment.

- b. Electronic Disbursements – EFT, Direct Deposit, ACH (April - June 2024)  
Ms. Lynch highlighted the FY24 Annual Employers Pension Liability, noting the amount is a 12% increase from FY23. The FY25 Pension Liability will be available at the end of October – early November 2024.
- c. Application Fees – Ms. Lynch stated that application fees have exceeded the anticipated amount (\$700,000) for FY24 by 55.02%. Fees collected totaled \$1,085,112.12. She said this revenue goes to support our budget; it does not result in a surplus. The revenue gets rolled back into the undesignated fund balance, which supports our future budgets.

#### 4. Personnel Updates

Charleen Cruz, Human Resource Manager, reviewed employee actions and recruitment efforts.

Departing employees – none

New Hires – none

Recruitment – Research Scientist 3 – interviews being conducted.

#### 5. Fiscal Year 2025 Budget Discussion

ED Grogan delivered a presentation (see attached) for the projected FY25 budget, which included FY25 Initiatives, Operating Funds and Ongoing work.

Commissioner Lohbauer asked about the reduction of the budgeted amount for FY25 Professional Services. ED Grogan responded that there is funding encumbered from previous years in which the Commission did not have to use full amount of budgeted funds. She said this allows the Commission to budget less since there are leftover funds from FY24 and FY23 that can be used if needed. She said she's hopeful that it would not be needed as our outside labor costs will be lower this year due to ratification of the contract. ED Grogan said in terms of the Attorney General's Office, the Commission does have ongoing litigation matters. She said the Commission could use the remaining encumbered amounts from previous years if needed.

Commissioner Lohbauer said that is good to hear. He asked where he could find the line item for vehicle purchases. He asked if the Commission has an annual item for vehicle purchasing. ED Grogan responded that since there is no anticipated purchasing of new vehicles in the upcoming year, there is no line item. She said the monies in the line item were spent when the Commission bought the two new hybrid Jeeps and then had to buy a used vehicle to replace the Ranger. She said there may be a need next year to put money in the budget for a vehicle.

Commissioner Avery asked if the funds from the Sanctuary Settlement Agreement are going to the General Fund or to a specific account. John Bunnell, Chief Scientist, responded that funds would be focused on a specific area.

Commissioner Avery asked what the administrative costs are to support the Pinelands Development Bank (PDC). ED Grogan said it is approximately \$30,000/salary plus fringe (approximately 77%). ED Grogan said it is something the Commission is keeping a close eye on because the Pinelands Conservation Fund (PCF) funding is not going to last forever. Staff has drafted new legislation to officially transfer the PDC Bank to the Commission rather than keeping it in the Department of Banking and Insurance. She said the legislation would provide the PDC Bank with additional authorities and responsibilities, and along with that would need to come an appropriation for purchase of PDCs and administration.

Commissioner Avery said the Commission took over the PDC Bank program by default and it requires funding by the Department of Banking and Insurance, as they have more resources than the Commission.

ED Grogan agreed. She said that would be one way the Commission could make that request. She said all options will be explored. She said the Commission has been operating the PDC Bank with no funding from the State since 2011.

Commissioner Lohbauer asked about the reduction of funding in the Education and Outreach section of the budget. He asked what things have been removed from that program to achieve that savings. ED Grogan said the funding decrease is a decrease in the money the Commission is drawing from the PCF that was being used to fund some general education and outreach salary expenses. The work will still be done but will come out of the Operating fund. She said this is so that the PCF funds will target specific events, for example, the Short Course or projects like the re-designing of the website. Commissioner Lohbauer said he is relieved to hear that response.

Commissioner Avery asked if the consultant that completed the Fenwick Manor Preservation Plan is still under contract. ED Grogan said that contract is concluded. She said the vendor is a pre-qualified Historic Preservation Consultant by the Department of Property Management and Consulting (DPMC). Their firm can respond to the Request for Proposal (RFP) as Design Consultant, Project Manager and participate in hiring the Contractor.


Commissioner Lohbauer asked if the Request for Proposal (RFP) for Fenwick Manor has gone out. ED Grogan said she does not think it has been posted. ED Grogan said Marc Paalvast (Cultural Resource Specialist) has been checking daily. She said the DPMC recently contacted Marc with questions to verify the source of the funding.

Commissioner Lohbauer moved the adoption to recommend FY2025 Budget to the Commission for approval. Commissioner Pikolycky seconded the motion. All voted in favor.

6. Public comment - None

There being no further discussion, Commissioner Lohbauer moved to adjourn the meeting. Commissioner Pikolycky seconded the motion. The Committee agreed to adjourn at 10:20 a.m.

Certified as true and correct:

A handwritten signature in cursive script that reads "Carol A. Ebersberger". The signature is written in black ink on a light-colored background.

Carol A. Ebersberger  
Business Specialist

August 20, 2024



A photograph of a dirt road winding through a dense forest. The road is light-colored and leads into the distance, flanked by lush green trees and foliage. Sunlight filters through the canopy, creating a bright starburst effect in the upper right corner. The overall atmosphere is serene and natural.

# **Personnel & Budget Committee Fiscal Year 2025 Initiatives**

**August 20, 2024**



# FY 2025 BUDGETS

- Operating Fund - \$7,127,603
- Pinelands Conservation Fund - \$3,858,954
- Fenwick Manor Preservation Fund -\$1,195,000



# Operating Fund Revenue

	FY22 Unaudited	FY23 Unaudited	FY24 Anticipated	FY25 Anticipated
State Appropriation	\$3,249,000	\$3,399,000	\$3,549,000	\$3,749,000
State Supplemental Funding	\$687,000	\$687,000	\$687,000	\$687,000
Application Fees	\$500,000	\$650,000	\$700,000	\$750,000
Grants/Special Purpose	\$618,000	\$383,000	\$480,500	\$513,000
Other	\$5,000	\$12,500	\$80,000	\$105,000
Fund Balance & Reserves	\$907,202*	\$1,368,078*	\$1,400,395*	\$1,323,603*
TOTAL	\$5,966,202	\$6,499,578	\$6,896,895	\$7,127,603

\* Includes:

- \$929,603 from the Undesignated Fund Balance
- \$385,000 Reserves – Energy Conservation and Shelving
- \$9,000 PCF Administrative Assessment

# Operating Fund Expenditures

	FY22 Unaudited	FY23 Unaudited	FY24 Unaudited	FY25 Anticipated
Salary and Wages	\$3,021,984	\$3,374,398	\$3,783,408	\$3,938,758
Fringe Benefits	\$1,910,905	\$2,188,901	\$2,250,922	\$2,337,651
Supplies	\$131,712	\$148,202	\$141,621	\$154,297
Professional Services	\$462,728	\$222,500	\$259,540	\$190,500
Other Services	\$259,623	\$282,877	\$297,983	\$324,197
Maintenance/Rent	\$132,620	\$119,070	\$122,020	\$130,700
Improvements and Acquisitions	\$46,630	\$163,630	\$41,400	\$51,500
Total Expenditures	\$5,966,202	\$6,499,578	\$6,896,895	\$7,127,603

# FY2025 Initiatives: Energy Conservation Reserve

## Projects and Capital Expenditures

Electric vehicle charging station(s) and electrical upgrades (possible grant funding)

Purchase new and replacement energy efficient office equipment

Office composting program



Staff building a compost bin in July



# FY2025 Initiatives: Operating Fund (NPS)

Project/Initiative	Account
Economy of Parks and Open Space study	NPS – Economic Monitoring
Local Conformance & Zoning System Database	NPS – Economic Monitoring
Historic cemetery mapping and GPR surveys	NPS – Economic Monitoring
Cultural resources maps: data sharing agreement; SHPO Cultural Resources Info System	NPS – Economic Monitoring
PDC supply and demand methodologies	NPS – Economic Monitoring
Economic Impacts of Climate Change on growth-oriented management areas	NPS – Economic Monitoring
Annual Pinelands calendar	NPS – Economic Monitoring

# FY2025 Initiatives: Operating Fund (NPS)

Project/Initiative	Account
Water Quality Monitoring	NPS – Environmental Monitoring
Forest and pond water level monitoring	NPS – Environmental Monitoring
Annual Anuran surveys	NPS – Environmental Monitoring
Rare Snake Monitoring	NPS – Environmental Monitoring
Snake Fungal Disease and Adenovirus Monitoring	NPS – Environmental Monitoring
Box Turtle study	NPS – Environmental Monitoring

# FY2025 Initiatives: Operating Fund

## Project/Initiative

### Procedural CMP amendments

- “Gap” process
- Expiration of old waivers and CFs
- Increased fees for applications involving violations, waivers and wetlands-related Letters of Interpretation

### Municipal “model” stormwater ordinances & NJDEP amendments

- Draft, distribute and monitor municipal adoption

### Biosphere Region designation

- Preparation for 2026 report/renewal
- Increased participation in US Network and Working Group

### ORV/ATV model municipal ordinances

### Development/marketing of native seed mix(es) for landscaping

### Review of application requirements and T&E consultant qualifications

### Pursue plant data sharing agreement with NJDEP



# FY2025 Initiatives: Operating Fund

## Project/Initiative

Stockton University 2020 Facilities Master Plan

- Completion of DCR amendment process

Secondary Impacts Agreement for GSP Interchange 44

- Extension and monitoring of land preservation obligation

Memoranda of Agreement

- Accessible Trails (Pemberton, Stafford and Evesham)
- South Jersey Transportation Authority: AC Airport and Atlantic City Expressway
- Evaluate and update old MOAs with NJDEP

Review and respond to other agency rulemaking and model ordinance requirements (e.g., NJDEP model tree removal/replacement)

Nonresidential advanced wastewater treatment systems: standards, application requirements and review process

Local communications facility plan amendment

# FY2025 Initiatives: Operating Fund

Project/Initiative
Develop/enhance databases and tracking systems
CWA contract negotiations
Continue participation in Rutgers internship program
Updated Personnel and Purchasing Policies
Succession planning, recruitment and training
Enhanced mailing list database
Performance evaluations: improved forms and new interface
Litigation and settlement agreements
Seminar(s) for municipal representatives
Migration from GotoMyPC to Zscaler for remote work
Transition from cell phones to Teams Voice
Unanticipated Projects

# FY2025 Ongoing Work: Operating Fund

Review and processing of development applications, Letters of Interpretation and CAFRA permits
Review and processing of municipal master plans, land use ordinances and redevelopment plans
Committee and Commission meeting support
Reports (annual and monthly)
Website and social media
OPRA forms and responses
Audit(s) and Audit Committee
Training
Records management
On-line store



# Pinelands Conservation Fund Expenditures

	FY22 Unaudited	FY23 Unaudited	FY24 Anticipated	FY25 Anticipated
Land Acquisition	\$ 30,600	\$ 8,350	\$21,060	<b>\$3,027,450</b>
Conservation Planning & Research	\$695,027	\$703,011	\$660,876	<b>\$549,324</b>
Community Planning & Design	\$175,655	\$154,070	\$162,030	<b>\$211,230</b>
Education and Outreach	\$142,350	\$95,400	\$120,900	<b>\$70,950</b>
<b>Total PCF Expenditures</b>	<b>\$1,043,632</b>	<b>\$960,831</b>	<b>\$964,866</b>	<b>\$3,858,954</b>

# FY2025 Initiatives: Pinelands Conservation Fund



Project/Initiative	Account
3 <sup>rd</sup> annual land preservation summit	Land Acquisition
Stewardship and monitoring report on PCF-funded properties	Land Acquisition
Acquisition funding round	Land Acquisition



# FY2025 Initiatives: Pinelands Conservation Fund

Project/Initiative	Account
Corn snake research/study	Conservation Planning & Research
King Snake research/study	Conservation Planning & Research + EPA grant
Box turtle research/study	Conservation Planning & Research





# FY2025 Initiatives: Pinelands Conservation Fund



Project/Initiative	Account
Septic pilot program	Conservation Planning & Research
Kirkwood-Cohansey water management rule implementation	Conservation Planning & Research
Black Run watershed protection rules	Conservation Planning & Research
Permanent land protection data and reporting	Conservation Planning & Research



# FY2025 Initiatives: Pinelands Conservation Fund

Project/Initiative	Account
Forest and Rural Development Area clustering rules	Community Planning & Design
PDC rules	Community Planning & Design
PDC Bank administration and legislative changes	Community Planning & Design
Pinelands Infrastructure Trust Fund administration	Community Planning & Design
Affordable Housing: tracking and technical assistance	Community Planning & Design
CMP Amendments - Accessible Trails	Community Planning & Design

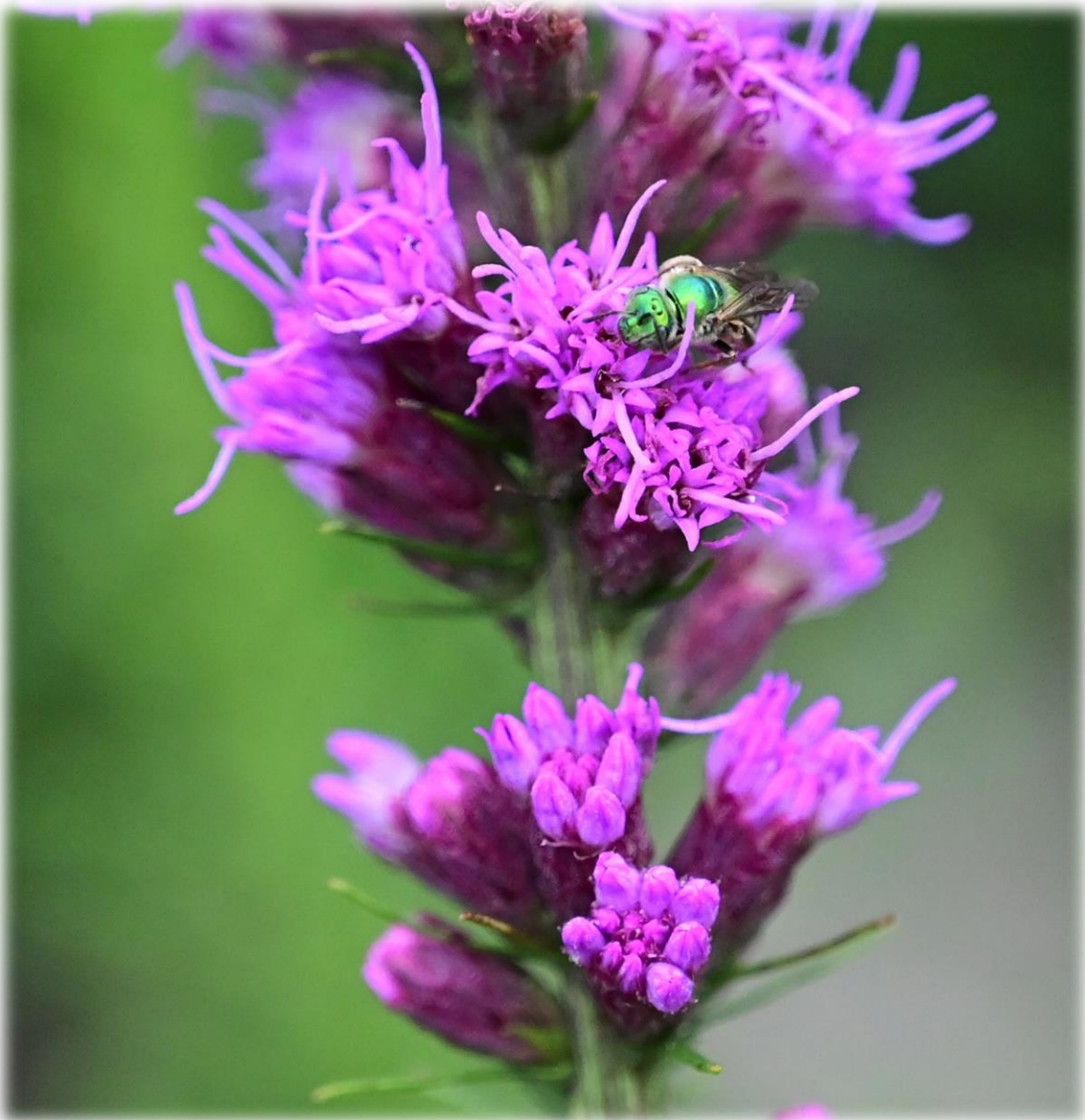


# FY2025 Initiatives: Pinelands Conservation Fund

Project/Initiative	Account
Stormwater management consultant: review of plans, training, guidance documents	Community Planning & Design
Climate Committee support and initiatives <ul style="list-style-type: none"><li>• IAC/Resilience Action Plans</li><li>• BPU dual use solar program and CMP amendments</li><li>• Research for CMP amendments</li><li>• Climate Change curriculum (w/Stockton University)</li></ul>	Community Planning & Design



# FY2025 Initiatives: Pinelands Conservation Fund



Project/Initiative	Account
Pinelands Short Course(s)	Education & Outreach
World Water Monitoring Challenge	Education & Outreach
Pinelands Speakers Series	Education & Outreach
Bog and rain garden maintenance; tree/plant identification	Education & Outreach
Visitors Center programs and supplies	Education & Outreach
Website redesign	Education & Outreach

# Fenwick Manor Preservation Budget

	FY25 Anticipated
New Jersey Historic Trust Capital Grant	\$575,000
Special State Appropriation	\$500,000
Match from Fenwick Manor Reserve	\$75,000
Additional Reserve Funding	\$45,000
Total Expenditures	\$1,195,000



Questions?





Range of Checking Accts: OPERATING to OPERATING Range of Check Dates: 07/01/24 to 09/30/24  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

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OPERATING					
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8393	07/11/24	BANK0010 BANK OF AMERICA	0.00	07/11/24 VOID	0
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8395	07/11/24	BANK0010 BANK OF AMERICA	5,161.59	07/31/24	154
8396	07/11/24	BEVAN005 B SAFE LLC	486.00	07/31/24	154
8397	07/11/24	CARPE005 ELIZABETH G. CARPENTER	524.10	07/31/24	154
8398	07/11/24	COLUM005 COLUMN SOFTWARE PBC	8.44	07/31/24	154
8399	07/11/24	COMMU010 COMMUNICATIONS WORKERS OF AMER	4,182.86	07/31/24	154
8400	07/11/24	CONNO005 DONNA CONNOR	524.10	07/31/24	154
8401	07/11/24	DELLO005 DELL	5,015.19	07/31/24	154
8402	07/11/24	FISHE005 FISHER SCIENTIFIC	816.69	07/31/24	154
8403	07/11/24	FORES005 FORESTRY SUPPLIERS, INC.	1,354.29	07/31/24	154
8404	07/11/24	GRAHA005 DONNA GRAHAM	524.10	07/31/24	154
8405	07/11/24	HIGHW005 HIGHWAY TIRE DISTRIBUTORS, INC	206.90		154
8406	07/11/24	IMPAC005 IMPAC FLEET	646.37	07/31/24	154
8407	07/11/24	LUKER005 RON LUKER	524.10	07/31/24	154
8408	07/11/24	LUM2024 Lum, Drasco & Positan LLC	0.00	07/11/24 VOID	0
8409	07/11/24	LUM2024 Lum, Drasco & Positan LLC	16,175.00	07/31/24	154 Labor Counsel
8410	07/11/24	NEWJE075 NEW JERSEY STATE BAR ASSOCIATI	99.00	07/31/24	154
8411	07/11/24	NJCSC NJ Civil Service Commission	246.00		154
8412	07/11/24	POOOO005 PEMBERTON TOWNSHIP WATER DEPT.	168.00		154
8413	07/11/24	PHOTO010 B&H PHOTO-VIDEO	33.79	07/31/24	154
8414	07/11/24	PRIME005 PRIMEPAY, LLC	788.18	07/31/24	154
8415	07/11/24	SONSI005 BETTY SONSI ADEK	524.10		154
8416	07/11/24	STEVE010 STEVENS, CAITLIN	250.00		154
8417	07/11/24	STOKE005 LINDA STOKES	524.10	07/31/24	154
8418	07/11/24	WASTE005 WASTE MANAGEMENT OF NEW JERSEY	74.80	07/31/24	154
8419	07/11/24	WENGRO05 EDWARD WENGROWSKI	524.10	07/31/24	154
8420	07/11/24	WHITTO10 WHITTON, JAMES	524.10	07/31/24	154
8421	07/11/24	WMI Wildlife Materials Int., Inc.	218.00	07/31/24	154
8422	07/11/24	YOUNG005 KAREN L. YOUNG	733.80	07/31/24	154
8423	07/11/24	YOUNG010 NADINE YOUNG	524.10	07/31/24	154
8424	07/16/24	ALLZ0005 ALL ZONE HEATING AND COOLING	7,500.00		155 App. Refund 1988-0252.003 EHT
8425	07/16/24	BRADY005 BARRY BRADY	1,048.20	07/31/24	155
8426	07/16/24	LAMAC005 JOHN G. LAMACCHIA	1,048.20	07/31/24	155
8427	07/16/24	MCBRI005 DONNA MCBRIDE	1,048.20		155
8428	07/16/24	MOORE010 TERRENCE D. MOORE	1,048.20	07/31/24	155
8429	07/16/24	PINER005 ELIZABETH PINER	1,048.20	07/31/24	155
8430	07/16/24	SCHOE005 SCHOENBERG, JOHN	1,048.20	07/31/24	155
8431	07/16/24	TREAS080 TREASURER, STATE OF NEW JERSEY	258.00	07/31/24	155
8432	07/16/24	TREAS085 TREASURER, STATE OF NEW JERSEY	1,701.82	07/31/24	155
8433	07/16/24	UNIQUE010 UNIQUE HOME REMODELING PROF	250.00		155
8434	07/16/24	VANSI005 VANSICKLE, GLENN	1,362.60	07/31/24	155
8435	07/16/24	WOOD0005 MELODY WOOD	1,048.20	07/31/24	155
8436	07/16/24	ZAMPE005 ROBERT A. ZAMPELLA	1,048.20	07/31/24	155
8437	08/14/24	115S0005 115 SOUTH MAIN STREET, LLC	150.00		156
8438	08/14/24	ACME Albertsons/Safeway	153.59		156
8439	08/14/24	ADAMI005 ADAMI AK, JEFFREY	250.00		156
8440	08/14/24	BANK0010 BANK OF AMERICA	0.00	08/14/24 VOID	0

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		Continued			
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8442	08/14/24	BANK0010 BANK OF AMERICA	4,907.79		156
8443	08/14/24	CHALIS Chalis Cleaning Service LLC	7,395.00		156
8444	08/14/24	COLUM005 COLUMN SOFTWARE PBC	8.44		156
8445	08/14/24	COMMU010 COMMUNICATIONS WORKERS OF AMER	4,231.61		156
8446	08/14/24	DELA025 DELAWARE VALLEY OPPORTUNITY FU	1,125.00		156
8447	08/14/24	GANNETT GANNETT PENNSYLVANIA LOCALiQ	7.38		156
8448	08/14/24	GOLDB010 GOLDBERG SEGALLA, LLP	500.00		156
8449	08/14/24	IBUTT005 iButtonLink LLC	6,747.77		156 iButton equipment for Science
8450	08/14/24	IMPAC005 IMPAC FLEET	628.04		156
8451	08/14/24	JERSE025 JERSEY CENTRAL POWER & LIGHT	2,383.08		156
8452	08/14/24	LASHJ005 LASH JR., DANIEL	250.00		156
8453	08/14/24	MARKF005 MARK FRANCHI DEMOLITION	250.00		156
8454	08/14/24	NJOFF005 Treasurer, State of New Jersey	8,282.20		156 NJOIT YrEnd FY24 Chargeback
8455	08/14/24	OBRIE005 O'BRIEN & SONS, INC.	6.58		156
8456	08/14/24	ONSET005 ONSET COMPUTER CORPORATION	4,340.16		156
8457	08/14/24	PEMBE025 PEMBERTON ELECTRICAL SUPPLY CO	236.04		156
8458	08/14/24	PETER015 PETER'S PRECISION REMODELING	250.00		156
8459	08/14/24	PILGR005 PILGRIM ACADEMY	250.00		156
8460	08/14/24	PITNE005 PITNEY BOWES INC.	75.00		156
8461	08/14/24	PORZI005 PORZIO BROMBERG & NEWMAN	250.00		156
8462	08/14/24	PRIME005 PRIMEPAY, LLC	513.18		156
8463	08/14/24	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS	89.73		156
8464	08/14/24	REFUG005 WOODFORD CEDAR RUN REFUGE	200.00		156
8465	08/14/24	RICOH005 RICOH CORPORATION	416.38		156
8466	08/14/24	SKORA005 SKORA TEAM, LLC	250.00		156
8467	08/14/24	TEAML005 TEAM LIFE, INC	749.00		156
8468	08/14/24	TECEL005 TEC ELEVATOR INC.	220.00		156
8469	08/14/24	TOTOL005 TOTOL HOLDINGS, LLC	1,125.00		156 June 2024 Telecommunications Chargeback
8470	08/14/24	TREAS005 TREASURER, STATE OF NEW JERSEY	4,049.76		156
8471	08/14/24	TREAS075 TREASURE, STATE OF NEW JERSEY	49,804.00		156 FY24 DAG Chargeback
8472	08/14/24	UGIEN005 UGI Energy Services, LLC	13.00		156
8473	08/14/24	VERIZ005 VERIZON WIRELESS SERVICES, LLC	401.22		156
8474	08/29/24	ACME Albertsons/Safeway	100.91		157
8475	08/29/24	ACTLI005 ACTLIEN PROPERTY MANAGEMENT	250.00		157
8476	08/29/24	COLUM005 COLUMN SOFTWARE PBC	127.12		157
8477	08/29/24	COMMU010 COMMUNICATIONS WORKERS OF AMER	3,925.51		157
8478	08/29/24	DENEL005 DENELSBECK, EVAN	250.00		157
8479	08/29/24	DUKEP005 DUKE PROPERTIES	281.25		157
8480	08/29/24	GANNE005 GANNETT NEW YORK-NEW JERSEY	7.92		157
8481	08/29/24	GANNETT GANNETT PENNSYLVANIA LOCALiQ	3.51		157
8482	08/29/24	HERMA005 Herman's Trucking, Inc.	197.00		157
8483	08/29/24	HOMED005 HOME DEPOT CREDIT SERVICES	224.53		157
8484	08/29/24	JERSE025 JERSEY CENTRAL POWER & LIGHT	2,393.59		157
8485	08/29/24	JOESM005 JOE SMOLARSKI & SON	586.00		157
8486	08/29/24	LOTEK005 LOTEK WIRELESS INC	13,622.00		157 GPS tagging equipment for Science
8487	08/29/24	LOWES005 LOWES	54.11		157
8488	08/29/24	MARLE005 MARLEE CONTRACTORS	616.87		157
8489	08/29/24	MASON005 W. B. MASON	76.44		157
8490	08/29/24	NEWJE040 NEW JERSEY LEAGUE OF MUNICIPAL	45.00		157
8491	08/29/24	NJOFF005 Treasurer, State of New Jersey	2,414.60		157
8492	08/29/24	NJOFF005 Treasurer, State of New Jersey	1,616.26		157

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		Continued			
8493	08/29/24	PAALV005 PAALVAST, MARC	34.31		157
8494	08/29/24	PEOPL010 PEOPLES, CHRISTOPHER	250.00		157
8495	08/29/24	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS	88.03		157
8496	08/29/24	RICOH005 RICOH CORPORATION	246.84		157
8497	08/29/24	RICOH005 RICOH CORPORATION	169.54		157
8498	08/29/24	TOADS005 TOADSHADE WILDFLOWER FARM LLC	200.00		157
8499	08/29/24	TREAS005 TREASURER, STATE OF NEW JERSEY	4,049.63		157 July 2024 Telecommunications Chargeback
8500	08/29/24	UGIEN005 UGI Energy Services, LLC	10.75		157
8501	08/29/24	VERIZ005 VERIZON WIRELESS SERVICES, LLC	401.22		157
8502	08/29/24	WASTE005 WASTE MANAGEMENT OF NEW JERSEY	93.50		157
8503	09/06/24	BEVAN005 B SAFE LLC	3,220.22		158
8504	09/06/24	COLUM005 COLUMN SOFTWARE PBC	7.36		158
8505	09/06/24	GRAIN005 GRAINGER	93.12		158
8506	09/06/24	IMPAC005 IMPAC FLEET	487.00		158
8507	09/06/24	LUM2024 Lum, Drasco & Positan LLC	3,400.00		158
8508	09/06/24	NJSTA005 NJ STATE DISTRIBUTION CENTER	868.50		158
8509	09/06/24	PTSD Pemberton Twp Sewer Division	1,710.00		158
8510	09/06/24	ROWAN005 ROWAN COLLEGE AT BURLINGTON CO	62.11		158
8511	09/06/24	TECEL005 TEC ELEVATOR INC.	220.00		158
8512	09/27/24	ATS ATS - Advanced Telemetry Syst.	3,465.00		159 Annual Fire Alarm Equipt Inspect.
8513	09/27/24	BANK0010 BANK OF AMERICA	0.00	09/27/24 VOID	0
8514	09/27/24	BANK0010 BANK OF AMERICA	0.00	09/27/24 VOID	0
8515	09/27/24	BANK0010 BANK OF AMERICA	2,799.86		159
8516	09/27/24	CDWGO005 CDW-GOVERNMENT LLC	2,112.06		159
8517	09/27/24	CHALIS Chalis Cleaning Service LLC	5,100.00		159
8518	09/27/24	DELL0005 DELL	177.81		159
8519	09/27/24	GANN005 GANNETT NEW YORK-NEW JERSEY	117.04		159
8520	09/27/24	GRAIN005 GRAINGER	186.24		159
8521	09/27/24	HIGHL005 HIGHLAND DEVELOPMENT GROUP LLC	281.25		159
8522	09/27/24	JERSE025 JERSEY CENTRAL POWER & LIGHT	2,099.17		159
8523	09/27/24	MASON005 W. B. MASON	6.34		159
8524	09/27/24	MGLPR005 MGL Printing Solutions	248.00		159
8525	09/27/24	NAPA NAPA Auto Parts	156.19		159
8526	09/27/24	NAVAR005 NAVARRO, BRAIAN	250.00		159
8527	09/27/24	NEWJE075 NEW JERSEY STATE BAR ASSOCIATI	250.00		159
8528	09/27/24	NJOFF005 Treasurer, State of New Jersey	4,014.56		159 FY25 GoToMyPC Chargeback
8529	09/27/24	PHOTO010 B&H PHOTO-VIDEO	1,037.80		159
8530	09/27/24	PRIME005 PRIMEPAY, LLC	567.88		159
8531	09/27/24	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS	91.51		159
8532	09/27/24	RICOH005 RICOH CORPORATION	246.84		159
8533	09/27/24	RICOH005 RICOH CORPORATION	169.54		159
8534	09/27/24	SOUTH050 SOUTHERN STATE REAL ESTATE LLC	250.00		159
8535	09/27/24	TEAML005 TEAM LIFE, INC	50.00		159
8536	09/27/24	TREAS005 TREASURER, STATE OF NEW JERSEY	4,057.23		159 August 2024 Telecommunications Chargeback
8537	09/27/24	TRIST010 TRI-STATE FIRE PROTECTION	1,590.00		159
8538	09/27/24	UGIEN005 UGI Energy Services, LLC	13.00		159
8539	09/27/24	VERIZ005 VERIZON WIRELESS SERVICES, LLC	401.61		159
8540	09/27/24	WASTE005 WASTE MANAGEMENT OF NEW JERSEY	74.80		159

Check # Check Date Vendor			Amount Paid		Reconciled/Void Ref Num	
OPERATING			Continued			
Checking Account Totals		Paid	Void	Amount Paid	Amount	Void
Checks:		141	8	233,567.25		0.00
Direct Deposit:		0	0	0.00		0.00
Total:		141	8	233,567.25		0.00
Report Totals			Paid	Void	Amount Paid	Amount Void
Checks:		141	8	233,567.25		0.00
Direct Deposit:		0	0	0.00		0.00
Total:		141	8	233,567.25		0.00



Range of Accounts: 1-00-000-01-11-02 to 1-00-000-01-11-02 Starting Date: 07/01/24 Ending Date: 08/31/25  
Transaction Type: Manual Db: N Cr: Y Receipts Db: N Cr: N Adopt/Amend Db: N Cr: N Invoice Db: N Cr: N  
Expenditures Db: N Cr: N Encumbrance Db: N Cr: N Accrued Revenue Db: N Cr: N Refund Db: N Cr: N  
Disbursements Db: N Cr: N Revenue Db: N Cr: N Reimbursements Db: N Cr: N Transfer OverPayment Db: N Cr: N  
Deferred Revenue Db: N Cr: N Received Db: N Cr: N  
Summarize Receipts/Disbursements: N

G/L Account No. Date Transaction	Description	Type	Debit	Credit	Reference #	User
1-00-000-01-11-02	BANK OF PRINCETON -OPERATING	Asset				
07/02/24 Manual Entry	EFT NJGIT PAYMENT PPE 06/14/24			4,073.73	G 271	2 CEBERSBE
07/02/24 Manual Entry	EFT PA REV PAYMENT PPE 06/14/24			125.06	G 271	4 CEBERSBE
07/02/24 Manual Entry	RECORD NET PAY DISBURSEMENT PPE 06/28/24			84,228.68	G 271	6 CEBERSBE
07/03/24 Manual Entry	EFT PAYMENT DEF COMP/ROTH PPE 06/14/24			5,572.52	G 271	35 CEBERSBE
07/09/24 Manual Entry	EFT FSA PAYMENT			119.76	G 271	37 CEBERSBE
07/10/24 Manual Entry	EFT FOR FEDERAL TAX PAYMENT PPE 06/28/24			30,142.39	G 271	45 CEBERSBE
07/11/24 Manual Entry	EFT FOR NJGIT PAYMENT PPE 06/28/24			4,820.27	G 271	47 CEBERSBE
07/11/24 Manual Entry	EFT FOR PA REV PAYMENT PPE 06/28/24			124.80	G 271	49 CEBERSBE
07/11/24 Manual Entry	EFT DEF COMP/ROTH PAYMENT PPE 06/28/24			5,733.99	G 271	52 CEBERSBE
07/16/24 Manual Entry	EFT FSA PAYMENT			22.62	G 271	58 CEBERSBE
07/17/24 Manual Entry	MONEY TRANSFER FEE CHARGED BY BANK			25.00	G 271	62 CEBERSBE
07/17/24 Manual Entry	EFT FSA PAYMENT			10.00	G 271	64 CEBERSBE
07/17/24 Manual Entry	RECORD NET PAY DISBURSEMENT PPE 07/12/24			100,244.43	G 271	66 CEBERSBE
07/18/24 Manual Entry	EFT DIV OF PENSIONS FOR JUNE 2024			26,078.31	G 271	95 CEBERSBE
07/24/24 Manual Entry	MONEY TRANSFER FEE CHARGED BY BANK			25.00	G 271	105 CEBERSBE
07/24/24 Manual Entry	EFT FSA PAYMENT			27.44	G 271	107 CEBERSBE
07/24/24 Manual Entry	EFT FEDERAL TAX PAYMENT FOR PPE 07/12/24			35,186.59	G 271	111 CEBERSBE
07/25/24 Manual Entry	EFT FSA PAYMENT			25.49	G 271	117 CEBERSBE
07/25/24 Manual Entry	EFT FSA PAYMENT			1,155.00	G 271	119 CEBERSBE
07/29/24 Manual Entry	EFT FSA PAYMENT			450.00	G 271	123 CEBERSBE
07/30/24 Manual Entry	EFT FSA PAYMENT			2.22	G 271	125 CEBERSBE
07/31/24 Manual Entry	RECORD NET PAY DISBURSEMENT PPE 07/26/24			86,101.21	G 271	127 CEBERSBE
08/02/24 Manual Entry	EFT FSA PAYMENT			5.00	G 276	2 CEBERSBE
08/05/24 Manual Entry	EFT FSA PAYMENT			8.61	G 276	4 CEBERSBE
08/05/24 Manual Entry	EFT FEDERAL TAX PAYMENT PPE 07/26/24			31,052.66	G 276	8 CEBERSBE
08/05/24 Manual Entry	EFT FSA PAYMENT			488.10	G 276	10 CEBERSBE
08/06/24 Manual Entry	EFT DEF COMP/ROTH PAYMENT PPE 07/12/24			5,882.10	G 276	13 CEBERSBE
08/06/24 Manual Entry	EFT DEF COMP/ROTH PAYMENT PPE 07/26/24			5,882.10	G 276	16 CEBERSBE
08/06/24 Manual Entry	EFT NJGIT PAYMENT PPE 07/12/24			5,516.35	G 276	18 CEBERSBE
08/06/24 Manual Entry	EFT NJGIT PAYMENT PPE 07/26/24			4,969.14	G 276	20 CEBERSBE
08/06/24 Manual Entry	EFT PA REV PAYMENT PPE 07/12/24			127.48	G 276	22 CEBERSBE
08/06/24 Manual Entry	EFT PA REV PAYMENT PPE 07/26/24			127.21	G 276	24 CEBERSBE
08/06/24 Manual Entry	DOL REIMBURSEMENT BILLING CY24 2ND QTR			1,957.57	G 276	26 CEBERSBE
08/07/24 Manual Entry	EFT FSA PAYMENT			5.00	G 276	28 CEBERSBE
08/13/24 Manual Entry	EFT FSA PAYMENT			10.00	G 276	34 CEBERSBE
08/13/24 Manual Entry	MONEY TRANSFER FEE CHARGE BY BANK			25.00	G 276	38 CEBERSBE
08/14/24 Manual Entry	RECORD NET PAY DISBURSEMENT PPE 08/09/24			87,830.15	G 276	40 CEBERSBE
08/15/24 Manual Entry	EFT PAYMENT TO PITNEY BOWES			500.00	G 276	67 CEBERSBE
08/19/24 Manual Entry	MONEY TRANSFER FEE CHARGED BY BANK			25.00	G 276	71 CEBERSBE
08/20/24 Manual Entry	EFT FOR FEDERAL TAX PAYMENT PPE 08/09/24			31,365.25	G 276	79 CEBERSBE
08/20/24 Manual Entry	EFT FSA PAYMENT			5.35	G 276	81 CEBERSBE
08/21/24 Manual Entry	EFT FOR NJGIT PAYMENT PPE 08/19/24			5,063.80	G 276	83 CEBERSBE
08/21/24 Manual Entry	EFT FOR NJGIT PAYMENT QTR 2 SHORTAGE			805.93	G 276	85 CEBERSBE
08/22/24 Manual Entry	EFT PAYMENT FOR PA REV PPE 08/06/24			127.48	G 276	87 CEBERSBE
08/22/24 Manual Entry	EFT FSA PAYMENT			10.00	G 276	89 CEBERSBE

G/L Account No.		Description		Type	Debi t	Credi t	Reference #	User
Date	Transaction							
1-00-000-01-11-02		BANK OF PRINCETON -OPERATING		Asset	Continued			
08/22/24	Manual Entry	EFT PAYMENT DEF COMP/ROTH PPE 08/09/24				5,902.04	G 276 92	CEBERSBE
08/23/24	Manual Entry	EFT FSA PAYMENT				19.80	G 276 94	CEBERSBE
08/27/24	Manual Entry	EFT FSA PAYMENT				24.79	G 276 102	CEBERSBE
08/28/24	Manual Entry	RECORD NET PAY DISBURSEMENT PPE 08/23/24				97,910.00	G 276 108	CEBERSBE
Total Manual Entry:		49	Debi t:	0.00	Credi t:	669,940.42	Net:	669,940.42 Cr
Report Totals								
Total Manual Entry:		49	Debi t:	0.00	Credi t:	669,940.42	Net:	669,940.42 Cr
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Total Transactions:		49	Debi t:	0.00	Credi t:	669,940.42	Net:	669,940.42 Cr

## New Jersey Pinelands Commission Application Fee Summary

FY Total	Month	Total Revenue	Received		Refunded	
			Number	Amount	Number	Amount
<b>Budget</b>	FY 2025					
\$109,134.35	July	109,134.35	35	\$117,134.35	3	\$8,000.00
\$174,485.71	August	65,351.36	30	\$71,032.61	15	\$5,681.25
\$199,973.31	September	25,487.60	42	\$26,268.85	3	\$781.25
\$199,973.31	October	0.00				
\$199,973.31	November	0.00				
\$199,973.31	December	0.00				
\$199,973.31	January	0.00				
\$199,973.31	February	0.00				
\$199,973.31	March	0.00				
\$199,973.31	April	0.00				
\$199,973.31	May	0.00				
\$199,973.31	June	0.00				
\$199,973.31		\$199,973.31	107	\$214,435.81	21	\$14,462.50

Budget Anticipated	\$750,000.00	
Amount Collected	\$199,973.31	26.66%
Amount in Excess of Budget.	-\$550,026.69	-73.34%

**EMPLOYEE ACTIONS**  
**August 2024- October 2024**

**A. DEPARTING EMPLOYEE(S)**

<u>Name</u>	<u>Title</u>	<u>Office</u>	<u>Departing Date</u>	<u>Effective Date</u>
Steve Simone	Resource Planner 2	Land Use	09/12/2024	09/12/2024

**B. HIRED EMPLOYEE(S)**

<u>Name</u>	<u>Title</u>	<u>Office</u>	<u>Hire Date</u>	<u>Effective Date</u>
Christine Healy	Research Scientist 3	Science	11/04/2024	11/04/2024

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

<u>Title</u>	<u>Office</u>	<u>Status</u>
Research Scientist 3	Science	Budgeted/Hired
Resource Planning Specialist	Land Use	Budgeted/Posted
Environmental Specialist	Regulatory	Budgeted/Posted