



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



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

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

RICHARD PRICKETT  
Chairman  
NANCY WITTENBERG  
Executive Director

## MEMORANDUM

To: Members of the Personnel and Budget Committee  
From: Jessica Lynch, Business Manager *JL*  
Date: November 10, 2020  
Subject: Meeting Material

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Enclosed is material supporting the agenda items for the Personnel and Budget Committee meeting to be held virtually on Tuesday, November 17, 2020 at 9:30 a.m.

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:

<https://www.youtube.com/channel/UCBgpC8sbR3Acrjo7ppxs3Uw>



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## PERSONNEL & BUDGET COMMITTEE MEETING

November 17, 2020 - 9:30 a.m.

Pinelands Commission YouTube link:

<https://www.youtube.com/channel/UCBgpC8sbR3Acrjo7ppxs3Uw>

To Provide Public Comment, Please Dial: 1-929-205-6099 Meeting ID: 828 8618 5879

### Agenda

1. Adoption of the September 29, 2020 meeting minutes.
2. Financial Updates:
  - a. Check Register (August 2020 – September 2020)
  - b. Electronic Disbursements - EFT; Direct Deposit; ACH (August 2020 – September 2020)
  - c. Application Fees Update
3. Draft FY2021 Budget
4. Public Comment
5. Closed Session (If needed)

## PERSONNEL & BUDGET COMMITTEE MEETING

The September 29, 2020 Personnel & Budget Committee meeting was conducted remotely. All participants were present via Zoom conference and the meeting was livestreamed through YouTube: <https://youtu.be/yTjMFxSq3jQ>

### MINUTES

#### Members Present

Alan Avery (Committee Chairman), William Pikolycky, Richard Prickett, and Mark Lohbauer.

#### Members Absent

Gary Quinn, Jane Jannarone, and D'Arcy Rohan Green.

#### Staff Present

Executive Director Nancy Wittenberg, Jessica Lynch, Zobeida Concepcion, Susan Grogan, Gina Berg, Stacey Roth, and Paul Leakan.

Craig Ambrose, Governor's Authorities Unit, on the phone.

Commissioner Avery called the meeting to order at 9:31 a.m.

#### Adoption of Minutes from the March 3, 2020 Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the minutes of the March 3, 2020, Personnel and Budget Committee meeting. Commissioner Pikolycky seconded the motion.

All Commissioners present voted in favor, and the minutes were approved.

#### Financial Updates:

Check Register (February 2020 to July 2020) – Business Services Manager Jessica Lynch highlighted the more noteworthy purchases/checks on the register.

Electronic Disbursements – EFT, Direct Deposit, ACH (February 2020 to July 2020).

Application Fees – Ms. Lynch stated that the applications fees are currently at 31% budgeted based on FY20 revenue.

#### Employee Actions

Human Resources Manager Zobeida Concepcion reviewed the Employee Actions:

- Retirements – Jean Montgomerie (effective August 1, 2020).
- Resignation - Kelly Christopher (effective March 13, 2020).
- Promotion – April Field (Chief Permit Administrator, effective March 3, 2020).

Application Fees Projections Presentation

Gina Berg, Planning Specialist, presented the Application Fees Projections Powerpoint presentation (The presentation slides can be viewed at: [https://www.nj.gov/pinelands/home/presentations/Fee%20Projections%20Presentation%20\(September%2028%202020\).pdf](https://www.nj.gov/pinelands/home/presentations/Fee%20Projections%20Presentation%20(September%2028%202020).pdf))

FY2021 Budget Preparation & Planning

Ms. Lynch asked for guidance on the FY21 budget preparation. .

Public Comment

There was no public comment.

Executive Director Updates

ED Wittenberg gave a brief update on the FY19 state audit.

Closed Session

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

Return to Open Session

The Committee returned from Closed Session at 11:08 a.m.

With no further items to discuss, Commissioner Avery asked for a motion for adjournment. The motion was moved by Commissioner Pikolycky, seconded by Commissioner Prickett and unanimously approved.

The meeting was adjourned at 11:08 a.m.

Certified as true and correct:

Certified as true and correct:



\_\_\_\_\_  
Zobeida Concepcion, Human Resources Manager

Date 11/9/20

Range of Checking Accts: OPERATING to OPERATING Range of Check Dates: 08/01/20 to 09/30/20  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING					
6455	08/13/20	BANK0005 BANK OF AMERICA	227.00	08/31/20	72
6456	08/13/20	BANK0010 BANK OF AMERICA	0.00	08/13/20 VOID	0
6457	08/13/20	BANK0010 BANK OF AMERICA	1,161.12	08/31/20	72
6458	08/13/20	BURRI005 PATRICK BURRITT	533.20		72
6459	08/13/20	CAROL005 CAROLINA BIOLOGICAL SUPPLY COM	0.00	08/14/20 VOID	72 (Reason: \$0.00 Check)
6460	08/13/20	COURI005 COURIER POST	14.40	08/31/20	72
6461	08/13/20	DELLO005 DELL	10,019.70	08/31/20	72
6462	08/13/20	DRAGO005 DRAGON, JEFFREY	660.61	08/31/20	72
6463	08/13/20	EOCA EcoAnalyst, Inc.	9,700.00	08/31/20	72
6464	08/13/20	GANNETT GANNETT NEWS JERSEY NEWSPAPERS	4.50	08/31/20	72
6465	08/13/20	GRAI N005 GRAINGER	38.72	08/31/20	72
6466	08/13/20	JHBUE005 JH BUEHRER & ASSOCIATES	588.00		72
6467	08/13/20	MASON005 W. B. MASON	133.89	08/31/20	72
6468	08/13/20	PRESS005 PRESS OF ATLANTIC CITY	6.72	08/31/20	72
6469	08/13/20	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS	71.27	08/31/20	72
6470	08/13/20	RI COH005 RICOH CORPORATION	243.62	08/31/20	72
6471	08/13/20	SHI 00005 SHI	950.00	08/31/20	72
6472	08/13/20	TREAS005 TREASURER, STATE OF NEW JERSEY	2,411.79		72
6473	08/13/20	VERI Z005 VERIZON WIRELESS SERVICES, LLC	168.05	08/31/20	72
6474	08/13/20	WOOLS005 WOOLSTON COMPANY INC.	43.95		72
6475	08/31/20	BURLI005 BURLINGTON COUNTY TIMES	52.44		73
6476	08/31/20	CHEK0005 CHEKOURAS, ALEXANDRA	250.00		73
6477	08/31/20	GAVI G005 GAVIGAN, STEVEN	250.00		73
6478	08/31/20	GRAI N005 GRAINGER	25.41		73
6479	08/31/20	ICLE0005 ICLE	159.00		73
6480	08/31/20	IMPAC005 IMPAC FLEET	685.54		73
6481	08/31/20	JERSE025 JERSEY CENTRAL POWER & LIGHT	1,824.66		73
6482	08/31/20	MGLPR005 MGL Printing Solutions	216.00		73
6483	08/31/20	NJOFF005 NJ OFFICE OF INFORMATION TECHN	1,699.84		73
6484	08/31/20	PRIME005 PRIMEPAY, LLC	364.76		73
6485	08/31/20	SHARP005 SHARP ELECTRONICS	178.79		73
6486	08/31/20	THOMS005 THOMSON WEST PAYMENT CENTER	476.00		73
6487	08/31/20	UGI EN005 UGI Energy Services, LLC	9.02		73
6488	08/31/20	VERI Z005 VERIZON WIRELESS SERVICES, LLC	167.85		73
6489	09/01/20	COMMU010 COMMUNICATIONS WORKERS OF AMER	2,865.33		74
6490	09/01/20	UNITE020 United States Geological Surv	13,227.85		74
6491	09/28/20	BANK0010 BANK OF AMERICA	0.00	09/28/20 VOID	0
6492	09/28/20	BANK0010 BANK OF AMERICA	1,777.75		75
6493	09/28/20	BEVAN005 BEVAN SECURITY SYSTEMS, INC.	216.00		75
6494	09/28/20	BURLI005 BURLINGTON COUNTY TIMES	79.12		75
6495	09/28/20	COURI005 COURIER POST	131.64		75
6496	09/28/20	DELLO005 DELL	1,001.97		75
6497	09/28/20	GANNETT GANNETT NEWS JERSEY NEWSPAPERS	111.15		75
6498	09/28/20	GRAI N005 GRAINGER	52.20		75
6499	09/28/20	IMPAC005 IMPAC FLEET	352.19		75
6500	09/28/20	PRESS005 PRESS OF ATLANTIC CITY	59.64		75
6501	09/28/20	PRIME005 PRIMEPAY, LLC	286.35		75
6502	09/28/20	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS	70.93		75
6503	09/28/20	RI COH005 RICOH CORPORATION	243.62		75

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		Continued			
6504	09/28/20	UGI EN005 UGI Energy Services, LLC	7.01		75
6505	09/28/20	VERI Z005 VERI ZON WI RELESS SERVICES, LLC	167.96		75
6506	09/28/20	WOOLS005 WOOLSTON COMPANY INC.	43.95		75
<hr/>					
Checking Account Totals					
		Paid	Void	Amount Paid	Amount Void
	Checks:	49	3	54,030.51	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	49	3	54,030.51	0.00
<hr/>					
Report Totals					
		Paid	Void	Amount Paid	Amount Void
	Checks:	49	3	54,030.51	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	49	3	54,030.51	0.00

Range of Accounts: 1-00-000-01-11-02 to 1-00-000-01-11-02 Starting Date: 08/01/20 Ending Date: 09/30/20  
 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.	Description	Type	Debit	Credit	Reference #	User Id
1-00-000-01-11-02	BENEFICIAL BANK-OPERATING	Asset				
08/05/20	Manual Entry Money transfer fees charged by bank			25.00	G 122	4 CEBERSBE
08/05/20	Manual Entry Record net pay disbursement PPE 07/31/20			70,221.46	G 122	6 CEBERSBE
08/10/20	Manual Entry Record EFT for Fed Tax payment PPE7/31/2			26,203.89	G 122	35 CEBERSBE
08/10/20	Manual Entry Record EFT for NJGIT payment PPE 7/31/20			3,627.69	G 122	37 CEBERSBE
08/10/20	Manual Entry Record EFT for PA Rev payment PPE7/31/20			150.15	G 122	39 CEBERSBE
08/10/20	Manual Entry Record EFT for DefComp/ROTH PPE 7/31/20			3,783.74	G 122	42 CEBERSBE
08/10/20	Manual Entry EFT FSA Payment			10.00	G 122	44 CEBERSBE
08/11/20	Manual Entry Record EFT to Div Pensions PPE 07/31/20			24,154.28	G 122	48 CEBERSBE
08/13/20	Manual Entry Money transfer fees charged by bank			25.00	G 122	52 CEBERSBE
08/17/20	Manual Entry EFT FSA Payment			12.01	G 122	54 CEBERSBE
08/20/20	Manual Entry Record net pay disbursement PPE08/14/20			73,098.28	G 122	56 CEBERSBE
08/20/20	Manual Entry Record EFT payment DefComp/ROTH 8/148/20			3,783.86	G 122	81 CEBERSBE
08/25/20	Manual Entry Record EFT Fed Tax payment PPE 08/14/20			27,175.69	G 122	92 CEBERSBE
08/25/20	Manual Entry Record EFT NJGIT payment PPE 08/14/20			3,696.63	G 122	94 CEBERSBE
08/25/20	Manual Entry Record EFT PA Rev PPE 08/14/20			150.37	G 122	96 CEBERSBE
08/25/20	Manual Entry Record EFT Div Pensions for August			23,741.42	G 122	100 CEBERSBE
08/28/20	Manual Entry EFT FSA Payment			50.00	G 122	102 CEBERSBE
08/31/20	Manual Entry EFT FSA Payment			10.00	G 122	104 CEBERSBE
09/03/20	Manual Entry Record net pay disbursement PPE_08/28/20			68,586.51	G 124	2 CEBERSBE
09/03/20	Manual Entry EFT FSA payment			10.00	G 124	29 CEBERSBE
09/06/20	Manual Entry EFT FSA payment			158.90	G 124	31 CEBERSBE
09/06/20	Manual Entry EFT FSA payment			10.00	G 124	33 CEBERSBE
09/08/20	Manual Entry Record EFT Fed Tax payment PPE 08/28/20			25,713.79	G 124	37 CEBERSBE
09/08/20	Manual Entry Record EFT NJGIT Tax payment PPE08/28/20			3,553.25	G 124	39 CEBERSBE
09/08/20	Manual Entry Record EFT Def Comp/Roth PPE 08/28/20			3,783.86	G 124	42 CEBERSBE
09/10/20	Manual Entry EFT FSA payment			10.00	G 124	44 CEBERSBE
09/12/20	Manual Entry EFT FSA payment			10.00	G 124	46 CEBERSBE
09/14/20	Manual Entry Money transfer fee charged by bank			25.00	G 124	50 CEBERSBE
09/16/20	Manual Entry EFT FSA payment			218.84	G 124	72 CEBERSBE
09/17/20	Manual Entry EFT FSA payment			30.00	G 124	74 CEBERSBE
09/17/20	Manual Entry Record net pay disbursement PPE09/11/20			70,019.13	G 124	76 CEBERSBE
09/17/20	Manual Entry Record EFT paymentDefComp/RothPPE9/11/20			3,783.86	G 124	101 CEBERSBE
09/19/20	Manual Entry EFT FSA Payment			20.00	G 124	105 CEBERSBE
09/19/20	Manual Entry Record EFT Fed Tax Payment PPE09/11/20			26,248.63	G 124	109 CEBERSBE
09/19/20	Manual Entry Record EFT NJGIT Tax Payment PPE09/11/20			3,553.25	G 124	111 CEBERSBE
09/19/20	Manual Entry Record EFT NJGIT Tax Payment PPE09/11/20			184.91	G 124	113 CEBERSBE
09/20/20	Manual Entry EFT FSA Payment			30.00	G 124	117 CEBERSBE
09/22/20	Manual Entry EFT FSA Payment			19.46	G 124	115 CEBERSBE
09/28/20	Manual Entry Money Transfer Fee Charged by Bank			25.00	G 124	121 CEBERSBE
09/30/20	Manual Entry Record Net Pay Disbursement PPE 09/25/20			70,711.51	G 124	123 CEBERSBE

Total Manual Entry: 40 Debit: 0.00 Credit: 536,625.37 Net: 536,625.37 Cr

## New Jersey Pinelands Commission Application Fee Summary

FY Total	Month	Total Revenue	Received		Refunded	
			Number	Amount	Number	Amount
<b>Budget</b>	FY 2021					
\$44,186.72	July	44,186.72	24	\$67,383.40	10	\$23,196.68
\$119,134.40	August	74,947.68	23	\$75,447.68	2	\$500.00
\$148,477.82	September	29,343.42	22	\$29,343.42	0	\$0.00
\$209,849.65	October	61,371.83	25	\$62,121.83	3	\$750.00
	November	0.00				
	December	0.00				
	January	0.00				
	February	0.00				
	March	0.00				
	April	0.00				
	May	0.00				
	June	0.00				
<b>\$209,849.65</b>		<b>\$209,849.65</b>	<b>94</b>	<b>\$234,296.33</b>	<b>15</b>	<b>\$24,446.68</b>

Budget Anticipated	\$380,000.00	
Amount Collected	\$209,849.65	55.22%
Amount Uncollected	\$170,150.35	44.78%





# ***RESOLUTION OF THE NEW JERSEY PINELANDS COMMISSION***

**NO. PC4-20-\_\_\_\_\_**

**TITLE:** To Adopt the Pinelands Commission's Fiscal Year 2021 Budgets for the Operating Fund, the Kirkwood Cohansey Aquifer Assessment Study Fund, Katie Trust Fund and the Pinelands Conservation Fund

**Commissioner \_\_\_\_\_ moves and Commissioner \_\_\_\_\_**  
**seconds the motion that:**

**WHEREAS**, pursuant to the Pinelands Protection Act, the Pinelands Commission is charged with the continuing implementation and monitoring of the Pinelands Comprehensive Management Plan; and

**WHEREAS**, the State of New Jersey has appropriated \$3,099,000 to support the Commission's operations during Fiscal Year 2021; and

**WHEREAS**, the Department of the Treasury informed the Commission that \$687,000 of budgeted health benefits and pension costs will be covered through the State's interdepartmental accounts in FY 2021; and

**WHEREAS**, the Commission anticipates that additional funding sources of \$1,172,070 will be available to further support the Commission's operations; and

**WHEREAS**, the FY 2021 Operating Budget anticipates a \$957,004 draw from the Commission's unreserved, undesignated fund balance; and

**WHEREAS**, the Commission is adopting an Operating Budget for FY 2021 totaling \$5,915,074; and

**WHEREAS**, the remaining unreserved, undesignated fund balance amount is sufficient to cover unforeseen or emergency expenditures in the near future; and

**WHEREAS**, the Kirkwood Cohansey Aquifer Assessment Study Fund budget for FY 2021 recommends expenditures of \$31,624, which will be drawn from the Fund Balance for this project; and

**WHEREAS**, the Katie Trust Fund Garden Budget for FY 2021 recommends expenditures of \$15,000, which will be drawn from the Fund Balance for the Garden project; and

**WHEREAS**, a financial plan for the Pinelands Conservation Fund (PCF), which designated four programs (Land Acquisition, Conservation Planning and Research, Community Planning and Design and Education and Outreach) within the Fund, was approved by the Commission in April 2005, and revised in August 2009, and revised again in August 2014; and

**WHEREAS**, during FY 2021, the budget for the Land Acquisition program totals \$24,696; and

**WHEREAS**, the FY 2021 budget for the Conservation Planning and Research program totals \$480,452; and

**WHEREAS**, the FY 2021 budget for the Community Planning and Design program totals \$211,148; and

**WHEREAS**, the FY 2021 budget for the Education and Outreach program totals \$114,320; and

**WHEREAS**, the total budget for the Pinelands Conservation Fund during FY 2021 totals \$830,616 and

**WHEREAS**, pursuant to N.J.S.A. 13:18A-5h, no action authorized by the Commission shall have force or effect until ten (10) days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the meeting of the Commission has been delivered to the Governor for review, unless prior to expiration of the review period the Governor shall approve same, in which case the action shall become effective upon such approval.

**NOW, THEREFORE BE IT RESOLVED** that the Pinelands Commission hereby adopts the attached Fiscal Year 2021 Budgets for the Operating Fund totaling \$5,915,074; the Kirkwood Cohansey Aquifer Assessment Study Fund totaling \$31,624; the Katie Trust Fund Garden Budget totaling \$15,000 and the Pinelands Conservation Fund totaling \$830,616.

**Record of Commission Votes**

AYE NAY NP A/R*				AYE NAY NP A/R*				AYE NAY NP A/R*			
Avery				Irick				Pikolycky			
Christy				Jannarone				Quinn			
Earlen				Lloyd				Rohan Green			
Howell				Lohbauer				Prickett			

\*A = Abstained / R = Recused

Adopted at a meeting of the Pinelands Commission

Date: \_\_\_\_\_

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Nancy Wittenberg  
Executive Director

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Richard Prickett  
Chairman