



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: February 1, 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, February 7, 2017.



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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 7, 2017

9:30 a.m.

#### **Agenda**

1. Adoption of the August 2, 2016 meeting minutes
2. Financial Updates:
  - a. Check Register (July 2016 to December 2016)
  - b. Electronic Disbursements - EFT; Direct Deposit; ACH (July 2016 to December 2016)
  - c. Application Fees Update
3. Accounting Software Proposal
4. Fixed Assets for Disposal/Surplus
5. Employee Actions (August, September, October, November, December 2016 & January 2017)
6. Public Comment
7. Closed Session (*if needed*)

## PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center  
Terrence D. Moore Room  
15C Springfield Road  
New Lisbon, New Jersey  
August 2, 2016  
9:30 a.m.

### MINUTES

#### Members Present

Alan W. Avery (Committee Chairperson), Joe DiBello, Ed McGlinchey, Richard Prickett, and Gary Quinn

#### Members Absent

William Brown, Giuseppe Chila, D'Arcy Rohan Green, Jane Jannarone, and Mark Lohbauer

#### Non-Members Present

Sean Earlen

#### Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Susan Grogan, Paul Leakan, Larry Liggett, Jessica Lynch, Jessica Noble, Stacey Roth, and Michelle Russell. Tyler Yingling from the Governor's Authorities Unit was also present.

Committee Chairperson Avery called the meeting to order at 9:30 a.m.

#### Adoption of Minutes from the February 2, 2016 and May 24, 2016 (open session) Personnel and Budget Committee Meetings

Commissioner Quinn moved the adoption of the February 2, 2016 and May 24, 2016 Personnel and Budget Committee meeting minutes. Commissioner DiBello seconded the motion

Commissioner McGlinchey entered at 9:32 a.m.

#### Financial Updates:

Check Registers (May & June April 2016). Jessica Lynch reviewed the registers and provided details. Several questions were answered.

Susan Grogan entered at 9:36 a.m.

Electronic Disbursements - EFT; Direct Deposit; ACH (May & June 2016). Ms. Lynch

reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update - Application fees have surpassed the budget quota by 52% within the fiscal year. Commissioner Prickett requested that the fees be broken down into categories.

Draft FY 2017 Budget Resolution

Jessica Lynch and Nancy Wittenberg reviewed the Operating Budget for FY 2017. It was noted that the state appropriation increased for this year. Application fees were also increased this year. The budgets for the Pinelands Conservation Fund and the Kirkwood/Cohansey Study were reviewed. Several questions were answered.

Commissioner Prickett moved the Draft FY 2017 Budget Resolution to recommend it to the full Commission. Commissioner Quinn seconded the motion. Commissioner McGlinchey opposed as he can not support a budget that does not have increases for staff.

Employee Actions (May, June & July 2016)

Michelle Russell reviewed the employee actions and noted that several employee have left the Commission and three were hired. There is currently a recruitment for a MIS/GIS Manager position.

Public Comment

None

Closed Session

A motion to go into Closed Session was moved by Commissioner Prickett, seconded by Commissioner DiBello and unanimously approved at 10:13 a.m.

The Committee returned from Closed Session at 10:39 a.m.

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

The meeting was adjourned at 10:41 a.m.

Certified as true and correct:

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

Date 8/9/16

**New Jersey Pinelands Commission  
Check Register  
Period: July to December 2016**

Check #	Check Date	Vendor Name	Description	Amount
4361	07/07/16	PRESS OF ATLANTIC CITY	Meeting Notices	\$17.14
4362	07/07/16	BURLINGTON COUNTY TIMES	Meeting Notices	\$10.12
4363	07/07/16	BEVAN SECURITY SYSTEMS I	Quarterly Alarm Services	\$216.00
4364	07/07/16	ESRI	GIS Training	\$1,791.00
4365	07/07/16	LAW OFFICE OF WALTER M. LUER	Labor Settlement	\$2,500.00
4366	07/07/16	P. T. W. D.	Water Utility	\$156.00
4367	07/07/16	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$76.37
4368	07/07/16	VOID	VOID	VOID
4369	07/07/16	SIR SPEEDY	Legal Plan Copys	\$177.00
4370	07/07/16	TREASURER STATE OF NJ	Annual Elevator Inspection	\$409.00
4371	07/07/16	TREASURER STATE OF NJ	Telecommunications	\$1,650.00
4372	07/07/16	U.S. Geological Survey	Wetlands Study	\$22,000.00
4373	07/07/16	VOID	VOID	VOID
4374	07/07/16	WAWA INC.	APP Refund# 1984-0586.004	\$3,580.00
4375	07/29/16	ACRO SERVICE CORP	Temporary Staffing Services	\$1,583.36
4376	07/29/16	CDW-GOVERNMENT LLC	MIS Fiber Cables	\$40.00
4377	07/29/16	CHAMPION ENERGY	Electric Utilities	\$659.18
4378	07/29/16	COMMUNICATIONS WORKERS OF	Union Dues	\$1,515.28
4379	07/29/16	EDWARD LLOYD	Mileage Reimbursement	\$376.60
4380	07/29/16	John F. Bunnell	Mileage Reimbursement	\$12.40
4381	07/29/16	JCP&L	Electric Utilities	\$665.21
4382	07/29/16	NJ OFFICE OF INFORMATION	Oracle & Windows Updates	\$7,581.19
4383	07/29/16	PITNEY BOWES	Postage Machine Rental	\$75.00
4384	07/29/16	PRIMEPAY LLC	Payroll Services & FSA	\$1,324.89
4385	07/29/16	PSE&G	Fuel Utilities	\$55.21
4386	07/29/16	Pemberton Township MUA	Sewer Utilities	\$1,710.00
4387	07/29/16	ROBERT BARR	Mileage Reimbursement	\$329.44
4388	07/29/16	EDWARD ST. JOHN	App# Refund 2003-0402.001	\$4,400.00
4389	07/29/16	RONALD V. O'KEEFE	App# Refund 2016-0074.001	\$200.00
4390	17/29/2016	VOID	VOID	VOID
4391	07/29/16	HEIDI MUNYON	App# Refund 1988-0666.002	\$200.00
4392	07/29/16	RICOH CORPORATION	Copier Lease	\$243.62
4393	07/29/16	SHARP ELECTRONICS	Copier Lease	\$178.79
4394	07/29/16	SIR SPEEDY	Copies	\$168.00
4395	07/29/16	SOUTH JERSEY ENERGY	Electric Utilities	\$15.48
4396	07/29/16	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.33
4397	07/29/16	W. B. MASON	Office Supplies	\$386.28
4398	07/29/16	THOMSON WEST PAYMENT CENT	NJ Session Law 2015 HB	\$273.00
4399	07/29/16	WOOLSTON COMPANY INC.	Trash Collections	\$43.95
4400	07/29/16	VOID	VOID	VOID
4401	08/15/19	VOID	VOID	VOID
4402	0802/16	BOROUGH OF BUENA	App# Refund 2016-0094.001	\$337.50
4403	08/11/16	PRESS OF ATLANTIC CITY	Meeting Notices	\$8.16
4404	08/11/16	BANK OF AMERICA	Safety Deposit Box Renewal	\$227.00
4405	08/11/16	BURLINGTON COUNTY TIMES	Meeting Notices	\$11.04
4406	08/11/16	BANK OF AMERICA	Science & Offices Supplies, Biosphere	\$1,111.89
4407	08/11/16	BROWN'S ENGRAVING LLC	Name Plate : Tony McNichol	\$11.00
4408	08/11/16	CCSOFFICE	Printer Fuser Kit	\$250.00
4409	08/11/16	Charles M. Horner	Professional Planners License Reimburse	\$130.00
4410	08/11/16	COURIER POST	Meeting Notices	\$9.00
4411	08/11/16	CRAIG'S AUTO INC.	Repairs on the Ford Ranger	\$497.38
4412	08/11/16	GRAINGER	Insect Repellant	\$61.44
4413	08/11/16	IMPAC FLEET	Commission Vehicle Gas	\$1,088.74

**New Jersey Pinelands Commission  
Check Register  
Period: July to December 2016**

Check #	Check Date	Vendor Name	Description	Amount
4414	08/11/16	LOWES	Replacement door lock & lumber	\$153.01
4415	08/11/16	NJ State Distribution	Annual Housekeeping Supply Order	\$513.81
4416	08/11/16	NEW JERSEY LEAGUE OF MUNICIPAL	MIS MGR Recruitment Advertisement	\$205.00
4417	08/11/16	NEW JERSEY PRESS	Meeting Notices	\$12.75
4418	08/11/16	PITNEY BOWES INC.	Postage	\$500.00
4419	08/11/16	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$17.47
4420	08/11/16	MATTHEW & ALISSA OLSEN	App#1982-3174.003 REFUND	\$200.00
4421	08/11/16	JOHN L. KENNEDY	App#1984-0768.002 REFUND	\$200.00
4422	08/11/16	ANTHONY VALENZANO	App#1985-0034.009 REFUND	\$268.91
4423	08/11/16	REBECCA FRENCH-MESCH	Co-Pay Reimbursement	\$20.00
4424	08/11/16	RICCARDO'S	Newly Elected Officials Program Dinner	\$302.75
4425	08/11/16	SIR SPEEDY	Copies	\$11.00
4426	08/11/16	TREASURER STATE OF NEW	Site Evaluator	\$19,024.70
4427	08/11/16	W. B. MASON	Office Supplies	\$24.78
4428	08/11/16	WOOLSTON COMPANY INC.	Trash Collections	\$43.95
4429	08/25/16	BURLINGTON COUNTY TIMES	Meeting Notices	\$112.50
4430	08/25/16	CDW-GOVERNMENT LLC	Fiber Optic Cables	\$40.00
4431	08/25/16	CHAMPION ENERGY	Electric Utilities	\$1,174.34
4432	08/25/16	COMTEC SYSTEMS INC.	Telephone Card Replacement	\$734.06
4433	08/25/16	CWA	Union Dues	\$1,527.98
4434	08/25/16	John F. Bunnell	Mileage Reimbursement	\$67.26
4435	08/25/16	JCP&L	Electric Utilities	\$735.89
4436	08/25/16	NEW JERSEY STATE BAR	S. Roth Membership Dues	\$225.00
4437	08/25/16	PRIMEPAY LLC	Payroll Services & FSA	\$1,326.00
4438	08/25/16	PSE&G	Gas Utilities	\$52.36
4439	08/25/16	PLANLAND LLC	Wetlands App Reund #18	\$1,000.00
4440	08/25/16	WALTER HOPKIN	Refund App# 1987-1326.002	\$814.42
4441	08/25/16	RICOH CORPORATION	Copier Lease	\$243.62
4442	08/25/16	SHARP ELECTRONICS	Copier Lease	\$178.79
4443	08/25/16	SIR SPEEDY	Copies	\$207.00
4444	08/25/16	SOUTH JERSEY ENERGY	Gas Utilities	\$583.39
4445	08/25/16	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.33
4446	08/25/16	W. B. MASON	Printer Toner	\$178.99
4447	09/09/16	PRESS OF ATLANTIC CITY	Meeting Notices	\$20.71
4448	09/09/16	ATLAS ELEVATOR INC	Elevator Repair - Main Belt Snapped	\$147.00
4449	09/09/16	BURLINGTON COUNTY TIMES	Meeting Notices	\$13.34
4450	09/09/16	DELL	Replacement PCs & Monitors	\$5,887.60
4451	09/09/16	HOME DEPOT CREDIT SERVICE	Replacement Mini-blind RJS Building	\$29.16
4452	09/09/16	IMPAC FLEET	Commission Vehicle Gas	\$392.02
4453	09/09/16	JOEL M MOTT	Mileage Reimbursement	\$27.28
4454	09/09/16	NEW JERSEY PRESS	Meeting Notices	\$9.45
4455	09/09/16	JESSICA LYNCH PETTY CASH	Petty Cash	\$213.22
4456	09/09/16	PITNEY BOWES INC.	Postage	\$1,000.00
4457	09/09/16	PSE&G	Gas Utilities	\$51.82
4458	09/09/16	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$102.97
4459	09/09/16	SIR SPEEDY	Prints	\$9.00
4460	09/09/16	TREASURER STATE OF NJ	Visitor Center Permits	\$35.00
4461	09/09/16	Treasurer State of NJ	Telecommunications	\$3,462.00
4462	09/09/16	W. B. MASON	Office Supplies	\$131.78
4463	09/09/16	JOEL M MOTT	Biosphere Reimbursement	\$208.94
4464	09/28/16	Betty Sonsiadek	Medicare B Reimbursement	\$314.70
4465	09/28/16	Barry Brady	Medicare B Reimbursement	\$629.40
4466	09/28/16	BEVAN SECURITY SYSTEMS I	Monthly Alarm Services	\$216.00

**New Jersey Pinelands Commission  
Check Register  
Period: July to December 2016**

Check #	Check Date	Vendor Name	Description	Amount
4467	09/28/16	CCSOFFICE	Toners	\$564.00
4468	09/28/16	CHAMPION ENERGY	Electric Utilities	\$1,254.17
4469	09/28/16	COMPUTER AID INC.	Programmer Services	\$7,815.15
4470	09/28/16	CWA	Union Dues	\$1,580.68
4471	09/28/16	Elizabeth G. Carpenter	Medicare B Reimbursement	\$314.70
4472	09/28/16	EMPLOYEE ADVISORY SERVICE	FY17 EAS Services	\$420.00
4473	09/28/16	GRAINGER	Maintenance Supplies	\$124.38
4474	09/28/16	JCP&L	Electric Utilities	\$755.47
4475	09/28/16	John C. Stokes	Medicare B Reimbursement	\$629.40
4476	09/28/16	LOWES	Maintenance Supplies	\$27.88
4477	09/28/16	NORMAN'S GLASS & AUTO SER	Replacement Windshield Wrangler	\$237.93
4478	09/28/16	PEMBERTON ELECTRICAL SUPP	Replacement Bulbs & Batteries	\$246.25
4479	09/28/16	PRIMEPAY LLC	Payroll Services & FSA	\$1,767.41
4480	09/28/16	P. T. W. D.	Water Utilities	\$156.00
4481	09/28/16	ROBERT & NANCY MAY	App#. 1982-2834.002 Refund	\$200.00
4482	09/28/16	RICOH CORPORATION	Copier Lease	\$243.62
4483	09/28/16	Robert A. Zampella	Medicare B Reimbursement	\$829.20
4484	09/28/16	SANSONES ROUTE 1 NISSAN	Oil Pressure Switch - Dakota	\$153.50
4485	09/28/16	SHIRLEY BANFER	Medicare B Reimbursement	\$314.70
4486	09/28/16	SHARP ELECTRONICS	Copier Lease	\$178.79
4487	09/28/16	SIR SPEEDY	Copies	\$204.00
4488	09/28/16	SOUTH JERSEY ENERGY	Fuel Utilities	\$25.80
4489	09/28/16	TREASURER STATE OF NJ	License Renewal E. Wengrowski	\$100.00
4490	09/28/16	TECHXTEND	Barracuda Wed Security Gateway	\$2,876.05
4491	09/28/16	Terrence D. Moore	Medicare B Reimbursement	\$629.40
4492	09/28/16	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$169.05
4493	09/28/16	W. B. MASON	Office Supplies	\$7.25
4494	09/28/16	WOOLSTON COMPANY INC.	Trash Collections	\$43.95
4495	10/12/16	PRESS OF ATLANTIC	Meeting Notices	\$16.63
4496	10/12/16	BURLINGTON COUNTY	Meeting Notices	\$9.66
4497	10/12/16	COURIER POST	Meeting Notices	\$6.75
4498	10/12/16	GRAINGER	Heat Detectors	\$66.49
4499	10/12/16	IMPAC FLEET	Commission Vehicle Gas	\$339.87
4500	10/12/16	NEW JERSEY PRESS	Meeting Notices	\$10.50
4501	10/12/16	NANCY WITTENBERG	Mileage Reimbursement	\$44.62
4502	10/12/16	PSE&G	Fuel Utilities	\$58.37
4503	10/12/16	Pemberton Township	Sewer Utility	\$1,710.00
4504	10/12/16	PURCHASE ADVANTAG	Acme - Food for Commission Meeting	\$32.34
4505	10/12/16	SHARP ELECTRONICS	Copier Lease	\$178.79
4506	10/12/16	SOUTH JERSEY ENERY	Gas Utilities	\$20.64
4507	10/24/16	CHAMPION ENERGY	Electric Utilities	\$1,026.31
4508	10/24/16	CWA	Union Dues	\$1,531.22
4509	10/24/16	ESRI	GIS Software Renewal	\$18,966.00
4510	10/24/16	GRAINGER	Maintenance Supplies	\$413.18
4511	10/24/16	JCP&L	Electric Utilities	\$700.61
4512	10/24/16	PITNEY BOWES	Postage Meter Rental	\$75.00
4513	10/24/16	PRIMEPAY LLC	Payroll & FSA Services	\$1,286.20
4514	10/24/16	RICOH CORPORATION	Copier Lease	\$243.62
4515	10/24/16	SIR SPEEDY	Copies	\$6.00
4516	10/24/16	TREASURER STATE OF NJ	Telecommunications	\$1,734.97
4517	10/24/16	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.26
4518	10/24/16	W. B. MASON	Office Supplies - Shredder & Paper Cutter	\$620.95
4519	10/24/16	WOOLSTON COMPANY INC.	Trash Collections	\$43.95

**New Jersey Pinelands Commission  
Check Register  
Period: July to December 2016**

Check #	Check Date	Vendor Name	Description	Amount
4520	11/03/16	COMPUTER AID INC.	Temporary Staff - MIS Programmer	\$7,583.59
4521	11/03/16	COUNTY OF OCEAN	Land Acquisition Reimbursement	\$82,500.00
4522	11/03/16	FRY FYTER SALES & SERVICE	Fire Extinguisher Reimbursement	\$85.66
4523	11/03/16	GRAINGER	Maintenance Supplies	\$106.00
4524	11/03/16	IMPAC FLEET	Commission Vehicle Gas	\$190.49
4525	11/03/16	MARSH USA INC.	New Jeep Insurance	\$231.00
4526	11/03/16	New Jersey Department of Labor	Unemployment Contribution	\$4,714.11
4527	11/03/16	PITNEY BOWES	Postage Meter Ink	\$84.99
4528	11/03/16	PURCHASE ADVANTAGE CARD	Commission Meeting Refreshments	\$44.99
4529	11/04/16	COUNTY OF OCEAN	Land Acquisition Reimbursement	\$11,000.00
4530	11/18/16	PRESS OF ATLANTIC CITY	Meeting Notices	\$7.14
4531	11/18/16	BURLINGTON COUNTY TIMES	Meeting Notices	\$20.70
4532	11/18/16	CDW-GOVERNMENT LLC	UPS Power Supplies	\$352.97
4533	11/18/16	CHAMPION ENERGY	Electric Utilities	\$919.57
4534	11/18/16	COURIER POST	Meeting Notices	\$13.50
4535	11/18/16	DELL	Software Licensing	\$3,525.52
4536	11/18/16	Forestry Suppliers Inc.	Maintenance Supplies	\$83.12
4537	11/18/16	JCP&L	Electric Utilities	\$607.66
4538	11/18/16	MRA INTERNATIONAL	Replacement Laser Printer	\$299.00
4539	11/18/16	New England Municipal Res	Accounting Software Renewal	\$725.00
4540	11/18/16	NJ ACCESSORY.COM	Science Camera	\$1,935.00
4541	11/18/16	NEW JERSEY PRESS	Meeting Notices	\$24.00
4542	11/18/16	PSE&G	Gas Utilities	\$152.42
4543	11/18/16	RICOH CORPORATION	Copier Lease	\$243.62
4544	11/18/16	SIR SPEEDY	Copies	\$940.50
4545	11/18/16	SOUTH JERSEY ENERGY	Gas Utilities	\$129.08
4546	11/18/16	W. B. MASON	Office Supplies	\$54.08
4547	11/18/16	WOOLSTON COMPANY INC.	Trash Collections	\$43.95
4548	11/18/16	PITNEY BOWES INC.	Postage	\$500.00
4549	12/08/16	PRESS OF ATLANTIC CITY	Meeting Notices	\$24.79
4550	12/08/16	ATLAS ELEVATOR INC	Elevator Service	\$250.00
4551	12/08/16	Barry Brady	Medicare B Reimbursement	\$629.40
4552	12/08/16	BURLINGTON COUNTY TIMES	Meeting Notices	\$9.66
4553	12/08/16	BROWN'S ENGRAVING LLC	Name Plate - Stacey Roth	\$11.00
4554	12/08/16	Betty Sonsiadek	Medicare B Reimbursement	\$314.70
4555	12/08/16	CDW-GOVERNMENT LLC	MIS Media Card Reader	\$40.00
4556	12/08/16	COMPUTER AID INC.	MIS Programmer Temporary Staff	\$4,023.36
4557	12/08/16	COMTEC SYSTEMS INC.	Telephone System Service Call	\$90.00
4558	12/08/16	COURIER POST	Meeting Notices	\$6.75
4559	12/08/16	CRAIG'S AUTO INC.	Oil Changes on 4 Vehicles	\$194.99
4560	12/08/16	CWA	Union Dues	\$1,481.76
4561	12/08/16	DELL	Replacement Monitors	\$1,170.32
4562	12/08/16	Elizabeth G. Carpenter	Medicare B Reimbursement	\$314.70
4563	12/08/16	GRAINGER	Soap, HVAC Filters & Supplies	\$619.44
4564	12/08/16	HIGHWAY TIRE DISTRIBUTORS	Dakota & Jeep Tires	\$775.67
4565	12/08/16	IMPAC FLEET	Commission Vehicle Gas	\$205.13
4566	12/08/16	John C. Stokes	Medicare B Reimbursement	\$629.40
4567	12/08/16	LAUREL LAWNMOWER SERVICE	Parts to Winterized Equipment	\$156.12
4568	12/08/16	MARSH USA INC.	Annual Insurance Premium	\$46,221.30
4569	12/08/16	NANCY WITTENBERG	Mileage Reimbursement	\$25.11
4570	12/08/16	PRIMEPAY LLC	Payroll Services & FSA	\$1,322.67
4571	12/08/16	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$31.95
4572	12/08/16	AUTO ZONE	App Refund #2016-0151.001	\$2,841.77

**New Jersey Pinelands Commission  
Check Register  
Period: July to December 2016**

Check #	Check Date	Vendor Name	Description	Amount
4573	12/08/16	Robert A. Zampella	Medicare B Reimbursement	\$829.20
4574	12/08/16	SAFEGUARD BUSINESS SYSTEM	Vendor Checks	\$212.30
4575	12/08/16	SHIRLEY BANFER	Medicare B Reimbursement	\$314.70
4576	12/08/16	SIMPLEXGRINNELL LP	Sprinkler System Inspection	\$495.65
4577	12/08/16	SIR SPEEDY	Prints	\$387.00
4578	12/08/16	Treasurer State of New Jersey	Telecommunications	\$1,339.20
4579	12/08/16	Terrence D. Moore	Medicare B Reimbursement	\$629.40
4580	12/08/16	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.26
4581	12/08/16	W. B. MASON	Office Supplies	\$43.31
4582	12/30/16	BEVAN SECURITY SYSTEMS	Monthly Alarm Services	\$216.00
4583	12/30/16	CHAMPION ENERGY	Electric Utilities	\$1,068.92
4584	12/30/16	CWA	Union Dues	\$1,484.05
4585	12/30/16	GRAINGER	Maintenance Supplies	\$198.00
4586	12/30/16	JCP&L	Electric Utilities	\$588.90
4587	12/30/16	LAUREL LAWNMOWER SERVICE	Lawnmower parts	\$12.00
4588	12/30/16	VOID	VOID	VOID
4589	12/30/16	MICROGRAPHIC COMPUTER SER	Micro Fiche unit annual maintenace contra	\$445.00
4590	12/30/16	NEW JERSEY PRESS	Meeting Notices	\$10.50
4591	12/30/16	O'BRIEN & SONS INC.	Maintenance Supplies	\$23.79
4592	12/30/16	PEMBERTON ELECTRICAL SUPP	Maintenance Supplies	\$62.70
4593	12/30/16	PAUL GALLETTA	Mileage Reimbursement	\$127.10
4594	12/30/16	PITNEY BOWES INC.	Postage	\$500.00
4595	12/30/16	PRIMEPAY LLC	Payroll Services & FSA	\$2,135.08
4596	12/30/16	PSE&G	Gas Utilities	\$365.19
4597	12/30/16	P. T. W. D.	Water Utility	\$155.99
4598	12/30/16	ROBERT BARR	Mileage Reimbursement	\$335.97
4599	12/30/16	PAETZOLD CONSTRUCTION COM	Refund	\$200.00
4600	12/30/16	RICOH CORPORATION	Copier Lease	\$243.62
4601	12/30/16	SOUTH JERSEY ENERGY	Gas Utilities	\$392.38
4602	12/30/16	ST. ANN'S CHURCH	Meeting Room Deposit	\$100.00
4603	12/30/16	TERM-A-PEST	Insect Inspection	\$490.00
4604	12/30/16	DOI - USGS	CCMUA	\$8,370.00
4605	12/30/16	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.36
4606	12/30/16	W. B. MASON	Office Supplies	\$44.03
4607	12/30/16	WOOLSTON COMPANY INC.	Trash Collections	\$43.95
4608	12/30/16	VOID	VOID	VOID
4609	12/30/16	MCELROY DEUTSCH MULVANEY&	Labor Counsel	\$62,269.32
Total Checks (249)				<u>\$416,447.62</u>

**New Jersey Pinelands Commission**  
**Electronic Funds Transfer (EFT) Disbursements**  
**JULY - DECEMBER 2016**

Date	Description	Amount
07/06/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,519.58
07/06/16	NJ State Tax - payroll deductions	2,859.10
07/07/16	Pension - payroll deductions	20,730.44
07/13/16	Phila Local Tax	553.70
07/14/16	Dental	1,823.11
07/14/16	Deferred Compensation / Roth 457 - payroll deductions	4,079.86
07/14/16	PA State Tax - payroll deductions	350.00
07/19/16	SUI/SDI- payroll deductions and employer share	2,602.00
07/20/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	24,101.50
07/20/16	NJ State Tax - payroll deductions	2,866.67
07/28/16	Deferred Compensation / Roth 457 - payroll deductions	4,086.43
08/03/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,179.85
08/03/16	NJ State Tax - payroll deductions	2,893.75
08/05/16	Pension - payroll deductions	20,736.84
08/11/16	Deferred Compensation / Roth 457 - payroll deductions	6,715.67
08/12/16	PA State Tax - payroll deductions	334.93
08/16/16	Dental	1,823.11
08/17/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	26,453.67
08/17/16	NJ State Tax - payroll deductions	3,132.54
08/22/16	Health Benefits - Retired employees - June	22,951.91
08/22/16	Health Benefits - Active employees - June	64,930.11
08/25/16	Deferred Compensation / Roth 457 - payroll deductions	3,232.23
08/31/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,466.68
08/31/16	NJ State Tax - payroll deductions	2,898.75
09/07/16	Pension - payroll deductions	20,463.47
09/08/16	Deferred Compensation / Roth 457 - payroll deductions	3,261.63
09/14/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,406.95
09/14/16	NJ State Tax - payroll deductions	2,939.27
09/14/16	PA State Tax - payroll deductions	489.68
09/15/16	Dental	1,826.23
09/22/16	Deferred Compensation / Roth 457 - payroll deductions	3,261.63
09/28/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,594.35
09/28/16	NJ State Tax - payroll deductions	2,939.27
10/04/16	Pension - payroll deductions	22,199.92
10/04/16	Phila Local Tax	934.63
10/06/16	Deferred Compensation / Roth 457 - payroll deductions	4,608.46
10/06/16	Dental	1,846.91
10/12/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	33,051.29
10/12/16	NJ State Tax - payroll deductions	4,194.64
10/13/16	PA State Tax - payroll deductions	523.15
10/13/16	SUI/SDI- payroll deductions and employer share	1,094.07

**New Jersey Pinelands Commission**  
**Electronic Funds Transfer (EFT) Disbursements**  
**JULY - DECEMBER 2016**

Date	Description	Amount
10/20/16	Deferred Compensation / Roth 457 - payroll deductions	2,979.15
10/26/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,623.73
10/26/16	NJ State Tax - payroll deductions	2,925.61
11/03/16	Deferred Compensation / Roth 457 - payroll deductions	2,999.51
11/07/16	Pension - payroll deductions	21,499.40
11/14/16	PA State Tax - payroll deductions	519.57
11/16/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,139.01
11/16/16	NJ State Tax - payroll deductions	2,925.61
11/16/16	Dental	1,805.65
11/17/16	Deferred Compensation / Roth 457 - payroll deductions	3,149.45
11/23/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,515.15
11/23/16	NJ State Tax - payroll deductions	2,925.61
12/01/16	Deferred Compensation / Roth 457 - payroll deductions	3,243.54
12/07/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,856.93
12/07/16	NJ State Tax - payroll deductions	3,059.11
12/07/16	Pension - payroll deductions	23,352.04
12/14/16	PA State Tax - payroll deductions	519.57
12/14/16	Dental	1,932.34
12/15/16	Deferred Compensation / Roth 457 - payroll deductions	3,158.33
12/21/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,126.14
12/21/16	NJ State Tax - payroll deductions	2,978.41
12/21/16	Deferred Compensation / Roth 457 - payroll deductions	3,368.32
	Total	<u><u>661,560.16</u></u>

**Employee Payroll (Net Pay) Disbursements**

Date	Description	Amount
07/14/16	Direct Deposit - Pay Period Ending 07/8/16	60,066.14
07/28/16	Direct Deposit - Pay Period Ending 07/22/16	62,763.77
08/11/16	Direct Deposit - Pay Period Ending 08/5/16	62,134.30
08/25/16	Direct Deposit - Pay Period Ending 08/19/16	64,545.19
09/08/16	Direct Deposit - Pay Period Ending 09/02/16	64,022.12
09/22/16	Direct Deposit - Pay Period Ending 09/16/16	64,539.05
10/06/16	Direct Deposit - Pay Period Ending 09/30/16	73,353.23
10/20/16	Direct Deposit - Pay Period Ending 10/14/16	65,197.82
11/03/16	Direct Deposit - Pay Period Ending 10/28/16	63,426.40
11/17/16	Direct Deposit - Pay Period Ending 11/11/16	64,535.51
12/01/16	Direct Deposit - Pay Period Ending 11/25/16	65,011.43
12/15/16	Direct Deposit - Pay Period Ending 12/09/16	64,751.77
12/29/16	Direct Deposit - Pay Period Ending 12/23/16	73,988.03
	Total	<u><u>848,334.76</u></u>

## New Jersey Pinelands Commission Application Fee Summary

FY Total	Month	Total Revenue	Received		Refunded	
			Number	Amount	Number	Amount
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	13	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
61,424.35	January	0.00				
61,424.34	February	0.00				
61,424.34	March	0.00				
61,424.34	April	0.00				
61,424.34	May	0.00				
61,424.34	June	0.00				
<b>\$500,000.00</b>	<b>TOTAL</b>	<b>\$131,453.95</b>	<b>107</b>	<b>\$144,896.55</b>	<b>12</b>	<b>\$13,442.60</b>



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



Chris Christie  
 Governor

Kim Guadagno  
 Lt. Governor

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: February 1, 2017

Subject: Fixed Assets for Deletion

Fixed Asset #	Description of Asset
0021	Epson Comrex ComWriter 420 Printer
0064	Uninterruptable Power Supply - APC Corp
0104	Printer - LaserJet 5MP Hewlett Packard
0145	Computer - Gateway P5-200
0146	HP LJ 5 w/250 sheet tray/Env Feeder
0164	Olympus D600 Digital Camera/Kit
0172	Telephone System (main w/ Mel)
0172	Telephones
0172A	MLX-10DP Telephone sets (2)
0172A	Add'l Telephones
0173	Laserjet 4000N Printer & Envelope Feeder
0186	HP LaserJet 4050N Printer
0187	HP LaserJet 4050N Printer
0191	Compaq Proliant 1600 Server

Fixed Asset #	Description of Asset
0207	Toshiba LCD Projector
0217	Dell Inspiron 8000 Notebook
0228	HP Procurve 4000m Switch
0231	HP Procurve 2524 Switch & one Tranceiver
0236	Dell Inspiron 8100 Notebook
0250	Dell Optiplex GX 400 Workstation/Blk Monitor
0269	Dell Precision Workstation Model 530 w/zip drive
0305	HP 5500 Color laserjet printer
0311	Dell Optiplex GX 260
0326	Infocus LP70 + Project
0327	Dell Latitude D800 Notebook
0335	Dell Precision Mobile Workstation M60 Notebook
0336	Dell Precision Mobile Workstation M60 Notebook
0342	Dell Precision Workstation 670
0351	Dell Optiplex GX 620
0358	Dell Optiplex GX 620
0364	2006 Jeep Liberty
0375	Dell Precision Mobile Workstation M90 Notebook
0376	Dell Latitude D610 Notebook
0390	Dell Precision Workstation 390
0391	Dell Precision Workstation 390
0393	Dell Precision Workstation 390
0395	Dell Precision Workstation 390
0396	Dell Precision Workstation 390
0397	Dell Precision Workstation 390
0398	Dell Precision Workstation 390
0400	Dell Precision Workstation 390
0427	Dell PowerEdge 1600sc
0429	HP Procurve 4000m Switch & one Transceiver

**EMPLOYEE ACTIONS**  
**August - December 2016 and January 2017**

**A. DEPARTING EMPLOYEE(S)**

Name	Title	Office	Effective Date	Hire Date
John LaMacchia	MIS/GIS Manager	Land Use/Tech. Prgms	October 1, 2016	August 10, 1987
Joseph Sosik	Planner-Resource 2	Land Use/Tech. Prgms	January 7, 2013	January 5, 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
Planning Assistant (part-time)	Land Use/Tech. Prgms.	Not Budgeted
Environmental Specialist	Regulatory Programs	Not Budgeted
Environmental Specialist	Regulatory Programs	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	Hired Marilyn Sobel- Start Date 8/1/16
Research Scientist	Science	Budgeted
GIS Specialist*	Science	Not Budgeted
Business Specialist	Business Services	Not 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
MIS/GIS Manager	Executive	Hired Evan Bossett – Start Date 9/26/16
Resource Planner	Land Use/Tech. Prgms.	Currently Recruiting

\*Funded by the Pinelands Conservation Fund

**C. OTHER NOTES**

Name	Title	Office	Notes-Start Date
Dawn Rago	Business Specialist	Business Services	Family Leave-returned 8/14/16