



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



Mark S. Lohbauer
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 *Jdk*

Date: November 5, 2015

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, November 17, 2015.



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PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center

Terrence D. Moore Room

15 C Springfield Road

New Lisbon, New Jersey

November 17, 2015

9:30 a.m.

Agenda

1. Adoption of the Minutes from the June 2, 2015 & June 30, 2015 Meetings (open and closed session).
2. RFP – Update (Paul Leakan & Dawn Rago)
3. Financial Updates
 - Check Register (June – October: Consolidated)
 - Electronic Disbursements - EFT; Direct Deposit; ACH (June – October: Consolidated)
 - Application Fees Update
4. Employee Actions (June – September 2015)
5. Other items of Interest: Dental Benefit Resolution
6. Public Comment
7. Closed Session - Confidential Personnel Matters

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
June 2, 2015
9:30 a.m.

MINUTES

Members Present

Alan W. Avery, Jr. (Committee Chairperson), Joe DiBello, and Richard Prickett

Members Absent

William Brown, D'Arcy Rohan Green, Jane Jannarone, Ed McGlinchey, Gary Quinn, and Fran Witt.

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, John LaMacchia, Paul Leakan, Jessica Lynch, Jessica Noble, and Michelle Russell.

Chairperson Avery called the meeting to order at 9:33 a.m.

Adoption of Minutes from the April 28, 2015 Personnel and Budget Committee Meeting

Commissioner Prickett moved the adoption of the minutes of the April 28, 2015 Personnel and Budget Committee meeting. Commissioner DiBello seconded the motion.

Resolution(s):

To Authorize the Executive Director to Continue to Expend Funds for Fiscal Year 2016 at the Same Level of Expenditures as Fiscal Year 2015 until the Adoption of the Fiscal Year 2016 Budgets.

Nancy Wittenberg explained that this resolution is done every year so that the Commission can pay its bills while waiting for the budget to be approved. Following the discussion, the Committee reviewed and recommended Commission approval.

Financial Updates:

Check Registers (April 2015). Ms. Wittenberg reviewed the registers and provided details. An explanation was provided by John LaMacchia concerning servers for the active directory.

Electronic Disbursements - EFT; Direct Deposit; ACH (April 2015). Jessica Lynch reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees continue to be higher than expected and closed at \$87,288.02 at the end of April, for a year-to-date total of \$420,783.00. It was noted that there are two months remaining in the fiscal year.

Budget Update. Ms. Wittenberg provided an update on the budget and outlined several of the larger requests. These items have not been approved and also reviewed the process of what happens with a budget request.

Employee Actions (April 2015)

Michelle Russell reviewed the employee actions and noted that a Planner resigned.

Other Items of Interest

There was discussion about the quote for a generator available for a potential purchase in case of emergencies. Results of research into the painting and associated costs of Fenwick Manor were discussed. Ms. Lynch stated that she attended a meeting for a gas consortium which may save money. Mr. LaMacchia addressed a question concerning computer security.

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 10:30 a.m.

The Committee returned from Closed Session at 10:44 a.m.

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

The meeting was adjourned at 10:46 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 6/4/15

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
June 30, 2015
9:30 a.m.

MINUTES

Members Present

Ed McGlinchey (Acting Committee Chairperson) and Joe DiBello

Members Absent

Alan W. Avery (Committee Chairperson) William Brown, D'Arcy Rohan Green, Jane Jannarone, Richard Prickett, Gary Quinn, and Fran Witt.

Staff Present

Executive Director Nancy Wittenberg, Donna Graham, Susan Grogan, Robyn Jeney, Paul Leakan, Jessica Lynch, and Michelle Russell.

Acting Chairperson McGlinchey called the meeting to order at 9:39 a.m.

Adoption of Minutes from the June 2, 2015 Personnel and Budget Committee Meeting

Commissioner DiBello moved the adoption of the June 2, 2015 Personnel and Budget Committee meeting minutes. Acting Chairperson McGlinchey seconded the motion. However, since there was no quorum at the Committee meeting, no formal Committee recommendation on the adoption of the minutes actually occurred. These minutes will need to be readopted at the next Personnel and Budget Committee meeting.

Review and Recommendation of FY 2016 Budgets

Nancy Wittenberg reviewed the Operating Budget for FY 2016 and noted that the state appropriation is the same for this year. Application fees have increased this year, but so have fringe benefit costs. The salary expenditure increased and includes changes from contract negotiations. One Jeep will be sold and another one will be purchased. The budget included money for maintenance equipment, but funds budgeted for the recording system may no longer be needed. The budget for professional services and the undesignated fund were also reviewed, along with the budgets for the Pinelands Conservation Fund and the Kirkwood/Cohansey Study. The PCF budget includes funds for the interpretative center and it was noted that the Request for Proposals for the interpretative center is ready to go out.

Acting Chairperson McGlinchey discussed hiring an engineer and also clarified that he does not have a problem recommending the budget to the full Commission, but he will not vote

for a budget that does not include 5% across-the-board raises for all employees. Commissioner DiBello moved the adoption of the FY2016 Budgets. Acting Chairperson McGlinchey seconded the motion. However, since there was no quorum at the Committee meeting, no formal Committee recommendation on the adoption of the FY 2016 Budget actually occurred.

Financial Updates:

Check Registers (May 2015). Jessica Lynch reviewed the registers and provided details.

Electronic Disbursements - EFT; Direct Deposit; ACH (May 2015). Ms. Lynch reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees continue to be higher than expected with a year-to-date total of \$454,773.12.

Employee Actions (May 2015)

Michelle Russell reviewed the employee actions.

Other Items of Interest

There was discussion regarding towns that violate the CMP and require staff time to resolve the violations.

Ms. Russell reviewed the Revisions to the Personnel Policies. Following the Personnel Policies Revisions discussion, Acting Chairperson McGlinchey asked for a motion to recommend Commission approval of the resolution. The motion was moved by Commissioner DiBello, and seconded by Acting Chairperson McGlinchey. However, since there was no quorum at the Committee meeting, no formal Committee recommendation on the revised personnel policies actually occurred.

Public Comment

None

Closed Session

There was no need to go into Closed Session.

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

The meeting was adjourned at 10:21 a.m.

Certified as true and correct:

_____ Date _____
Michelle L. Russell, HR Specialist

**New Jersey Pinelands Commission
Check Register
Period: 6/01/2015 - 10/31/2015**

Check #	Check Date	Vendor Name	Description	Amount
3746	6/12/2015	ACRO SERVICE CORP	Temporary Staff Services	\$671.66
3747	6/12/2015	Barry Brady	Medicare B Reimbursement	\$629.40
3748	6/12/2015	BURLINGTON COUNTY TIMES	Meeting Notices	\$11.50
3749	6/12/2015	BANK OF AMERICA	Books, Flash Drive and Bug Gear	\$163.62
3750	6/12/2015	Betty Sonsiadek	Medicare B Reimbursement	\$314.70
3751	6/12/2015	CONTRACTOR SERVICE	Lawn Mower Servicing	\$266.40
3752	6/12/2015	COURIER POST	Meeting Notices	\$7.65
3753	6/12/2015	DELL	Computers (5)	\$10,074.80
3754	6/12/2015	Elizabeth G. Carpenter	Meeting Notices	\$314.70
3755	6/12/2015	EN POINT TECHNOLOGIES SAL	Symantec Licensing	\$286.00
3756	6/12/2015	EDWARD WENGROWSKI	Mileage Reimbursement	\$82.91
3757	6/12/2015	IMPAC FLEET	Commission Vehicle Gas	\$644.14
3758	6/12/2015	INSTANT AIR	HVAC Unit Maintenance	\$170.00
3759	6/12/2015	John C. Stokes	Medicare B Reimbursement	\$419.60
3760	6/12/2015	LEXIS NEXIS MATTHEW BENDE	Registration renewal	\$208.89
3761	6/12/2015	New Jersey Legislative Ma	Legistative Manual	\$82.00
3762	6/12/2015	NEW JERSEY PRESS	Meeting Notices	\$26.25
3763	6/12/2015	O'Brien & Sons	Sand	\$9.38
3764	6/12/2015	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$65.14
3765	6/12/2015	DON SHUR	App#1991-1179.003 REFUND	\$400.00
3766	6/12/2015	Robert A. Zampella	Medicare B Reimbursement	\$724.80
3767	6/12/2015	SHIRLEY BANFER	Medicare B Reimbursement	\$314.70
3768	6/12/2015	SHARP ELECTRONICS	Copier Lease	\$178.79
3769	6/12/2015	SHI	Backup Exec Library	\$1,310.22
3770	6/12/2015	Terrence D. Moore	Medicare B Reimbursement	\$629.40
3771	6/12/2015	THOMSON WEST PAYMENT CENT	NJ Stat 2015	\$80.00
3772	06/28/2015	ACRO SERVICE CORP	Temporary Staffing Services	\$3,239.52
3773	06/28/2015	BURLINGTON COUNTY COLLEGE	Printing of LT Econ Monitoring Progra	\$1,314.13
3774	06/28/2015	BEN MEADOWS COMPANY INC.	Chest Waders (Rebecca)	\$76.05
3775	06/28/2015	CONSTELLATION NEW ENERGY	Electric Utility	\$1,260.82
3776	06/28/2015	COMMUNICATIONS WORKERS OF	Union Dues	\$1,553.16
3777	06/28/2015	IN-SITU INC.	Cleaning and Water Troll Calibration	\$200.96
3778	06/28/2015	JERSEY CENTRAL POWER & LI	Electric Utility	\$648.95
3779	06/28/2015	NJ OFFICE OF INFORMATION	Website Redesign	\$12,655.99
3780	06/28/2015	O'Brien & Sons	Plunger for Fenwick Kitchen Sink	\$5.39
3781	06/28/2015	PITNEY BOWES INC.	Postage	\$500.00
3782	06/28/2015	PRIMEPAY LLC	Payroll Services & FSA	\$1,271.94
3783	06/28/2015	PSE&G	Gas Utilities	\$95.64
3784	06/28/2015	CHRISTOPHER J. NOLL P.E.	App#2010-0080.001 REFUND	\$175.00
3785	06/28/2015	RICOH CORPORATION	Copier Lease	\$43.33
3786	06/28/2015	Treasurer State of New Jersey	DAG Counseling Fees	\$9,057.00
3787	06/28/2015	Treasurer State of New Jersey	Telecommunications	\$1,086.15
3788	06/28/2015	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$167.08
3789	06/28/2015	WOOLSTON COMPANY INC.	Trash Collections	\$41.04
3790	7/10/2015	PRESS OF ATLANTIC CITY	Meeting Notices	\$61.31
3791	7/10/2015	ACRO SERVICE CORP	Temporary Staffing Services	\$680.96
3792	7/10/2015	ATLAS ELEVATOR INC	Elevator Inspection	\$250.00

**New Jersey Pinelands Commission
Check Register
Period: 6/01/2015 - 10/31/2015**

Check #	Check Date	Vendor Name	Description	Amount
3793	7/10/2015	BURLINGTON COUNTY TIMES	Meeting Notices	\$24.38
3794	7/10/2015	Candace M. Ashmun	Mileage Reimbursement	\$491.20
3795	7/10/2015	COMPUTER AID INC.	Programmer Services	\$361.41
3796	7/10/2015	DIVERSIFIED STORAGE SOLUT	Maintenance Contract	\$733.88
3797	7/10/2015	EDWARD LLOYD	Mileage Reimbursement	\$627.60
3798	7/10/2015	EN POINT TECHNOLOGIES SAL	Computer Software renewal	\$868.66
3799	7/10/2015	HORIZON HEALTHCARE DENTAL	Dental	\$996.10
3800	7/10/2015	IMPAC FLEET	Commission Vehicle Gas	\$763.62
3801	7/10/2015	PEMBERTON ELECTRICAL SUPP	Fluorescent bulbs	\$58.50
3802	7/10/2015	PATTY SPIRES PETTY CASH	Various charges	\$61.90
3803	7/10/2015	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$58.51
3804	7/10/2015	SIR SPEEDY	Prints	\$153.00
3805	7/10/2015	THOMAS SCIENTIFIC	PH Buffer solution	\$314.60
3806	7/10/2015	UNITED STATES GEOLOGICAL	CCMUA Professional Services	\$4,045.00
3807	07/31/2015	VOID	VOID	\$0.00
3808	07/31/2015	VOID	VOID	\$0.00
3809	07/31/2015	ACRO SERVICE CORP	Temporary Staffing Services	\$621.19
3810	07/31/2015	BEVAN SECURITY SYSTEMS, I	Monthly Alarm Services	\$216.00
3811	07/31/2015	CCS OFFICE PRODUCTS	Toner	\$338.00
3812	07/31/2015	CDW-GOVERNMENT LLC	HP Laser Jet Printer	\$3,323.96
3813	07/31/2015	COURIER POST	Meeting Notices	\$8.10
3814	07/31/2015	COMMUNICATIONS WORKERS	Union Dues	\$3,175.99
3815	07/31/2015	DIVERSIFIED STORAGE SOLUT	Service Agreement File System	\$1,282.50
3816	07/31/2015	GOVCONNECTION INC.	Toner	\$280.00
3817	07/31/2015	GRAMCO WORD PROCESSING I	Sound System Maintenance	\$243.50
3818	07/31/2015	HORIZON HEALTHCARE DENTAL	Dental	\$932.80
3819	07/31/2015	John F. Bunnell	Mileage Reimbursement	\$183.46
3820	07/31/2015	JERSEY CENTRAL POWER & LIGHT	Electric Utility	\$746.17
3821	07/31/2015	NEW JERSEY PRESS	Meeting Notices	\$26.25
3822	07/31/2015	PEMBERTON TOWNSHIP	Water Utility	\$156.00
3823	07/31/2015	PITNEY BOWES INC.	Postage	\$500.00
3824	07/31/2015	PITNEY BOWES	Postage Meter Lease	\$75.00
3825	07/31/2015	PRIMEPAY LLC	Payroll FSA	\$1,480.62
3826	07/31/2015	PSE&G	Gas Utilities	\$69.37
3827	07/31/2015	Pemberton Township MUA	Sewer Utilities	\$1,710.00
3828	07/31/2015	RANDY PORTNOY	App Refund #2010-0154-001	\$200.00
3829	07/31/2015	EARTHTECH RECYCLING SERVI	App Refund #2015-0081.001	\$200.00
3830	07/31/2015	CAROL A. DEOLA	App Refund #1989-0789-002	\$200.00
3831	07/31/2015	RICOH CORPORATION	Copier Lease	\$243.62
3832	07/31/2015	SHARP ELECTRONICS	Copier Lease	\$178.79
3833	07/31/2015	VOID	VOID	\$0.00
3834	07/31/2015	TREASURER STATE OF NEW JERSEY	Telecommunications	\$2,383.97
3835	07/31/2015	W. B. MASON	Office Supplies	\$232.95
3836	07/31/2015	THOMSON WEST PAYMENT CENT	NJ Session Law	\$237.50
3837	07/31/2015	WOOLSTON COMPANY INC.	Trash Collections	\$41.04
3838	07/31/2015	TREASURER STATE OF NEW JERSEY	Annual Elevator Inspection	\$409.00
3839	07/31/2015	TREASURER STATE OF NEW JERSEY	Oracle Renewal	\$3,054.12

New Jersey Pinelands Commission
Check Register
Period: 6/01/2015 - 10/31/2015

Check #	Check Date	Vendor Name	Description	Amount
3840	8/14/2015	PRESS OF ATLANTIC CITY	Meeting Notices	\$54.99
3841	8/14/2015	ACRO SERVICE CORP	Temporary Staffing Services	\$2,732.01
3842	8/14/2015	BANK OF AMERICA	Safety Deposit Box Renewal	\$189.00
3843	8/14/2015	BURLINGTON COUNTY TIMES	Meeting Notices	\$206.54
3844	8/14/2015	BANK OF AMERICA	Science Supplies	\$15.30
3845	8/14/2015	COMPUTER AID, INC.	Temporary Staffing Services	\$5,395.34
3846	8/14/2015	CONSTELLATION NEW ENERGY	Electric Utility	\$1,507.53
3847	8/14/2015	COURIER POST	Meeting Notices	\$12.60
3848	8/14/2015	HERBARIUM SUPPLY	Unprinted Newsprint	\$45.71
3849	8/14/2015	IMPAC FLEET	Commission Vehicle Gas	\$758.10
3850	8/14/2015	MARSHALL DENNEHEY WARNER	Litigation Fees	\$4,727.76
3851	8/14/2015	MCELROY DEUTSCH MULVANEY&	Litigation Fees	\$2,269.40
3852	8/14/2015	MCELROY DEUTSCH MULVANEY&	Litigation Fees	\$41,142.88
3853	8/14/2015	New Jersey Department of Labor	Adjustment for NJ927 Submission	\$37.73
3854	8/14/2015	NEW JERSEY LEAGUE OF MUNICIPALITIES	Recruitment	\$110.00
3855	8/14/2015	NEW JERSEY PRESS	Meeting Notices	\$24.00
3856	8/14/2015	O'Brien & Sons	Maintenance Supplies	\$28.17
3857	8/14/2015	PRIMEPAY LLC	Payroll Services	\$390.22
3858	8/14/2015	PSE&G	Gas Utilities	\$63.56
3859	8/14/2015	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$99.13
3860	8/14/2015	RICCARDO'S	Newly Elected Officials Dinner	\$312.75
3861	8/14/2015	SHARP ELECTRONICS	Copier Lease	\$178.79
3862	8/14/2015	SIR SPEEDY	Prints	\$84.00
3863	8/14/2015	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$167.33
3864	8/14/2015	WOOLSTON COMPANY INC.	Trash Collections	\$41.04
3865	08/28/2015	ACRO SERVICE CORP	Temporary Staffing Services	\$1,244.91
3866	08/28/2015	COMPLETE BOOK	Science Supplies	\$69.95
3867	08/28/2015	COMPUTER AID INC.	Temporary Staffing Services	\$6,557.01
3868	08/28/2015	CONSTELLATION NEW ENERGY	Electric Utility	\$1,483.63
3869	08/28/2015	COMMUNICATIONS WORKERS OF	Union Dues	\$1,575.26
3870	08/28/2015	GRAINGER	Science Supplies	\$22.00
3871	08/28/2015	HORIZON HEALTHCARE DENTAL	Dental	\$1,058.62
3872	08/28/2015	IN-SITU INC.	Science Supplies	\$183.50
3873	08/28/2015	JERSEY CENTRAL POWER & LIGHT	Electric Utility	\$758.65
3874	08/28/2015	PRIMEPAY LLC	Payroll Services & FSA	\$1,273.02
3875	08/28/2015	RICOH CORPORATION	Copier Lease	\$243.62
3876	08/28/2015	TREASURER STATE OF NEW JERSEY	Telecommunications	\$1,384.14
3877	08/28/2015	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.92
3878	09/11/2015	PRESS OF ATLANTIC CITY	Meeting Notices	\$38.36
3879	09/11/2015	ACRO SERVICE CORP	Temporary Staffing Services	\$697.17
3880	09/11/2015	BURLINGTON COUNTY TIMES	Meeting Notices	\$27.14
3881	09/11/2015	CONSTELLATION NEW ENERGY	Electric Utility	\$249.30
3882	09/11/2015	COURIER POST	Meeting Notices	\$31.05
3883	09/11/2015	HOLMAN & FRENIA P.C.	Accounting Services FY2015	\$5,265.00
3884	09/11/2015	HOME DEPOT CREDIT SERVICE	Replacement Lawn Trimmer	\$359.00
3885	09/11/2015	IMPAC FLEET	Commission Vehicle Gas	\$529.60
3886	09/11/2015	NJ State Distribution Cen	Annual Housekeeping Supplies	\$975.99

**New Jersey Pinelands Commission
Check Register
Period: 6/01/2015 - 10/31/2015**

Check #	Check Date	Vendor Name	Description	Amount
3887	09/11/2015	NEW JERSEY PRESS	Meeting Notices	\$27.00
3888	09/11/2015	PITNEY BOWES INC.	Postage & Meter Supplies (ink)	\$1,540.79
3889	09/11/2015	PSE&G	Gas Utilities	\$63.83
3890	09/11/2015	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$137.97
3891	09/11/2015	TREASURER STATE OF NEW JERSEY	Ed Wengrowski renewal Licensing	\$100.00
3892	09/11/2015	W. B. MASON	Office Supplies	\$168.07
3893	09/11/2015	WOOLSTON COMPANY INC.	Trash Collections	\$41.04
3894	09/25/2015	ACCSES NEW JERSEY INC.	HVAC Filters	\$192.60
3895	09/25/2015	ACRO SERVICE CORP	Temporary Staffing Services	\$1,811.35
3896	09/25/2015	Barry Brady	Medicare B Reimbursement	\$629.40
3897	09/25/2015	BEVAN SECURITY SYSTEMS I	Monthly Alarm Services	\$216.00
3898	09/25/2015	Betty Sonsiadek	Medicare B Reimbursement	\$314.70
3899	09/25/2015	CONSTELLATION NEW ENERGY	Electric Utility	\$1,530.45
3900	09/25/2015	Elizabeth G. Carpenter	Medicare B Reimbursement	\$314.70
3901	09/25/2015	ENVIRONMENTAL SYSTEM RESE	ESRI Software Lisencing	\$21,369.00
3902	09/25/2015	EDWARD WENGROWSKI	Reimbursement - Seminar	\$15.00
3903	09/25/2015	HORIZON BLUE CROSS BLUE S	Dental	\$996.10
3904	09/25/2015	JERSEY CENTRAL POWER & LIGHT	Electric Utility	\$753.23
3905	09/25/2015	John C. Stokes	Medicare B Reimbursement	\$629.40
3906	09/25/2015	MULTI TEMP MECHANICAL INC	HVAC Repair	\$555.46
3907	09/25/2015	PEMBERTON TOWNSHIP	Water Utilities	\$156.00
3908	09/25/2015	PRIMEPAY LLC	Payroll Services	\$283.48
3909	09/25/2015	PRIMEPAY LLC	FSA	\$987.08
3910	09/25/2015	GEORGE AND DENISE ADAMS	App#2014-0030.001 REFUND	\$200.00
3911	09/25/2015	MARK HERNANDEZ	App#1981-0577.005 REFUND	\$754.61
3912	09/25/2015	NIALL O'BRIEN	APP#1981-1470.005 REFUND	\$90.00
3913	09/25/2015	RICOH CORPORATION	Copier Lease	\$243.62
3914	09/25/2015	Robert A. Zampella	Medicare B Reimbursement	\$724.80
3915	09/25/2015	SHIRLEY BANFER	Medicare B Reimbursement	\$314.70
3916	09/25/2015	SHARP ELECTRONICS	Copier Lease	\$178.79
3917	09/25/2015	TREASURE STATE OF NEW JE	DAG	\$4,000.00
3918	09/25/2015	Treasurer State of New J	Telecommunications	\$1,756.82
3919	09/25/2015	Terrence D. Moore	Medicare B Reimbursement	\$629.40
3920	09/25/2015	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.42
3921	09/25/2015	W. B. MASON	Office Supplies	\$21.21
3922	10/09/2015	PRESS OF ATLANTIC CITY	Meeting Notices	\$66.72
3923	10/09/2015	ACRO SERVICE CORP	Temporary Staffing Services	\$372.00
3924	10/09/2015	AMERICAN SOCIETY OF CIVIL	E. Wengrowski Membership dues	\$245.00
3925	10/09/2015	ATLAS ELEVATOR INC	Qtrly Elevator Services	\$250.00
3926	10/09/2015	BURLINGTON COUNTY TIMES	Meeting Notices	\$50.14
3927	10/09/2015	BANK OF AMERICA	WWMD - Supplies	\$1,007.87
3928	10/09/2015	COURIER POST	Meeting Notices	\$16.65
3929	10/09/2015	CWA	Union Dues	\$1,555.41
3930	10/09/2015	IMPAC FLEET	Commission Vehicle Gas	\$517.14
3931	10/09/2015	LOWES	Science Supplies	\$46.22
3932	10/09/2015	MEMPHIS NET & TWINE CO.	WWMD - Supplies	\$137.54
3933	10/09/2015	NEW JERSEY PRESS	Meeting Notices	\$54.00

New Jersey Pinelands Commission
Check Register
Period: 6/01/2015 - 10/31/2015

Check #	Check Date	Vendor Name	Description	Amount
3934	10/09/2015	PITNEY BOWES	Rental for Mail Machine	\$75.00
3935	10/09/2015	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$79.65
3936	10/09/2015	BRUCE RUSSELL	Refund: A 2005-0090.002	\$280.00
3937	10/09/2015	LEISURETOWNE ASSOCIATES	Refund: A 1981-0619.051	\$3,000.00
3938	10/09/2015	SIR SPEEDY	Copies	\$144.00
3939	10/09/2015	CHARLES WEST OFFICE OF FA	Refund: A 1981-1833.076	\$14,600.78
3940-52	10/30/2015	VOID	VOID	\$0.00
3953	10/30/2015	ACRO SERVICE CORP	Temporary Staffing Services	\$4,009.64
3954	10/30/2015	ALENCO FENCE & LUMBER COR	Lumber for Fencing	\$37.00
3955	10/30/2015	BEVAN SECURITY SYSTEMS I	Fire Alarm Inspection	\$1,260.00
3956	10/30/2015	CCS OFFICE PRODUCTS	Toner	\$488.00
3957	10/30/2015	CDW-GOVERNMENT LLC	Adobe Software	\$379.27
3958	10/30/2015	COMPUTER AID INC.	Temporary Staffing Services	\$1,936.13
3959	10/30/2015	CONSTELLATION NEW ENERGY	Electric Utility	\$1,083.86
3960	10/30/2015	CONTRACTOR SERVICE	Lawn mower Maintenance	\$86.00
3961	10/30/2015	COMMUNICATIONS WORKERS OF	Union Dues	\$1,482.93
3962	10/30/2015	Forestry Suppliers Inc.	Science Supplies	\$250.00
3963	10/30/2015	GOVCONNECTION INC.	Toner	\$480.00
3964	10/30/2015	GRAINGER	Science Supplies	\$319.76
3965	10/30/2015	HERBARIUM SUPPLY	Science Supplies	\$45.29
3966	10/30/2015	JERSEY CENTRAL POWER & LI	Electric Utility	\$575.56
3967	10/30/2015	MCELROY DEUTSCH MULVANEY&	Attorney Fees	\$23,622.64
3968	10/30/2015	NEW JERSEY STATE BAR ASSO	Licensing Renewal	\$215.00
3969	10/30/2015	O'Brien & Sons	Maintenance Supplies	\$27.37
3970	10/30/2015	PRIMEPAY LLC	Payroll Services & FSA	\$1,270.56
3971	10/30/2015	PSE&G	Gas Utilities	\$67.34
3972	10/30/2015	Pemberton Township MUA	Sewer Utilities	\$1,710.00
3973	10/30/2015	DAWN RAGO	Mileage Reimbursement	\$114.40
3974	10/30/2015	IAN & LAUREN ROBERTS	A#2015-0107.001 REFUND	\$200.00
3975	10/30/2015	SITE ENTERPRISES ASPHALT	AP#1985-0666.017 REFUND	\$4,730.00
3976	10/30/2015	WARREN O. STILLWELL	App#1994-0362.003 REFUND	\$400.00
3977	10/30/2015	RICOH CORPORATION	Copier Lease	\$243.62
3978	10/30/2015	SHARP ELECTRONICS	Copier Lease	\$178.79
3979	10/30/2015	SIR SPEEDY	Copies	\$48.00
3980	10/30/2015	TREASURER STATE OF NEW JERSEY	7/1/14 - 6/30/15 LPU	\$10,325.13
3981	10/30/2015	TREASURER STATE OF NEW JERSEY	Online Lexis Nexus	\$638.50
3982	10/30/2015	Treasurer State of New Jersey	Telecommunications	\$1,730.02
3983	10/30/2015	UNITED PARCEL SERVICE	Shipping	\$30.26
3984	10/30/2015	U.S. EPA	EPA Refund due to Circular Letter Ad	\$359.26
3985	10/30/2015	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$166.46
3986	10/30/2015	W. B. MASON	Office Supplies	\$48.13
3987	10/30/2015	WOOLSTON COMPANY INC.	Trash Collections	\$41.04
			Total Check (226)	<u>\$292,578.15</u>

New Jersey Pinelands Commission
Electronic Funds Transfer (EFT) Disbursements
(June - October) 2015

Date	Description	Amount
06/04/15	Deferred Compensation / Roth 457 - payroll deductions	4,110.72
06/05/15	Pension - payroll deductions	19,636.34
06/10/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	30,742.28
06/10/15	NJ State Tax - payroll deductions	3,774.11
06/15/15	PA State Tax - payroll deductions	113.57
06/18/15	Deferred Compensation / Roth 457 - payroll deductions	6,917.74
06/24/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	47,533.81
06/24/15	NJ State Tax - payroll deductions	6,534.36
07/01/15	Health Benefits - Retired employees - May	21,810.38
07/15/15	Health Benefits - Active employees - April	68,465.53
07/02/15	Deferred Compensation / Roth 457 - payroll deductions	4,805.48
07/02/15	Pension - payroll deductions	19,954.99
07/08/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	31,202.85
07/08/15	NJ State Tax - payroll deductions	3,880.51
07/15/15	PA State Tax - payroll deductions	188.75
07/16/15	Deferred Compensation / Roth 457 - payroll deductions	3,860.54
07/22/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,277.78
07/22/15	NJ State Tax - payroll deductions	2,993.30
07/27/15	SUI/SDI- payroll deductions and employer share	2,853.04
07/30/15	Deferred Compensation / Roth 457 - payroll deductions	4,084.60
08/05/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	26,654.14
08/05/15	NJ State Tax - payroll deductions	2,989.52
08/07/15	Health Benefits - Retired employees - June	21,810.38
08/07/15	Health Benefits - Active employees - May	68,465.53
08/07/15	Health Benefits - Active employees - June	68,465.53
08/07/15	Pension - payroll deductions	20,451.20
08/13/15	Deferred Compensation / Roth 457 - payroll deductions	3,676.84
08/14/15	PA State Tax - payroll deductions	190.52
08/19/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,103.40
08/19/15	NJ State Tax - payroll deductions	2,989.52
08/27/15	Deferred Compensation / Roth 457 - payroll deductions	3,679.32
09/02/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,265.84
09/02/15	NJ State Tax - payroll deductions	2,992.41
09/04/15	Pension - payroll deductions	20,744.78

New Jersey Pinelands Commission
Electronic Funds Transfer (EFT) Disbursements
(June - October) 2015

Date	Description	Amount
09/10/15	Deferred Compensation / Roth 457 - payroll deductions	3,678.50
09/15/15	PA State Tax - payroll deductions	116.47
09/16/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	25,144.65
09/16/15	NJ State Tax - payroll deductions	2,989.52
09/24/15	Deferred Compensation / Roth 457 - payroll deductions	3,661.24
09/30/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	24,748.67
09/30/15	NJ State Tax - payroll deductions	2,929.43
10/01/15	Pension - payroll deductions	20,535.81
10/08/15	Deferred Compensation / Roth 457 - payroll deductions	3,629.44
10/14/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	24,221.09
10/14/15	NJ State Tax - payroll deductions	2,898.19
10/15/15	PA State Tax - payroll deductions	116.47
10/22/15	Deferred Compensation / Roth 457 - payroll deductions	3,979.59
10/23/15	SUI/SDI- payroll deductions and employer share	1,237.36
10/28/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	24,138.62
10/28/15	NJ State Tax - payroll deductions	2,881.34
	Total	<u><u>749,126.00</u></u>

Employee Payroll (Net Pay) Disbursements

Date	Description	Amount
06/04/15	Direct Deposit - Pay Period Ending 5/29/15	73,478.98
06/18/15	Direct Deposit - Pay Period Ending 6/12/15	98,995.61
07/02/15	Direct Deposit - Pay Period Ending 6/26/15	73,444.20
07/16/15	Direct Deposit - Pay Period Ending 7/10/15	62,454.81
07/30/15	Direct Deposit - Pay Period Ending 7/24/15	71,821.95
08/13/15	Direct Deposit - Pay Period Ending 8/7/15	62,177.82
08/27/15	Direct Deposit - Pay Period Ending 8/21/15	62,607.92
09/10/15	Direct Deposit - Pay Period Ending 9/4/15	62,403.83
09/24/15	Direct Deposit - Pay Period Ending 9/18/15	61,580.14
10/08/15	Direct Deposit - Pay Period Ending 10/2/15	60,070.40
10/22/15	Direct Deposit - Pay Period Ending 10/16/15	59,597.57
	Total	<u><u>748,633.23</u></u>

New Jersey Pinelands Commission

Application Fee Summary

FY Total	Month	Total		Received		Refunded	
		Revenue		Number	Amount	Number	Amount
Budget	FY 2016						
\$41,252.87	July	\$41,252.87		27	\$41,852.87	3	\$600.00
\$135,922.39	August	\$94,669.52		32	\$94,669.52	0	\$0.00
\$180,061.58	September	\$44,139.19		27	\$45,183.80	3	\$1,044.61
\$202,314.60	October	\$22,253.02		27	\$45,183.80	5	\$22,930.78
\$27,835.68	November	\$0.00		0	\$0.00	0	\$0.00
\$27,835.68	December	\$0.00		0	\$0.00	0	\$0.00
\$27,835.68	January	\$0.00		0	\$0.00	0	\$0.00
\$27,835.68	February	\$0.00		0	\$0.00	0	\$0.00
\$27,835.68	March	\$0.00		0	\$0.00	0	\$0.00
\$27,835.68	April	\$0.00		0	\$0.00	0	\$0.00
\$27,835.68	May	\$0.00		0	\$0.00	0	\$0.00
\$27,835.64	June	\$0.00		0	\$0.00	0	\$0.00
\$425,000.00	TOTAL	\$202,314.60		113	\$226,889.99	11	\$24,575.39

EMPLOYEE ACTIONS
June, July, August, & September 2015

A. DEPARTING EMPLOYEE(S)

Name	Title	Office	Effective Date	Hire Date
Paul Tyshchenko	Planner 1-Resource	Land Use & Technology	6/2/15	5/14/07

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
Resource Planner	Land Use/Tech. Prgms.	Not Budgeted
Planning Assistant (part-time)	Land Use/Tech. Prgms.	Not Budgeted
Office Assistant	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
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
Resource Planner	Land Use/Tech. Prgms.	Hired Brad Lanute Start Date: Nov. 30, 2015

*Funded by the Pinelands Conservation Fund

C. OTHER NOTES

Name	Title	Office	Notes-Start Date
Tony McNichol	Planner Cultural Resources	Land Use & Technology	December 17, 2014
Dawn Holgersen	Temporary File Clerk	Regulatory Programs	December 29, 2014
Dawn Rago	Business Specialist	Business Services	Returned from Family Leave 6/8/15
Jacquelyn Garcia-Morales	Intern/Cooperative Ed. Program	Science	Ended September 8, 2015
Henry Jacobson	Temporary Programmer	Land Use & Technology	6/3/2015-10/23/15
Ryan Coughlan	Intern	Regulatory Programs	Ended August 5, 2015
Marilyn Sobel	Intern	Science	Ended September 18, 2015
Samantha DiMeglio	Intern	Land Use & Technology	Ended August 20, 2015
Fred Seeber	Environmental Specialist	Regulatory Programs	Returned from Family Leave July 2015
John Keys	Maintenance Technician	Business Services	Worker's Comp 9/23/15-12/23/15
Sarah Johnson	Research Scientist	Scientist	Family Leave Started 9/9/15



RESOLUTION OF THE NEW JERSEY PINELANDS COMMISSION

NO. PC4-15-_____

TITLE: To Authorize the Executive Director to Change Contributory Dental Plans for Pinelands Commission Employees

Commissioner _____ **moves and Commissioner** _____
seconds the motion that:

WHEREAS, the Pinelands Commission currently offers two types of contributory dental plans for Pinelands Commission employees through Horizon;

WHEREAS, employees of the Pinelands Commission who elect to have dental insurance contribute 50% of the monthly premium; and

WHEREAS, Pinelands Commission staff have expressed displeasure with the current dental plans; and

WHEREAS, a committee comprised of Pinelands Commission staff carefully evaluated several other dental plans; and

WHEREAS, this evaluation was conducted in a manner consistent with applicable purchasing requirements; and

WHEREAS, the Human Resources Office and the staff committee recommended joining the dental plans offered through the State Health Benefits Program of the New Jersey Division of Pensions and Benefits; and

WHEREAS, the representing union, the Communications Workers of America (CWA), approved the new dental plans; and

WHEREAS, a summary of the plans is attached hereto; and

WHEREAS, the Executive Director concurred with the recommendation of the staff committee and reviewed the proposal with the Personnel and Budget Committee on April 28, 2015 and November 17, 2015; and

WHEREAS, the Personnel and Budget Committee recommends offering the State Health Benefits Program dental plans to employees and their dependents with voluntary participation and with half of the premium paid through payroll deduction; and

WHEREAS, the State Health Benefits Program of the New Jersey Division of Pensions and Benefits requires a resolution to authorize participation in the New Jersey State Health Benefits Program Act of the State of New Jersey for SHBP Dental Plans coverage to provide the dental plans to employees; and

WHEREAS, the Pinelands Commission accepts the recommendation of the Executive Director; and

WHEREAS, the Pinelands Commission authorizes the Executive Director to execute the attached Resolution of the State Health Benefits Program of the New Jersey Division of Pensions and Benefits; 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 Executive Director is authorized to contract with the Division of Pensions and Benefits in the State of New Jersey for a voluntary, partially employee paid dental plan for Pinelands Commission employees per the CWA agreement.

BE IT FURTHER RESOLVED that the Executive Director is authorized to withhold the requisite premiums from employee salaries and remit those amounts to the Division of Pensions and Benefits even though that amount may exceed the threshold stipulated in N.J.S.A. 52:25-23 in any given fiscal year.

Record of Commission Votes

	AYE	NAY	NP	ABS		AYE	NAY	NP	ABS		AYE	NAY	NP	ABS
Ashmun					Earlen					Prickett				
Avery					Galletta					Quinn				
Barr					Jannarone					Rohan Green				
Brown					Lloyd					Witt				
DiBello					McGlinchey					Lohbauer				

Adopted at a meeting of the Pinelands Commission

Date: _____

Nancy Wittenberg
Executive Director

Mark S. Lohbauer
Chairman

A PUBLICATION OF THE NEW JERSEY DIVISION OF PENSIONS AND BENEFITS

PLAN COMPARISON — The following chart provides a summary description of a variety of dental services under the two types of dental plans offered by the Employee Dental Plans. The chart is not complete and does not describe all the benefits, limitations, or conditions associated with coverage under either type of plan. Please refer to the *Employee Dental Plans Member Handbook* for additional details.

	Dental Expense Plan		Dental Plan Organization (DPO)
	In-Network	Out-of-Network	
Deductible	\$50 per person per calendar year / \$100 per family None for diagnostic/preventative and orthodontic services	\$75 per person per calendar year / \$150 per family None for diagnostic/preventative and orthodontic services	None
Coinsurance	Plan pays: 100% Diagnostic and Preventative 80% Basic Restorative 65% Major Restorative 50% Periodontics, Prosthodontics ¹	Plan pays: 90% Diagnostic and Preventative 70% Basic Restorative 55% Major Restorative 40% Periodontics, Prosthodontics ¹	Plan pays 100% (less copayment) 100% Diagnostic and Preventative
Copayments	None	None	Varies depending on service
Benefits Maximum	\$3,000 (Maximum of \$3,000 combined in and out-of-network) per member annually (excluding orthodontics) \$1,000 (lifetime) per child for orthodontics	\$2,000 (Maximum of \$3,000 combined in and out-of-network) per member annually (excluding orthodontics) \$750 (lifetime) per child for orthodontics	Unlimited
Provider Limitations	Must use participating dentist	Any licensed dentist	Must use DPO participating dentist
Selected Services	Some services listed below may be covered subject to deductibles and coinsurance as shown above	Some services listed below may be covered subject to deductibles and coinsurance as shown above	Services listed below are covered in full subject to copayments as shown below
Examinations	Oral evaluations limited to twice per calendar year Plan pays 100%	Oral evaluations limited to twice per calendar year Plan pays 90%	Oral evaluations limited to twice per calendar year Plan pays 100%
X-rays	Covered subject to limitations Plan pays 100%	Covered subject to limitations Plan pays 90%	Covered subject to limitations Plan pays 100%
Cleanings (Oral prophylaxis)	Two cleanings per calendar year Plan pays 100%	Two cleanings per calendar year Plan pays 90%	Two cleanings per calendar year Plan pays 100%
Fluoride applications	Covered only for children under age 19 Twice per calendar year Plan pays 100% ¹	Covered only for children under age 19 Twice per calendar year Plan pays 90%	Covered only for children under age 19 Twice per calendar year Plan pays 100% ¹

¹ In the Dental Expense Plan, you are responsible for the amount the dentist charges above the reasonable and customary allowances.

A PUBLICATION OF THE NEW JERSEY DIVISION OF PENSIONS AND BENEFITS

	Dental Expense Plan		Dental Plan Organization (DPO)
	In-Network	Out-of-Network	
Tooth sealants	Covered for children under age 19 (with restrictions) Plan pays 100% ¹	Covered for children under age 19 (with restrictions) Plan pays 90%	Covered only for children under age 19 No copayment (limitations apply)
Routine fillings	Plan pays 80% ¹	Plan pays 70% ¹	Covered Copayments may apply ²
Simple extraction	Plan pays 80% ¹	Plan pays 70% ¹	Covered after copayment of \$20
Crowns	Plan pays 65% ¹	Plan pays 55% ¹	Covered after copayment of \$150-\$225 ²
Root Canal (Endodontics)	Plan pays 80% ¹	Plan pays 70% ¹	Endodontic Therapy covered after copayment of \$100-\$175
Dentures	Repair of existing dentures covered at 80% ¹ New or replacement dentures covered at 50%	Repair of existing dentures covered at 70% ¹ New or replacement dentures covered at 40%	Covered after copayment (with limitations) ²
Oral surgery for removal of impacted tooth	Plan pays 80% ¹ Considered under the medical plan first then dental will consider	Plan pays 70% ¹ May be covered under the medical plan first then dental will consider	Covered under copayment of \$65
Periodontics	Plan pays 50% (with limitations)	Plan pays 40% (with limitations)	Covered after copayment of: \$30 for gingivectomy (one to three teeth) \$55 for root planing (per quadrant) \$100-\$175 for osseous surgery
Orthodontic	After you have been employed for 10 months, eligible services covered at a 50% coinsurance level, up to a \$1,000 lifetime maximum per child Covered only for those who start treatment before age 19 (See the <i>Employee Dental Plans Member Handbook</i> for specifics)	After you have been employed for 10 months, eligible services covered at a 40% coinsurance level, up to a \$750 lifetime maximum (maximum of \$1,000 combined in and out-of-network) per child Covered only for those who start treatment before age 19 (See the <i>Employee Dental Plans Member Handbook</i> for specifics)	Maximum treatment is 24 months Copayment as follows: Patient under age 18: After copayment of \$1,000 or 50% of bill whichever is less Patient age 18 or over: After copayment of \$1,750 or 50% of bill whichever is less

¹ In the Dental Expense Plan, you are responsible for the amount the dentist charges above the reasonable and customary allowances.

² See the Employee Dental Plans Member Handbook for DPO copayment amounts.

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
NEW JERSEY STATE HEALTH BENEFITS PROGRAM
PO Box 299 Trenton, New Jersey 08625-0299

RESOLUTION

A RESOLUTION to authorize participation in the New Jersey State Health Benefits Program Act of the State of New Jersey for SHBP Dental Plan coverage.

BE IT RESOLVED:

- The _____
Name of Employer
a participating employer in the State Health Benefits Program, hereby elects to participate in the SHBP Employee Dental Plans provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.25 et seq.) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission.
- As a participating employer we will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.
- As the employer I understand that the employer is responsible for at least 50% of the dental premium.
- We hereby appoint the _____ to act as
Certifying Officer in the administration of this plan. Title
- This resolution shall take effect immediately and coverage shall be effective as of _____
or as soon thereafter as it may be effectuated pursuant to the statutes and regulations. Date

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the

Corporate Name of Employer
on the _____ day of _____, 20_____.

Signature

Official Title

Number of Employees

Street Address

City State ZIP Code

Area Code Telephone

Present Dental Plan Carrier

Employer's State Social Security Identification Number