



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

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: May 12, 2016

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, May 24, 2016.



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PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center

Terrence D. Moore Room

15 C Springfield Road

New Lisbon, New Jersey

May 24, 2016

9:30 a.m.

Agenda

1. Adoption of the February 2, 2016 meeting minutes (open session, *no closed session*).
2. Financial Updates:
 - a. Check Register (January - April 2016: Consolidated)
 - b. Electronic Disbursements - EFT; Direct Deposit; ACH (January - April 2016: Consolidated)
 - c. Application Fees Update
3. FY 2017 Budget
4. Employee Actions (*January - April 2016*)
5. Public Comment

PERSONNEL & BUDGET COMMITTEE MEETING

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

MINUTES

Members Present

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

Members Absent

William Brown, D'Arcy Rohan Green, Jane Jannarone, and Richard Prickett.

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Paul Leakan, Jessica Lynch, Jessica Noble, Dawn Rago, Stacey Roth, and Michelle Russell. Michael Collins from the Governor's Authorities Unit was also present.

Committee Chairperson Avery called the meeting to order at 9:32 a.m.

Adoption of Minutes from the November 17, 2015 (open and closed session) Personnel and Budget Committee Meeting

Commissioner McGlinchey moved the adoption of the minutes of the November 17, 2015 Personnel and Budget Committee meeting. Commissioner Quinn seconded the motion.

Donna Graham entered the meeting at 9:36 a.m.

Resolution: To Authorize the Executive Director to Enter Into a Contract for the Fabrication and Installation of Exhibits at the Richard J. Sullivan Center for Environmental Policy and Education

A presentation on the RFP for the Visitors Center was given by Paul Leakan.

Commissioner DiBello entered the meeting at 9:42 a.m.

The selection process among the bidders was discussed along with the timeframe for the construction process. Several questions were answered. Commissioner Barr moved the recommendation for Commission approval of the Resolution: To Authorize the Executive Director to Enter Into a Contract for the Fabrication and Installation of Exhibits at the

Richard J. Sullivan Center for Environmental Policy and Education. Commissioner DiBello seconded the motion and all voted in favor.

Financial Updates:

Check Registers (November & December 2015: Consolidated). Jessica Lynch reviewed the registers and provided details.

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

Application Fees Update. Application fees are at 76% of the budget with a year-to-date total of \$322,566.37.

Employee Actions (October, November & December 2015)

Michelle Russell reviewed the employee actions and noted that a Resource Planner has begun at the Commission and an employee has returned from Family Leave.

Public Comment

None

Commissioner McGlinchey reiterated former Commissioner Witt's concerns about the Audit Committee and encouraged the review of term limits for members.

Closed Session

There was no need to go into Closed Session.

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

The meeting was adjourned at 10:01 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 2/8/16

**New Jersey Pinelands Commission
Check Register
Period: January - April 2016**

Check #	Check Date	Vendor Name	Description	Amount
4077	1/14/2016	PRESS OF ATLANTIC CITY	Meeting Notices	\$34.68
4078	1/14/2016	ACRO SERVICE CORP	Temporary Staffing Services	\$1,202.36
4079	1/14/2016	BANK OF AMERICA	Staff Training & MIS Hardware	\$444.00
4080	1/14/2016	IMPAC FLEET	Commission Vehicle Gas	\$121.47
4081	1/14/2016	LOWES	Ice Melt	\$88.20
4082	1/14/2016	PITNEY BOWES	Postage Rental	\$75.00
4083	1/14/2016	PRIMEPAY LLC	Payroll Services	\$10.25
4084	1/14/2016	PSE&G	Electric Utilities	\$806.49
4085	1/14/2016	Pemberton Township MUA	Sewer Utilities	\$1,710.00
4086	1/14/2016	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$38.77
4087	1/14/2016	BUENA VISTA TOWNSHIP	App. Refund #2016-0001.001	\$200.00
4088	1/14/2016	CARDINAL PAVING CO.	App. Refund #1991-0295.004	\$200.00
4089	1/14/2016	SHI	Re-Issue of Ck# 3769	\$1,310.22
4090	1/14/2016	SHI	Symantec Endpoint	\$1,680.00
4091	1/14/2016	SIR SPEEDY	Copies	\$195.00
4092	1/14/2016	VERIZON WIRELESS SERVIC	Monthly Cell Phone Charges	\$167.40
4093	1/28/2016	ACRO SERVICE CORP	Temporary Staffing Services	\$1,394.34
4094	1/28/2016	BURLINGTON COUNTY	Meeting Notices	\$44.16
4095	1/28/2016	CHAMPION ENERGY	Electric Utilities	\$1,044.08
4096	1/28/2016	CWA	Union Dues	\$1,505.46
4097	1/28/2016	HORIZON BLUE CROSS	Dental	\$868.19
4098	1/28/2016	JCP&L	Electric Utilities	\$286.40
4099	1/28/2016	JOHN KEYS	Mileage Reimbursement	\$21.08
4100	1/28/2016	JAMES R. NICODEMUS	Electrical Repair	\$997.50
4101	1/28/2016	LEXIS NEXIS MATTHE	Legal Online Subscription	\$224.24
4102	1/28/2016	NJ DEPT Community Affairs	Fire Inspection	\$250.00
4103	1/28/2016	NJ DIV. of Fosh & Wildlife	Science Permits	\$22.00
4104	1/28/2016	PRIMEPAY LLC	FSA & Payroll Services	\$1,624.87
4105	1/28/2016	RICOH CORPORATION	Copier Lease	\$243.62
4106	1/28/2016	SHARP ELECTRONICS	Copier Lease	\$178.79
4107	1/28/2016	SIR SPEEDY	Copies	\$24.00
4108	1/28/2016	Treasurer State of New Jersey	Telecommunications	\$1,633.33
4109	1/28/2016	USGS	NJ Water Science Investigations	\$12,275.00
4110	1/28/2016	VERIZON WIRELESS	Monthly Cell Phone Charges	\$166.31
4111	1/28/2016	WOOLSTON COMPANY	Trash Collections	\$41.04
4112	2/12/2016	PRESS OF ATLANTIC CITY	Meeting Notices	\$20.20
4113	2/12/2016	ACRO SERVICE CORP	Temporary Staffing Services	\$1,168.15
4114	2/12/2016	AUTOZONE	Replacement Battery - Ford Ranger	\$98.99
4115	2/12/2016	BANK OF AMERICA	Book - Larry Liggett	\$22.95
4116	2/12/2016	BROWN'S ENGRAVING LLC	Nameplate for G. Chila	\$9.00
4118	2/12/2016	CCS OFFICE PRODUCTS	Toner - Multiple Offices	\$1,398.00
4119	2/12/2016	CHAMPION ENERGY	Electric Utilities	\$438.08
4120	2/12/2016	COURIER POST	Meeting Notices	\$64.80
4121	2/12/2016	GRAINGER	Maintenance Supplies	\$55.66
4122	2/12/2016	IMPAC FLEET	Commission Vehicle Gas	\$93.25
4123	2/12/2016	JERSEY CENTRAL POWER &	Electric Utilities	\$285.27
4124	2/12/2016	LOWES	Ice Melt	\$176.40
4125	2/12/2016	NEW JERSEY PRESS	Meeting Notices	\$203.25
4126	2/12/2016	O'Brien & Sons	Maintenance Supplies	\$9.68

**New Jersey Pinelands Commission
Check Register
Period: January - April 2016**

Check #	Check Date	Vendor Name	Description	Amount
4127	2/12/2016	PITNEY BOWES INC.	Postage	\$1,000.00
4128	2/12/2016	PSE&G	Gas Utilities	\$501.56
4129	2/12/2016	PURCHASE ADVANTAGE CAR	Acme - Food for Commission Meeting	\$34.71
4130	2/12/2016	REDMOND LANDSCAPING	Salting of the Parking	\$400.00
4131	2/12/2016	ARORA AND ASSOCIATES	Refund App#. 2007-0350.003 REFUND	\$200.00
4132	2/12/2016	SHARP ELECTRONICS	Copier Lease	\$259.56
4133	2/12/2016	SIR SPEEDY	Copies	\$3.00
4134	2/12/2016	Treasurer State of New Jersey	Certification Renewal - E. Wengrowski	\$375.00
4135	2/12/2016	W. B. MASON	Office Supplies	\$35.64
4136	2/12/2016	WOOLSTON COMPANY INC.	Trash Collections	\$41.04
4137	2/25/2016	ACRO SERVICE CORP	Temporary Staffing Services	\$1,062.81
4138	2/25/2016	CHAMPION ENERGY	Electric Utilities	\$1,123.16
4139	2/25/2016	CWA	Union Dues	\$1,596.91
4140	2/25/2016	JERSEY CENTRAL POWER	Electric Utilities	\$583.18
4141	2/25/2016	JEAN MONTGOMERIE	Certification Renewal	\$100.00
4142	2/25/2016	NJ State Distribution	Housekeeping Supplies	\$406.10
4143	2/25/2016	PROPERTY FAX LLC	GIS Software Renewal	\$3,900.00
4144	2/25/2016	PEMBERTON ELECTRICAL	Electrical Supplies	\$72.82
4145	2/25/2016	PRIMEPAY LLC	FSA & Payroll Services	\$1,533.88
4146	2/25/2016	PAUL DIMODICA	Refund App# 1983-9639.004	\$67.00
4147	2/25/2016	CECIL GROUP LLC	Refund App# 1992-0769.003	\$200.00
4148	2/25/2016	JTS CUSTOM BUILDERS	Refund App# 1996-1404.001	\$200.00
4149	2/25/2016	RICOH CORPORATION	Copier Lease	\$243.62
4150	2/25/2016	SOUTH JERSEY ENERGY	Natural Gas Utilities	\$738.29
4151	2/25/2016	Treasurer State of New Jersey	Telecommunications	\$1,749.49
4152	3/10/2016	ACRO SERVICE CORP	Temporary Staffing Services	\$1,323.50
4153	3/10/2016	AUTOZONE	Battery Replacement Dakota & Liberty	\$189.98
4154	3/10/2016	Barry Brady	Medicare B Reimbursement	\$629.40
4155	3/10/2016	BANK OF AMERICA	Planning Training, Constant Contact & Lawn	\$1,044.84
4156	3/10/2016	Betty Sonsiadek	Medicare B Reimbursement	\$314.70
4157	3/10/2016	CDW-GOVERNMENT LLC	Blu-ray Writer & Replacement Hard Drives	\$539.36
4158	3/10/2016	COMPLETE BOOK	Science Reference Books	\$72.90
4159	3/10/2016	Elizabeth G. Carpe	Medicare B Reimbursement	\$314.70
4160	3/10/2016	GRAINGER	Maintenance Supplies	\$49.17
4161	3/10/2016	HIGHWAY TIRE DISTR	Replacement tires for Ranger	\$309.24
4162	3/10/2016	IMPAC FLEET	Commission Vehicle Gas	\$57.12
4163	3/10/2016	John C. Stokes	Medicare B Reimbursement	\$629.40
4164	3/10/2016	LAUREL LAWNMOWER	Lawn Mower Replacement blades	\$101.22
4165	3/10/2016	LOWES	Caulk & Joint Compound	\$26.41
4166	3/10/2016	PATRICK BURRITT	Mileage Reimbursement	\$43.57
4167	3/10/2016	PATTY SPIRES PETT	Various Petty Cash Reimbursements	\$285.57
4168	3/10/2016	PURCHASE ADVANTAGE	Acme - Food for Commission Meeting	\$47.78
4169	3/10/2016	MARIE NORCROSS	Application Refund #1988-1148.001	\$200.00
4170	3/10/2016	Robert A. Zampella	Medicare B Reimbursement	\$829.20
4171	3/10/2016	SHIRLEY BANFER	Medicare B Reimbursement	\$314.70
4172	3/10/2016	Terrence D. Moore	Medicare B Reimbursement	\$629.40
4173	3/10/2016	U.S. Geological Survey	NJ Water Science Center Water Resource In	\$9,600.00
4174	3/10/2016	VERIZON WIRELESS	Monthly Cell Phone Charges	\$166.31
4175	3/10/2016	W. B. MASON	Office Supplies	\$22.08

**New Jersey Pinelands Commission
Check Register
Period: January - April 2016**

Check #	Check Date	Vendor Name	Description	Amount
4176	03/23/16	ACRO SERVICE CORP	Temporary Staffing Services	\$1,368.60
4177	03/23/16	BURLINGTON COUNTY TIMES	Meeting Notices	\$11.96
4178	03/23/16	BEVAN SECURITY SYSTEMS I	Monthly Alarm Services	\$216.00
4179	03/23/16	CHAMPION ENERGY	Electric Utilities	\$1,165.41
4180	03/23/16	CRAIG'S AUTO INC.	Vehicle Repair - Dodge Dakota	\$1,367.75
4181	03/23/16	COMMUNICATIONS WORKERS OF	Union Dues	\$3,076.39
4182	03/23/16	ERA - ENVIRONMENTAL RESOU	Science Supplies	\$125.30
4183	03/23/16	GRAINGER	Replacement Sump Pump	\$206.37
4184	03/23/16	JERSEY CENTRAL POWER & LI	Electric Utilities	\$592.28
4185	03/23/16	LEXIS NEXIS MATTHEW BENDE	Annual Renewal	\$223.74
4186	03/23/16	MICROGRAPHIC COMPUTER SER	Microfiche Toner	\$118.00
4187	03/23/16	NEW JERSEY LEAGUE OF MUNICIP	OPRA Training	\$70.00
4188	03/23/16	PEMBERTON TOWNSHIP	Water Utility	\$156.00
4189	03/23/16	PEMBERTON ELECTRICAL SUPP	Replacement Light Bulbs	\$59.60
4190	03/23/16	PRIMEPAY LLC	FSA & Payroll Services	\$1,532.92
4191	03/23/16	PSE&G	Fuel Utilities	\$515.06
4192	03/23/16	SUNIL JOSHI	App. Refund #2002-0329.001	\$200.00
4193	03/23/16	ROBERT BOWKER	App. Refund #2002-0378.004	\$205.00
4194	03/23/16	ENVIRONMENTAL & TECHNICAL	App. Refund #2001-0478.002	\$520.00
4195	03/23/16	RICOH CORPORATION	Copier Lease	\$243.62
4196	03/23/16	SHARP ELECTRONICS	Copier Lease	\$178.79
4197	03/23/16	SOUTH JERSEY ENERGY	Electric Utilities	\$666.00
4198	03/23/16	Treasurer State of New Jersey	Telecommunications	\$1,635.92
4199	03/23/16	THOMAS SCIENTIFIC	Science Supplies	\$1,171.61
4200	03/23/16	W. B. MASON	Replacement American Flag	\$35.99
4201	03/23/16	WOOLSTON COMPANY INC.	Trash Collections	\$46.86
4202	04/07/16	PRESS OF ATLANTIC CITY	Meeting Notices	\$11.22
4203	04/07/16	ACRO SERVICE CORP	Temporary Staffing Services	\$1,316.95
4204	04/07/16	ATLAS ELEVATOR INC	Qtrly Elevator Services	\$250.00
4205	04/07/16	BURLINGTON COUNTY TIMES	Meeting Notices	\$186.72
4206	04/07/16	BURLINGTON COUNTY AUTO PA	Vehicle Supplies	\$114.94
4207	04/07/16	CANON U.S.A. INC.	GIS Paper	\$115.76
4208	04/07/16	COMTEC SYSTEMS INC.	Replacement Telephone System	\$19,787.24
4209	04/07/16	COURIER POST	Meeting Notices	\$10.80
4210	04/07/16	DELL	Replacement Server	\$4,715.81
4211	04/07/16	IMPAC FLEET	Commission Vehicle Gas	\$208.60
4212	04/07/16	MICROGRAPHIC COMPUTER SER	Microfiche Repair	\$171.32
4213	04/07/16	NEW JERSEY PRESS	Meeting Notices	\$16.50
4214	04/07/16	PCM-G	Software Renewal	\$295.00
4215	04/07/16	PITNEY BOWES	Postage Machine Rental Fee	\$75.00
4216	04/07/16	PURCHASE ADVANTAGE CARD	Acme - Food for Commission Meeting	\$64.67
4217	04/07/16	PAUL DIMODICA	APP Refund# 2016-3600.001	\$200.00
4218	04/07/16	SIR SPEEDY	Copies	\$168.00
4219	04/07/16	VERIZON WIRELESS SERVICES	Monthly Cell Phone Charges	\$280.57
4220	04/07/16	PITNEY BOWES INC.	Postage	\$500.00
4231	04/22/16	ACRO SERVICE CORP	Temporary Staffing Services	\$1,392.11
4232	4/22/2016	BANK OF AMERICA	Staff Training Roth & Sosik, Survey Monkey and Dell Power Supply	\$835.95
4233	4/22/2016	BROWN'S ENGRAVING, LLC	Name Plates	\$33.00

**New Jersey Pinelands Commission
Check Register
Period: January - April 2016**

Check #	Check Date	Vendor Name	Description	Amount
4234	04/22/16	CHAMPION ENERGY	Electric Utilities	\$922.61
4235	04/22/16	CRAIG'S AUTO INC.	Ford Ranger Repairs	\$1,998.16
4236	04/22/16	CWA	Union Dues	\$1,567.14
4237	04/22/16	DELL	Server Interface Module	\$107.94
4238	04/22/16	GRAINGER	Maintenance Supplies	\$107.42
4239	4/22/2016	JCP&L	Electric Utilities	\$527.25
4240	04/22/16	Larry Liggett	Mileage Reimbursement	\$13.33
4241	04/22/16	LOWES	Hoses and Nozzles	\$111.56
4242	04/22/16	New Jersey Legislative	2016 NJ Legislative Manual	\$84.00
4243	04/22/16	OFFICE DEPOT	Regulatory Programs File Folders	\$237.00
4244	04/22/16	Postmaster New Lisbon	PO Box Fee	\$138.00
4245	04/22/16	PRIMEPAY LLC	Payroll Services & FSA	\$1,303.33
4246	04/22/16	PSE&G	Gas Utilities	\$242.16
4247	04/22/16	RICOH CORPORATION	Copier Lease	\$243.62
4248	04/22/16	SCORER TRUCKING	Driveway Stone	\$504.00
4249	04/22/16	SHARP ELECTRONICS	Copier Lease	\$178.79
4250	04/22/16	Treasurer State of New Jersey	Telecommunications	\$1,552.69
4251	04/22/16	W. B. MASON	Office Supplies	\$136.28
4252	04/22/16	WOOLSTON COMPANY INC.	Trash Collections	\$43.95
			Total Check (165)	<u>\$125,818.81</u>

New Jersey Pinelands Commission
Electronic Funds Transfer (EFT) Disbursements
January - April 2016

Date	Description	Amount
01/05/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	\$27,018.29
01/05/16	NJ State Tax - payroll deductions	\$2,911.94
01/07/16	Pension - payroll deductions	\$20,047.78
01/12/16	EFT - Horizon Dental (Nov)	\$742.90
01/14/16	Deferred Compensation / Roth 457 - payroll deductions	\$4,290.00
01/15/16	PA State Tax - payroll deductions	\$274.25
01/20/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	\$25,170.85
01/20/16	NJ State Tax - payroll deductions	\$3,010.08
01/28/16	Deferred Compensation / Roth 457 - payroll deductions	\$4,202.40
02/03/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	\$24,942.48
02/03/16	NJ State Tax - payroll deductions	\$2,923.54
02/05/16	Pension - payroll deductions	\$21,212.89
02/11/16	Deferred Compensation / Roth 457 - payroll deductions	\$4,205.05
02/16/16	PA State Tax - payroll deductions	\$227.72
02/16/16	Health Benefits - Retired employees - Feb	\$20,464.29
02/17/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	\$24,920.75
02/17/16	NJ State Tax - payroll deductions	\$2,929.44
02/25/16	Deferred Compensation / Roth 457 - payroll deductions	\$4,242.46
03/02/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	\$25,613.40
03/02/16	NJ State Tax - payroll deductions	\$2,996.54
03/07/16	Pension - payroll deductions	\$21,340.39
03/10/16	Deferred Compensation / Roth 457 - payroll deductions	\$4,294.07
03/15/16	PA State Tax - payroll deductions	\$233.70
03/15/16	Dental - payroll deductions	\$783.82
03/16/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	\$25,769.83
03/16/16	NJ State Tax - payroll deductions	\$3,062.99
03/24/16	Deferred Compensation / Roth 457 - payroll deductions	\$4,221.42
03/30/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	\$25,130.65
03/30/16	NJ State Tax - payroll deductions	\$2,929.43
03/31/16	Annual PERS payment	\$331,197.00
04/01/16	Pension - payroll deductions	\$21,006.18
04/07/16	Deferred Compensation / Roth 457 - payroll deductions	\$4,221.42
04/13/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	\$24,841.09
04/13/16	NJ State Tax - payroll deductions	\$2,929.43

New Jersey Pinelands Commission
Electronic Funds Transfer (EFT) Disbursements
January - April 2016

Date	Description	Amount
04/14/16	PA State Tax - payroll deductions	\$232.90
04/15/16	Dental	\$2,930.52
04/15/16	SUI/SDI- payroll deductions and employer share	\$3,181.73
04/21/16	Deferred Compensation / Roth 457 - payroll deductions	\$4,221.42
04/27/16	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	\$25,130.65
04/27/16	NJ State Tax - payroll deductions	\$2,929.43
Total		<u>\$732,935.12</u>

Employee Payroll (Net Pay) Disbursements

Date	Description	Amount
01/14/16	Direct Deposit - Pay Period Ending 1/8/16	\$60,727.01
01/28/16	Direct Deposit - Pay Period Ending 1/22/16	\$60,954.93
02/11/16	Direct Deposit - Pay Period Ending 2/05/16	\$60,882.38
02/25/16	Direct Deposit - Pay Period Ending 2/19/16	\$62,633.42
03/10/16	Direct Deposit - Pay Period Ending 3/4/16	\$62,603.96
03/24/16	Direct Deposit - Pay Period Ending 3/18/16	\$61,336.17
04/07/16	Direct Deposit - Pay Period Ending 4/1/16	\$60,671.80
04/21/16	Direct Deposit - Pay Period Ending 4/15/16	\$61,432.70
Total		<u>\$491,242.37</u>

New Jersey Pinelands Commission Application Fee Summary

FY Total	Month	Total Revenue	Received		Refunded	
			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
\$186,067.83	October	\$6,006.25	27	\$26,217.03	5	\$20,210.78
\$261,275.48	November	\$75,207.65	22	\$75,207.65	0	\$0.00
\$327,616.37	December	\$66,340.89	25	\$71,339.33	1	\$4,998.44
\$381,002.99	January	\$53,386.62	0	\$53,786.62	0	\$400.00
\$475,671.71	February	\$94,668.72	23	\$95,335.72	4	\$667.00
\$499,714.45	March	\$24,042.74	27	\$25,167.74	4	\$1,125.00
\$567,223.17	April	\$67,508.72	32	\$67,708.72	1	\$200.00
\$567,223.17	May	\$0.00	0	\$0.00	0	\$0.00
\$567,223.17	June	\$0.00	0	\$0.00	0	\$0.00
	TOTAL	\$567,223.17	242	\$596,469.00	21	\$29,245.83

EMPLOYEE ACTIONS
January, February, March & April 2016

A. DEPARTING EMPLOYEE(S)

Name	Title	Office	Effective Date	Hire Date
Sarah Johnson	Research Scientist	Science	March 4, 2016	October 15, 2012
Melody Wood	Principal Clerical Assistant	Business Services	May 31, 2016	April 16, 1990

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
Research Scientist*	Science	Currently Recruiting; Reviewing Resumes
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

*Funded by the Pinelands Conservation Fund

C. OTHER NOTES

Name	Title	Office	Notes-Start Date
Tony McNichol	Temporary Planner Cultural Resources	Land Use & Technology	December 17, 2014
Dawn Holgersen	Temporary File Clerk	Regulatory Programs	December 29, 2014
John Keys	Maintenance Technician	Business Services	Worker's Comp 9/23/15-1/10/16
Sarah Johnson	Research Scientist	Scientist	Family Leave 9/9/15-2/4/16
Patty Spires	Business Assistant	Business	Family Leave 12/1/15-2/19/16