



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



MIKIE SHERRILL
 Governor
 DR. DALE G. CALDWELL
 Lt. Governor

General Information: Info@pinelands.nj.gov
 Application Specific Information: AppInfo@pinelands.nj.gov

LAURA E. MATOS
 Chair
 SUSAN R. GROGAN
 Executive Director

MEMORANDUM

To: Members of the Personnel and Budget Committee
 From: Jessica Lynch, Business Manager *JL*
 Date: June 22, 2026
 Subject: Meeting Materials

Enclosed are meeting materials for the Personnel and Budget Committee meeting to be held virtually on **Tuesday, June 30, 2026, at 9:30 a.m.**

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



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LAURA E. MATOS
Chair
SUSAN R. GROGAN
Executive Director

PERSONNEL & BUDGET COMMITTEE MEETING

June 30, 2026 – 9:30 a.m.

This meeting will be held virtually

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

Watch the meeting on the Pinelands Commission YouTube channel:

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

To Provide Public Comment, Please Dial: 1-929-205-6099 Meeting ID: 883 6157 4949

Agenda

1. Call to Order
2. Adoption of the March 17, 2026 Personnel & Budget Committee meeting minutes (Open and Closed)
3. Financial Matters
 - Check Register
 - Electronic Disbursements
 - Application Fee Revenue
 - Recommendation to Award Contract for Public Accounting Services
4. Personnel Matters
 - Employee Actions
5. Fixed Asset Deletion
6. Fiscal Year 2027 Budget Discussion
 - Preliminary Financial Projections
 - Application Fee Projection
7. Public comment

PINELANDS PERSONNEL & BUDGET COMMITTEE MEETING
CLOSED SESSION
March 17, 2026, 9:46 a.m.

MINUTES

MEMBERS IN ATTENDANCE: Remotely: Chairman Alan W. Avery Jr., Commission Chair Laura E. Matos, Commissioners Nicholas Asselta, Mark Lohbauer, Ryck Signor and William Pikolycky. Also remote was Governor's Authorities Unit representative Michael Elenski.

MEMBERS ABSENT: None.

STAFF PRESENT: Jessica Lynch **Remotely:** Executive Director (ED) Susan R. Grogan, Charleen Danley and Marc Paalvast.

Commissioner Lohbauer joined the Committee meeting at this time.

Marc Paalvast, Cultural Resource Planner, delivered a presentation on the Fenwick Manor Rehabilitation project. Presentation slides are attached.

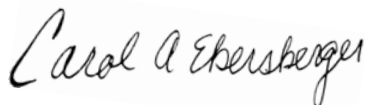
The following components of the Fenwick Manor Rehabilitation Project were discussed:

- Scope of Project
- Bid Comparison, two bids received
- Available Funds
- Project Timeline

The Committee discussed the two bids that were received. The Committee agreed to recommend that the contract be awarded to Hawley Brothers and will present the recommendation to the full Commission at its April 10, 2026 meeting.

Commissioner Lohbauer made a motion to return to Open Session at 10:10 a.m. Commissioner Matos seconded the motion. All were in favor.

Certified as true and correct:



Carol A. Ebersberger
Business Specialist

May 27, 2026

PINELANDS PERSONNEL & BUDGET COMMITTEE MEETING

This meeting was conducted in-person and available remotely.

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

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

March 17, 2026, 9:30 a.m.

MINUTES

MEMBERS IN ATTENDANCE: **Remotely:** Chairman Alan W. Avery Jr., Commission Chair Laura E. Matos, Commissioners Nicholas Asselta, Mark Lohbauer (joined the meeting during closed session) Ryck Signor (joined meeting at 9:40 a.m.), and William Pikolycky. Also remote was Governor's Authorities Unit representative Michael Elenski.

MEMBERS ABSENT: None.

STAFF PRESENT: Jessica Lynch Remotely: Executive Director (ED) Susan R. Grogan, Charleen Danley and Marc Paalvast.

1. Call to Order

Chairman Avery called the Pinelands Personnel & Budget Committee meeting to order at 9:33 a.m.

2. Adoption of the August 19, 2025, Personnel & Budget Committee meeting minutes

Commissioner Pikolycky moved the adoption of the minutes. Commission Chair Matos seconded the motion. Commissioner Signor and Commissioner Lohbauer were not present for the vote. The August 19, 2025, Personnel & Budget Committee meeting minutes were adopted.

3. Financial Updates:

- a. Check Register: Jessica Lynch, Business Services Manager, highlighted the more noteworthy purchases/checks on the register for August 2025 through February 2026.

More notable purchases mentioned were application fee refunds, Fiscal Year (FY)22 Audit Services, chargeback for FY24, FY25 and FY26 1st Qtr. DAG services, transmitters for snake projects, data loggers for Science, non-construction services for Fenwick Manor Preservation Project, Microsoft Office 365 and Teams renewal, ESRI Software renewal, annual insurance renewal, Electrician services for light fixture replacement and fire sprinkler compressor tie-in, calendar year 2026 Pinelands National Park Service (NPS) calendar, fire sprinkler system compressor replacement and outside counsel payment for prior labor negotiations.

- b. Electronic Disbursements: EFT, Direct Deposit, ACH (July – December 2025)
- c. Application Fees: Ms. Lynch stated that net application fees for FY26 received as of February 28, 2026 are \$577,612.18, which is 67.95% of anticipated fees for FY26.

4. Personnel Updates

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

Departing employees:

- Kate LaMotta, Environmental Specialist 3, resigned effective November 28, 2025
- Kim Laidig, Research Scientist 1, retired effective December 1, 2025
- Theresa Melodick, Clerical Assistant 1, retired effective January 1, 2026.

New Hires: Tyler Christensen, Research Scientist 3, effective January 26, 2026.

Recruitment:

- Business Assistant, position posted/interviewing
- Environmental Specialist, position posted/interviewing

Ms. Danley said that the recruitment process for the two vacancies noted above had concluded. Offers were made and accepted. Both new employees will start in April.

5. Fixed Asset Deletion

Ms. Lynch reviewed the list of fixed assets to be removed. Committee members indicated no concerns with the list of items.

6. Public comment: None

7. Closed Session: Fenwick Manor Rehabilitation Project

Commission Chair Matos made a motion to go into closed session at 9:46 a.m. Commissioner Pikolycky seconded the motion. All were in favor.

Commissioner Lohbauer joined the Committee meeting at this time.

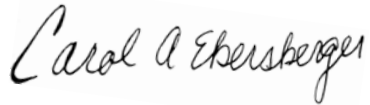
The Committee returned to open session at 10:10 a.m.

Commissioner Avery said the Committee discussed the receipt of bids for renovations to Fenwick Manor and will be prepared to make a recommendation to the full Commission at the April 10, 2026 Commission meeting.

Commission Avery stated no other formal action was taken during closed session.

There being no further discussion, Commissioner Lohbauer moved to adjourn the meeting.
Commission Chair Matos seconded the motion. The Committee agreed to adjourn at 10:12 a.m.

Certified as true and correct:

A handwritten signature in black ink that reads "Carol A Ebersberger". The signature is written in a cursive style and is positioned above the typed name and title.

Carol A. Ebersberger
Business Specialist

June 1, 2026

Range of Checking Accts: OPERATING to OPERATING Range of Check Dates: 03/01/26 to 05/31/26
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING					
9342	03/12/26	CHALIS Chal is Cleaning Servi ce LLC	2,295.00	03/31/26	188
9343	03/12/26	ELLS005 BRANWEN ELLIS	48.41	05/31/26	188
9344	03/12/26	GANNL005 GANN LAW BOOKS	209.00	03/31/26	188
9345	03/12/26	HOMED005 HOME DEPOT CREDIT SERVICES	1,522.20	03/31/26	188
9346	03/12/26	IMPAC005 IMPAC FLEET	97.76	03/31/26	188
9347	03/12/26	MASON005 W. B. MASON	0.00		188
9348	03/12/26	PRIME005 PRIMEPAY, LLC	474.54	03/31/26	188
9349	03/12/26	TREVI005 TREVI PAY	55.79	03/31/26	188
9350	03/12/26	TRIST010 TRI-STATE FIRE PROTECTION	730.00	03/31/26	188
9351	03/12/26	UGIEN005 UGI Energy Servi ces, LLC	1,427.70	03/31/26	188
9352	03/12/26	WASTE005 WASTE MANAGEMENT OF NEW JERSEY	56.10	03/31/26	188
9353	03/12/26	WILLI020 SHERWIN WILLIAMS	273.78	03/31/26	188
9354	04/01/26	ANDYS005 ANDY'S PRO AUTO REPAIR	3,807.21	04/30/26	189
9355	04/01/26	CJEITNER Chris Jeitner	191.83	04/30/26	189
9356	04/01/26	FACTO005 FACTORY ROAD CONSTRUCTION CORP	17,000.00	04/30/26	189 App. Refund #1996-1562.004
9357	04/01/26	GRAI N005 GRAINGER	372.60	04/30/26	189 Winslow Twp.
9358	04/01/26	JACOBO10 JACOBS, KATELYN	250.00	04/30/26	189
9359	04/01/26	JERSE025 JERSEY CENTRAL POWER & LIGHT	2,003.17	04/30/26	189
9360	04/01/26	KENSH005 KEN SHILES BUILDERS	500.00	04/30/26	189
9361	04/01/26	KINCA005 KINCAID, STEVEN	250.00		189
9362	04/01/26	LOWES005 LOWES	1,647.00	04/30/26	189
9363	04/01/26	MAYCO005 MAYCOCK HOLDING COMPANY LLC	250.00	04/30/26	189
9364	04/01/26	OBRIE005 O'BRIEN & SONS, INC.	12.08	04/30/26	189
9365	04/01/26	PRIME005 PRIMEPAY, LLC	692.00	04/30/26	189
9366	04/01/26	PTSD Pemberton Twp Sewer Division	1,710.00	04/30/26	189
9367	04/01/26	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS	1,346.55	04/30/26	189
9368	04/01/26	RI COH005 RICOH CORPORATION	169.54	04/30/26	189
9369	04/01/26	RI COH005 RICOH CORPORATION	238.62	04/30/26	189
9370	04/01/26	TAITB005 TAIT, BRIAN	250.00	04/30/26	189
9371	04/01/26	TECELO05 TEC ELEVATOR INC.	220.00	04/30/26	189
9372	04/01/26	TREAS005 TREASURER, STATE OF NEW JERSEY	2,140.29	04/30/26	189 Feb. 2026 Telecomm. Chargeback
9373	04/01/26	TREVI005 TREVI PAY	88.43	04/30/26	189
9374	04/01/26	USBAN005 US BANK	0.00	04/01/26 VOID	0
9375	04/01/26	USBAN005 US BANK	0.00	04/01/26 VOID	0
9376	04/01/26	USBAN005 US BANK	3,256.26	04/30/26	189 Science Supplies, Trainings and Subscription renewals.
9377	04/01/26	VERI Z005 VERIZON WIRELESS SERVICES, LLC	215.07	04/30/26	189
9378	04/14/26	BENDE005 MATTHEW BENDER & CO., INC.	244.50	04/30/26	190
9379	04/14/26	BEVAN005 B SAFE LLC	486.00	04/30/26	190
9380	04/14/26	BOUDW005 BOUDWIN ROSS ROY LEODORI, PC	250.25		190
9381	04/14/26	BRADY005 BARRY BRADY	608.70	04/30/26	190
9382	04/14/26	CARPE005 ELIZABETH G. CARPENTER	608.70	04/30/26	190
9383	04/14/26	CHALIS Chal is Cleaning Servi ce LLC	2,295.00	04/30/26	190
9384	04/14/26	CJEITNER Chris Jeitner	52.16		190
9385	04/14/26	CONNO005 DONNA CONNOR	608.70	04/30/26	190
9386	04/14/26	DANI E010 DANIEL J. MCCANN, LLC	250.00	05/31/26	190
9387	04/14/26	DELLO005 DELL	714.96	04/30/26	190
9388	04/14/26	GANNE005 GANNETT NEW YORK-NEW JERSEY	69.23	04/30/26	190
9389	04/14/26	GRAHA005 DONNA GRAHAM	608.70	04/30/26	190
9390	04/14/26	GULFC005 GULF COAST REAL ESTATE LLC	250.00		190

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		Continued			
9391	04/14/26	IMPAC005 IMPAC FLEET	547.01	05/31/26	190
9392	04/14/26	JERSE025 JERSEY CENTRAL POWER & LIGHT	1,841.36	04/30/26	190
9393	04/14/26	LAI005 KIM LAIDIG	608.70	04/30/26	190
9394	04/14/26	LAMAC005 JOHN G. LAMACCHIA	1,217.40	04/30/26	190
9395	04/14/26	LIPE005 LIPE, MATTHEW & LISA	250.00		190
9396	04/14/26	LUKER005 RON LUKER	608.70	04/30/26	190
9397	04/14/26	MCBRI005 DONNA MCBRI DE	1,217.40	04/30/26	190
9398	04/14/26		0.00	04/14/26 VOID	0
9399	04/14/26		0.00	04/14/26 VOID	0
9400	04/14/26	MOORE010 TERRENCE D. MOORE	1,217.40	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9401	04/14/26	PO000005 PEMBERTON TOWNSHIP WATER DEPT.	200.00	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9402	04/14/26	PASTU005 PASTURE PRIME FARMS	250.00	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9403	04/14/26	PINER005 ELIZABETH PINER	1,704.60	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9404	04/14/26	POLLI005 POLLINA, JAMES	415.00	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9405	04/14/26	PRIME005 PRIMEPAY, LLC	674.34	04/15/26 VOID	190 (Reason: Printer Feed Issue)
9406	04/14/26	RI COH005 RI COH CORPORATION	169.54	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9407	04/14/26	RI COH005 RI COH CORPORATION	238.62	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9408	04/14/26	SCHOE005 SCHOENBERG, JOHN	1,217.40	04/15/26 VOID	190 (Reason: Printer Feed Issue)
9409	04/14/26	SONSI005 BETTY SONSI ADEK	608.70	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9410	04/14/26	STOKE005 LINDA STOKES	608.70	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9411	04/14/26	TELON005 TELONICS, INC	1,789.00	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9412	04/14/26	TOWER005 TOWNORTH DEVELOPMENT	4,500.00	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9413	04/14/26	UGI EN005 UGI Energy Services, LLC	1,364.40	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9414	04/14/26	VANSI005 VANSICKLE, GLENN	852.30	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9415	04/14/26	WASTE005 WASTE MANAGEMENT OF NEW JERSEY	74.80	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9416	04/14/26	WENGRO05 EDWARD WENGROWSKI	1,217.40	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9417	04/14/26	WHITTO10 WHITTON, JAMES	608.70	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9418	04/14/26	WOOD005 MELODY WOOD	1,217.40	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9419	04/14/26	YOUNG005 KAREN L. YOUNG	1,582.50	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9420	04/14/26	YOUNG010 NADINE YOUNG	608.70	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9421	04/14/26	ZAMPE005 ROBERT A. ZAMPELLA	1,582.50	04/14/26 VOID	190 (Reason: Printer Feed Issue)
9422	04/14/26		0.00	04/14/26 VOID	
9424	04/14/26	MCCOR010 MCCORMICK TAYLOR	5,500.00		191 App. Refund #2016-0045.001 Washington Twp.
9425	04/14/26	MELOD005 THERESA J MELODICK	608.70	05/22/26 VOID	191 (Reason: Ck lost in mail.)
9426	04/14/26	MOORE010 TERRENCE D. MOORE	1,217.40	04/30/26	191
9427	04/14/26	PO000005 PEMBERTON TOWNSHIP WATER DEPT.	200.00	04/30/26	191
9428	04/14/26	PASTU005 PASTURE PRIME FARMS	250.00		191
9429	04/14/26	PINER005 ELIZABETH PINER	1,704.60	04/30/26	191
9430	04/14/26	POLLI005 POLLINA, JAMES	415.00	05/31/26	191
9431	04/14/26	PRIME005 PRIMEPAY, LLC	674.34	04/30/26	191
9432	04/14/26	RI COH005 RI COH CORPORATION	169.54	04/30/26	191
9433	04/14/26	RI COH005 RI COH CORPORATION	238.62	04/30/26	191
9434	04/14/26	SCHOE005 SCHOENBERG, JOHN	1,217.40	04/30/26	191
9435	04/14/26	SONSI005 BETTY SONSI ADEK	608.70	05/31/26	191
9436	04/14/26	STOKE005 LINDA STOKES	608.70	04/30/26	191
9437	04/14/26	TELON005 TELONICS, INC	1,789.00	04/30/26	191
9438	04/14/26	TOWER005 TOWNORTH DEVELOPMENT	4,500.00		191
9439	04/14/26	UGI EN005 UGI Energy Services, LLC	1,364.40	04/30/26	191
9440	04/14/26	VANSI005 VANSICKLE, GLENN	852.30	04/30/26	191
9441	04/14/26	WASTE005 WASTE MANAGEMENT OF NEW JERSEY	74.80	04/30/26	191
9442	04/14/26	WENGRO05 EDWARD WENGROWSKI	1,217.40	05/31/26	191
9443	04/14/26	WHITTO10 WHITTON, JAMES	608.70	04/30/26	191

Check #	Check Date	Vendor	Amount Paid	Reconci led/Voi d	Ref Num
OPERATING		Continued			
9444	04/14/26	WOOD005 MELODY WOOD	1,217.40	04/30/26	191
9445	04/14/26	YOUNG005 KAREN L. YOUNG	1,582.50	04/30/26	191
9446	04/14/26	YOUNG010 NADINE YOUNG	608.70	04/30/26	191
9447	04/14/26	ZAMPE005 ROBERT A. ZAMPELLA	1,582.50	05/31/26	191
9423	04/15/26		0.00	04/15/26 VOID	0 (Reason: Printer Feed Issue)
9448	05/06/26	ALPHA005 ALPHA MACH INC	2,871.25		192
9449	05/06/26	BENDE005 MATTHEW BENDER & CO., INC.	245.00	05/31/26	192
9450	05/06/26	CHALIS Chal is Cleaning Servi ce LLC	7,650.00	05/31/26	192
9451	05/06/26	DELLO005 DELL	543.39	05/31/26	192
9452	05/06/26	FEDER005 FEDERAL EXPRESS CORPORATION	368.56	05/31/26	192
9453	05/06/26	FISHE005 FISHER SCIENTIFIC	260.41	05/31/26	192
9454	05/06/26	HERMA005 Herman's Trucking, Inc.	272.00	05/31/26	192
9455	05/06/26	HOMED005 HOME DEPOT CREDIT SERVICES	461.88	05/31/26	192
9456	05/06/26	IMPAC005 IMPAC FLEET	748.82	05/31/26	192
9457	05/06/26	JUSTM005 Just, Mi chael	250.00		192
9458	05/06/26	MAINA005 MAIN ACCESS SYSTEMS	405.00	05/31/26	192
9459	05/06/26	MASON005 W. B. MASON	148.12	05/31/26	192
9460	05/06/26	NAPAA005 Auto Parts Connection	19.30	05/31/26	192
9461	05/06/26	NJRBA005 NJ RBA ADMIN	250.00		192
9462	05/06/26	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS	631.48	05/31/26	192
9463	05/06/26	SMARTST0 Smart Storage	650.00	05/31/26	192
9464	05/06/26	TECELO05 TEC ELEVATOR INC.	220.00	05/31/26	192
9465	05/06/26	TREAS005 TREASURER, STATE OF NEW JERSEY	2,083.42		192
9466	05/06/26	TREVI005 TREVIPAY	40.55	05/31/26	192
9467	05/06/26	TRISTO10 TRI-STATE FIRE PROTECTION	670.00	05/31/26	192
9468	05/06/26	UGIEN005 UGI Energy Servi ces, LLC	573.94	05/31/26	192
9469	05/06/26	USBAN005 US BANK	0.00	05/06/26 VOID	0
9470	05/06/26	USBAN005 US BANK	0.00	05/06/26 VOID	0
9471	05/06/26	USBAN005 US BANK	0.00	05/06/26 VOID	0
9472	05/06/26	USBAN005 US BANK	2,100.29	05/31/26	192
9473	05/06/26	VERIZ005 VERI ZON WI RELESS SERVICES, LLC	214.97	05/31/26	192
9474	05/13/26	ANDYS005 ANDY' S PRO AUTO REPAIR	3,732.06	05/31/26	193 Dodge Dakota front end repair.
9475	05/13/26	ATS ATS - Advanced Telemetry Syst.	6,792.00	05/31/26	193 Science Grant Transmitters
9476	05/13/26	BIOMARK BIOMARK, INC	80.00	05/31/26	193
9477	05/13/26	BOWES005 PITNEY BOWES	81.72	05/31/26	193
9478	05/13/26	CONNOLLY Connolly & Hickey Hi st. Arch.	16,319.43	05/31/26	193 Fenwick Preservation Project
9479	05/13/26	GANNLO05 GANN LAW BOOKS	205.00	05/31/26	193
9480	05/13/26	HAWLE005 HAWLEY BROS GENERAL CONTRACTOR	3,850.00	05/31/26	193 Barn Roof Repair
9481	05/13/26	LOWES005 LOWES	99.98	05/31/26	193
9482	05/13/26	PITNE005 PITNEY BOWES INC.	101.98	05/31/26	193
9483	05/13/26	PRIME005 PRIMEPAY, LLC	708.69	05/31/26	193
9484	05/13/26	WASTE005 WASTE MANAGEMENT OF NEW JERSEY	93.50	05/31/26	193
9485	05/22/26	AVIDI005 AVID IDENTIFICATION SYSTEMS IN	70.00	05/31/26	194
9486	05/22/26	BUNNE005 JOHN F. BUNNELL	461.02		194
9487	05/22/26	CHALIS Chal is Cleaning Servi ce LLC	2,550.00	05/31/26	194
9488	05/22/26	GRAING005 GRAINGER	63.26	05/31/26	194
9489	05/22/26	JERSEYSH JerseyShore Reporting, LLC	558.00		194
9490	05/22/26	MELOD005 THERESA J MELODICK	608.70		194
9491	05/22/26	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS	406.93	05/31/26	194
9492	05/22/26	TREAS075 TREASURER, STATE OF NEW JERSEY	45,513.00		194 2nd & 3rd Qtr. DAG Services Chargeback

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING					
			Continued		
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u> <u>Amount Void</u>
			Checks: 119	32	189,314.05 23,310.70
			Direct Deposit: 0	0	0.00 0.00
			Total: 119	32	189,314.05 23,310.70
Report Totals					
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u> <u>Amount Void</u>
			Checks: 119	32	189,314.05 23,310.70
			Direct Deposit: 0	0	0.00 0.00
			Total: 119	32	189,314.05 23,310.70

Range of Accounts: 1-00-000-01-11-02 to 1-00-000-01-11-02 Starting Date: 01/01/26 Ending Date: 05/31/26
 Transaction Type: Manual Db: N Cr: Y Receipts Db: N Cr: N Adopt/Amend Db: N Cr: N Invoice Db: N Cr: N
 Expenditures Db: N Cr: N Encumbrance Db: N Cr: N Accrued Revenue Db: N Cr: N Refund Db: N Cr: N
 Disbursements Db: N Cr: N Revenue Db: N Cr: N Reimbursements Db: N Cr: N Transfer OverPayment Db: N Cr: N
 Deferred Revenue Db: N Cr: N Received Db: N Cr: N
 Summarize Receipts/Disbursements: N

G/L Account No.	Description	Type	Debit	Credit	Reference #	User
1-00-000-01-11-02	BANK OF PRINCETON -OPERATING	Asset				
01/05/26 Manual Entry	EFT FSA PAYMENT			9.85	G 336	2 CEBERSBE
01/05/26 Manual Entry	EFT FSA PAYMENT			260.00	G 336	4 CEBERSBE
01/06/26 Manual Entry	EFT FEDERAL TAX PAYMENT PPE 12/26/25			36,965.16	G 336	8 CEBERSBE
01/06/26 Manual Entry	MONEY TRANSFER FEE CHARGED BY BANK			25.00	G 336	12 CEBERSBE
01/07/26 Manual Entry	EFT FSA PAYMENT			17.76	G 336	14 CEBERSBE
01/07/26 Manual Entry	EFT DIVISION OF PENSIONS FOR OCT 2025			31,710.87	G 336	18 CEBERSBE
01/07/26 Manual Entry	EFT DIVISION OF PENSIONS FOR NOV 2025			31,710.84	G 336	22 CEBERSBE
01/08/26 Manual Entry	EFT DIVISION OF PENSIONS FOR DEC 2025			32,323.40	G 336	30 CEBERSBE
01/09/26 Manual Entry	EFT FSA PAYMENT			341.97	G 336	32 CEBERSBE
01/12/26 Manual Entry	EFT FSA PAYMENT			20.00	G 336	34 CEBERSBE
01/13/26 Manual Entry	EFT FSA PAYMENT			10.00	G 336	38 CEBERSBE
01/13/26 Manual Entry	MONEY TRANSFER FEES CHARGED BY BANK			25.00	G 336	42 CEBERSBE
01/14/26 Manual Entry	RECORD NET PAY DISBURSEMENT PPE 01/09/26			96,510.57	G 336	44 CEBERSBE
01/15/26 Manual Entry	EFT FSA PAYMENT			40.87	G 336	71 CEBERSBE
01/16/26 Manual Entry	EFT FSA PAYMENT			91.02	G 336	73 CEBERSBE
01/20/26 Manual Entry	EFT FSA PAYMENT			21.00	G 336	83 CEBERSBE
01/20/26 Manual Entry	EFT PAYMENT FOR PA REV PPE 12/26/25			139.61	G 336	85 CEBERSBE
01/20/26 Manual Entry	EFT PAYMENT FOR FED TAX PPE 12/26/25			37,540.48	G 336	89 CEBERSBE
01/21/26 Manual Entry	EFT PAYMENT DEF COMP/ROTH PPE 12/26/25			6,396.15	G 336	92 CEBERSBE
01/21/26 Manual Entry	EFT FSA PAYMENT			884.73	G 336	94 CEBERSBE
01/21/26 Manual Entry	EFT PAYMENT FOR NJGIT PPE 12/26/25			5,968.31	G 336	96 CEBERSBE
01/21/26 Manual Entry	EFT PAYMENT FOR PA REV PPE 01/09/25			142.04	G 336	98 CEBERSBE
01/21/26 Manual Entry	EFT PAYMENT DEF COMP/ROTH PPE 01/09/25			7,024.82	G 336	101 CEBERSBE
01/22/26 Manual Entry	EFT PAYMENT FOR NJGIT PPE 01/09/26			5,887.73	G 336	111 CEBERSBE
01/26/26 Manual Entry	EFT FSA PAYMENT			10.00	G 336	113 CEBERSBE
01/27/26 Manual Entry	EFT FSA PAYMENT			30.00	G 336	115 CEBERSBE
01/27/26 Manual Entry	EFT FSA PAYMENT			81.48	G 336	117 CEBERSBE
01/27/26 Manual Entry	MONEY TRANSFER FEE CHARGED BY BANK			25.00	G 336	121 CEBERSBE
01/28/26 Manual Entry	RECORD NET PAY DISBURSEMENT PPE 01/23/26			93,446.45	G 336	125 CEBERSBE
01/29/26 Manual Entry	PRIME PAY EFT AMT - VENDOR ERROR			221.24	G 336	160 CEBERSBE
01/30/26 Manual Entry	EFT FSA PAYMENT			24.99	G 336	165 CEBERSBE
02/02/26 Manual Entry	EFT FSA PAYMENT			100.00	G 337	2 JLYNCH
02/03/26 Manual Entry	QTRLY SUI/SDI FORM NJ927 QTR 4/2025			6,728.84	G 337	6 JLYNCH
02/03/26 Manual Entry	EFT FEDERAL TAX PAYMENT PPE 01/23/26			35,682.63	G 337	10 JLYNCH
02/03/26 Manual Entry	RECORD INTEREST EARNED DURING THE MONTH			45.00	G 337	149 JLYNCH
02/04/26 Manual Entry	EFT FSA PAYMENT			40.00	G 337	12 JLYNCH
02/04/26 Manual Entry	EFT NJGIT PAYMENT PPE 01/23/26			6,003.95	G 337	14 JLYNCH
02/05/26 Manual Entry	EFT FSA PAYMENT			40.00	G 337	16 JLYNCH
02/05/26 Manual Entry	EFT PA REV PAYMENT PPE 01/23/26			136.75	G 337	18 JLYNCH
02/06/26 Manual Entry	EFT FSA PAYMENT			17.84	G 337	20 JLYNCH
02/10/26 Manual Entry	EFT FSA PAYMENT			79.68	G 337	22 JLYNCH
02/10/26 Manual Entry	EFT FSA PAYMENT			135.00	G 337	24 JLYNCH
02/10/26 Manual Entry	EFT DEF COMP/ROTH PAYMENT PPE 01/23/26			7,342.78	G 337	27 JLYNCH
02/11/26 Manual Entry	MONEY TRANSFER FEE CHARGED BY BANK			25.00	G 337	31 JLYNCH
02/11/26 Manual Entry	RECORD NET PAY DISBURSEMENT PPE 02/06/26			89,227.90	G 337	33 JLYNCH

G/L Account No.	Description	Type	Debit	Credit	Reference #	User
Date	Transaction					
1-00-000-01-11-02	BANK OF PRINCETON -OPERATING	Asset	Continued			
02/12/26	Manual Entry	EFT FSA PAYMENT		9.97	G 337	61 JLYNCH
02/17/26	Manual Entry	EFT FEDERAL TAX PAYMENT PPE 02/06/26		34,561.96	G 337	65 JLYNCH
02/18/26	Manual Entry	EFT FSA PAYMENT		34.10	G 337	67 JLYNCH
02/18/26	Manual Entry	EFT FSA PAYMENT		55.00	G 337	69 JLYNCH
02/18/26	Manual Entry	EFT FSA PAYMENT		107.19	G 337	71 JLYNCH
02/18/26	Manual Entry	EFT NJGIT PAYMENT PPE 02/06/26		5,995.65	G 337	73 JLYNCH
02/18/26	Manual Entry	EFT PA REV PAYMENT PPE 02/06/26		136.45	G 337	75 JLYNCH
02/18/26	Manual Entry	EFT DEF COMP/ROTH PAYMENT PPE 02/06/26		7,342.78	G 337	78 JLYNCH
02/20/26	Manual Entry	EFT FSA PAYMENT		5.00	G 337	80 JLYNCH
02/24/26	Manual Entry	EFT FSA PAYMENT		32.91	G 337	84 JLYNCH
02/25/26	Manual Entry	RECORD NET PAY DISBURSEMENT PPE 02/20/26		89,322.15	G 337	86 JLYNCH
03/02/26	Manual Entry	EFT FSA payment		5.00	G 338	2 JLYNCH
03/02/26	Manual Entry	EFT FSA Payment		51.55	G 338	4 JLYNCH
03/04/26	Manual Entry	EFT FSA payment		15.00	G 338	10 JLYNCH
03/04/26	Manual Entry	to record EFT for Federal Tax payment		34,569.38	G 338	14 JLYNCH
03/05/26	Manual Entry	EFT FSA payment		168.70	G 338	16 JLYNCH
03/06/26	Manual Entry	EFT FSA payment		135.00	G 338	18 JLYNCH
03/09/26	Manual Entry	to record eft patment for Def comp/roth		7,250.63	G 338	29 JLYNCH
03/09/26	Manual Entry	to record eft for NJGIT payment ppe 2/20		5,927.94	G 338	31 JLYNCH
03/10/26	Manual Entry	EFT FSA payment		30.00	G 338	33 JLYNCH
03/10/26	Manual Entry	money transfer fee by bank		25.00	G 338	37 JLYNCH
03/11/26	Manual Entry	to record net pay disbursement of ppe		88,402.57	G 338	39 JLYNCH
03/17/26	Manual Entry	EFT FSA payment		500.00	G 338	67 JLYNCH
03/17/26	Manual Entry	to record eft for fed. tax payment 3/6		34,199.99	G 338	73 JLYNCH
03/23/26	Manual Entry	money transfer fee charged by bank		25.00	G 338	77 JLYNCH
03/24/26	Manual Entry	EFT FSA PAYMENT		30.87	G 338	79 JLYNCH
03/24/26	Manual Entry	EFT FSA PAYMENT		57.41	G 338	81 JLYNCH
03/25/26	Manual Entry	to record net pay disbursement ppe 3/20		85,705.20	G 338	83 JLYNCH
03/30/26	Manual Entry	to record net pay disbursement 3/20		4,190.17	G 338	111 JLYNCH
03/31/26	Manual Entry	EFT FSA payment		8.99	G 338	113 JLYNCH
03/31/26	Manual Entry	EFT FSA payment		91.98	G 338	115 JLYNCH
03/31/26	Manual Entry	EFT FSA payment		5.99	G 338	117 JLYNCH
03/31/26	Manual Entry	to record eft for fed tax payment 3/20		34,606.19	G 338	121 JLYNCH
03/31/26	Manual Entry	to record eft for NJGIT payment 3/20		5,919.95	G 338	123 JLYNCH
03/31/26	Manual Entry	to record eft for NJGIT payment 3/6		5,908.82	G 338	125 JLYNCH
04/01/26	Manual Entry	EFT FSA PAYMENT		19.18	G 341	4 CEBERSBE
04/02/26	Manual Entry	EFT FSA PAYMENT		12.70	G 341	6 CEBERSBE
04/02/26	Manual Entry	EFT PAYMENT FOR PA REV PPE 02/20/26		136.75	G 341	8 CEBERSBE
04/02/26	Manual Entry	EFT PAYMENT FOR PA REV PPE 03/06/26		136.45	G 341	10 CEBERSBE
04/02/26	Manual Entry	EFT PAYMENT FOR PA REV PPE 03/20/26		136.75	G 341	12 CEBERSBE
04/02/26	Manual Entry	EFT PAYMENT DEF COMP/ROTH PPE 03/06/26		7,219.91	G 341	15 CEBERSBE
04/03/26	Manual Entry	EFT PAYMENT DEF COMP/ROTH PPE 03/20/26		7,219.91	G 341	18 CEBERSBE
04/03/26	Manual Entry	EFT FSA PAYMENT		30.00	G 341	20 CEBERSBE
04/04/26	Manual Entry	EFT FSA PAYMENT		40.00	G 341	22 CEBERSBE
04/05/26	Manual Entry	EFT FSA PAYMENT		13.36	G 341	24 CEBERSBE
04/05/26	Manual Entry	MONEY TRANSFER FEE CHARGED BY BANK		25.00	G 341	28 CEBERSBE
04/07/26	Manual Entry	EFT ANNUAL EMPLOYER LIABILITY - PERS		586,677.00	G 341	32 CEBERSBE
04/07/26	Manual Entry	EFT PAYMENT DIV OF PENSIONS FOR JAN 2026		30,553.37	G 341	36 CEBERSBE
04/07/26	Manual Entry	EFT PAYMENT DIV OF PENSIONS FOR FEB 2026		29,660.80	G 341	40 CEBERSBE
04/08/26	Manual Entry	EFT PAYMENT DENTAL FOR DEC 2025		1,971.52	G 341	43 CEBERSBE
04/08/26	Manual Entry	EFT PAYMENT FY26 DEC RETIREE PREMIUM		10,580.46	G 341	45 CEBERSBE
04/08/26	Manual Entry	RECORD NET PAY DISBURSEMENT PPE 04/03/26		89,883.60	G 341	47 CEBERSBE

G/L Account No.	Description	Type	Debit	Credit	Reference #	User		
Date	Transaction							
1-00-000-01-11-02	BANK OF PRINCETON -OPERATING	Asset		Continued				
04/09/26	Manual Entry	EFT PAYMENT FOR DENTAL JANUARY 2026		1,987.06	G 341	79 CEBERSBE		
04/09/26	Manual Entry	EFT DIV OF PENSIONS MARCH 2026		29,574.73	G 341	83 CEBERSBE		
04/09/26	Manual Entry	EFT FOR APRIL 2026 ACTIVE PREMIUM		12,628.96	G 341	85 CEBERSBE		
04/09/26	Manual Entry	EFT FOR FY26 JANUARY RETIREE PREMIUM		14,383.08	G 341	91 CEBERSBE		
04/10/26	Manual Entry	EFT PAYMENT FOR DENTAL FEBRUARY 2026		1,987.06	G 341	94 CEBERSBE		
04/10/26	Manual Entry	EFT FOR FY26 MARCH RETIREE PREMIUM		14,003.30	G 341	96 CEBERSBE		
04/13/26	Manual Entry	EFT PAYMENT FOR DENTAL MARCH 2026		2,128.18	G 341	99 CEBERSBE		
04/14/26	Manual Entry	EFT PAYMENT FEDERAL TAX PPE 04/03/26		34,443.53	G 341	103 CEBERSBE		
04/14/26	Manual Entry	EFT PAYMENT FOR DENTAL APRIL 2026		2,041.07	G 341	106 CEBERSBE		
04/14/26	Manual Entry	EFT FSA PAYMENT		212.18	G 341	108 CEBERSBE		
04/15/26	Manual Entry	EFT PAYMENT NJGIT FOR PPE 04/03/26		5,908.82	G 341	110 CEBERSBE		
04/15/26	Manual Entry	EFT PAYMENT NJGIT FOR CY25 4TH QTR		59.01	G 341	112 CEBERSBE		
04/15/26	Manual Entry	EFT PAYMENT PA REV PPE 04/03/26		136.45	G 341	114 CEBERSBE		
04/15/26	Manual Entry	EFT PAYMENT DEF COMP/ROTH PPE 04/03/26		7,219.91	G 341	117 CEBERSBE		
04/18/26	Manual Entry	EFT FSA PAYMENT		30.00	G 341	123 CEBERSBE		
04/21/26	Manual Entry	MONEY TRANSFER FEE CHARGED BY BANK		25.00	G 341	127 CEBERSBE		
04/22/26	Manual Entry	RECORD NET PAY DISBURSEMENT PPE 04/22/26		91,183.19	G 341	145 CEBERSBE		
04/27/26	Manual Entry	EFT FSA PAYMENT		177.46	G 341	172 CEBERSBE		
04/27/26	Manual Entry	RECORD QTRLY SUI/SDI PAYMENT FORM 927		6,139.30	G 341	174 CEBERSBE		
04/28/26	Manual Entry	EFT FSA PAYMENT		40.00	G 341	176 CEBERSBE		
04/28/26	Manual Entry	EFT PAYMENT FEDERAL TAX PPE 04/17/26		34,696.01	G 341	180 CEBERSBE		
04/28/26	Manual Entry	EFT PAYMENT NJGIT PPE 04/17/26		5,945.96	G 341	182 CEBERSBE		
04/28/26	Manual Entry	EFT PAYMENT PA REV PPE 04/17/26		136.75	G 341	184 CEBERSBE		
04/29/26	Manual Entry	EFT PAYMENT DEF COMP/ROTH PPE 04/17/26		7,219.91	G 341	189 CEBERSBE		
04/29/26	Manual Entry	Deposit Correction April 29, 2026		250.00	G 342	2 CEBERSBE		
05/01/26	Manual Entry	EFT FSA PAYMENT		30.00	G 345	2 TSARRIUG		
05/01/26	Manual Entry	EFT FSA PAYMENT		4.09	G 345	4 TSARRIUG		
05/01/26	Manual Entry	EFT FSA PAYMENT		11.00	G 345	6 TSARRIUG		
05/04/26	Manual Entry	EFT FSA PAYMENT		24.02	G 345	8 TSARRIUG		
05/05/26	Manual Entry	MONEY TRANSFER FEES CHARGED BY BANK		25.00	G 345	12 TSARRIUG		
05/06/26	Manual Entry	RECORD NET PAY DISBURSEMENT PPE 05/01/26		92,348.74	G 345	18 TSARRIUG		
05/08/26	Manual Entry	EFT FSA PAYMENT		24.12	G 345	50 TSARRIUG		
05/08/26	Manual Entry	EFT FSA PAYMENT		23.98	G 345	52 TSARRIUG		
05/10/26	Manual Entry	EFT FSA PAYMENT		5.45	G 345	54 TSARRIUG		
05/12/26	Manual Entry	EFT FSA PAYMENT		15.17	G 345	72 TSARRIUG		
05/12/26	Manual Entry	EFT FEDERAL TAX PAYMENT PPE 05/01/26		34,902.68	G 345	76 TSARRIUG		
05/14/26	Manual Entry	EFT FSA PAYMENT		30.00	G 345	78 TSARRIUG		
05/15/26	Manual Entry	EFT FOR NJGIT PAYMENT PPE 05/01/26		5,998.19	G 345	80 TSARRIUG		
05/15/26	Manual Entry	EFT FSA PAYMENT		135.00	G 345	100 TSARRIUG		
05/18/26	Manual Entry	EFT FSA PAYMENT		65.00	G 345	102 TSARRIUG		
05/19/26	Manual Entry	EFT PAYMENT FOR DENTAL MAY 2026		2,613.49	G 345	107 TSARRIUG		
05/20/26	Manual Entry	RECORD NET PAY DISBURSEMENT PPE 05/15/26		93,003.96	G 345	109 TSARRIUG		
05/22/26	Manual Entry	STOP PAYMENT FEE CHARGED BY BANK CK9425		35.00	G 345	138 TSARRIUG		
05/22/26	Manual Entry	EFT FSA PAYMENT		30.00	G 345	140 TSARRIUG		
05/26/26	Manual Entry	EFT FEDERAL TAX PAYMENT PPE 05/15/26		35,135.90	G 345	144 TSARRIUG		
05/26/26	Manual Entry	EFT PA REV PAYMENT PPE 05/01/26		136.45	G 345	146 TSARRIUG		
05/26/26	Manual Entry	EFT DEF COMP/ROTH PAYMENT PPE 05/01/26		7,219.91	G 345	149 TSARRIUG		
05/26/26	Manual Entry	EFT DEF COMP/ROTH PAYMENT PPE 05/15/26		7,219.91	G 345	152 TSARRIUG		
05/27/26	Manual Entry	EFT NJGIT PAYMENT PPE 05/15/26		5,998.19	G 345	156 TSARRIUG		
05/28/26	Manual Entry	EFT PA REV PAYMENT PPE 05/15/26		136.75	G 345	158 TSARRIUG		
Total Manual Entry:		147	Debit:	0.00	Credit:	2,300,991.88	Net:	2,300,991.88 Cr

G/L Account No. Date	Description Transaction	Type	Debit	Credit	Reference #	User
Report Totals						
Total Manual Entry:	147	Debit:	0.00	Credit: 2,300,991.88	Net: 2,300,991.88	Cr
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Total Transactions:	147	Debit:	0.00	Credit: 2,300,991.88	Net: 2,300,991.88	Cr

New Jersey Pinelands Commission Application Fee Summary

FY Total	Month	Total Revenue	Received		Refunded	
			Number	Amount	Number	Amount
Budget	FY 2026					
\$49,448.54	July	49,448.54	41	\$49,448.54	0	\$0.00
\$180,065.54	August	130,617.00	44	\$145,776.38	15	\$15,159.38
\$224,081.01	September	44,015.47	45	\$49,784.22	3	\$5,768.75
\$258,817.82	October	34,736.81	45	\$53,506.41	10	\$18,769.60
\$332,477.83	November	73,660.01	23	\$76,110.01	8	\$2,450.00
\$420,567.20	December	88,089.37	49	\$88,089.37	0	\$0.00
\$457,777.44	January	37,210.24	41	\$43,272.74	9	\$6,062.50
\$602,612.18	February	144,834.74	38	\$147,028.61	6	\$2,193.87
\$659,206.61	March	56,594.43	51	\$56,594.43	0	\$0.00
\$695,255.57	April	36,048.96	48	\$63,044.21	15	\$26,995.25
\$848,176.59	May	152,921.02	37	\$153,421.02	2	\$500.00
\$848,176.59	June	0.00				
\$848,176.59		\$848,176.59	462	\$926,075.94	68	\$77,899.35

Budget Anticipated	\$850,000.00	
Amount Collected	\$848,176.59	99.79%
<hr/>		
Amount in Excess of Budget.	-\$1,823.41	-0.21%

RECOMMENDATION FOR CONTRACT AWARD
Certified Public Accounting (CPA) Services
Request for Proposal #26-001
Released on April 7, 2026

I. Recommendation

The Evaluation Committee recommends that the contract be awarded for all of the services specified in the April 7, 2026, Request for Quotation (RFQ) #26-001 to Holman Frenia Allison, P.C.; 1985 Cedar Bridge Ave., Suite 3, Lakewood, NJ 08701.

II. Background

A. Bid Responses

The Pinelands Commission received 2 bids by the closing date of June 9, 2026. All bids were deemed responsive and submitted to the Evaluation Committee for review.

The 2 bidders were:

<u>FIRM</u>	<u>PRICE</u>
Holman Frenia Allison, P.C.	\$73,380.00
WithumSmith+Brown, P.C.	\$75,660.00

B. The members of the Evaluation Committee are:

Gina Berg	Pinelands Commission
Charleen Danley	Pinelands Commission
Carol Ebersberger	Pinelands Commission

III. Evaluation

The Committee members evaluated the proposals using a 0–100-point system, with 100 being the highest score, for each qualitative criteria included in the RFQ. The criteria and their max points were as follows:

<u>Criteria</u>	<u>Max Points</u>
Personnel Experience	65
Cost	35

A. Total Scores of the Proposals

Committee members were asked to report the total scores they calculated for each of the prospective firms. The results of the total scores are contained in Table 1.

Table 1: Total Scores of the Proposals

Vendor	Committee Members Total Score for Each Proposal			Aggregate Score	Average Score
Holman Frenia Allison, P.C.	100	88	91	279	93
WithumSmith+Brown, P.C.	89	77	95	261	87

B. Separate Evaluation Criteria

Table 2 summarizes the members' scoring of each vendor's Personnel Experience for the project.

Table 2: Personnel Experience

Vendor	Personnel Experience			Aggregate Score	Average Score
Holman Frenia Allison, P.C.	65	56	58	179	59.67
WithumSmith+Brown, P.C.	55	47	60	162	54

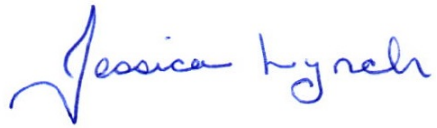
Table 3 summarizes the members' scoring for each firm's Cost.

Table 3: Cost

Vendor	Cost			Aggregate Score	Average Score
Holman Frenia Allison, P.C.	35	32	33	100	33.33
WithumSmith+Brown, P.C.	34	30	35	99	33

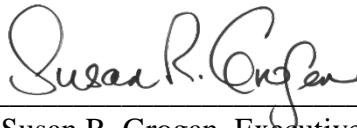
IV. Final Review and Conclusion

Holman Frenia Allison, P.C. is the recommended vendor based on the above scoring.



Prepared by: _____
Jessica Lynch

Date: 6-17-2026



Approved: _____
Susan R. Grogan, Executive Director

Date: 6/17/2026

CERTIFIED PUBLIC ACCOUNTANT SERVICES

REQUEST FOR QUOTATION (RFQ) RFQ #26-001



Presented to
NJ PINELANDS COMMISSION

Presented by
HOLMAN FRENIA ALLISON, P.C.



**N.J. PINELANDS COMMISSION
REQUEST FOR QUOTATION (RFQ)
RFQ #26-001
Cover Page**

DATE ISSUED: May 12, 2026.

Vendor Name:
Holman Frenia Allison, PC

Vendor Federal Tax ID Number:
22-3480145

Vendor Address:
1985 Cedar Bridge Ave., Suite 3
Lakewood, NJ 08701

Return To:
NJ Pinelands Commission
Jessica Lynch, Business Manager
Email: RFP@pinelands.nj.gov

Response To This Request For Quotation Shall Be Returned By:
June 9, 2026 at 1:00 P.M.

QUALIFY AS: (CHECK IF APPLICABLE) **SMALL BUSINESS**

NAME:

Certified Public Accountant Services

COST PER FISCAL YEAR AUDIT: \$24,460

TOTAL COST: Total 3-Year \$73,380, \$24,460 Each Additional Year Added On

Important Instructions To Vendor: Fill in all requested information. After you have completed this Solicitation request, it must be signed and submitted to the email address indicated above. The Pinelands Commission General Terms and Conditions are included as a part of this solicitation and any contracts pursuant thereto.

Bidder's Signature:



Matthew F. Holman, CPA
Holman Frenia Allison, PC

Title: Partner

Date: June 8, 2026



Certified Public Accountants + Advisors

1985 Cedar Bridge Ave., Suite 3 • Lakewood, NJ 08701 • 732.797.1333

194 East Bergen Place • Red Bank, NJ 07701 • 732.747.0010

www.hfacpas.com

June 8, 2026

Jessica Lynch
Business Manager
N.J. Pinelands Commission

Dear Mrs. Lynch,

Holman Frenia Allison, P.C. (“HFA”) is pleased to submit this cover letter in support of our proposal to provide professional services for the N.J. Pinelands Commission. HFA brings extensive governmental experience, a strong understanding of public sector operations, and a long-standing commitment to delivering practical, responsive, and high-quality services to governmental entities.

HFA has substantial experience serving governmental and quasi-governmental organizations, including municipalities, counties, authorities, school districts, fire districts, utility authorities, redevelopment entities, and other public agencies. Our professionals understand the unique accounting, auditing, reporting, compliance, and operational requirements that apply to governmental clients, including fund accounting, budgetary compliance, grant compliance, internal control evaluation, procurement-related requirements, and financial reporting under applicable governmental standards.

In addition to our broad governmental accounting and auditing experience, HFA has significant hands-on experience working with the Edmunds financial management system, which is predominantly utilized in municipal government engagements. HFA’s familiarity with Edmunds extends beyond understanding and reviewing standard system reporting; our professionals have worked with Edmunds-generated reports, evaluated the reliability and usefulness of system output, assisted clients in interpreting financial data, and used the system’s reporting capabilities to support audit, compliance, budgetary, and management reporting needs. HFA has also assisted governmental clients with more complex Edmunds-related projects, including system builds from the ground up and the remapping of existing systems to improve reporting, enhance account structure, and better align financial information with management, audit, and compliance requirements.

We appreciate the opportunity to present HFA’s qualifications for this engagement. We are confident that our governmental experience, technical expertise, Edmunds system knowledge, and commitment to client service make us well-suited to assist the N.J. Pinelands Commission. We would welcome the opportunity to discuss our qualifications in greater detail and answer any questions regarding our approach.













Sincerely,

The HFA Team

A handwritten signature in black ink that reads 'Matthew F. Holman'. The signature is written in a cursive, flowing style.

Matthew F. Holman, CPA
Partner
mholman@hfacpas.com
(732) 797-1333 x 309

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Certified Public Accountants + Advisors

INTRODUCTION

Welcome to HFA!

We are excited to present our proposal to support your advisory and auditing support service needs. At HFA, we deliver highly personalized and comprehensive advisory, audit, and tax services designed to provide solutions for a diverse client base.

Our approach combines the best of both worlds: the technical rigor and structure of a Big 4 firm—delivered at small firm costs—with the accessibility and partnership of a trusted advisor. With a strong concentration in serving governmental organizations, our team brings both depth of experience and a variety of innovative approaches to problem-solving.

We believe in working collaboratively with our clients by keeping them informed throughout every stage of the engagement process. Transparency is at the core of our work—we provide regular updates and address issues as they arise so there are no surprises. We understand the unique challenges governments face, and we are committed to providing tailored, practical solutions that align with your mission and goals.

25+

Years of operations

20+

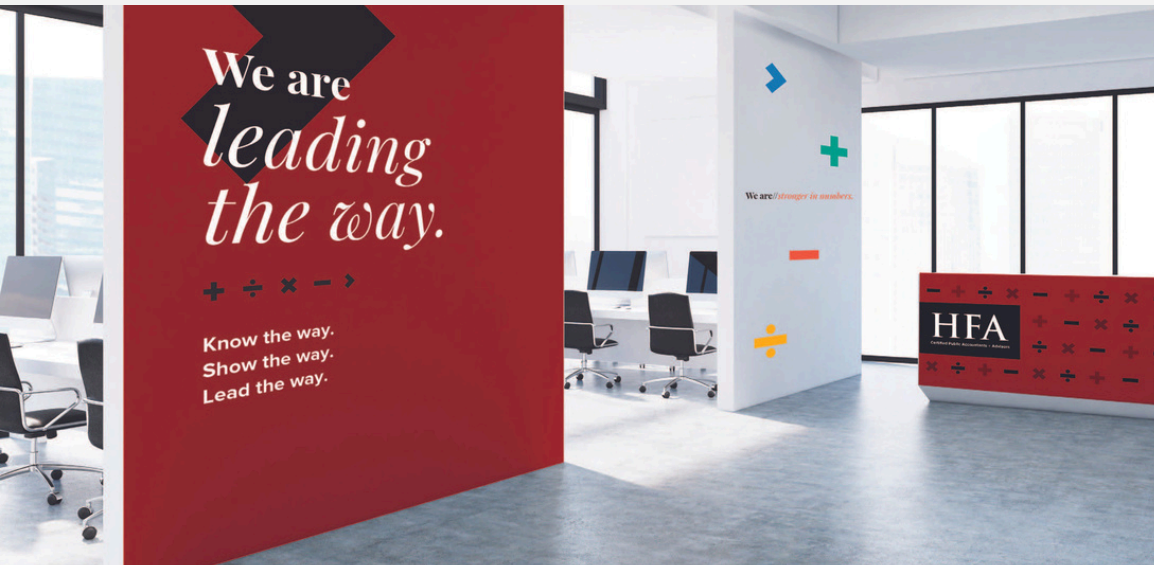
Certified Public Accountants

200+

Governments Served

90+

Employees



2026

We are//HFA.



About Us

Holman Frenia Allison, PC, Certified Public Accountants and Advisors (HFA), is headquartered in Lakewood, New Jersey. The firm services a diverse client base, providing highly personalized and comprehensive advisory, audit and tax services.

For decades, HFA has been recognized throughout the region as a firm that blends the resources and technical sophistication of a large accounting practice with the client-first service of a boutique firm. Our team takes the time to understand each client's unique environment, combining a big-picture perspective with a sharp focus on the details that matter most.

At HFA, we don't just perform engagements—we partner with our clients to elevate efficiency, strengthen financial operations, and support long-term success.

Mission

At HFA, our mission is to put people first, fostering an environment where forces work together to achieve exceptional results every day, in every way.

Vision

Our vision is to be the most trusted and innovative accounting firm, where excellence and accountability are the cornerstones of our service. We aim to inspire and empower our clients to achieve their financial goals, while continuously investing in the growth and development of our team.

Why HFA?

- Government Expertise
- Personalized Partnership
- Proven Value

GOVERNMENT DEDICATION



HFA is deeply committed to serving the governmental sector, and we have assembled a team of professionals who offer the hands-on experience, technical skills, and practical understanding necessary to serve the distinctive needs of governmental entities. Our professionals understand the complex accounting, auditing, reporting, compliance, and operational requirements faced by municipalities, authorities, school districts, fire districts, and other public-sector organizations.

We are offering the N.J. Pinelands Commission the opportunity to retain a firm with an untarnished reputation, exemplary service, professionals with outstanding experience and credentials in the governmental accounting profession, and a commitment to the public sector that is demonstrated through years of dedicated service to governmental clients throughout New Jersey.

All professional staff have met and, in most cases, exceed the Continuing Professional Education (“CPE”) minimum requirements mandated by the American Institute of Certified Public Accountants (“AICPA”), the New Jersey Society of Certified Public Accountants (“NJCPA”), and applicable governmental auditing standards, including the standards set forth in Government Auditing Standards, commonly referred to as the “Yellow Book.” HFA is qualified by the State of New Jersey to provide CPE instruction. All key professional staff are properly licensed to practice in New Jersey and use advanced work paper management systems designed to support efficient, thorough, and well-documented engagements.

Our team stays current with the latest governmental accounting standards, auditing requirements, regulations, and industry practices. We invest in the professional development of our staff to ensure they have the knowledge and skills necessary to deliver high-quality audit and advisory services to governmental clients. We set very high standards for our professionals and support personnel and strive for all professionals with over two years of experience to be Certified Public Accountants. The firm’s current professional staff includes Certified Public Accountants, Registered Municipal Accountants, Certified Municipal Finance Officers, Public School Accountants, Certified Fraud Examiners, and Chartered Global Management Accountants.

At HFA, we believe in the importance of giving back and strengthening the communities where we live and work. Through HFA Cares, we actively encourage and financially support our professionals to serve on non-profit boards and participate in community-based organizations. Our team members proudly contribute their time, talent, and expertise to a wide range of charitable, civic, and professional organizations, helping to make a meaningful difference beyond the workplace.



Our employees are currently involved in the following organizations:

Asbury Park Theatre Company
Big Brothers Big Sisters of Northern and Coastal New Jersey
Coastal Habitat for Humanity
Count Basie Center for the Arts
CSM Robert Gallagher Charitable Foundation
Fulfill Foodbank
Girl Scouts of the Jersey Shore
Jackson Kiwanis
Junior League of Monmouth County

Live Your Freedom Foundation
Lunchbreak
Medford Sunrise Rotary
Monmouth County Habitat for Humanity
Monmouth Ocean Development Council
Mounmouth Park Charity Fund
Red Bank Catholic Foundation
Red Bank Rotary
YMCA Camp Ockanickon
NJCPA

HFA has successfully passed our most recent peer review, which indicates we have surpassed and are compliant with the standards for quality of accounting and auditing services. Our goal at HFA is to provide top-quality service to our clients, and we continuously strive to make improvements.

We have also received the Award for Excellence in Knowledge, Value, and Overall Client Satisfaction from the Single Audit Resource Center. The Single Audit Resource Center has recognized our firm for our outstanding service to our clients. This award is based on feedback regarding our clients' overall satisfaction.

Some of our professionals have earned a variety of certifications from the AICPA, including the COSO Internal Control Certificate, Cybersecurity Fundamentals for Finance and Accounting Professionals Certificate, Advanced Defined Contribution Plans Audit Certificate, Intermediate Single Audit Certificate, and Not-For-Profit Certificate.

 Committee of Sponsoring Organizations Certificate <i>Provides an enhanced effectiveness of internal controls review, policy and SOP deficiency recognition, and controls environment improvements</i>	 Cybersecurity Fundamentals for Finance Professionals Certificate <i>Developed fluency in cybersecurity risk mitigation techniques and protection from organizational cyber threats</i>	 Advanced Defined Contribution Plans Audit Certificate <i>Skilled in planning, performing, and evaluating defined contribution plans, in accordance with AICPA standards and DOL rules and regulations</i>	 Intermediate Single Audit Certificate <i>Fluency in planning, directing and reporting on single audits in accordance with the latest requirements of the Uniform Guidance.</i>	 AICPA Not-For-Profit Certificate <i>Comprehensive competency in not-for-profit (NFP) accounting, financial reporting, tax compliance, governance and assurance</i>
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Our Alliance

We are an independent member of the BDO Alliance USA, a nationwide association of independently owned local and regional accounting, consulting and service firms with similar client service goals. By supplementing our services, the BDO Alliance USA allows us to:

- Enhance our client services and broaden our capabilities overall
- Gain greater technical knowledge in specialty areas
- Utilize professionals with experience in a wide range of industries
- Access the most up-to-date technical information
- Participate in the latest training programs



Task 1 – Pre-Audit Support

HFA will work with the Commission to obtain and review the financial records and supporting documentation necessary to prepare the Annual Financial Statement and related notes for submission to the State Auditor. This information is expected to include, but not be limited to, general ledger reports, journal entry reports, revenue and expenditure reports, accounts payable reports, check registers, bank statements, compensated absences reports, and other relevant financial documentation. HFA will analyze these records, prepare the necessary conversion and adjusting entries, and draft the Annual Financial Statement and notes in advance of the State audit process.

As part of this process, HFA will document any required changes, corrections, or additions to the Annual Financial Statement or conversion entries and communicate those items to the Commission for incorporation into the Edmunds Accounting System. Once the revisions have been made, HFA will perform a subsequent review of the Annual Financial Statement and conversion entries to confirm that the financial statement package is complete and ready for audit. If requested by the Commission’s Audit Committee or Executive Director, HFA will also participate in the virtual Pre-Audit Conference with the State Auditor.

Task 2 – Audit Support

Upon commencement of the audit, HFA will serve as a resource to the Commission’s Business Manager throughout the State audit process. HFA will assist in responding to questions, information requests, and proposed adjustments from the State Auditor, and will participate in telephone calls and virtual meetings arranged by the Business Manager as needed. This coordination will help ensure that audit-related matters are addressed efficiently and that any requested adjustments are clearly understood and properly documented.

As necessary adjustments are identified and posted in Edmunds by the Business Manager, HFA will review the updated information and prepare the revised Annual Financial Statement. After the State Auditor issues the draft audit report, HFA will review the report, including any findings, and provide recommendations for responses and corrective actions for the Commission’s consideration. Through this process, HFA will support the Commission in completing the audit in an organized, responsive, and timely manner.

Task 3 – Post-Audit Support

If requested by the Commission’s Audit Committee or Executive Director, HFA will attend the virtual Post-Audit Conference with the State Auditor. HFA will participate in the discussion of the audit results, findings, recommendations, and any related corrective actions, and will assist the Commission in understanding the matters presented and the steps necessary to address them.

Following completion of the audit, HFA will continue to serve as a resource to the Commission by providing guidance on process improvements, documentation practices, Edmunds reporting, and the implementation of corrective actions or recommended changes. This ongoing support is intended to help strengthen the Commission’s financial reporting process, improve year-end readiness, and make future audits more efficient, organized, and smooth.

HFA has extensive experience providing advisory and consulting services to municipal and governmental entities throughout New Jersey. Our work in this area has included financial consulting, purchasing consulting, accounting support, process review, reporting assistance, and general advisory services designed to help municipalities improve financial operations, strengthen internal controls, and address specific administrative or compliance needs.

HFA has provided municipal advisory and consulting services to a broad range of governmental clients, including Berkeley Township, the Township of Cedar Grove, Florence Township, South Brunswick Township, the Borough of Frenchtown, the Township of Neptune, the Township of Lakewood, the Township of Jackson, the Township of Clark, Raritan Township MUA, the Borough of Lake Como, and Cumberland County. Many of these entities utilize Edmunds as their financial reporting system, and HFA’s experience with those clients gives our professionals a strong working knowledge of Edmunds reporting, account structure, system output, and the way financial information is maintained and used in municipal operations.

In addition to general municipal consulting, HFA has performed specialized purchasing consulting for clients such as the Borough of Frenchtown and the Township of Clark. This experience reflects our understanding of the procurement environment in which municipalities operate and our ability to provide practical guidance that supports compliance, accountability, and operational efficiency.

Through these advisory engagements, HFA has developed a practical understanding of the challenges faced by local governments, including limited staffing resources, evolving regulatory requirements, complex reporting obligations, and the need for timely, accurate financial information. Our municipal consulting experience, combined with our familiarity with Edmunds and other governmental financial systems, allows us to provide responsive, knowledgeable, and hands-on support tailored to the needs of each governmental client.

Specific References

Client Name	Contact Person	Phone
Florence Township	Michelle L. Chieniego, CMFO, QPA	(609) 499-2525 x 105
Jackson Township	Charles Terefenko, Business Administrator	(732) 928-1200
Lakewood Township	Patrick Donnelly, Municipal Manager	(732) 364-2500 x 5200

HFA has extensive experience providing audit and related financial reporting services to municipalities, counties, and governmental entities throughout New Jersey. Our municipal audit experience includes annual audits, single audits, Annual Financial Statement preparation, Annual Debt Statement assistance, budget preparation support, financial statement preparation, ACFR-related services, deferred compensation plan reviews, analysis of receivables and reserves, and other governmental accounting and reporting services. This experience gives HFA a strong understanding of the financial, compliance, reporting, and operational requirements that apply to municipal governments.

HFA's municipal audit and related governmental experience includes services provided to Berkeley Township, Bound Brook Borough, Carteret Borough, Clifton City, Englishtown, Fair Haven, Farmingdale, Harvey Cedars, Highlands Borough, Holmdel Township, Howell Township, Jackson Township, Jamesburg Borough, Keansburg Borough, Keyport Borough, Lacey Township, Lakehurst Borough, Lakewood Township, Little Egg Harbor, Little Silver, Monmouth County, Neptune City, Ocean County, Old Bridge Township, Point Pleasant Beach, Point Pleasant Borough, Readington Township, Rumson Borough, Sea Bright Borough, Seaside Heights, Seaside Park Borough, Shrewsbury Borough, Stafford Township, Surf City Borough, Toms River Township, Union Beach Borough, Wall Township, and Waretown/Ocean Township. These engagements reflect HFA's broad municipal experience across entities of varying size, complexity, reporting needs, and audit requirements.

Many of these municipal clients utilize Edmunds as their financial reporting and accounting system. HFA's experience with these engagements has given our professionals a strong working knowledge of Edmunds reporting, account structure, system output, and the manner in which municipal financial information is maintained, reconciled, and presented for audit purposes. This familiarity allows HFA to efficiently review Edmunds-generated reports, identify necessary adjustments, assist with reporting matters, and communicate practical recommendations that support accurate and timely financial reporting.

Specific References

Client Name	Contact Person	Phone
Point Pleasant Borough	Frank Panucci Jr., Administrator	(732) 892-3434
Ocean County	Julie Tarrant, CFO	(732) 288-7777
Monmouth County	Teri O'Connor, County Administrator	(732) 431-7000

EXPERIENCE (OTHER ENTITIES)

In addition to HFA’s extensive municipal audit and consulting experience, the firm has significant experience serving a wide range of other governmental and quasi-governmental entities. These clients include municipal utilities authorities, sewerage authorities, redevelopment agencies, fire districts, joint insurance funds, health insurance funds, county agencies, libraries, boards of health, boards of social services, state agencies, landfill closure funds, and other public-sector organizations. HFA’s work for these entities has included both audit and advisory services, giving our professionals a broad understanding of the financial, operational, compliance, and reporting needs that exist across the governmental sector.

HFA has provided services to entities such as the NJ Department of Environmental Protection, NJ Transportation Authorities, Lacey MUA, Ocean County Utilities Authority, Atlantic County Improvement Authority, Old Bridge MUA, Plumsted MUA, Toms River MUA, Raritan Township MUA, TOMSA, Ocean County Board of Health, Ocean County Board of Social Services, Ocean County Library Commission, Ocean County Mosquito Extermination Commission, Atlantic County Department of Family and Community Development, Atlantic County Prosecutor’s Office, Middlesex County JIF, Mercer JIF, Ocean County JIF, Middlesex County Municipal JIF, Municipal Reinsurance Health Insurance Fund, North Jersey Municipal Employee Benefits Fund, and various landfill closure and reclamation funds. These engagements demonstrate HFA’s ability to work with governmental entities that have specialized reporting structures, restricted funding sources, regulatory requirements, and unique operational considerations.

Many of these governmental entities also utilize specialized governmental accounting systems and reporting structures, including Edmunds and other public-sector financial platforms. HFA’s experience allows our professionals to efficiently review system-generated reports, analyze account structure and system output, assist with financial reporting and reconciliation matters, and provide practical recommendations to improve accuracy, consistency, and audit readiness.

Specific References

Client Name	Contact Person	Phone
NJ Department of Environmental Protection	Frank A. DeFeo, Assistant Director	(609) 777-3373
NJ Veterans Memorial Home at Menlo Park	Robert Biluck	(609) 680-5046
South Jersey Transportation Authority	Cynthia Blasberg	(609) 965-6060

We are pleased to introduce the engagement team from HFA, a group of skilled professionals who provide exceptional accounting services to government entities. With a deep understanding of governments' unique challenges, we are committed to delivering solutions that enhance financial transparency, efficiency, and accountability.

Engagement Partner

Matthew F. Holman, CPA, PSA

The Engagement Partner will have overall responsibility for the successful performance and completion of the engagement. This individual will serve as the primary executive-level contact for the client and will be responsible for ensuring that the engagement is properly planned, staffed, supervised, and completed in accordance with applicable professional standards, regulatory requirements, and the client's expectations.

Quality Review Partner

Robert Allison, CPA, RMA, PSA

The Quality Review Partner will provide an independent review of the engagement to help ensure that the work performed, conclusions reached, and deliverables issued are consistent with applicable professional standards and HFA's quality control policies. This individual will review significant engagement matters, provide technical guidance as needed, and help ensure that the final work product is accurate, complete, and responsive to the client's objectives.

Advisory Director

Anthony Mannino

The Director will assist in overseeing the planning, coordination, and execution of the engagement and will serve as a key technical and management resource for both the client and the HFA engagement team. The Director will help monitor engagement progress, review significant workpapers and deliverables, address complex accounting, reporting, or advisory matters, and ensure that communication with the client remains timely, clear, and responsive throughout the engagement.

Advisory Senior

Rachel DiGiovanni, CPA

The Senior assigned to the advisory engagement will be responsible for the day-to-day coordination and execution of assigned engagement procedures under the direction of the Engagement Partner and management team. This individual will work directly with client personnel to request, review, and analyze financial records, reports, supporting documentation, and other information necessary to complete the engagement efficiently and effectively.



MATTHEW F. HOLMAN, CPA, PSA

PARTNER



732.797.1333 ext. 309



mholman@hfacpas.com



@matthew-holman

PROFESSIONAL OVERVIEW

Matthew F. Holman is the lead Partner in the Advisory Department with Holman Frenia Allison, P.C. (HFA), a regional public accounting firm of over 75 professionals serving the New Jersey, New York, and Pennsylvania markets.

With extensive experience in accounting, auditing, consulting, and internal control support for various organizations, Mr. Holman specializes in conducting audits and providing advisory services for school boards, authorities, non-profits, fire districts, counties, and municipalities.

He is also a pioneer in developing internal quality control measures at HFA, and is dedicated to delivering professional, client-centric services aimed at fortifying internal controls and achieving business objectives.

Mr. Holman is an esteemed member of both the American Institute of Certified Public Accountants (AICPA) and the New Jersey Society of Certified Public Accountants (NJCPA).

Furthermore, he holds AICPA certifications in COSO Internal Control, Cyber-Security, and Client Advisory Services.

Mr. Holman currently serves as the Treasurer for the Monmouth Park Charity Fund, an organization committed to raising and distributing funds to Monmouth County non-profit agencies that address health-related issues, support at-risk populations, and provide special services within the community.

Mr. Holman is a graduate of Franklin and Marshall College, holding a B.S. in Accounting.

HONORS & ACHIEVEMENTS

NJCPA Ovation Award 2023 Innovation
Monmouth Park Charity Fund Honoree



ROBERT W. ALLISON, CPA, RMA, PSA

PARTNER



732.797.1333 ext. 303



ballison@hfacpas.com



@robert-allison

PROFESSIONAL OVERVIEW

Robert W. Allison is a founding Partner of Holman Frenia Allison, P.C. (HFA), and currently holds the title of President. HFA is a regional certified public accounting firm of over 75 professionals serving the New Jersey, New York, and Pennsylvania markets.

Mr. Allison boasts over 30 years of experience specializing in auditing services for a diverse clientele, including local and state government entities, public school boards, water and sewer utilities, and non-profit organizations. His expertise spans audits, operational reviews, accounting, financial statements, and litigation support.

He holds multiple credentials, including Certified Municipal Finance Officer and a Certificate in Achievement in Personal Financial Planning from the AICPA. Additionally, he is an accomplished lecturer on accounting and financial topics.

Mr. Allison is an Associate Member of the Monmouth County School Business Officials, a member of the Registered Municipal Accountants Association, and maintains memberships in the American Institute of Certified Public Accountants and the New Jersey Society of Certified Public Accountants.

Mr. Allison is a dedicated community advocate. He holds the position of Board President at The Asbury Park Theater Company, an organization committed to creating transformative professional theater that enriches the community.

Additionally, he serves as Treasurer for the Red Bank Catholic Foundation and is a Board Member of the Friendly Sons of St. Patrick of the Jersey Shore.

Mr. Allison is also a Board Member at LeadNJ, a prestigious group of accomplished leaders championing positive change in New Jersey.



ANTHONY MANNINO

DIRECTOR



732.797.1333 ext. 308



amannino@hfacpas.com



[@anthony-mannino](#)

PROFESSIONAL OVERVIEW

Anthony Mannino is a Director in the Advisory Department with Holman Frenia Allison, P.C. (HFA), a regional certified public accounting firm of over 75 professionals serving the New Jersey, New York, and Pennsylvania markets.

Mr. Mannino has been an integral part of the HFA team since 2013. His areas of specialization encompass auditing, accounting, consulting, financial statement audits, single audits, and providing outsourced Chief Financial Officer services to multiple clients. His diverse clientele comprises school boards, municipal and county utilities, local and state governmental entities, and non-profit organizations.

Furthermore, Mr. Mannino holds memberships in esteemed professional organizations, including the Government Finance Officers Association of New Jersey, the New Jersey Association of County Finance Officers, and the Tax Collectors & Treasurers Association of New Jersey. He is also an Associate Member of the Middlesex County Association of School Business Officials.

Mr. Mannino served as a professor at Rutgers University Center for Government Services, teaching Financial Management Courses.

He earned a B.S. in Accounting from Rider University and later completed his Masters of Accountancy with a specialization in Fraud & Forensic Accounting at the same institution



Rachel DiGiovanni, CPA

Senior Advisor



732.797.1333



rdigiovanni@hfapcas.com

PROFESSIONAL OVERVIEW

Rachel DiGiovanni is a Senior Accountant with Holman Frenia Allison, P.C. (HFA), a regional certified public accounting firm of over 75 professionals serving the New Jersey, New York, and Pennsylvania markets.

Mrs. DiGiovanni holds a wealth of expertise in audit and accounting, with over five years of experience in the field. She began her journey at HFA in 2018 as an intern and has since amassed extensive experience in conducting audits, reviews, and compilations across various entities. These entities include Municipalities, Commercial Entities, Authorities, Fire Districts, and Not-for-Profit Organizations. Mrs. DiGiovanni is an esteemed member of the New Jersey Society of Certified Public Accountants (NJCPA).

Mrs. DiGiovanni holds a Bachelor of Science Degree with a concentration in Accounting from Kean University.

COST PROPOSAL

We have budgeted out the hours necessary to provide the services outlined previously. Fees are developed based on the firm's hourly rates that range from \$120 per hour to \$220 per hour, depending on the type of engagement and the professionals assigned.

Our all-inclusive hourly rate schedule is as follows:

	Partner	\$220
	Director	\$185
	Supervisor	\$165
	Senior	\$150
	Staff	\$120

Task 1 - Pre-Audit

- Review the financial records provided and prepare conversion (adjusting) entries and the Annual Financial Statement and Notes for submission to the State Auditor prior to commencement of the State audit process.
- Document and provide the Commission with any necessary changes, corrections, or additions to the Annual Financial Statement or conversion entries for incorporation into the Edmunds Accounting System.
- After the identified revisions have been made, the accountant will again review the Annual Financial Statement and conversion entries and affirm that the Annual Financial Statement is ready for audit.
- The accountant will attend the virtual Pre-Audit Conference with the State Auditor.

Position	Estimated Hours for Task	Fee
Engagement Partner	30 Hours @ \$220	\$6,600
Quality Review Partner	4 Hours @ \$220	\$880
Director	16 Hours @ \$185	\$2,960
Senior	40 Hours @ \$150	\$6,000
Staff	10 Hours @ \$120	\$1,200
Total for Task		\$17,640

COST PROPOSAL

Task 2 - Audit

- The Accountant will serve as a resource for the Commission's Business Manager in responding to questions and requests for adjustments from the State Auditor.
- The Accountant will participate in telephone calls and virtual meetings arranged by the Business Manager, including calls and meetings with the State Auditor, for purposes of coordinating work and any requested adjustments.
- The Business Manager will post any necessary adjustments in Edmunds and provide that information to the Accountant, who will then prepare the updated Annual Financial Statement.
- After the State Auditor issues a draft audit report, the Accountant will review any findings and recommend responses and corrective actions for the Commission's consideration.

Position	Estimated Hours for Task	Fee
Engagement Partner	10 Hours @ \$220	\$2,200
Quality Review Partner	1 Hour @ \$220	\$220
Director	6 Hours @ \$185	\$1,110
Senior	15 Hours @ \$150	\$2,250
Staff	5 Hours @ \$120	\$600
Total for Task		\$6,380

Task 3 - Post-Audit

- If requested by the Commission's Audit Committee or Executive Director, the Accountant will attend the virtual Post-Audit Conference with the State Auditor.

Position	Estimated Hours for Task	Fee
Engagement Partner	2 Hours @ \$220	\$440
Total for Task		\$440

COST PROPOSAL

HFA is available for the work outlined in Task 1 to commence immediately, pending appointment, recognizing that this Task must be completed prior to commencement of the Commission's FY2023 audit on or about June 30, 2026.

Total Cost Per Fiscal Year Audit

Task	Fee
Task 1	\$17,640
Task 2	\$6,380
Task 3	\$440
Total Per Fiscal Year Audit	\$24,460

Total Cost For 3-Year Period Including Two One-Year Extensions

Year	Fee
FY2023 Audit	\$24,460
FY2024 Audit	\$24,460
FY2025 Audit	\$24,460
FY2026 Audit (One-Year Extension)	\$24,460
FY2027 Audit (One-Year Extension)	\$24,460
Total Cost	\$122,300

ADDITIONAL INFORMATION

Affirmative Action

HFA has complied with all affirmative action requirements; a copy of our current Certificate of Employee Information Report is included in this proposal.

Judgements

HFA has never been adjudicated liable for professional malpractice.

Bankruptcy

HFA is not now and never has been involved in any bankruptcy or reorganization proceedings.

Federal, State & Professional Licenses

HFA is in possession of all appropriate federal and state licenses to conduct business. All assigned key professional staff are properly registered/licensed to practice in New Jersey. Licenses are included in this proposal.

Independence

No principal of HFA or team member has any immediate relatives who are employees or elected officials of the NJ Pinelands Commission.

Employees

We would confirm that all work is performed by HFA personnel and qualified subcontractors, as needed.

Anti-Discrimination Provisions

HFA is compliant with all applicable provisions of N.J.S.A. 10:2-1. Antidiscrimination provisions.

Small Business Enterprise

HFA is a New Jersey-approved “SBE” under the State of New Jersey’s Small Business Set-Aside Act and Minority and Women Certification Program.

CONCLUSION

In conclusion, the importance of advisory services cannot be overstated in today's complex and rapidly changing business landscape. Our proposal outlines a comprehensive approach to providing high-quality services that will not only ensure compliance with regulatory requirements but also deliver valuable insights to enhance the overall financial health and risk management of our clients. By leveraging our team's expertise, advanced technological tools, and industry best practices, we are confident in our ability to deliver accurate, timely, and transparent results. Our commitment to professional integrity, confidentiality, and client satisfaction will serve as the foundation for building strong, long-lasting partnerships. With our accounting and auditing services, organizations can confidently navigate the ever-evolving financial landscape and make informed decisions to drive sustainable growth.

Commitment is a group effort.

Two are always better than one. Together we know better so we can be better. Growth through teamwork!



We are//HFA.



Website

www.hfacpas.com



Phone

732-797-1333



E-mail

info@hfacpas.com



HQ address

1985 Cedar Bridge Ave., Suite 3, Lakewood, NJ

APPENDIX

BUSINESS REGISTRATION

THIS DOCUMENT IS PRINTED ON WATERMARKED PAPER, WITH A MULTI-COLORED BACKGROUND AND MULTIPLE SECURITY FEATURES. PLEASE VERIFY AUTHENTICITY.

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

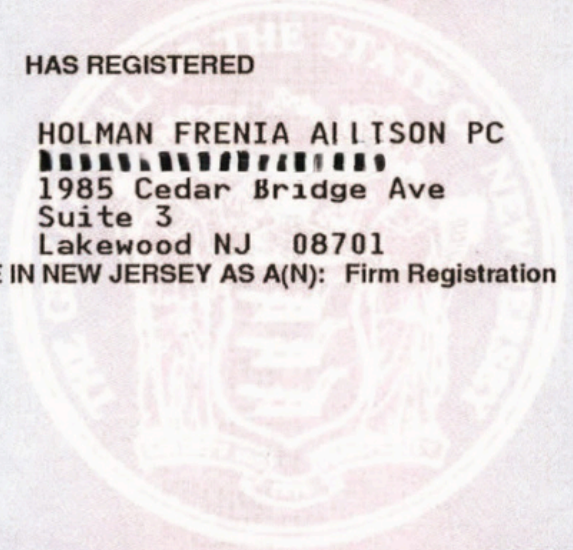


THIS IS TO CERTIFY THAT THE
Board of Accountancy

HAS REGISTERED

HOLMAN FRENIA AILTSON PC
████████████████████
1985 Cedar Bridge Ave
Suite 3
Lakewood NJ 08701

FOR PRACTICE IN NEW JERSEY AS A(N): Firm Registration



05/15/2024 TO 06/30/2027
VALID

20CB00443700
LICENSE/REGISTRATION/CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

ACTING DIRECTOR

CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-Mar-2026 to 15-Mar-2029

HOLMAN FRENIA ALLISON, P.C.
1985 CEDAR BRIDGE AVE., SUITE 3
LAKEWOOD NJ 08701



Aaron Binder
AARON BINDER
STATE TREASURER

**N.J. PINELANDS COMMISSION
REQUEST FOR QUOTATION (RFQ)
RFQ #26-001
Cover Page**

DATE ISSUED: May 12, 2026

Vendor Name: WithumSmith+Brown, PC	Vendor Federal Tax ID Number: 22-2027092
Vendor Address: 506 Carnegie Center, Suite 400 Telephone Number: Princeton NJ 08540 Email:	Return To: N.J. Pinelands Commission Jessica Lynch, Business Manager Email: RFP@pinelands.nj.gov

RESPONSE TO THIS REQUEST FOR QUOTATION SHALL BE RETURNED BY:

June 9, 2026 at 1:00 P.M.

QUALIFY AS: (CHECK IF APPLICABLE)

SMALL BUSINESS

NAME:

Certified Public Accountant Services

COST PER FISCAL YEAR AUDIT: \$24,000 +

TOTAL COST: \$75,660 (3 year)

Important Instructions To Vendor: Fill in all requested information. After you have completed this Solicitation request, it must be signed and submitted to the email address indicated above. The Pinelands Commission General Terms and Conditions are included as a part of this solicitation and any contracts pursuant thereto.

Bidder's Signature:

Brad Caruso

Title: Partner

Date: 6/9/2026



June 9, 2026

Jessica Lynch, Business Manager
NJ Pinelands Commission
Sent via Email

Dear Jessica:

Thank you for the opportunity to submit our proposal to assist the New Jersey Pinelands Commission with the preparation of its Annual Financial Statements and related audit support services.

WithumSmith+Brown, PC (“Withum”) is a national advisory and accounting firm headquartered in New Jersey with over 3,200 professionals serving clients across government, quasi-governmental and not-for-profit sectors. For more than 50 years, we have supported public sector organizations with financial reporting, audit preparation and compliance with governmental standards.

Withum by the Numbers

50+ Years Serving Clients	3,200+ Partners and Principals	1,000+ CPAs	30+ Locations Nationwide	Headquartered in New Jersey
--	---	-----------------------	---------------------------------------	---------------------------------------

We understand that the Commission requires a firm capable of preparing audit-ready financial statements, including the development of conversion entries from budgetary to modified accrual accounting, and providing responsive support throughout the State audit process. Our experience working with governmental entities and authorities allows us to efficiently review financial records, align reporting with State Auditor expectations, and coordinate effectively with client staff during all phases of the engagement.

Withum has extensive experience serving government and quasi-governmental organizations, including authorities and commissions. We have performed audits and financial reporting support for these entities under Government Auditing Standards and Uniform Guidance, including preparation of financial statements, evaluation of internal controls and coordination with oversight bodies. This experience positions us to provide accurate, timely and well-coordinated support aligned with the scope of services outlined in this RFQ.



As part of the proposed engagement team, the designated engagement lead brings over ten years of experience in the New Jersey local government sector, with a focus on authorities, municipalities and school districts. This experience includes not only audit support but also involvement in budgeting processes, rate hearings and increases, and board-level presentations, enabling a practical, hands-on approach throughout the engagement.

This experience also includes extensive familiarity with the Edmunds accounting system. The engagement lead has regularly worked within Edmunds to generate and analyze reports, support journal entry preparation, and coordinate directly with client staff to ensure accurate and complete financial data. This familiarity will support efficient use of the Commission's existing systems while minimizing disruption and maintaining timeliness of financial reporting.

Thank you for your consideration. Please do not hesitate to contact the lead on your engagement, Lexi Wilson, at (215) 419 5652 or lwilson@withum.com with any questions.

Very truly yours,

WithumSmith+Brown, PC



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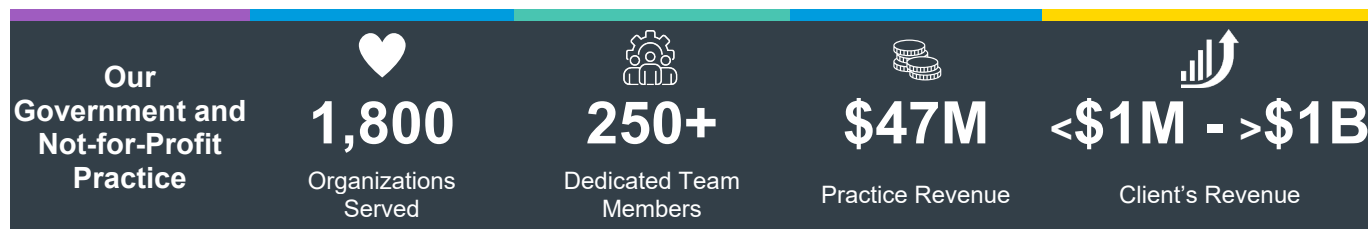




SECTION I: Personnel Experience

Firm Experience and Relevant Engagements

We share a common goal with our government and quasi-governmental clients—to support strong financial stewardship, transparency and accountability while enabling organizations to focus on their core mission. Compliance requirements, regulatory oversight and financial reporting demands are central to operations, and our team is experienced in navigating these complexities while maintaining efficient processes.



Our professionals have extensive experience supporting governmental entities, authorities and commissions throughout New Jersey and the surrounding region. Engagements routinely involve organizations subject to Government Auditing Standards and other regulatory requirements, including preparation of financial statements, evaluation of internal controls and coordination with auditors and oversight bodies.

Government and Authority Audit Experience

With nearly 50 years of experience, our Government and Not-for-Profit Services Team provides accounting, audit and financial reporting support to governmental entities, including housing authorities, municipal utilities authorities and other public agencies. This experience includes statutory auditing, assistance with budgets and follow-up procedures, as well as working within environments that require coordination with oversight bodies and audit committees.

Experience spans organizations operating under significant public oversight and board governance structures, where clear documentation, responsiveness and accurate financial reporting are critical to supporting operational decision-making and regulatory compliance.

Representative public sector client experience includes:

- + Atlantic City Housing Authority
- + Housing Authority of the Town of Morristown
- + Newark Housing Authority
- + Asbury Park Housing Authority
- + New Brunswick Parking Authority
- + Newark Parking Authority
- + South Jersey Transportation Authority



Audit Readiness and Financial Reporting Support

Support provided across these engagements aligns closely with the requirements outlined in this RFQ. Work performed includes:

- + Review of general ledger activity and supporting documentation to validate accuracy and completeness
- + Identification and preparation of adjusting entries to support financial statement presentation
- + Preparation of financial statements and related disclosures based on client accounting records
- + Coordination with external auditors and support during audit fieldwork
- + Assistance in responding to auditor inquiries, findings, and required adjustments

This experience enables efficient preparation of audit-ready financial information while minimizing disruption to internal staff and supporting an effective audit process.



Key Personnel and Qualifications

The proposed engagement team is structured to provide experienced leadership, appropriate technical depth and continuity throughout all phases of the engagement. The team is led by the engagement partner, who also serves as the Firm's Not-for-Profit and Government Services Practice Leader and is supported by an experienced senior manager responsible for day-to-day coordination and execution.

The team has experience supporting governmental entities, authorities and commissions in financial reporting and audit support, including preparation of audit-ready financial information and coordination with external auditors.

Resumes for the proposed team can be found on the next page.



Resumes

Brad Caruso, CPA, CFE

Engagement Partner | Practice Leader, Not-for-Profit and Government Services

Professional Experience

- + Over 18 years of experience in public accounting and auditing.
- + Leader in the Firm's Not-for-Profit and Government Services Team.
- + Integral in internal training on Firm processes, project management, audit technology and not-for-profit technical topics.
- + Brad is a voice in the industry, sharing best practices and insights on nonprofit accounting and operations at various events and conferences across the U.S., including the AICPA Not-for-Profit Industry Conference.
- + Frequent presenter on topics relating to the not-for-profit industry and auditing techniques of the future.
- + Experience performing financial audits and compliance audits conducted in accordance with government auditing standards (Yellow Book) and those performed in accordance with the Uniform Guidance (Single Audit).

Credentials/Education

- + Licensed Certified Public Accountant in the states of New Jersey and New York
- + BS, Accounting, The College of New Jersey
- + Certified Fraud Examiner (CFE)

Memberships

- + American Institute of Certified Public Accountants (AICPA)
- + New Jersey Society of Certified Public Accountants (NJCPA)
- + New York State Society of Certified Public Accountants (NYSSCPA)
- + Association of Certified Fraud Examiners (ACFE)

Speaking Engagements and Webinars

- + Revenue recognition for not-for-profits
- + Cryptocurrency and digital asset considerations for not-for-profits

Community Involvement

- + Host of Withum's not-for-profit podcast, "Civic Warriors"
- + Trustee, Lieutenant and volunteer, Montgomery Township Volunteer Fire Company #1



Industry

- Government
- Not-for-Profit

Service

- Auditing
- Business and Management Consulting
- Assurance and Accounting

Awards

- Forbes Best-in-State CPAs
- NJBIZ 40 Under 40



Lexi Beth Wilson, CPA, RMA, PSA

Audit Senior Manager, Engagement Lead

Professional Experience

- + Over ten years of public accounting experience providing audit and assurance services to local governmental entities, including authorities, as well as not-for-profit organizations and education-focused institutions.
- + Specialized expertise in audits of municipalities, authorities, school districts and not-for-profit organizations, with extensive experience in Single Audits under Uniform Guidance and familiarity with accounting systems commonly used by local governments, including Edmunds.
- + Serves as engagement manager on complex audits, overseeing planning, risk assessment, execution and reporting to ensure compliance with applicable regulatory requirements.
- + Advises clients on complex financial reporting matters while identifying opportunities to strengthen internal controls and improve operational efficiency.
- + Recognized for translating technical accounting guidance into practical, actionable recommendations that support informed decision-making and sustainable growth.

Credentials/Education

- + Licensed Certified Public Accountant in the State of New Jersey
- + Registered Municipal Accountant (RMA)
- + Public School Accountant (PSA)
- + BS, Accounting, summa cum laude, Rowan University

Memberships

- + American Institute of Certified Public Accountants (AICPA)
- + New Jersey Society of Certified Public Accountants (NJCPA)



Industry

- Government
- Not-for-Profit

Service

- Audit

Community Involvement

- Appointed Member, NJCPA Emerging Leaders Council
- Board Member, NJCPA Southwest Chapter
- Trustee, NJCPA Political Action Committee (PAC)
- Accounting Mentor, Rowan University

Awards

- NJCPA Emerging Leader Ovation Award, 2024

Thought Leadership

- Presenter, 2025 NJCPA Governmental Accounting & Auditing Conference – Single Audit Update



Staffing Plan and Level of Effort

Support for this engagement is structured around the three phases outlined in the RFQ, with effort allocated to ensure financial information is audit-ready and responsive throughout the State audit process.

Personnel	Task 1	Task 2	Task 3	Total Hours
Partner	4	2	1	7
Senior Manager	36	4	1	41
Staff	32	2	0	34
Total	72	8	2	82

Multiple licensed CPAs are assigned to this engagement, providing appropriate technical oversight and ensuring continuity and timely completion of services.

Execution of Services Across Tasks

Task 1 – Pre-Audit Preparation

Work performed during this phase focuses on reviewing financial records and preparing audit-ready deliverables. This includes:

- + Reviewing general ledger activity and supporting documentation
- + Identifying and preparing conversion (adjusting) entries from budgetary to modified accrual
- + Preparing draft Annual Financial Statements and Notes
- + Coordinating with management to address questions or required revisions

This phase represents the majority of the effort and is designed to ensure all financial information provided to the State Auditor is complete, accurate and ready for audit.

Task 2 – Audit Support

During the audit phase, support is provided to facilitate an efficient and responsive audit process. This includes:

- + Responding to auditor questions and requests
- + Preparing updated financial statements to reflect adjustments
- + Participating in meetings or calls as needed to coordinate with management and the State Auditor

Effort during this phase is variable and driven by audit activity and requests.



Task 3 – Post-Audit Support

After issuance of draft audit results, support focuses on reviewing findings and assisting management as needed.

This includes:

- + Reviewing audit comments and recommendations
- + Assisting in the development of responses or corrective actions
- + Supporting final documentation updates

We confirm our availability to complete pre-audit preparation activities and deliver audit-ready financial statements in advance of the anticipated audit start date of August 31, 2026, consistent with the requirements outlined in this RFQ.



SECTION II: Cost

Fee Proposal Summary

We understand that efficiency in all aspects of operations is important to you. Our proposal fees reflect our engagement strategy to provide quality performance in a timely and cost-efficient manner. Our fees are based on the estimated time necessary to render such services at the related professional's hourly rate.

Total Not-to-Exceed

FY 2023	\$24,000
FY 2024	\$25,200
FY 2025	\$26,460
<i>optional:</i>	
FY 2026	\$27,800
FY 2027	\$29,200

Breakdown (Year 1)

Total at Reduced Rate			
Name	Rate	Estimated Hours	Total
Brad Caruso	\$530	7	\$3,710
Lexi Wilson	\$350	41	\$14,350
Staff	\$140	34	\$4,760
			\$22,820
		Tech & Data Security Fee (5%)	\$1,141
		Total	\$23,961

Our fee quote assumes that we will be responsible for preparing the audit-ready financial statement package, including drafting the financial statements in the appropriate format with required disclosures based on information provided by management. This package will be provided to the State auditor at the commencement of fieldwork to support an efficient audit process. As it is our desire to invest in a long-term relationship with your organization, we will absorb certain up-front transition costs associated with onboarding as your accounting partner.



The fees outlined above include preparation of audit-ready financial statements and supporting schedules, assistance with required audit communications as requested by the State auditor and coordination throughout the audit process. Our services also include meetings with management, the Board (including the audit committee) and any meetings with the State auditor.

No Surprises

Our standard business practice and philosophy is to foster long-term relationships as a partner to our clients. Consistent with this philosophy, we do not charge for routine questions or requests. However, in the spirit of transparency, Withum charges a standard data security and technology fee of 5%.

In accordance with our "no surprises" approach, if we are confronted with unexpected circumstances and overruns (e.g., expansion of scope, new activities or changing regulations) during our recurring services, we will meet with you and obtain your approval for any additional work and billings before proceeding.



SECTION III: Required Forms and Certifications

New Jersey Business Registration Certificate

02/04/09

Taxpayer Identification# **222-027-092/000**

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-1730.

I wish you continued success in your business endeavors.

Sincerely,

James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME: WITHUMSMITH+BROWN, PC	TRADE NAME:	
ADDRESS: 1 SPRING ST STE 401 NEW BRUNSWICK NJ 08901	SEQUENCE NUMBER: 0066144	
EFFECTIVE DATE: 03/21/74	ISSUANCE DATE: 02/04/09	
		 Director New Jersey Division of Revenue



Source Disclosure Certificate (A-2)



ATTACHMENT A-2 SOURCE DISCLOSURE FORM

STATE OF NEW JERSEY
PINELANDS COMMISSION
15 SPRINGFIELD ROAD, P.O. BOX 359, NEW LISBON, NJ 08064

BID SOLICITATION # AND TITLE: RFQ #26-001 NJ Pinelands Commission Request for Quotation (RFQ)

VENDOR NAME: WithumSmith+Brown, PC

The Vendor/Bidder submits this Form in response to a Bid Solicitation issued by the State of New Jersey, Department of the Treasury, Division of Purchase and Property, in accordance with the requirements of N.J.S.A. 52:34-13.2.

PART 1

- All services will be performed by the Contractor and Subcontractors in the United States. Skip Part 2.
- Services will be performed by the Contractor and/or Subcontractors outside of the United States. **Complete Part 2.**

PART 2

Where services will be performed outside of the United States, please list every country where services will be performed by the Contractor and all Subcontractors. If any of the services cannot be performed within the United States, the Contractor shall state, with specificity, the reasons why the services cannot be performed in the United States. The Director of the Division of Purchase and Property will review this justification and if deemed sufficient, the Director may seek the Treasurer's approval.

Name of Contractor / Sub-contractor	Performance Location by Country	Description of Service(s) to be Performed Outside of the United States *	Reason Why the Service(s) Cannot be Performed in the United States *

*Attach additional sheets if necessary to describe which service(s), if any, will be performed outside of the U.S. and the reason(s) why the service(s) cannot be performed in the U.S.

Any changes to the information set forth in this Form during the term of any Contract awarded under the referenced Bid Solicitation or extension thereof shall be immediately reported by the Contractor to the Director of the Division of Purchase and Property. If during the term of the Contract, the Contractor shifts the location of services outside the United States, without a prior written determination by the Director, the Contractor shall be deemed in breach of Contract, and the Contract will be subject to termination for cause pursuant to the State of New Jersey Standard Terms and Conditions.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein, that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Brad Caruso Digitally signed by Brad Caruso
Date: 2026.06.09 10:59:28 -04'00'

Signature 6/9/2026

Brad Caruso Partner Date

Print Name and Title



Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) WithumSmith+Brown, PC	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. 506 Carnegie Center, Suite 400	Requester's name and address (optional)
	6 City, state, and ZIP code Princeton, NJ 08540	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
				-					
or									
Employer identification number									
2	2	-	2	0	2	7	0	9	2

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	<i>Jennifer Safer</i>	Date	1/1/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



Confirmed Receipt of Addendum



MIKIE SHERRILL
Governor
DR. DALE G. CALDWELL
Lt. Governor

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



LAURA E. MATOS
Chair
SUSAN R. GROGAN
Executive Director

General Information: Info@pinelands.nj.gov
Application Specific Information: AppInfo@pinelands.nj.gov

To: All Interested Bidders
Date: May 28, 2026
Re: RFQ #26-001
Certified Public Accountant Services

ADDENDUM #1

Please confirm whether the Commission’s Edmunds system is cloud-based. If so, will the selected accountant be granted remote access to the system, including the ability to generate reports independently?

The Commission’s version of Edmunds is not cloud-based.

ADDENDUM #2

If remote system access is not available:

A. When will financial records and reports be provided to the accountant?

- The financial records will be provided after execution of a contract with the selected firm.

B. Based on the anticipated notice of award (July 10, 2026) and expected audit start (August 31, 2026), should Task 1 (Pre-Audit) be assumed to occur primarily in late July and August?

- Yes

ADDENDUM #3

Does the Commission expect the accountant to perform any testing or substantiation procedures (e.g., accounts payable testing, recalculation of compensated absences), or is the scope limited to financial statement preparation and audit readiness?

At this point, the need for additional testing is not expected. The compensated absences will be provided to the Accountant by the Commission. The Accountant will be expected to provide the needed Journal Entries.

The Pinelands -- Our Country's First National Reserve
New Jersey Is An Equal Opportunity Employer • Printed on Recycled and Recyclable Paper



ADDENDUM #4

Please confirm whether the accountant is expected to prepare the full documents or just the support for the following:

- The Annual Financial Statements**
- Notes to the Financial Statements**
- Supporting schedules required by the State Auditor**

The Accountant is expected to prepare full documents. Templates provided by the State Auditor for the Notes to the Financial Statements may need to be used.

ADDENDUM #5

Can the Commission provide a listing of journal entries proposed by the State Auditor during the FY2022 audit?

Yes, upon execution of a contract, the selected firm will be provided with access to the FY2022 audit journal entries.

ADDENDUM #6

Will the audit schedule continue at approximately one fiscal year audit per year, or is the intent to accelerate and complete multiple fiscal years within a shorter timeframe with the assistance of the accountant?

The current expectation is that one fiscal year audit will be completed per year. The specific schedule will be a function of the State Auditor's requirements and Commission staff resources.

ADDENDUM #7

With respect to funding, does the FY2026 budget appropriation reflect the total anticipated value for all audit years (FY2023–FY2025), or only the FY2023 audit preparation, with future appropriations expected annually?

The Commission's adopted FY26 budget included \$25,000 for accounting services related only to completion of the FY22 audit. Funding for the FY23 audit will be included in the Commission's FY27 budget, which is not expected to be adopted until mid-September 2026.

ADDENDUM #8

Is the Commission interested in receiving process improvement or automation recommendations related to financial reporting and audit preparation as part of this engagement?

Yes, all recommendations are welcome.

Confirming receipt of Addendum:

Brad Caruso

6/9/26

Brad Caruso, Partner



Non-Collusion Affidavit (A-3)



ATTACHMENT A-3

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
PINELANDS COMMISSION
15 SPRINGFIELD ROAD, PO BOX 359, NEW LISBON, NJ 08064

TO: The Pinelands Commission

I, Brad Caruso residing in Montgomery
(Name of affidavit) (Name of Town)

in the County of Somerset and State of New Jersey

of full age, being duly sworn according to law on my oath depose and say that:

I am Partner of the firm of WithumSmith+Brown, PC
(Title or Position) (Name of firm)

The bidder making this Proposal for the bid proposal entitled _____, and
that I executed the said proposal with full _____
(Proposal Name)

Authority to do so, that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the New Jersey Pinelands Commission relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by WithumSmith+Brown, PC.
(Name of Firm)

Brad Caruso Digitally signed by Brad Caruso
Date: 2026.06.09 11:01:36
-04'00'
(Signature)

Brad Caruso
(Type or print Name)



Ownership Disclosure Statement (A-4)



ATTACHMENT A-4
OWNERSHIP DISCLOSURE FORM
STATE OF NEW JERSEY
PINELANDS COMMISSION
15 SPRINGFIELD ROAD, PO BOX 359, NEW LISBON, NJ 08064

VENDOR NAME: WithumSmith+Brown, PC

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.
Please answer all questions and complete the information requested.

- | | | |
|---|-------------------------------------|-------------------------------------|
| 1. The vendor is a Non-Profit Entity ; and therefore, no disclosure is necessary. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The vendor is a Sole Proprietor ; and therefore, no other disclosure is necessary.
A Sole Proprietor is a natural person who owns an unincorporated business by himself or herself. A limited liability company with a single member is not a Sole Proprietor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The vendor is a corporation, partnership, or limited liability company . | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If you answered YES to Question 3, do any individuals (including a single 100% owner), partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest; and therefore, disclosure is necessary. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If you answered **YES** to Question 4, you must disclose the information requested in the space below.*

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein.

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

- | | | |
|---|--------------------------|--------------------------|
| 5. For each of the corporations, partnerships, or limited liability companies identified in response to Question #4 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

If you answered **YES** to Question 5, you must disclose the information requested in the space below.*

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

- | | | |
|--|--------------------------|-------------------------------------|
| 6. The vendor is a publicly traded company. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. A Vendor with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent. If any person holds a 10% or greater beneficial interest, also submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest.* <i>Attach additional sheets if necessary</i> | | |



Affirmative Action documentation (A-5)



ATTACHMENT A-5

AFFIRMATIVE ACTION REGULATIONS P.L. 1975, C.127 (N.J.A.C. 17:27)

STATE OF NEW JERSEY
PINELANDS COMMISSION
15 SPRINGFIELD ROAD, PO BOX 359, NEW LISBON, NJ 08064

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P. L. 1975, C.127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent: This could have a cost associated with its compliance to the State of New Jersey bidder is responsible for obtaining this information.

1. A photocopy of a valid letter from the U. S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).
2. A photocopy of approved Certificate of Employee Information Report.
3. An affirmative Action Employee Information Report (Form AA302).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, C. 127.

All bidders must answer the following questions:

1. Do you have a federally approved or sanctioned Affirmative Action Program?
YES NO
2. Do you have a Certificate of Employee Information Report Approval from the State of New Jersey?
YES NO

If yes, please submit a copy of such certificate.


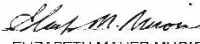
The undersigned contractor certifies that he/she is aware of the commitment to comply with the requirements of P.L. 1975, C.127 and agrees to furnish the required documentation pursuant to the law.

COMPANY: WithumSmith+Brown, PC

SIGNATURE: Brad Caruso Digitally signed by Brad Caruso
Date: 2026.06.09 10:59:50
-04'00'

TITLE: Partner

NAME (print): Brad Caruso

Certification 16482	
CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL	
<p>This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-Jun-2025 to 15-Jun-2028</p>	
<p>WITHUM, SMITH & BROWN 506 CARNEGIE CENTER, SUITE 400 PRINCETON NJ 08540</p>	  ELIZABETH MAHER MUOIO State Treasurer



MacBride Principles Form (A-6)



ATTACHMENT A-6

MACBRIDE PRINCIPLES FORM

STATE OF NEW JERSEY
PINELANDS COMMISSION
15 SPRINGFIELD ROAD, PO BOX 359, NEW LISBON, NJ 08064

BID SOLICITATION # AND TITLE: RFQ #26-001 NJ Pinelands Commission Request for Quotation (RFQ)

VENDOR NAME: WithumSmith+Brown, PC

Pursuant to Public Law 1995, c. 134, a responsible Vendor/Bidder is required to provide a certification in compliance with the MacBride Principles and Northern Ireland Act of 1989. Pursuant to N.J.S.A. 52:34-12.2, Vendor/Bidder must complete the certification below by checking one of the two options listed below and signing where indicated. If a Vendor/Bidder that would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Director may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another Vendor/Bidder that has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Director finds contractors to be in violation of the principles that are the subject of this law, he/she shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, on behalf the Vendor/Bidder, certify pursuant to N.J.S.A. 52:34-12.2 that:

CHECK THE APPROPRIATE BOX

The Vendor/Bidder has no business operations in Northern Ireland; or

OR

The Vendor/Bidder will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in section 2 of P.L. 1987, c. 177 (N.J.S.A. 52:18A-89.5) and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of its compliance with those principles.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Brad Caruso

Signature

Brad Caruso, Partner

Print Name and Title

6/9/2026

Date



Iran Disclosure (A-10)



ATTACHMENT A-10 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
PINELANDS COMMISSION
15 SPRINGFIELD ROAD, PO BOX 359, NEW LISBON, NJ 08064

BID SOLICITATION # AND TITLE: RFQ #26-001 NJ Pinelands Commission Request for Quotation (RFQ)

VENDOR NAME: WithumSmith+Brown, PC

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities _____
Relationship to Vendor/ Bidder _____
Description of Activities _____

Duration of Engagement _____
Anticipated Cessation Date _____

**Attach Additional Sheets if Necessary.*

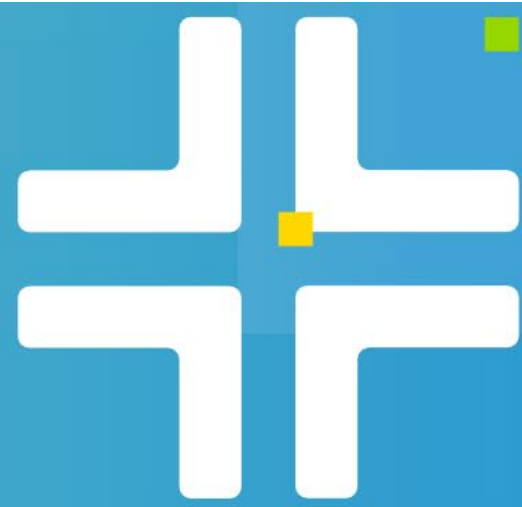
CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Brad Caruso
Signature

6/9/2026
Date

Brad Caruso Partner
Print Name and Title



withum⁺

EMPLOYEE ACTIONS

March 2026 – June 2026

A. RETIRING EMPLOYEE(S)

NAME	TITLE	OFFICE	DEPARTING DATE	EFFECTIVE DATE
CHARLES HORNER	DIRECTOR OF REGULATORY PROGRAMS	REGULATORY	05/29/2026	06/01/2026

B. HIRED EMPLOYEE(S)

NAME	TITLE	OFFICE	HIRE DATE	EFFECTIVE DATE
TIA SARRIUGARTE	BUSINESS ASSISTANT 3	BUSINESS SERVICES	04/13/2026	04/13/2026
GINA FERNANDES	ENVIRONMENTAL SPECIALIST 3	REGULATORY	04/13/2026	04/13/2026

C. VACANCIES / RECRUITMENT

TITLE		OFFICE		STATUS
DIRECTOR OF REGULATORY PROGRAMS		REGULATORY		BUDGETED/POSTED *INTERVIEWING
MIS SPECIALIST		INFORMATION SYSTEMS		BUDGETED



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



MIKIE SHERRILL
 Governor
 DR. DALE G. CALDWELL
 Lt. Governor

General Information: Info@pinelands.nj.gov
 Application Specific Information: AppInfo@pinelands.nj.gov

LAURA E. MATOS
 Chair
 SUSAN R. GROGAN
 Executive Director

MEMORANDUM

To: Members of the Personnel and Budget Committee
 From: Jessica Lynch, Business Manager *JL*
 Date: FY26 – June 30, 2026
 Subject: Fixed Assets for Deletion

Computers & Laptops			
Asset ID	Asset Description	Type	Serial #
0156	Trimble Handheld GPS	GPS	N/A
0485	Network Switch	Switch	N/A
0485A	Network Module & Cable		SG44FM3V6T
0496	Dell PowerEdge R320	Computer	4L6X942
0497	Dell PowerEdge R320	Computer	45RW942
0526	HPE Network Switch	Switch	N/A
0535	Dell Precision Tower 7810	Computer	146MXM2
0536	Dell Precision T3420	Computer	4HTTMN2
0543	Dell OptiPlex 5060	Computer	HWW14Y2
0544	Dell Latitude 5590	Laptop	D8WW7Y2
0547	Dell OptiPlex 5060	Computer	3H68FX2
0553	Dell OptiPlex 5070	Computer	CK2Y903
0555	Dell OptiPlex 5070	Computer	4Y5Q513
0579	Dell G3 Laptop	Computer	5JV8JT2
0581	Dell OptiPlex 5070	Computer	1B5J853
0595	Dell G3 Laptop	Computer	7POC503
0754	GPS Tag (turtle tracking)		5080

Hard Drives			
Asset ID	Asset Description	Type	Serial #
	DELL		Y9R0A05BFX3G
	DELL		Y9R0A00XFX3G
	DELL		97R0A026F5YE
	DELL		29C0A01HF5YE
	TOSHIBA		89UPF400PQEN
	SEAGATE		Z1K08SP9
	SK HYNIX		SN9AN41031120A86F
	MICRON		191821D824E7
	SAMSUNG		S3U0NA0M622021
	SEAGATE		ZN184K2D
	WESTERN DIGITAL		WXF1A39178NP
	SEAGATE		Z9ADHL8T
	KIOXIA		30VPG6AFPTLL
	SAMSUNG		S3U0NA0M621997
	WESTERN DIGITAL		190404JR1000BDGZ7LYE
	WESTERN DIGITAL		WD-WCASY7373192
MISC			
Asset ID	Asset Description	Type	Serial #
	Monitors -3		
	DELL UPS		
	Brother IntelliFax 4100e		
	HP ScanJet 3970		