



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



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

General Information: Info@njpines.state.nj.us
Application Specific Information: AppInfo@njpines.state.nj.us

SEAN W. EARLEN
Chairman
NANCY WITTENBERG
Executive Director

MEMORANDUM

To: Members of the Personnel and Budget Committee

From: Jessica Lynch, Business Manager *JL*

Date: April 23, 2019

Subject: Meeting Material

Enclosed is material supporting the agenda items for the Personnel and Budget Committee meeting to be held in the Richard J. Sullivan Center, Terrence D. Moore Room on Friday May 3, 2019 at 9:30 a.m.



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PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15 C Springfield Road
New Lisbon, New Jersey
May 3, 2019
9:30 a.m.

Agenda

1. Adoption of the February 26, 2019 meeting minutes (open and closed session)
2. Financial Updates:
 - a. Check Register (February 2019 – March 2019)
 - b. Electronic Disbursements - EFT; Direct Deposit; ACH (February 2019 – March 2019)
 - c. Application Fees Update
3. Employee Actions
4. DRAFT Resolution Authorizing a Change of its Fiduciary Institution
5. Public Comment
6. Closed Session

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
February 26, 2019

MINUTES

Members Present

Bill Pikolycky (Acting Committee Chairperson), Richard Prickett, and Mark Lohbauer (on the telephone).

Members Absent

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

Staff Present

Executive Director Nancy Wittenberg, Jessica Lynch, Jessica Noble and Zobeida Concepcion.

Commissioner Pikolycky called the meeting to order at 9:44 a.m.

Commissioner Lohbauer called in at 9:50 a.m.

Adoption of Minutes from the June 19, 2018 Personnel and Budget Committee Meeting

Tabled for the moment due to the number of Commissioners.

Financial Updates:

Check Register (June 2018 to January 2019) - Jessica Lynch reviewed the more noteworthy purchases/checks on the register. Commissioner Prickett had a question regarding check #5508, and Jessica Lynch informed him it was an application refund. ED Wittenberg noted check #5664 as litigation cost and #5631 for outside labor counsel for negotiations and labor related matters.

Electronic Disbursements – EFT, Direct Deposit, ACH (June 2018 to January 2019). Ms. Lynch reviewed information on payroll deductions, pension and health benefits.

Application Fees – Ms. Lynch said that as of the end of January, the Commission has accrued 95% of the anticipated application fees. The Commission is only \$20,000 short of projections for the year. Commissioner Pikolycky asked if any of the amount would be refunded, and Ms. Lynch responded that the amount is net after refunds.

Fixed Assets for Disposal – Ms. Lynch reviewed the fixed assets lists that will be going to Trenton after approval. Commissioner Prickett moved for fixed asset approval. Commission Lohbauer seconded the motion. All Commissioners present in favor. Fixed assets were

approved.

Adoption of Minutes from the June 19, 2018 Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the minutes (open and closed session) of the June 19, 2018 Personnel and Budget Committee meeting. Commissioner Prickett seconded the motion. All Commissioners present in favor. The minutes were approved.

Employee Actions

HR Manager Zobeida Concepcion reviewed the Employee Actions. Ms. Concepcion noted the resignation of Research Scientist Dane Ward and that the Science office was actively recruiting a replacement. Commissioner Prickett asked about how long it takes to fill a position. ED Wittenberg responded that staff is moving quickly, the position was posted in January and resumes are being reviewed. Commissioner Prickett asked about the number of applicants. Ms. Concepcion advised that there were over 100 applicants, including approximately 80-90 qualified candidates.

Commissioner Pikolycky questioned the budgeted and non-budgeted positions listed on the Employee Actions. ED Wittenberg responded.

Public Comment

There was no public comment.

Closed Session

A motion to go into Closed Session was moved by Commissioner Lohbauer, seconded by Commissioner Prickett and unanimously approved at 10:02 a.m.

Return to Open Session

The Committee returned from Closed Session at 10:25 a.m.

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

The meeting was adjourned at 10:27 a.m.

Certified as true and correct:



Zobeida Concepcion, Human Resources Manager

Date 4/18/2019

Range of Checking Accts: OPERATING to OPERATING Range of Check Dates: 02/01/19 to 03/31/19
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					
5712	02/01/19	DSTRONG Deborah Strong	52,500.00		30
5713	02/07/19	BEVAN005 BEVAN SECURITY SYSTEMS, INC.	3,229.65		31
5714	02/07/19	BOWES005 PITNEY BOWES	75.00		31
5715	02/07/19	CCSOF005 CCSOFFICE	751.00		31
5716	02/07/19	COMMU010 COMMUNICATIONS WORKERS OF AMER	1,407.38		31
5717	02/07/19	DRI LLO05 DRILL CONSTRUCTION	277,852.60		31
5718	02/07/19	FISHE005 FISHER SCIENTIFIC	299.54		31
5719	02/07/19	GRAI N005 GRAINGER	327.33		31
5720	02/07/19	IMPAC005 IMPAC FLEET	267.11		31
5721	02/07/19	MARESSA Maressa Family Real Estate Hol	7,812.50		31
5722	02/07/19	MASON005 W. B. MASON	50.43		31
5723	02/07/19	NEWJEO45 NEW JERSEY CONSERVATION FOUNDA	85.00		31
5724	02/07/19	OBRIE005 O' BRIEN & SONS, INC.	98.69		31
5725	02/07/19	PRIME005 PRIMEPAY, LLC	1,470.02		31
5726	02/07/19	SHARPO05 SHARP ELECTRONICS	178.79		31
5727	02/07/19	SYANZOM Sonam Yanzom Unkow	250.00		31
5728	02/07/19	USTREASU U.S. Treasury	3,130.00		31
5729	02/07/19	VERI Z005 VERIZON WIRELESS SERVICES, LLC	166.57		31
5730	02/07/19	WOOLS005 WOOLSTON COMPANY INC.	43.95		31
5731	02/21/19	BANK0010 BANK OF AMERICA	0.00	02/21/19 VOID	0
5732	02/21/19	BANK0010 BANK OF AMERICA	567.84		32
5733	02/21/19	COMMU010 COMMUNICATIONS WORKERS OF AMER	1,399.02		32
5734	02/21/19	COMTE005 COMTEC SYSTEMS INC.	325.00		32
5735	02/21/19	FEDER005 FEDERAL EXPRESS CORPORATION	56.43		32
5736	02/21/19	GLOUCO Glouco Approvals Group, LLC	12,074.00		32
5737	02/21/19	GRAI N005 GRAINGER	217.83		32
5738	02/21/19	JERSE025 JERSEY CENTRAL POWER & LIGHT	1,537.96		32
5739	02/21/19	LOWES005 LOWES	102.06		32
5740	02/21/19	NJCSC NJ Civil Service Commission	159.00		32
5741	02/21/19	PRESS005 PRESS OF ATLANTIC CITY	42.84		32
5742	02/21/19	PROPE005 PROPERTY FAX, LLC	3,900.00		32
5743	02/21/19	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS	832.09		32
5744	02/21/19	RI COH005 RICOH CORPORATION	243.62		32
5745	02/21/19	TRIST010 TRI-STATE FIRE PROTECTION	489.00		32
5746	02/21/19	WPI KOLYC William Piko l ycky	46.81		32
5747	03/08/19	ACME Albertsons/Safeway	156.04		33
5748	03/08/19	CCSOF005 CCSOFFICE	905.00		33
5749	03/08/19	DI AMO005 DIAMOND M LUMBER	709.98		33
5750	03/08/19	FEDER005 FEDERAL EXPRESS CORPORATION	31.41		33
5751	03/08/19	HOFFMAN HOFFMAN'S EXTERMINATING	540.00		33
5752	03/08/19	IMPAC005 IMPAC FLEET	206.50		33
5753	03/08/19	LAURE005 LAUREL LAWNMOWER SERVICE, INC.	587.00		33
5754	03/08/19	MARSH005 MARSH USA, INC.	1,446.00		33
5755	03/08/19	PRIME005 PRIMEPAY, LLC	1,120.44		33
5756	03/08/19	ROWAN005 ROWAN COLLEGE AT BURLINGTON CO	118.00		33
5757	03/08/19	SKRZY005 Dariusz Skrzypkowski	250.00		33
5758	03/08/19	VERI Z005 VERIZON WIRELESS SERVICES, LLC	166.57		33
5759	03/08/19	WPI KOLYC William Piko l ycky	46.81		33
5760	03/28/19	ACME Albertsons/Safeway	144.99		34

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		Continued			
5761	03/28/19	BANK0010 BANK OF AMERICA	0.00	03/28/19 VOID	0
5762	03/28/19	BANK0010 BANK OF AMERICA	0.00	03/28/19 VOID	0
5763	03/28/19	BANK0010 BANK OF AMERICA	2,661.40		34
5764	03/28/19	BEVAN005 BEVAN SECURITY SYSTEMS, INC.	216.00		34
5765	03/28/19	BURLI005 BURLINGTON COUNTY TIMES	54.28		34
5766	03/28/19	CCSOFF005 CCSOFFICE	580.00		34
5767	03/28/19	COMMU010 COMMUNICATIONS WORKERS OF AMER	1,401.22		34
5768	03/28/19	ERAEN005 ERA - ENVIRONMENTAL RESOURCE A	221.88		34
5769	03/28/19	GANNETT GANNETT NEWS JERSEY NEWSPAPERS	40.32		34
5770	03/28/19	GRAINO05 GRAINGER	552.62		34
5771	03/28/19	JERSE025 JERSEY CENTRAL POWER & LIGHT	1,166.20		34
5772	03/28/19	KOLLER Roger & Shari Koller	250.00		34
5773	03/28/19	LOWES005 LOWES	602.64		34
5774	03/28/19	MASON005 W. B. MASON	173.91		34
5775	03/28/19	MINUT005 MINUTEMAN PRESS	60.00		34
5776	03/28/19	MULVA005 MCELROY DEUTSCH MULVANEY&CARPE	102,768.80		34
5777	03/28/19	NJDIV010 NJ DIVISION OF FISH AND WILDLI	22.00		34
5778	03/28/19	PEMBE025 PEMBERTON ELECTRICAL SUPPLY CO	55.80		34
5779	03/28/19	PI TNE005 PITNEY BOWES INC.	68.38		34
5780	03/28/19	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS	654.09		34
5781	03/28/19	RI COH005 RICOH CORPORATION	243.62		34
5782	03/28/19	ROBER015 Robert W. McKee	250.00		34
5783	03/28/19	ROWAN005 ROWAN COLLEGE AT BURLINGTON CO	650.02		34
5784	03/28/19	UGI EN005 UGI Energy Services, LLC	993.32		34
5785	03/28/19	UNITE015 UNITED STATES GEOLOGICAL SURVE	18,840.00		34
5786	03/28/19	USGS0005 DOI - USGS	58,150.00		34
5787	03/28/19	USTREASU U.S. Treasury	3,595.01		34
5788	03/28/19	VERIZ005 VERIZON WIRELESS SERVICES, LLC	167.43		34
5789	03/28/19	WOOLS005 WOOLSTON COMPANY INC.	43.95		34
5790	03/28/19	WPIKOLYC William Pi kol ycky	46.81		34
5791	03/28/19	YOPPEN Yosai f Oppen	250.00		34
5792	03/28/19	BIRCH Birch's Communi cations, LLC	725.00		35

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	78	3	573,922.50	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	78	3	573,922.50	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	78	3	573,922.50	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	78	3	573,922.50	0.00

Range of Accounts: 1-00-000-01-11-02 to 1-00-000-01-11-02 Starting Date: 02/01/19 Ending Date: 03/31/19
 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. Date Transaction	Description	Type	Debit	Credit	Reference #	User Id
1-00-000-01-11-02	BENEFICIAL BANK-OPERATING	Asset				
02/07/19 Manual Entry	Record EFT payment Pension			22,535.07	G 51	6 PSPIRES
02/07/19 Manual Entry	Record net pay disbursements PPE 2/1/19			73,902.81	G 51	8 PSPIRES
02/07/19 Manual Entry	EFT pay to DefComp/ROTH PPE 2/1/19			3,702.80	G 51	36 PSPIRES
02/12/19 Manual Entry	Record EFT Fed Tax payment PPE 2/1/19			27,083.34	G 51	42 PSPIRES
02/13/19 Manual Entry	Record EFT for NJGIT pay PPE 2/1/19			3,742.42	G 51	46 PSPIRES
02/15/19 Manual Entry	Record EFT payment for PA Rev			322.43	G 51	48 PSPIRES
02/15/19 Manual Entry	Record monthly bank fee			86.20	G 51	50 PSPIRES
02/21/19 Manual Entry	Record net pay disbursement PPE 2/15/19			72,142.23	G 51	54 PSPIRES
02/21/19 Manual Entry	EFT payment DefComp/ROTH PPE 2/15/19			3,702.80	G 51	80 PSPIRES
02/26/19 Manual Entry	Record EFT Fed Tax payment PPE 2/15/19			26,325.11	G 51	96 PSPIRES
02/27/19 Manual Entry	Record EFT NJGIT payment PPE 2/15/19			3,605.50	G 51	98 PSPIRES
03/07/19 Manual Entry	Record EFT Pensions for Feb			22,209.16	G 53	4 JLYNCH
03/07/19 Manual Entry	Record net pay disbursement PPE 3/1/19			71,336.24	G 53	6 JLYNCH
03/07/19 Manual Entry	Record EFT DefComp/ROTH PPE 3/1/19			3,706.62	G 53	32 JLYNCH
03/12/19 Manual Entry	Record EFT Fed Tax payment PPE 3/1/19			25,997.21	G 53	38 JLYNCH
03/13/19 Manual Entry	Record EFT NJGIT payment PPE 3/1/19			3,596.54	G 53	40 JLYNCH
03/15/19 Manual Entry	Record EFT payment PA Rev			292.43	G 53	42 JLYNCH
03/18/19 Manual Entry	Record monthly bank fee			85.70	G 53	44 JLYNCH
03/21/19 Manual Entry	Record net pay disbursement PPE 3/15/19			78,438.91	G 53	46 JLYNCH
03/21/19 Manual Entry	EFT payment DefComp/ROTH PPE 3/15/19			3,706.62	G 53	73 JLYNCH
03/26/19 Manual Entry	Record EFT Fed Tax payment PPE 3/15/19			28,772.50	G 53	81 JLYNCH
03/27/19 Manual Entry	Record to DWRF Grant			1,735.04	G 53	84 JLYNCH
03/27/19 Manual Entry	Record EFT NJGIT Payment PPE 3/15/19			3,922.95	G 53	115 JLYNCH
Total Manual Entry:	23	Debit: 0.00	Credit: 480,950.63	Net: 480,950.63		Cr

Report Totals

Total Manual Entry:	23	Debit: 0.00	Credit: 480,950.63	Net: 480,950.63		Cr
Total Transactions:	23	Debit: 0.00	Credit: 480,950.63	Net: 480,950.63		Cr

New Jersey Pinelands Commission Application Fee Summary

FY Total	Month	Total Revenue	Received		Refunded	
			Number	Amount	Number	Amount
Budget	FY 2019					
\$76,735.33	July	76,735.33	27	\$76,735.33	0	\$0.00
\$259,017.82	August	182,282.49	42	\$182,807.49	2	\$525.00
\$267,826.72	September	8,808.90	29	\$39,573.87	8	\$30,764.97
\$272,043.79	October	4,217.07	30	\$25,301.07	2	\$21,084.00
\$307,555.18	November	35,511.39	38	\$36,136.39	3	\$625.00
\$349,573.26	December	42,018.08	32	\$42,018.08	0	\$0.00
\$409,414.00	January	59,840.74	31	\$61,222.19	5	\$1,381.45
\$424,893.50	February	15,479.50	35	\$35,616.00	3	\$20,136.50
\$474,232.63	March	49,339.13	21	\$50,339.13	4	1,000.00
\$0.00	April	0.00				
\$0.00	May	0.00				
\$0.00	June	0.00				
\$474,232.63	TOTAL	\$474,232.63	285	\$549,749.55	27	\$75,516.92

Budget	\$430,000.00	\$474,232.63
Amount Needed	\$0.00	
Monthly Needed	\$0.00	
% of Budget	110.29%	

EMPLOYEE ACTIONS
January-April 2019

A. DEPARTING EMPLOYEE(S)

Name	Title	Office	Hire Date	Effective Date
Deborah Strong	GIS Specialist	MIS	4/2/01	Retired 2/1/19

B. VACANCIES / RECRUITMENT(S)

Title	Office	Status
Director Special Programs	Executive	Not Budgeted
Community Planner*	Executive	Not Budgeted
GIS Administrator	Land Use/Tech. Prgms.	Not Budgeted
Resource Planner	Land Use/Tech. Prgms.	Not Budgeted
Planning Assistant (part-time)	Land Use/Tech. Prgms.	Not Budgeted
Environmental Specialist	Regulatory Programs	Not Budgeted
Environmental Specialist	Regulatory Programs	Not Budgeted
Coordinator of Environmental Services	Regulatory Programs	Not Budgeted
Principal Applicant Services Rep.	Regulatory Programs	Not Budgeted
Principal Applicant Services Rep.	Regulatory Programs	Not Budgeted
Research Scientist	Science	Not Budgeted
Research Scientist*	Science	Not Budgeted
Research Scientist	Science	Budgeted
GIS Specialist	MIS	Budgeted
GIS Specialist*	Science	Not Budgeted
Business Specialist	Business Services	Not Budgeted
Business Specialist	Business Services	Budgeted
Principal Office Assistant	Business Services	Not Budgeted
Undetermined (1 Full Time and 1 Part Time)	Unassigned	Not Budgeted
Chief Permit Planner	Regulatory Programs	Budgeted

*Funded by the Pinelands Conservation Fund

C. OTHER NOTES

Name	Title	Office	Notes-Start Date
Jeffrey Dragon	Research Scientist	Science	New Hire 4/8/19
April Field	Regulatory Programs Coordinator	Regulatory Programs	New Hire 4/22/19



RESOLUTION OF THE NEW JERSEY PINELANDS COMMISSION

NO. PC4-19-_____

TITLE: Resolution Authorizing a Change of its Fiduciary Institution

Commissioner _____ moves and Commissioner _____ seconds the motion that:

WHEREAS, the Pinelands Commission currently uses Beneficial Bank as its fiduciary institution; and

WHEREAS, the Pinelands Commission conducts most of its fiduciary business at the Beneficial Bank branch located at 101 Pemberton-Browns Mills Rd, Browns Mills, New Jersey 08015; and

WHEREAS, the Pinelands Commission has received notice that this branch has been acquired by The Bank of Princeton and will begin operating as a branch of said institution effective May 20, 2019; and

WHEREAS, the Pinelands Commission has determined it to be in its best interests to continue to conduct its fiduciary business at this branch; and

WHEREAS, in order to continue using this branch, the Pinelands Commission must convert its accounts from Beneficial Bank to The Bank of Princeton; and

WHEREAS, after reviewing The Bank of Princeton’s terms and conditions associated with its fiduciary transactions, the Pinelands Commission has determined that it is in its best interests to convert its existing fiduciary accounts with Beneficial Bank to The Bank of Princeton; and

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

NOW, THEREFORE, BE IT RESOLVED: that the Commission hereby authorizes the Bank of Princeton to be its fiduciary institution and commencing on May 20, 2019, the Bank of Princeton shall be used for the Commission’s fiduciary business, including but not limited to the maintenance of the Operating Account.

BE IT FURTHER RESOLVED: that a copy of this resolution shall be provided to The Bank of Princeton.

Record of Commission Votes

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

*A = Abstained / R = Recused

Adopted at a meeting of the Pinelands Commission

Date: _____

Nancy Wittenberg
Executive Director

Sean W. Earlen
Chairman

April 17, 2019

THE N J PINELANDS COMMISSION
PO BOX 359
NEW LISBON NJ 08064-0359

Dear THE N J PINELANDS COMMISSION,

We are delighted to be your new community bank. The Bank of Princeton welcomes an opportunity to begin assisting you with your banking relationship as we work towards the conversion date of **Monday, May 20, 2019** when the five Beneficial Bank branches located in Bordentown, Browns Mills, Chesterfield, Deptford, and Sicklerville begin conducting business as The Bank of Princeton.

In preparation of the conversion scheduled for Monday, May 20, 2019, your Beneficial Bank Checking or Money Market account will be converted to a similar Checking or Money Market account at The Bank of Princeton.

Please take note of your new account number and ABA Routing number below:

BENEFICIAL BANK A/C # 9507
THE BANK OF PRINCETON A/C # [REDACTED] 1573
ABA/Routing # [REDACTED] 7940

Please be reminded all Beneficial checks and ACH transactions will be honored for only ninety (90) days after the acquisition date of May 20, 2019.

Enclosed for your review are important documents pertaining to information on your specific **CHECKING or MONEY MARKET ACCOUNT** with The Bank of Princeton:

- Privacy Disclosure
- Terms & Conditions of Your Account
- Electronic Funds Transfer Your Rights and Responsibilities
- Your Ability to Withdraw Funds
- Substitute Checks & Your Rights
- Fee Schedule
- Safe Deposit Box Fee Schedule
- Truth in Savings Account Details

Welcome to The Bank of Princeton! We look forward to meeting you. Should you have any questions, please contact The Bank of Princeton at 1.609.921.0030, your specific Beneficial Bank branch or Beneficial Bank at 1.888.742.5272.

Sincerely,

The Bank of Princeton

8989

