



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

State of New Jersey
THE PINELANDS COMMISSION
PO Box 359
NEW LISBON, NJ 08064
(609) 894-7300
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SEAN W. EARLEN
Chairman
NANCY WITTENBERG
Executive Director

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

MEMORANDUM

To: Members of the Personnel and Budget Committee

From: Jessica Lynch, Business Manager *JL*

Date: June 7, 2018

Subject: Meeting Material

Enclosed is material supporting the agenda items for the Personnel and Budget Committee meeting to be held in the Richard J. Sullivan Center, Terrence D. Moore Room on Tuesday, June 19, 2018 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
June 19, 2018
9:30 a.m.

Agenda

1. Adoption of the February 27, 2018 meeting minutes
2. Financial Updates:
 - a. Check Register (February 2018 – May 2018)
 - b. Electronic Disbursements - EFT; Direct Deposit; ACH (February 2018 – May 2018)
 - c. Application Fees Update
3. Employee Actions (March 2018, April 2018, and May 2018)
4. FY 2019 Budget
5. Public Comment
6. Closed Session (*if needed*)

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
February 27, 2018

MINUTES

Members Present

Alan W. Avery (Committee Chairperson), Mark Lohbauer and Gary Quinn.

Members Absent

Giuseppe Chila, Jane Jannarone, Richard Prickett and D'Arcy Rohan Green.

Staff Present

Executive Director Nancy Wittenberg, Donna Graham, Kim Laidig, Jessica Lynch, Stacey Roth and Jessica Noble.

Committee Chairperson Avery called the meeting to order at 9:31 a.m.

Adoption of Minutes from the November 3, 2017 Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the minutes (open and closed session) of the November 3, 2017 Personnel and Budget Committee meeting. Commissioner Quinn seconded the motion and all voted in favor.

Financial Updates:

Jessica Lynch provided details on a number of noteworthy checks the Commission issued over the passed several months. She said a check was issued to Esri for annual software renewal. She said Esri provides the Commission with GIS data. She said a check was issued to the U.S. Geological Survey (USGS) for wetlands data related to a project the Science office is working on. She said the annual insurance renewal was processed through Marsh. She said a check was issued to the New Jersey State Police for the Commission meeting held at the War Memorial in Trenton.

Jessica Lynch said application fees are at 69% of the budgeted amount for FY18. The year-to-date total for application fees is \$105,000.

Accounting Software Update

Jessica Lynch provided sample documents of Edmunds reports to the Committee members. She described some of the capabilities of the software. She said the system has the ability to export reports directly into Excel spreadsheets. She added that bank reconciliations will be generated on a monthly basis which was something the state auditors requested.

She said that staff will discontinue use of the old accounting software on February 28. She said representatives from Edmunds will be on-site on March 5th to assist with the transition. She said the three years of data from the old accounting software will be migrated into Edmunds. Jessica Lynch added that staff will continue to have access to NEMRC data.

ED Wittenberg said that a human resource module has also been purchased from Edmunds. She said staff currently use very antiquated timesheet software. She said the HR module won't be functional until mid- to late-April.

Other

Mr. Kim Laidig said the Science office is currently working on a contaminant study. He said the Commission contracted with USGS to determine how many pesticides are present in natural ponds and created wetlands. He said the field work is complete and the report is being drafted. He added that the results of the study will be reported to the full Commission.

Employee Actions

ED Wittenberg said Michelle Russell, Human Resource Specialist, resigned at the beginning of February. She said there are currently three vacancies that are actively being filled.

Fixed Assets

Jessica Lynch presented the Committee with a memo (attached) advising of the items to be deleted from the fixed asset spreadsheet.

Commissioner Avery asked about the possibility of selling the items through a government auction website.

Jessica Lynch said she would explore the possibility of selling the items through a government website.

Public Comment

There was no public comment.

Closed Session

Stacey Roth read a resolution to retire into closed session to discuss litigation and contract negotiations.

A motion to go into Closed Session was moved by Commissioner Lohbauer, seconded by Commissioner Quinn and unanimously approved at 9:57 a.m.

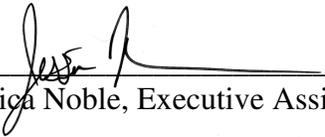
Return to Open Session

The Committee returned from Closed Session at 10:24 a.m.

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

The meeting was adjourned at 10:25 a.m.

Certified as true and correct:



Jessica Noble, Executive Assistant

Date March 20, 2018

**New Jersey Pinelands Commission
Check Register
Period: February 2018**

Check #	Check Date	Vendor Name	Description	Amount
5151	02/09/18	BANK OF AMERICA	Vehicle Oil Changes, Stapler for J. Noble	\$443.25
5152	02/09/18	CDW-GOVERNMENT LLC	UPS Batteries	\$84.00
5153	02/09/18	GRAINGER	Battery Tender for the Mower	\$41.62
5154	02/09/18	IMPAC FLEET	Commission Vehicle Fuel	\$74.43
5155	02/09/18	LEXIS NEXIS MATTHEW BENDE	Reference Material for S. Roth	\$240.08
5156	02/09/18	PEMBERTON ELECTRICAL SUPP	Replacement Emergency Light	\$225.44
5157	02/09/18	PITNEY BOWES	Postage Meter Rental	\$75.00
5158	02/09/18	PRIMEPAY LLC	Payroll Services & FSA	\$1,367.44
5159	02/09/18	PURCHASE ADVANTAGE CARD	Commission Meeting Refreshments	\$49.08
5160	02/09/18	JUDY COOK	App Refund #2017-0071.001	\$200.00
5161	02/09/18	SUSAN BRODIE	App Refund #2018-0022.001	\$8,675.00
5162	02/09/18	JOHN HELBIG	App Refund #1994-0376.002	\$200.00
5163	02/09/18	Treasurer State of New J	DAG Payment as per S. Roth	\$100,000.00
5164	02/09/18	THOMSON REUTERS	Reference Material for S. Roth	\$389.00
5165	02/09/18	W. B. MASON	Markers for L. Liggett	\$13.98
5167	02/26/18	COMTEC SYSTEMS INC.	Additional Telephone Line MIS	\$568.00
5168	02/26/18	CWA	Union Dues	\$1,647.88
5169	02/26/18	DELL	Backup Tapes for Servers	\$567.99
5170	02/26/18	GRAINGER	Maintenance Supplies	\$41.04
5171	02/26/18	JERSEY CENTRAL POWER &	Electric Utilities	\$1,760.41
5172	02/26/18	LOWES	Ice Melt & Sand	\$742.81
5173	02/26/18	MARSH USA INC.	Additional Workers Comp. Premium	\$501.00
5174	02/26/18	O'BRIEN & SONS INC.	Maintenance Supplies	\$10.57
5175	02/26/18	Public Service Electri	Natural Gas Utilities	\$812.71
5176	02/26/18	KEVIN SOOY	App. Refund # 1994-0376.002	\$200.00
5177	02/26/18	RICOH CORPORATION	Copier Rental	\$243.62
5178	02/26/18	SIR SPEEDY	Prints	\$9.00
5179	02/26/18	SOUTH JERSEY ENERGY	Natural Gas Utilities	\$931.20
5180	02/26/18	Joe Smolarski & Son	Replacement Toilet Fenwick	\$751.95
5181	02/26/18	VERIZON WIRELESS SERVI	Cell Phone Utilities	\$166.53
5182	02/26/18	WOOLSTON COMPANY INC.	Trash Removal	\$43.95

Total (31 checks) \$121,076.98

Range of Checking Accts: OPERATING to OPERATING Range of Check Ids: 5220 to Last
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #	Description				Contract
5220	03/08/18	AMYSG005 Amy S. Green Environmental Con			1
20180196	1985-1053.008 Refund		200.00		
5221	03/08/18	ATLAN045 ATLANTIC PLUMBING SUPPLY CORP.			1
20180165	Flusmate Tank Kit		145.81		
5222	03/08/18	BANFE005 SHIRLEY BANFER			1
20180204	Medicare Reimbursement		402.00		
5223	03/08/18	BRADY005 BARRY BRADY			1
20180200	Medicare Reimbursement		786.00		
5224	03/08/18	CARD0005 PURCHASE ADVANTAGE CARD			1
20180206	Refreshment		87.88		
5225	03/08/18	CARPE005 ELIZABETH G. CARPENTER			1
20180199	Medicare Reimbursement		402.00		
5226	03/08/18	DELL0005 DELL			1
20180113	Avocent Server		124.46		
5227	03/08/18	GROUN005 Groundhog Land Co., LLC			1
20180197	1988-1220 Refund		450.00		
5228	03/08/18	IMPAC005 IMPAC FLEET			1
20180198	February Fuel Expense		255.88		
5229	03/08/18	MOORE005 TERRENCE D. MOORE			1
20180205	Medicare Reimbursement		798.00		
5230	03/08/18	NORMA010 NORMAN'S GLASS & AUTO SERVICE			1
20180185	Replacement windshield		360.09		
5231	03/08/18	OBRIE005 O'BRIEN & SONS, INC.			1
20180045	Wood Screws		0.96		
20180187	Maintenance Supplies		27.56		
			<u>28.52</u>		
5232	03/08/18	SONSI005 BETTY SONSLADEK			1
20180201	Medicare Reimbursement		402.00		
5233	03/08/18	SPEED005 SIR SPEEDY			1
20180182	Copies		13.50		
20180192	Blue Prints		3.00		
			<u>16.50</u>		
5234	03/08/18	STOKE005 JOHN C. STOKES			1
20180202	Medicare Reimbursement		777.00		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
5235	03/08/18	TREAS080 TREASURER, STATE OF NEW JERSEY			1
20180183		Life Hazard ID 0201941	323.00		
5236	03/08/18	VILLA005 Village Properties LLC			1
20180194		2006-0319.001 Refund	200.00		
5237	03/08/18	WESTE015 WESTERN TECHNOLOGIES GROUP, LL		03/20/18 VOID	1 (Void Reason: Incorrect Address)
20180177		NJ Property Fax	3,900.00		
5238	03/08/18	WHITT005 KATHY WHITTON			1
20180193		Medicare Part B	402.00		
5239	03/08/18	WOOLS005 WOOLSTON COMPANY INC.			1
20180007		FY 2018 Trash Pick-up	43.95		
5240	03/08/18	ZAMPE005 ROBERT A. ZAMPELLA			1
20180203		Medicare Reimbursement	904.50		
5241	03/09/18	BANK0010 BANK OF AMERICA		03/09/18 VOID	0
5242	03/09/18	BANK0010 BANK OF AMERICA			2
20180017		Burlington County on-line	12.99		
20180163		HVAC Inducer	242.68		
20180167		Trip Lever Kit - Toilet	73.56		
20180169		Amazon	61.48		
20180170		Toilet Handle kit	27.62		
20180173		Nj Land Conservation Rally	85.00		
20180174		Id Card	16.91		
20180178		Nj Bar Registration	212.00		
20180180		File Storage Boxes	103.96		
20180181		ID Cards	28.87		
			<u>865.07</u>		
5243	03/09/18	WPIKOLYC William PikoIycky			2
20180195		Mileage & Toll Reimbursement	51.31		
5244	03/22/18	AGREENE Amy S.Greene Environmental Com			3
20180223		Ap# 1985-1053.007 REFUND	200.00		
5245	03/22/18	ATLAS005 ATLAS ELEVATOR INC			3
20180014		FY18 Elevator Maintenance	250.00		
5246	03/22/18	BEVAN005 BEVAN SECURITY SYSTEMS, INC.			3
20180146		Smoke Detector inspections	1,470.00		
5247	03/22/18	BURLI005 BURLINGTON COUNTY TIMES			3
20180221		Ad	427.66		
5248	03/22/18	CCSOF005 CCSOFFICE			3
20180190		Toner	1,277.00		
5249	03/22/18	FISHE005 FISHER SCIENTIFIC			3
20180184		Science Supplies	2,799.58		

Check # PO #	Check Date	Vendor Description	Amount Paid	Reconciled/Void	Ref Num Contract
5250 20180207	03/22/18	GRAIN005 GRAINGER Clothing	72.23		3
5251 20180008	03/22/18	JERSE025 JERSEY CENTRAL POWER & LIGHT FY 2018 Electric	1,517.44		3
5252 20180144 20180171	03/22/18	LOWES005 LOWES Heater Emergency Lighting Battery	37.98 18.04 <u>56.02</u>		3
5253 20180191	03/22/18	MASON005 W. B. MASON Supplies	58.48		3
5254 20180209	03/22/18	MGLPR005 MGL Printing Solutions Accounts Payable Checks	178.00		3
5255 20180224 20180225 20180226 20180227 20180228 20180229	03/22/18	MULVA005 MCELROY DEUTSCH MULVANNEY&CARPE Labor Counsel Labor Counsel Labor Counsel Labor Counsel Labor Counsel Labor Counsel	12,490.75 1,968.75 2,880.00 2,500.00 6,154.08 4,713.00 <u>30,706.58</u>		3
5256 20180179	03/22/18	NEWJE040 NEW JERSEY LEAGUE OF MUNICIPAL Recruitment	160.00		3
5257 20180220	03/22/18	NEWJE090 NEW JERSEY PRESS Ad	8.25		3
5258 20180216	03/22/18	NJDIV015 NJ DIVISION OF MOTOR VEHICLE S Renewal Pinelands Plates	20.00		3
5259 20180215	03/22/18	OBRIE005 O'BRIEN & SONS, INC. 20180215	13.45		3
5260 20180213	03/22/18	PRESS005 PRESS OF ATLANTIC CITY Ad	33.18		3
5261 20180011 20180222	03/22/18	PRIME005 PRIMEPAY, LLC Fy18 Payroll Services FSA'S 2/2/18 2/22/18	343.25 690.24 <u>1,033.49</u>		3
5262 20180177	03/22/18	PROPE005 PROPERTY FAX, LLC NJ Property Fax	3,900.00		3
5263 20180003	03/22/18	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS FY2018 Natural Gas Utility	579.23		3

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
5264	03/22/18	REDM0005 REDMOND LANDSCAPING			3
20180210		Parking Lot Salt	400.00		
5265	03/22/18	RICOH005 RICOH CORPORATION			3
20180006		FY 2018 Copier Rental- Ricoh	243.62		
5266	03/22/18	SHI00005 SHI			3
20170286		Edmunds Accounting Suite	14,420.00		
5267	03/22/18	SOUTH040 SOUTH JERSEY ENERGY			3
20180004		FY 2018 Natural Gas	643.10		
5268	03/22/18	TREAS005 TREASURER, STATE OF NEW JERSEY			3
20180016		FY18 Telecommunications	5,672.85		
5269	03/22/18	WPIKOLYC William PikoIycky			3
20180212		Mileage & Toll Reimbursement	51.31		
5270	04/12/18	BANK0010 BANK OF AMERICA		04/12/18 VOID	0
5271	04/12/18	BANK0010 BANK OF AMERICA			4
20180017		Burlington County on-line	12.99		
20180188		JB Conference	325.00		
20180189		Muck Boots - Joel	139.99		
20180208		Replacement NetGear 5p Switch	34.59		
20180211		Surge Cords	32.74		
20180217		Subscription - Survey Monkey	35.00		
20180237		RE KEY YALE LOCK	25.00		
			<u>605.31</u>		
5272	04/12/18	BENDE005 LEXIS NEXIS MATTHEW BENDER			4
20180245		RENEWAL NJ REGISTER	223.74		
5273	04/12/18	BEVAN005 BEVAN SECURITY SYSTEMS, INC.			4
20180001		Annual Alarm Monitoring	216.00		
5274	04/12/18	CARD0005 PURCHASE ADVANTAGE CARD			4
20180238		FOOD FOR MEETINGS	42.83		
5275	04/12/18	COMMU010 COMMUNICATIONS WORKERS OF AMER			4
20180240		UNION DUES FOR MARCH 2018	1,598.29		
5276	04/12/18	DELL0005 DELL			4
20180160		New PCs	9,616.98		
5277	04/12/18	ERAEN005 ERA - ENVIRONMENTAL RESOURCE A			4
20180186		Science Chemicals	255.07		
5278	04/12/18	FAKERS Frederick Akers			4
20180232		A#2016-0030.001 REFUND	1,000.00		
5279	04/12/18	GPALMER Gerard & Marialanina Palmer			4
20180241		A#1989-0539.002 REFUND	250.00		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #	Description				Contract
5280	04/12/18	GRAIN005 GRAINGER			4
20180235	GREASE GUN		59.53		
5281	04/12/18	IMPAC005 IMPAC FLEET			4
20180242	MARCH 2018 GASOLINE		280.66		
5282	04/12/18	JTSCUS JTS CUSTOM BUILDERS			4
20180250	A#2016-0104.001 REFUND		200.00		
5283	04/12/18	NEWJE105 NEW JERSEY RECREATION AND PARK			4
20180118	Workshop 12-7-2017		25.00		
5284	04/12/18	P0000005 P. T. W. D.			4
20180002	FY 2018 Water		156.00		
5285	04/12/18	POSTM005 POSTMASTER, NEW LISBON			4
20180243	RENEWAL PO BOX		144.00		
5286	04/12/18	PRESS005 PRESS OF ATLANTIC CITY			4
20180249	PUBLIC NOTICE		29.82		
5287	04/12/18	PRIME005 PRIMEPAY, LLC			4
20180011	Fy18 Payroll Services		338.91		
20180254	FSA - DEC 2017		910.62		
20180255	FSA - MARCH 2018		690.24		
			<u>1,939.77</u>		
5288	04/12/18	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS			4
20180003	FY2018 Natural Gas Utility		477.58		
5289	04/12/18	RCANUP Robert Canup			4
20180234	A# 1984-1326.009 REFUND		200.00		
5290	04/12/18	RICOH005 RICOH CORPORATION			4
20180006	FY 2018 Copier Rental- Ricoh		243.62		
5291	04/12/18	RNADLER Robert Nadler			4
20180230	App # 2018-0025.001 Refund		200.00		
5292	04/12/18	SHARP005 SHARP ELECTRONICS		04/12/18 VOID	0
5293	04/12/18	SHARP005 SHARP ELECTRONICS			4
20170066	RJS Copier Rental		1,430.32		
20180236	COPIER RENTAL		<u>1,609.11</u>		
			<u>3,039.43</u>		
5294	04/12/18	SOUTH040 SOUTH JERSEY ENERGY			4
20180004	FY 2018 Natural Gas		699.68		
5295	04/12/18	SPEED005 SIR SPEEDY			4
20180219	Copies		12.00		

Check # PO #	Check Date Description	Vendor	Amount Paid	Reconciled/Void	Ref Num Contract
5295	SIR SPEEDY	Continued			
20180244	COPIES		9.00		
			21.00		
5296	04/12/18	STRUCTUR Structura, LLC			4
20180231	A#1986-0840.002	REFUND	200.00		
5297	04/12/18	VERIZ005 VERIZON WIRELESS SERVICES, LLC			4
20180010	FY 2018 Cell & Tablets		166.53		
5298	04/12/18	WATHERHO William K. Atherholt			4
20180233	A# 2018-0040.001	REFUND	200.00		
5299	04/12/18	WITTE005 NANCY WITTENBERG			4
20180239	MILEAGE REIMBURSEMENT		47.40		
5300	04/12/18	WOOLS005 WOOLSTON COMPANY INC.			4
20180007	FY 2018 Trash Pick-up		43.95		
5305	04/16/18	TREAS080 TREASURER, STATE OF NEW JERSEY			5
20180257	Permit Fee A1265-01		1,089.00		
5306	04/26/18	AMERI010 AMERICAN PLANNING ASSOCIATION			6
20180267	APA, NJAPA and AICP dues		681.00		
5307	04/26/18	DEAN0005 FRANCIS L. DEAN			6
20180275	RENEWAL VOLUNTEER INSURANCE		200.00		
5308	04/26/18	DRILL005 DRILL CONSTRUCTION			6
20180261	EMERGENCY WINDOW REPAIR		1,098.43		
5309	04/26/18	FISHE005 FISHER SCIENTIFIC			6
20180252	PROBE		705.79		
5310	04/26/18	GRAIN005 GRAINGER			6
20180246	LIGHT BULBS		82.86		
5311	04/26/18	JERSE025 JERSEY CENTRAL POWER & LIGHT			6
20180008	FY 2018 Electric		1,548.52		
5312	04/26/18	MANGERMA Michael J. Angerman, Jr.			6
20180273	REFUND		250.00		
5313	04/26/18	MASON005 W. B. MASON			6
20180251	GENERAL SUPPLIES		386.96		
5314	04/26/18	NJDIV015 NJ DIVISION OF MOTOR VEHICLE S			6
20180265	Renewal Pinelands Plates		10.00		
5315	04/26/18	PEMBE005 PEMBERTON TOWNSHIP MUA			6
20180005	FY 2018 SEWER		1,710.00		

Check # PO #	Check Date	Vendor Description	Amount Paid	Reconciled/Void	Ref Num Contract
5316 20180015	04/26/18	PITNE005 PITNEY BOWES INC. FY 2018 Postage	500.00		6
5317 20180011 20180276	04/26/18	PRIME005 PRIMEPAY, LLC Fy18 Payroll Services FSA & DEPENDENT CARE	338.91 632.24 <u>971.15</u>		6
5318 20180270	04/26/18	SPECI010 A1 JDK SPECIALTIES Nameplates	60.00		6
5319 20180271	04/26/18	TRIST010 TRI-STATE FIRE PROTECTION Sprinkler System Repair & Insp	3,565.00		6
5320 20180010	04/26/18	VERIZ005 VERIZON WIRELESS SERVICES, LLC FY 2018 Cell & Tablets	166.44		6
5321 20180262	04/26/18	WOOD0005 MELODY WOOD MEDICARE PART B	804.00		6
5322 20180260	04/26/18	WPIKOLYC William PikoLycky MILEAGE REIM	51.31		6
5323	05/10/18	BANK0010 BANK OF AMERICA		05/10/18 VOID	0
5324 20180017 20180180 20180217 20180247 20180248 20180253 20180259 20180269 20180280 20180281	05/10/18	BANK0010 BANK OF AMERICA Burlington County on-line File Storage Boxes Subscription - Survey Monkey Amazon order New Jersey Preservation Confer CD-R 10 PACK Planning License Renewal ID Cards PIZZA PIZZA	12.99 25.99 35.00 146.07 50.00 7.99 130.00 25.88 78.37 <u>82.23</u> 594.52		7
5325 20180009	05/10/18	BOWES005 PITNEY BOWES FY 2018 Qtr Rental	75.00		7
5326 20180298	05/10/18	CARD0005 PURCHASE ADVANTAGE CARD FOOD FOR MEETINGS	83.23		7
5327 20180268	05/10/18	CCSOF005 CCSOFFICE TONERS	314.00		7
5328 20180277	05/10/18	CDWGO005 CDW-GOVERNMENT LLC UPS UNIT	137.70		7
5329 20180290	05/10/18	CLAYTON CLAYTON SAND COMPANY A#1980-0029.001 REFUND	8,730.00		7

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	
5330	05/10/18	COMMU010 COMMUNICATIONS WORKERS OF AMER		7
20180274	UNION DUES FOR APRIL 2018	1,597.06		
5331	05/10/18	DELL0005 DELL		7
20180158	Exchange License	3,457.00		
20180256	COMPUTER	1,483.20		
20180258	COMPUTER	3,072.61		
20180264	TAPE CLEANER	297.45		
		<u>8,310.26</u>		
5332	05/10/18	FEDER005 FEDERAL EXPRESS CORPORATION		7
20180285	STANDARD OVERNIGHT SHIPPING	66.69		
5333	05/10/18	FORES005 FORESTRY SUPPLIERS, INC.		7
20180282	Gerber Myth Folding Loppers	54.34		
5334	05/10/18	GRAIN005 GRAINGER		7
20180263	CARBON MONOXIDE ALARMS	690.42		
5335	05/10/18	IMPAC005 IMPAC FLEET		7
20180289	GASOLINE - April	300.39		
5336	05/10/18	LAURE005 LAUREL LAWNMOWER SERVICE, INC.		7
20180266	LAWN MOWER SERVICE	2,940.30		
5337	05/10/18	MASON005 W. B. MASON		7
20180251	GENERAL SUPPLIES	261.97		
5338	05/10/18	NEWJE045 NEW JERSEY CONSERVATION FOUNDA		7
20180299	Land Acq - Thompson-Wright	169,000.00		
5339	05/10/18	OBRIE005 O'BRIEN & SONS, INC.		7
20180292	Parts for hotwater heater	7.98		
5340	05/10/18	SHARP005 SHARP ELECTRONICS		7
20180236	COPIER RENTAL	178.79		
5341	05/10/18	SPEED005 SIR SPEEDY		7
20180287	COPIES OF BLUEPRINTS	45.00		
20180296	Plans	36.00		
20180297	Plans	144.00		
		<u>225.00</u>		
5342	05/10/18	USGEO010 U.S. GEOLOGICAL SURVEY - DWRP		7
20180301	17ENTAA5297L1XX	79,696.39		
5343	05/10/18	WOOLS005 WOOLSTON COMPANY INC.		7
20180007	FY 2018 Trash Pick-up	43.95		

Check #	Check Date	Vendor	Reconciled/Void		Ref Num
PO #	Description		Amount Paid		Contract

5343 WOOLSTON COMPANY INC.		Continued			
Report Totals			<u>Amount Paid</u>	<u>Amount Void</u>	
		<u>Paid</u>			
	Checks:	115	383,588.08	3,900.00	
	Direct Deposit:	0	0.00	0.00	
	Total:	<u>115</u>	<u>383,588.08</u>	<u>3,900.00</u>	

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
General Fund	8-1	194,771.20	12,280.00	6,237.19	213,288.39
Pinelands Conservation	8-6	170,299.69	0.00	0.00	170,299.69
Total of All Funds:		<u>365,070.89</u>	<u>12,280.00</u>	<u>6,237.19</u>	<u>383,588.08</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
General Fund	1	194,771.20	12,280.00	6,237.19	213,288.39
Pinelands Conservation	6	170,299.69	0.00	0.00	170,299.69
Total of All Funds:		<u>365,070.89</u>	<u>12,280.00</u>	<u>6,237.19</u>	<u>383,588.08</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
General Fund	8-1	194,771.20	0.00	0.00	0.00	194,771.20
Pinelands Conservation	8-6	170,299.69	0.00	0.00	0.00	170,299.69
Total of All Funds:		<u>365,070.89</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>365,070.89</u>

New Jersey Pinelands Commission
Electronic Funds Transfer (EFT) Disbursements
February - May 2018

Date	Description	Amount
02/01/18	PA State Tax	271.87
02/07/18	Pension	24,167.86
02/08/18	Deferred Compensation / Roth 457	3,652.40
02/14/18	Federal Tax (FIT, SS, Medicare)	26,126.90
02/14/18	NJ State Tax	3,574.67
02/16/18	Phila Tax	1,306.48
02/22/18	Deferred Compensation / Roth 457	3,779.82
02/28/18	Federal Tax (FIT, SS, Medicare)	26,440.59
02/28/18	NJ State Tax	3,532.96
03/07/18	Pension	24,269.35
03/08/18	Deferred Compensation / Roth 457	3,779.82
03/14/18	Federal Tax (FIT, SS, Medicare)	26,227.66
03/14/18	NJ State Tax	3,577.16
03/15/18	PA State Tax	271.87
03/22/18	Deferred Compensation / Roth 457	3,779.82
03/28/18	Federal Tax (FIT, SS, Medicare)	26,440.59
03/28/18	NJ State Tax	3,532.96
04/04/18	PA State Tax	271.87
04/05/18	Pension	23,244.15
04/05/18	Deferred Compensation / Roth 457	3,779.82
4/6/2018	Phila - Tax	1,102.32
04/11/18	Federal Tax (FIT, SS, Medicare)	25,406.16
04/11/18	NJ State Tax	3,457.64
04/13/18	Dental - Feb	2,070.86
04/13/18	Dental - March	2,009.62
04/13/18	Dental - April	1,897.27
04/19/18	Deferred Compensation / Roth 457	3,779.82
04/25/18	Federal Tax (FIT, SS, Medicare)	26,338.75
04/25/18	NJ State Tax	3,564.47
04/25/18	SUI - 927	3,526.32
05/02/18	PA State Tax	271.87
5/3/2018	Deferred Compensation / Roth 457	3,872.69
05/07/18	Pension	23,025.60
05/08/18	Health Benefits - Retired employees -	23,064.32
05/08/18	Health Benefits - Active employees -	26,952.66
05/09/18	Federal Tax (FIT, SS, Medicare)	26,129.77
05/09/18	NJ State Tax	3,584.16

New Jersey Pinelands Commission
Electronic Funds Transfer (EFT) Disbursements
February - May 2018

Date	Description	Amount
05/11/18	Deferred Compensation / Roth 457	3,994.14
05/23/18	Federal Tax (FIT, SS, Medicare)	26,358.44
05/23/18	NJ State Tax	3,584.16
05/31/18	Deferred Compensation / Roth 457	4,268.03
Total		<u>430,287.69</u>

Employee Payroll (Net Pay) Disbursements

Date	Description	Amount
02/08/18	Direct Deposit - Pay Period Ending 2/2/18	70,712.83
02/22/18	Direct Deposit - Pay Period Ending 2/16/18	70,876.58
03/08/18	Direct Deposit - Pay Period Ending 3 2 18	69,566.78
03/22/18	Direct Deposit - Pay Period Ending 3 16 18	68,478.15
04/05/18	Direct Deposit - Pay Period Ending 3/30/18	67,771.46
04/19/18	Direct Deposit - Pay Period Ending 4/13/18	70,724.72
05/03/18	Direct Deposit - Pay Period Ending 4/27/18	70,033.93
05/17/18	Direct Deposit - Pay Period Ending 5/11/18	70,556.75
05/31/18	Direct Deposit - Pay Period Ending 5/25/18	81,189.95
Total		<u>639,911.15</u>

New Jersey Pinelands Commission Application Fee Summary

FY Total	Month	Total Revenue	Received		Refunded	
			Number	Amount	Number	Amount
\$45,356.02	July	45,356.02	34	\$56,106.02	1	\$10,750.00
\$88,649.81	August	43,293.79	28	\$43,493.79	1	\$200.00
\$137,834.00	September	49,184.19	26	\$50,246.17	3	\$1,061.98
\$162,091.73	October	24,257.73	20	\$24,457.73	1	\$200.00
\$183,353.73	November	21,262.00	16	\$24,762.00	2	\$3,500.00
\$216,664.01	December	33,310.28	18	\$51,196.28	5	\$17,886.00
\$234,697.07	January	18,033.06	16	\$18,592.77	2	\$559.71
\$240,933.92	February	6,236.85	24	\$15,311.85	3	\$9,075.00
\$283,738.62	March	42,804.70	19	\$43,854.70	4	1,050.00
\$325,465.20	April	41,726.58	34	\$44,226.58	8	2,500.00
\$340,350.83	May	14,885.63	33	\$23,615.63	1	8,730.00
\$340,350.83	June	0.00				
\$340,350.83	TOTAL	\$340,350.83	268	\$395,863.52	31	\$55,512.69

EMPLOYEE ACTIONS
March, April, May 2018

A. DEPARTING EMPLOYEE(S)

Name	Title	Office	Hire Date	Effective Date
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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	Not Budgeted
Research Scientist	Science	Currently Recruiting; Offer of Employment made
MIS Specialist	MIS	Currently Recruiting; Offer of employment made
GIS Specialist*	Science	Not Budgeted
Business Specialist	Business Services	Not Budgeted
Business Specialist	Business Services	Currently Recruiting
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
Zobeida Concepcion	Human Resources Manager	Executive	4/2/18 Start Date