

# **PINELANDS DEVELOPMENT CREDIT BANK**

20 West State Street  
Trenton, NJ

## **Minutes**

June 10, 2004

Meeting Location: 20 West State Street, Room 218, Trenton, NJ

Members Present: H. Robert Tillman, Director, Division of Banking  
Peter D. Wint, Special Assistant to the Attorney General  
Fawn McGee (designee for John S. Watson) Department  
of Environmental Protection  
Candace McKee Ashmun, New Jersey Pinelands Commission  
(present for portions of meeting as indicated)  
John J. Tarditi, Jr., At Large Member

Members Absent: Marci Green, Department of Agriculture  
Donald McCauley, At Large Member

Others Present: Honorable Holly C. Bakke, Commissioner, Department of  
Banking and Insurance  
Thomas J. Byrne, Executive Director, Pinelands Development  
Credit Bank  
Guillermo Vivas, Deputy Executive Director, Pinelands  
Development Credit Bank  
Denise Bushnell, Executive Secretary, Pinelands  
Development Credit Bank  
Helene Chudzik, Deputy Attorney General, Department of  
Law and Public Safety  
John T. Ross, former Executive Director, Pinelands  
Development Credit Bank

Chairman Robert Tillman called the meeting to order at 10:30 a.m. and read the Statement of Compliance with the NJ Open Public Meetings Act. He then called the roll of members present. In order to reach a quorum for those agenda items that required action by the Board, Mr. Tillman contacted member Candace McKee Ashmun by telephone—Mr. Vivas provided a cellular phone with speaker capability, so that all in attendance could participate in the conference call.

**New Staff:**

Mr. Tillman then introduced new Executive Director Thomas J. Byrne and new Deputy Executive Director Guillermo Vivas to the Board. He briefed the Board on the credentials of the two individuals and how their backgrounds complement each other in their functions at the Pinelands Development Credit Bank (PDC Bank). Commissioner Holly Bakke also spoke highly of the two officials, and talked about the relationship between the Pinelands Development Credit Bank and the Department of Banking and Insurance, adding how this inter-relationship can be beneficial to both entities plus enhanced by now being physically situated together in the Roebling Building.

**Presentation of Recognition Plaque:**

Chairman Tillman and Commissioner Bakke presented former Executive Director John Ross with a plaque containing a resolution of the Board in recognition and appreciation of the many years of dedicated service.

**Reading and Approval of Minutes:**

The Chairman called for a motion to accept the minutes of the March 4, 2004 Regular Meeting. Mr. Tarditi moved for approval, seconded by Ms. Ashmun and a unanimous, affirmative voice vote.

The Chairman then called for a motion to accept the minutes of the March 12, 2004 Special Meeting. Ms. Ashmun moved for approval, seconded by Mr. Tarditi and a unanimous, affirmative voice vote.

**Professional/Staffing Needs:**

Ms. Ashmun addressed the Board about the need to have former Executive Director John Ross continue on board in a consultant capacity until the Pinelands Commission's major computer system upgrade is completed and proved to be operating well. Executive Director Byrne concurred. Mr. Ross reported on the anticipated schedule: Completion estimated around June, 2004; testing would take place during the summer; installation on our hardware in September or October.

Ms. Ashmun made a motion to authorize a new consulting agreement for Mr. Ross, starting at the expiration of the current contract, for the testing and implementation of the Pinelands Commission's computer upgrade, in an amount not to exceed \$15,000.00 (fifteen thousand dollars). Mr. Tarditi seconded the motion, followed by a unanimous, affirmative vote.

Ms Ashmun also made the Board aware that, as a result of our mass mailing, there will be an anticipated increase in the number of Letter of Interpretation (LOI) requests. Consequently, the PDC Bank may be called upon to subsidize the staffing/funding incurred. (This ended the conference call with Ms. Ashmun.)

**Relocation of PDC Bank office to the Roebing Building:**

Mr. Byrne talked about the relocation from Station Plaza to 20 W. State Street and how well it has worked out. He thanked Commissioner Bakke and Director Tillman for the excellent support and assistance received from all the staff at the Department of Banking and Insurance.

**Upcoming mailing to LOI holders:**

Mr. Vivas reported that the mailing to the property owners who have received LOIs is ready to go out and will be mailed during the next two weeks. Mr. Ross added comments based on past mailings experience.

**Market Trends:**

Mr. Byrne described the recent sales transactions of Pinelands Development Credits (PDCs), which are ranging between \$27,000 and \$30,000 per quarter credit and how presently, the demand far outweighs the supply. Mr. Ross added that the Board should consider holding an auction in the near future and also talked about the need to adjust the Banks purchase price, because it is so low compared to the private market sales. Ms. Chudzik will look into whether there is a need to follow strict administrative procedures.

**Short-range Goals:**

Mr. Byrne discussed the short-range goals, including the mailing, developers outreach and the update of the PDC Bank information booklet.

**Board Vacancy:**

Mr. Byrne explained that there has been one appointment made—Ed McGlinchey, of Winslow Township. He has been advised of the appointment but is waiting for the Governor to sign the paperwork and make it official. There is still one more vacancy and those present were asked to consider submitting candidates for nomination.

**PDC Bank Booklet Update:**

Mr. Vivas is undertaking the update of this 30-page informational publication. There is no original electronic file available, so Janet Pierce at the Pinelands Commission scanned the entire document and saved it as separate files—for illustrations and text. Electronic scanning generates a lot of "junk" and misreads that need thorough review to clean them up. It will take at least two additional months; then Pinelands Commission staff wants to take a look at it before it goes to press. As an interim measure it will be necessary to send out to have about 200 copies to have on hand.

**Email Addresses:**

Mr. Vivas explained that the technical support group of Banking and Insurance had been able to create an email address using the DOBI server while retaining the PDC Bank's identity. He set up mail forwarding from the old server.

**Report on Department of Banking & Insurance Senior Staff Meeting:**

Director Byrne and Deputy Director Vivas attended the last DOBI senior staff meeting and participated in the discussions. Mr. Tillman emphasized the importance of having at least one person from the PDC Bank present at these meetings in order to maintain communication channels open. Trends and events taking place in one agency may have an impact on the other.

**Other Business:**

There was no public in attendance. Mr. Ross took a moment to thank the Board of Directors, Chairman Tillman and Commissioner Bakke for the plaque.

**Adjournment:** 11:30 a.m.

Respectfully submitted,



Guillermo Vivas  
Deputy Executive Director