



NEW JERSEY PINELANDS COMMISSION

MONTHLY MANAGEMENT REPORT



MARCH AND APRIL 2020

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1 EXECUTIVE OFFICE

1.1 EXECUTIVE DIRECTOR

In response to the Covid19 pandemic, all Commission employees began working remotely on March 18, 2020. While difficult, the transition to working at home has been successful and all Commission programs continue to operate.

1.1A COMMITTEE MEETINGS

- **Policy & Implementation (P&I) Committee:** The Committee's March 20, 2020 meeting was canceled. The Committee met on April 24, 2020 and recommended that the Commission approve Atlantic County's request for an extension of its Secondary Impacts Agreement with the Commission related to Garden State Parkway Interchange 44. The Committee also reviewed draft CMP amendments related to application procedures for public service infrastructure projects that do not obtain municipal approvals. Finally, the Committee met in closed session to discuss a litigation matter.

1.1B PINELANDS MUNICIPAL COUNCIL

- **Pinelands Municipal Council:** The Council met in Buena Vista Township on March 10, 2020. During the meeting, members of the Council's Executive Committee were sworn in, and a member of the Commission's Communications Office delivered a presentation on the Commission's website. The Council also discussed efforts to support the restoration of funding through the state's Payment in Lieu of Taxes (or PILOT) program.



Above: Members of the Pinelands Municipal Council's Executive Committee were sworn in to a new term during the Council's March 10, 2020 meeting.

1.1C RULEMAKING

- **Septic System Pilot Program:** Draft CMP amendments to continue the program, recognize the success of one piloted technology and implement a number of improvements were presented to the P&I Committee on February 28, 2020. Staff completed a draft rule proposal on April 16, 2020.
- **Stormwater Management:** Staff prepared a summary of NJDEP's recently adopted amendments and identified possible CMP amendments, some in response to the NJDEP rules and others to address issues and questions that have arisen over the years. An initial staff discussion was held on April 30, 2020. More detailed review of possible CMP

amendments is scheduled for May 7, 2020. Draft recommendations will be presented to the P&I Committee at an upcoming meeting.

- **Kirkwood/Cohansey Water Supply:** Staff completed a first draft of implementing CMP amendments and circulated them for internal review. Staff conducted a conference call with USGS to discuss available training opportunities with respect to MODFLOW, one of the models used in the new rules to evaluate applications for new wells.
- **Procedural “Gap” Rules:** Draft CMP amendments were initially presented to the P&I Committee in Spring 2019. They were again discussed with the Committee on April 24, 2020, at which time Committee members requested certain revisions involving public notice and comment timeframes and public hearings.

1.2 LEGAL AND LEGISLATIVE AFFAIRS

1.2A LITIGATION (STATE; FEDERAL; OFFICE OF ADMINISTRATIVE LAW; OTHER)

STATE:

NEW JERSEY NATURAL GAS APPEALS

- **In the Matter of New Jersey Pinelands Commission’s Approval of New Jersey Natural Gas’s Application (No. 2014-0045.001) for the Installation and Operation of the Southern Reliability Link, Docket No. A-001004-17T1:** This is one of a number of appeals that were filed involving the Commission’s approval of New Jersey Natural Gas Company’s (NJNG’s) application to construct a portion of its Southern Reliability Link project in the Pinelands. This appeal was filed by PPA on October 26, 2017, and is a substantive challenge of the Commission’s approval. (There were three additional appeals of the Commission’s approval of NJNG application filed by the New Jersey Sierra Club, Chesterfield Township and Bordentown Township, respectively.) PPA also filed an appeal of the process used by the Commission to review this application and the denial of its third-party hearing request. (Three individuals, Daniel and Patricia Caruso and Jean Kovath also filed an appeal challenging the Commission’s denial of their third-party hearing requests.)

Sierra Club filed its reply brief in this matter on March 2, 2020.

PPA subsequently filed its reply brief on March 18, 2020 following a two week extension in light of NJNG’s motion for supplemental briefing.

The Commission filed its brief in opposition to NJNG’s motion to file supplemental briefs on the federal enclave issue (i.e. that the Commission lacked jurisdiction over activities conducted on Joint Base – McGuire-Dix-Lakehurst pursuant to the federal enclave doctrine) on March 2, 2020.

On March 9, 2020, the Appellate Division denied NJNG’s motion to file supplemental briefs.

Bordentown Township filed a Stipulation of Dismissal and was dismissed from this matter with prejudice and without costs by Court Order dated April 15, 2020.

1.2B LEGISLATION

- **P.L. 2020, c. 10:** This Act modifies the deadline by which a public agency must respond to an Open Public Records Act request during a period of emergency. Specifically, during a state of emergency, public health emergency, or state of local disaster emergency, an agency's records custodian is only required to make a reasonable effort to respond to a request for a government record within seven business days, or as soon as possible thereafter, as the circumstances permit.
- **P.L. 2020, c. 11:** This Act allows public bodies to conduct meetings and provide notice using electronic means during periods of emergency. However, to the extent that the public body only provides electronic notice of a meeting, the Act requires that the public body limit its discussions at that meeting, to the extent practicable to matters necessary for the continuing operation of government and which relate to the applicable emergency declaration.
- **P.L. 2020, c. 19:** The Act, in addition to extending the state tax filing deadlines, modifies the duration of State Fiscal Year 2020 to conclude on September 30, 2020 and sets October 1, 2020 as the start of State Fiscal Year 2021. The bill also requires that any additional spending required to support the operations of the State from July 1, 2020 through September 30, 2020 be made through the enactment of a general law that amends or provides for a supplemental appropriation to that annual appropriations act.

1.2C MEMORANDA OF AGREEMENT

- **April 16, 2019 First Amendment to the February 26, 2004 Memorandum of Agreement Between the Pinelands Commission and the South Jersey Transportation Authority:** On March 11, 2020, the South Jersey Transportation Authority submitted a request to extend the deadline by which it was to acquire a site for a new Grassland Conservation Management Area (GCMA) as required under the terms of the April 16, 2019 First Amendment to the 2004 Memorandum of Agreement (MOA). Paragraph 8 of the First Amendment to the 2004 MOA authorized the Executive Director, at her sole discretion and in consultation with the Commission chair to issue a six-month extension of the First Amendment's acquisition deadline provided the Authority demonstrated that the acquisition process for the new GCMA site had commenced and acquisition of the site would be completed within the six-month extension period. The Authority's letter documented its continuing efforts to acquire a site and, as a result, the Executive Director, with concurrence of Chairman Prickett approved the extension request. The Authority now has until October 20, 2020 to acquire a site for the new GCMA.

1.2D OPEN PUBLIC RECORDS ACT

- There were a total of 27 Open Public Records Act (OPRA) requests received in March and April. Of the 27 requests, four were determined to be file reviews; four were advised that the Commission had no responsive material; eleven were responded to with responsive material; six were advised that they were either overly broad or failed to identify the records sought; one was advised that any paper records would be provided once the Commission's Offices reopen; and one request will be responded to in May.

1.3 HUMAN RESOURCES

- **Training:** Staff participated in the following Pension Webinars “COBRA When and Why”, “IROC Processing”, and Employee Advisory Service Webinar “Overcoming Burnout.”
- **Personnel:** Staff processed a promotion, Chief Permit Administrator, Regulatory Programs.
- **COVID19:** Staff made preparations for remote working and attended HR/Legal Webinars. Weekly meetings were held with staff.
- **Medicare Reimbursements:** First quarter Medicare Part B reimbursements were processed and submitted to Business Services.

2 INTERAGENCY COORDINATION

- **State Planning Commission:** On April 15, 2020, the State Planning Commission adopted a resolution extending centers designated under the State Plan. Previously set to expire on June 30, 2020, these center designations will now remain in effect until 180 days after revocation of Executive Order 103. In the Pinelands, this action affects centers in the Pinelands National Reserve outside the state-designated Pinelands Area. Centers in the Pinelands Area, which include all Regional Growth Areas, Pinelands Towns and Pinelands Villages, are not subject to the June 2020 deadline and are not affected by this action.
- **NJDEP PACT (Protecting Against Climate Threats):** Staff attended NJDEP’s March 2, 2020 stakeholder meeting on adapting land use regulations to climate change impacts, including sea-level rise, extreme weather and chronic flooding. Following the meeting, DEP posted links to its presentation and video recordings of the meeting: <https://www.nj.gov/dep/njpact/materials.html#NJPACT-AdaptLandUse>
- **NJDEP Stormwater Management Rules:** NJDEP recently notified all municipalities of the need to adopt ordinances in response to its amended Stormwater Management rules by March 2021. At the Commission staff’s request, Pinelands Area municipalities were advised to delay adoption of such ordinances until such time as the Commission amends the CMP to incorporate NJDEP’s revised rules.
- **Wetland Protection:** Commission science and NJDEP staff visited additional sites that have been damaged by off road vehicles.

3 PLANNING

3.1 CONFORMANCE ACTIVITY

	Monthly Total	Calendar Year to Date
Ordinances/Master Plans Received	13	27

Notable Ordinances:

- **Churchill Redevelopment Plan:** Winslow Township has drafted a Redevelopment Plan for a 15-acre parcel composed of four lots, all of which are located in a Regional Growth Area. The goal of the Redevelopment Plan is to enable a mix of uses including professional offices, institutional uses, assisted living units and independent living units. Staff has been in consultation with the Township’s consulting planner since early December 2019, and has provided feedback and suggested language on multiple drafts of the plan. Most recently, a revised version of the redevelopment plan was submitted by the Township in mid-April. Staff responded with suggested corrections on April 28, 2020.
- **Whiting Landfill Redevelopment Plan:** Manchester Township is in the process of formulating a Redevelopment Plan for the 99 acre parcel that is the site of the inactive Whiting Landfill and the active Whiting Recycling Center, municipal salt shed and fire-arms training range. This parcel is located in the Pinelands Preservation Area District. The goals of the redevelopment plan are to complete the capping and closure of the landfill and to enable the development of a community solar facility on the landfill once capped. Staff has been in consultation with Township consulting planners since late February 2020, providing feedback on the draft redevelopment plan and providing guidance on the landfill closure requirements. Planning and Regulatory Programs staff participated in a conference call with Township representatives on April 21, 2020 to discuss the coordination of the Redevelopment Plan approval process, the Public Development Application approval process and assessment of the landfill. Staff subsequently provided the Township with suggested amendments to the Redevelopment Plan and is awaiting further information on an adoption schedule.
- **Southampton Township Redevelopment Plan:** The Township, with the assistance of Burlington County, is drafting a redevelopment plan designed to facilitate additional development in the commercially zoned Rural Development Area around Red Lion Circle. Staff met with Township and County representatives, as well as the potential redeveloper and his consultants, on March 3, 2020.
- **Williamstown Square Redevelopment Plan Amendment:** Monroe Township submitted a draft amendment to its Redevelopment Plan on April 7, 2020. The amendment increases the number of units permitted in the redevelopment area and adds assisted living facilities as a permitted use. Transportation improvements to serve the Williamstown Square Redevelopment Area are one of the priority projects recently

awarded funding through the Pinelands Infrastructure Trust Fund. Staff provided comments and requested additional information on April 14, 2020 and April 17, 2020.

3.2 CULTURAL RESOURCE ACTIVITY

Activity	Monthly Total	Calendar Year to Date
Applications Reviewed	13	30
Surveys Required	0	2
Surveys Reviewed	1	1
Certificates of Appropriateness Required	0	2

3.3 PINELANDS DEVELOPMENT CREDIT PROGRAM

Activity	Monthly Total	Calendar Year to Date
PDCs Allocated	3.00	4.03
PDCs Severed	0	0
Acres Protected	0	0
PDCs Extinguished	0	1.50
Acres Protected	0	95
PDCs Sold	4.25	8.00
Average Sales Price per PDC	\$40,118	\$39,375
Average Sales Price per Right	\$10,029	\$9,844
PDCs Redeemed	0.75	5.50

Notable Activity:

- 4.25 PDCs (17 rights) were sold in March and April 2020, all of which are expected to be redeemed on a 148-unit apartment project in Barnegat Township’s Regional Growth Area.
- 0.50 PDCs (2 rights) were redeemed in March and April 2020 for a residential project (194 single-family detached units) in Egg Harbor Township. An additional 0.25 PDCs (1 right) were redeemed in association with another application in Egg Harbor Township that involved one single-family dwelling.

3.4 SPECIAL PROJECTS

- **Pine Barrens Byway:** Staff researched, developed, reviewed, and edited content for inclusion in the Pine Barrens Federal Byway Nomination application. Numerous photographs of the byway were selected and uploaded to the application, accompanied by explanatory captions. Staff also created a highly detailed map of the byway as a required element of the application. In addition, staff secured letters of support from numerous entities, including the Pinelands Municipal Council, New Jersey Conservation Foundation, South Jersey Chamber of Commerce, Edwin B. Forsythe National Wildlife Refuge, Tuckerton Seaport and Baymen’s Museum and U.S. Biosphere Network (National Park Service, Department of the Interior). The application was completed and submitted on April 30, 2020.
- **New Jersey Historic Trust:** On March 13, 2020, the Commission adopted a resolution to authorize submission of an application to the New Jersey Historic Trust for a 2020 Preserve New Jersey Historic Preservation Fund Grant. The grant would be used to fund repainting and any lead abatement work on Fenwick Manor. Letters of support for the grant application have thus far been received from, among others, the Pinelands Preservation Alliance, the Gloucester County Historical Society and Pinelands farmer Joe Darlington. The grant application deadline has been extended to June 4, 2020.
- **Pinelands Landfill Assessments:** Staff completed review of groundwater quality monitoring data from the Estell Manor City and Buena Borough Landfills and directed the municipalities and their consultants to perform an ecological evaluation of wetlands down-gradient of the landfills to evaluate compliance with the CMP landfill closure standards. Ecological evaluations are to conform with NJDEP's Ecological Evaluation Technical Guidance dated August 2018. Staff also began working with the Manchester Township municipal engineers and environmental consultants to provide guidance on how to characterize the hydrogeological framework of the Whiting Landfill and its surroundings and how to assess impacts to potential landfill leachate receptors.
- **Pinelands Infrastructure Trust Fund (PITF):** Staff held a meeting with the State Infrastructure Bank to review the status of PITF projects that have had recent activity in Monroe Township, Galloway Township, and Pemberton Township. A meeting on the Monroe Township project (Williamstown Square Redevelopment Area transportation improvements) is being scheduled for early May with the Township, DEP and DOT.
- **National Park Service (Economic and Cultural Resources):** Staff prepared and submitted a semi-annual progress report to NPS. Significant progress has been made with the Pine Barrens Byway application for national designation (see above). With respect to the development of a new permanent land protection database, planning and MIS staff continue to coordinate on development of the database, identification of key parameters and sorting of data relationships. Staff also prepared a proposed work plan for the federal fiscal year starting in October 2020.

4 INFORMATION SYSTEMS

- **Support Governor Murphy’s stay-at-home Executive Order:** Staff took necessary measures to transition all Pinelands Commission to working remotely. This required rapid deployment of new hardware and software and working with Commission staff to alter internal processes to function smoothly while working from home. Staff provided desktop support to a variety of disparate client machines used by staff in their homes to connect to work resources, conduct meetings, process applications, etc.
- **Hosting Electronic Meetings:** Staff worked with other Pinelands offices to test and host an online Policy and Implementation and Commission meeting, including live streaming and public comment.
- **Pinelands Interactive Map:** Staff released the Pinelands Commission Interactive Map to the public. This web based GIS application allows both staff and the public to access important information such as parcel data, wetlands information, and management areas.
- **Pinelands Commission Information System Upgrades:** Staff implemented enhancements and bug fixes as needed to enable uninterrupted operation. These included upgrades to the “faxed permits” process, implementing a new workflow to allow supervisory review of communication to ensure the highest level of service to our clients, and other bug fixes.
- **Windows 10 and Office 365 Migration:** Staff continued deployed of Windows 10 desktops and rolled out Office365 and Microsoft Teams to Commission staff to support collaboration and document sharing while working from home.
- **Permanent Land Protection (PLP) Data System:** Staff continued developing a new PLP database to improve tracking, reporting, and mapping of permanently protected lands in the Pinelands. A draft data structure was developed, and data mapping has begun.
- **Document Management:** Staff continued scanning of legacy documents to an electronic document repository accessible via the Pinelands Commission Information System.
- **FileNet Upgrade:** Staff worked with OIT to implement FileNet P8 access within Pinelands Commission Information System. This will allow staff to digitally access all documents previously available on microfilm only.

5 REGULATORY PROGRAMS

5.1 APPLICATION ACTIVITY

Activity	Monthly Total	Calendar Year to Date
Pre-Application Conferences	26	47
Certificates of Filing	26	63
Public Development Reports	1	8
Forestry Certificates of Filing	7	10
PDC Letters of Interpretation	1	3
MOA Consistency Determinations	15	19
Review of Agency Determinations	111	253

5.2 NOTABLE APPLICATIONS

- **App. No. 1987-0411.010:** On April 8, 2020, staff issued a letter providing guidance to Pemberton Township regarding the proposed installation of a public sanitary sewer main to service the Helen Fort Middle School and the Marcus Newcomb School. The schools are currently serviced by an existing on-site wastewater treatment system. The proposal would require the installation of approximately 1.4 miles of sanitary sewer main within a Pineland Agricultural Production Area and a Pinelands Rural Development Area. Public sanitary sewer is only permitted in these Pinelands areas to service a documented public health problem and the sanitary sewer must be designed only to service the existing development.
- **App. No. 1987-1183.015:** On April 15, 2020, staff conducted a conference call with an applicant and their consultants to discuss the proposed change in use of the Atco Raceway in Waterford Township to an automobile storage and auction business. During the conference call staff provided guidance on wetlands, wetland buffer and threatened and endangered species issues. The staff also discussed several vegetation clearing violations that had occurred on the parcel. It is anticipated that an application for the proposed change in use will be filed with the Commission in June of 2020.
- **App. No. 2000-0637.004:** On March 24, 2020, staff conducted a conference call with NJDEP and their consultants regarding a proposed change of use of the existing Green Bank School in Washington Township to a NJDEP office and laboratory. The school is serviced by an onsite septic system. During the conference call, staff provided guidance regarding addressing several standards of the Pinelands Comprehensive Management Plan, including the water quality (septic dilution) and stormwater management standards. The applicant is completing field investigation of the existing stormwater basin and will be contacting the Commission to schedule a follow-up meeting.

- **App. No. 1981-0162.002:** The Chatsworth Volunteer Fire Company is proposing a 120 foot tall communication tower accessory to the existing fire house. On April 1, 2020, staff issued a letter requesting certain additional information to complete the application.
- **App. No. 1981-0583.004:** On April 28, 2020, staff conducted a pre-application meeting with an applicant for the installation of a seven acre floating solar energy facility on an existing resource extraction pond in Jackson Township.
- **App. No 1981-1607.007:** On April 28, 2020, staff conducted a pre-application meeting with an applicant for the installation of a 26 acre solar energy facility at the Big Hill landfill in Southampton Township.
- **App. No. 1985-0653.006:** On April 24, 2020, staff issued a letter responding to an application for the installation of a solar energy facility at an existing resource extraction operation in Tabernacle Township. The letter indicated that the based upon zoning, the proposed solar energy facility was not a permitted land use on the parcel.

5.3 OFF-ROAD VEHICLE EVENT ROUTE MAP APPROVALS

- **Application # 19880757.064**
Tri-County Sportsmen Motorcycle Club, Inc.
 Approval Issued: 3/5/2020
 Event Name: Greenbrier Enduro
 Event Date: March 8, 2020
 Municipality: Dennis Township, Maurice River Township
 Lands Utilized: Belleplain State Forest, US Silica, Halberton
 Route Length: 54 miles
- **Application # 19880071.039**
South Jersey Enduro Riders, Inc.
 Approval Issued: 3/9/2020
 Event Name: Curly Fern Enduro
 Event Date: March 15, 2020
 Municipality: Shamong Township, Tabernacle Township, Washington Township, Waterford Township
 Lands Utilized: Wharton State Forest
 Route Length: 79 miles
- **Application # 19871127.045**
Meteor Motorcycle Club
 Approval Issued: 3/17/2020
 Event Name: Sandy Lane Enduro
 Event Date: March 22, 2020
 Municipality: Bass River Township, Washington Township, Woodland Township
 Lands Utilized: Wharton, Bass River & Penn State Forests
 Route Length: 84 miles

5.4 OTHER ITEMS OF INTEREST

- **Utility ROW Management Plan Meeting:** On April 15, 2020, staff conducted a conference call with representatives of PSE&G, JCP&L and ACE to discuss the utility companies' interest in the select application of herbicides to their electric transmission rights of way in the Pinelands Area. The Pinelands Comprehensive Management Plan prohibits the application of herbicides to utility rights-of-way. The utility companies indicated that the use of herbicides in select areas would provide for the long term establishment of a shrub understory under the existing electric transmission lines, eliminate certain impacts to soils and wetlands caused by equipment, reduce long term maintenance costs and increase worker safety. Staff requested that the companies submit certain information addressing the extent of the area proposed to be treated, the method of herbicide application and the types of herbicides.
- **Proposed Electric Transmission Line in Pinelands National Reserve (PNR):** Staff has been discussing a private applicant's proposal to install an electric transmission conduit within the PNR with NJDEP. The proposed cable is not located in the State regulated Pinelands Area. The proposed electric transmission conduit would conduct electricity from a proposed windmill farm located off of the New Jersey coast to an existing electrical substation located adjacent to the former Oyster Creek nuclear power plant. In the Pinelands National Reserve, the underground cable would traverse Berkeley, Ocean and Lacey Townships.

6 SCIENCE

6.1 ENVIRONMENTAL MONITORING

- **Water-level and Water-quality Monitoring:** Staff collected the March and April rounds of water level data for the Forest Plot and Pond Monitoring network. In April, staff measured pH and specific conductance at the 37 ponds in the Pond Monitoring network, the 47 stream sites for Pinelands-wide Water Quality Monitoring, and 85 stream and impoundment sites in the Mullica River watershed. Staff passed the pH and specific conductance proficiency testing to maintain the state certified laboratory status for these parameters.

6.2 LONG TERM STUDIES

- **Corn Snake Study:** Commission and Herpetological Associates staff opened up the box traps along the drift fence in March, which began the second year of this portion of the study. Most of the corn snakes in the corralled dens emerged from hibernation in March, but snakes continued to emerge here and there in April. Several black racers also emerged from the corn snake dens. All snakes were weighed and measured, pit tags were inserted into snakes not previously captured, and all snakes were released. A pit tag is a microchip inserted under the skin that allows for permanent identification of the snake. Several corn snakes were implanted with radio transmitters to track around the drift fence to see how they interact with the fence, box traps, and artificial cover. Several corn snakes from other study areas were implanted with transmitters in an

effort to find new dens and nest areas. All snakes radio tracked in 2019 have been recaptured for transmitter removal and release.

- **Kingsnake Study:** During the winter, Commission and Herpetological Associates staff corralled the dens that contained the kingsnakes that were radio tracked in 2019. Two kingsnakes emerged from hibernation in March. These two snakes and the one snake held inside all winter for health reasons were implanted with new radio transmitters and released. Commission and Herpetological Associates staff are tracking these three snakes. A fourth kingsnake emerged in April and awaits a new transmitter. The remaining eight kingsnakes have yet to emerge from hibernation.

- **Pine Snake Study:** Rutgers University and Herpetological Associates researchers have been monitoring pine snake populations for decades by excavating a group of hibernacula each winter to survey the snakes present. For the past few years, Commission and U.S. Geological Survey scientists have been collaborating with them to monitor snake fungal disease on the snakes at those dens. In March, staff helped excavate dens at three locations and all of the sores found on the snakes were sampled for snake fungal disease.



Above: Rutgers University and Herpetological Associates researchers holding a 25 year old pine snake from one of their study dens. This is the oldest wild pine snake ever documented.

- **Microorganism Study:** Staff received and reviewed phytoplankton (free-floating algae in the water) and zooplankton (tiny animals that swim or drift in the water) identifications submitted by EcoAnalysts for water samples that were collected in 2019 from a set of natural ponds, excavated ponds, and stormwater basins.

7 COMMUNICATIONS

7.1 COMMUNICATIONS & PUBLICATIONS

- **Website Activity and Enhancements:** The Pinelands Commission's website received a total of 23,859 page views in March and April 2020. Staff edited every page on the

Commission’s website in March and early April of 2020. This included updating figures, checking and fixing any links that were inoperable and enhancing the site with new videos, photo slideshows and new documents. Staff also worked with the state Office of Information Technology to create a new template for the Home page that includes new links/icons for the new Pinelands Interactive Map and the Commission’s YouTube channel. Staff also oversaw edits to the Commission’s internal website (or Intranet).

- **Inquiries/Correspondence:** The Communications Office received and responded to 260 inquiries from the public, including phone calls, e-mails, media inquiries and questions posed by visitors.

7.2 EVENTS, OUTREACH & INTERPRETIVE PROGRAMS

- **Pinelands Short Course:** Due to concerns about COVID-19, the 31st annual Pinelands Short Course was canceled. Approximately 600 people had registered to attend. The Pinelands Summer Course was also canceled. However, staff is working with Stockton University officials to plan a Short Course event in the fall. It may feature courses that are offered as webinars.
- **2019 Annual Report:** Staff completed the Commission’s 2019 Annual Report in early March, and it is up for adoption during the Commission’s May 8, 2020 meeting.

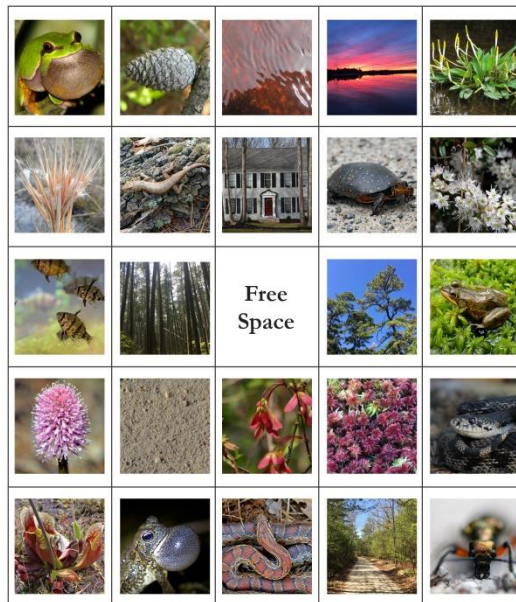
- **New Educational Materials:** Staff created new educational materials that were posted on the Commission’s website and Facebook page. This includes a Pinelands Bingo sheet, a Pinelands Word Finder Puzzle, a Pinelands Crossword Puzzle, three Pine Barrens Treefrog Mazes, a Rare Animals of the Pinelands Word Scramble and updates to two Pinelands quizzes. All of the materials will be incorporated into a new Junior Naturalist program.

- **New Videos:** Staff used Adobe Spark software to create and share a video that provides a brief overview of the Pinelands Commission and its work, as well as a video that highlights the success of the Pinelands Conservation Fund. Both are available on the Commission’s website and Facebook page.

- **Pine Barrens Byway Support:** Communications Office staff provided substantial support for the application to designate the Pine Barrens Byway as a National Scenic Byway. This includes creating a



Pinelands Bingo



Above: Staff created new educational materials throughout March and April, including a new Pinelands Bingo sheet.

list of 15 people/entities that were contacted for letters of support, identifying, reformatting and uploading 24 high-resolution photos that illustrate the Byway's natural qualities, writing alternate text descriptions for all 24 photos, helping to write and edit descriptions for the Byway narrative, sites and amenities, helping to oversee the creation of a new Byway Route map that meets all of the application requirements and providing feedback on all application submissions.

- **Barnegat Bay Partnership Assistance:** Staff participated in the Barnegat Bay Partnership's Communication and Education Committee on March 11, 2020.
- **Educational Program:** Staff delivered a Pinelands-themed education program at the Toms River Library on March 5, 2020.
- **Pond and Well Monitoring:** Staff assisted the Science Office by conducting the March and April rounds of Pinelands well and pond level monitoring.

8 BUSINESS OFFICE

8.1 FACILITIES

- Additional disinfecting products purchased and made available to staff (gloves, disinfecting wipes and hand sanitizer).
- All hard surfaces and door handles were disinfected multiple times a day.

8.2 FINANCIAL MANAGEMENT

- Application Fees March Net Total: \$26,655.89;
Fiscal Year to Date Total: \$ 268,499.98
- Application Fees April Net Total: \$8,361.36; Fiscal Year to Date Total: \$ 276,860.84
- **Fenwick Manor Painting Request for Proposal (RFP):** In support of the 2020 Preserve New Jersey Historic Preservation Fund Grant application, an RFP for the painting of the building was issued on March 24, 2020. Two responsive bids and two "no bids" were received and reviewed by an internal evaluation committee. Discussions with the companies are ongoing.