



NEW JERSEY PINELANDS COMMISSION

MONTHLY MANAGEMENT REPORT



A bald eagle eating breakfast in the Pinelands, as photographed from a distance in November

NOVEMBER 2021

1 EXECUTIVE OFFICE

1.1 ACTING EXECUTIVE DIRECTOR

1.1A COMMITTEE MEETINGS

- **Pinelands Climate Committee:** The Committee did not meet in November.
- **Policy & Implementation (P&I) Committee:** The Committee met on November 19, 2021 and continued its discussion of potential amendments to the Pinelands Comprehensive Management Plan (CMP) and associated priorities and timelines. Staff provided a presentation that summarized the priorities identified by Commissioners and staff. The Committee agreed to take up the matter in detail in April 2022, to coincide with the preparation of the Commission's FY23 budget and work plan.

1.1B PINELANDS MUNICIPAL COUNCIL

- **Pinelands Municipal Council:** The Council met on November 23, 2021 in Washington Township. The Council acknowledged that PILOT (Payment in Lieu of Taxes) funding was unexpectedly received in October. The Council began a discussion of how best to ensure that PILOT funding is provided in future years and at appropriate levels. The Council's next meeting is scheduled for January 25, 2022, in Bass River Township.

1.1C RULEMAKING

- **Stormwater Management:** The proposed CMP amendments were published in the July 19, 2021 issue of the New Jersey Register. A remote public hearing was held on September 1, 2021, with six individuals providing oral testimony. Written public comments were accepted through September 17, 2021 and received from 10 individuals and organizations. Staff held a meeting with New Jersey Department of Transportation (NJDOT) staff to discuss their concerns and questions regarding the impact of the amendments on public road projects. A draft adoption notice was prepared and reviewed with the Policy & Implementation Committee on October 29, 2021. Following a second meeting with NJDOT staff in mid-November, the adoption notice was revised to incorporate additional responses and clarifications. On November 30, 2021, the Governor's Authorities Unit approved the Commission's adoption of the amendments.
- **Electric Transmission Right of Way Maintenance Pilot Program:** Staff presented a comprehensive evaluation of the Pilot Program at the Policy & Implementation Committee's September 24, 2021 meeting. Staff then shared an outline of recommended CMP amendments at the Committee's October 29, 2021 meeting, including application exemptions, new vegetation management standards and continued inspection and reporting requirements. CMP amendments are being drafted.
- **CMP Amendment Priorities and Timelines:** Staff prepared a comprehensive list of potential CMP amendments and made a presentation at the Policy & Implementation Committee's October 29, 2021 meeting. Staff compiled the priorities identified by Commissioners and staff and made a presentation at the P&I Committee's November 19, 2021 meeting.

1.1D OPEN PUBLIC RECORDS ACT

- A total of eight Open Public Records Act (OPRA) requests were received in November. Of the eight requests, seven were provided responsive material and the remaining request will be responded to in December.

1.2 LEGAL AND LEGISLATIVE AFFAIRS

1.2A Legislation:

- Legislators returned to the State House on November 8, 2021 for the second annual session of the 219th Legislature. On that date, Vincent Polistina was sworn in as a member of the Senate, representing the Second Legislative District in Atlantic County.
- The following bills have been approved by the Governor and enacted into law. Many of these bills were previously discussed with the Pinelands Climate Committee:
 - P.L. 2021, c. 168 - Encourages development of zero-emission vehicle fueling and charging infrastructure in redevelopment projects (S2142/A1653)
 - P.L. 2021, c.91 - Requires State agencies in awarding contracts for purchase of items that require power source to consider items powered by fuel cells (S2846/A740.)
 - P.L. 2021, c. 267 - Permits counties and municipalities to bond for alternative fuel vehicles (S1010/A2103.)
 - P.L. 2021, c.6 - Requires land use plan elements of municipal master plans to include climate change related hazard vulnerability assessment (S2607/A2785.)
 - P.L. 2021, C. 169 - Establishes successor program to solar renewable energy certificate program in BPU, including solicitation process for certain solar power generation facilities (S2605/A4544.)
 - P.L. 2021, c.171 - Provides that electric vehicle charging infrastructure is inherently beneficial, may require minor site plan approval, and is a permitted accessory use and structure (S3223/A2108.)
 - P.L. 2021, c. 204 - Authorizes the NJ Infrastructure Bank to expend certain sums to make loans for environmental infrastructure projects for FY2022 (S3813/A5589.) Includes PITF projects.
 - P.L. 2021, c.203 - Appropriates funds to DEP for environmental infrastructure projects for FY2022 (S3812/A5588.) Includes PITF Projects.
 - P.L. 2021, c. 178 - Authorizes certain offshore wind projects to construct power lines and obtain real property interests; grants BPU authority to supersede certain local governmental powers upon petition from offshore wind project (S3926/A5894.)
 - P.L. 2021, c. 290 - Requires all newly constructed warehouses to be solar-ready buildings (S3504/A3352).
 - P.L. 2021, c. 169 - Establishes successor program to solar renewable energy certificate program in BPU, including solicitation process for certain solar power generation facilities (S2605/A4554.)

- P.L. 2021, c. 170 - Establishes dual-use solar project pilot program for unpreserved farmland; allows land used for dual-use solar project to be eligible for farmland assessment under certain conditions (S3484/A5434.)
- P.L. 2021, c 78 - Requires developers to offer unit concrete products that utilize carbon footprint-reducing technology as option in new construction; establishes tax incentives, and State and local purchasing requirements, for unit concrete products that utilize carbon footprint-reducing technology (S3091/A4933.)

1.3 HUMAN RESOURCES

- **Return to Office:** In accordance with the Pinelands Commission Return to the Office plan, staff members reported to work at the Commission’s offices at least three days per week up to November 26th. Effective November 29, 2021, all staff have been back in the office five days a week. When working in the office, staff members are required to take their temperatures and complete the Employee COVID-19 Daily Self-Screening form. The office remains closed to the public and all meetings continue to be conducted remotely. Required weekly COVID-19 testing of unvaccinated employees began on November 29, 2021.
- **NJ Employees Charitable Campaign (NJECC):** Staff is promoting a different cause each week as per the NJECC campaign directive. November’s cause weeks were Education & Training, Veterans & Military Support, Housing & Shelter, Hunger, and Special Needs & Disabilities. Information is posted weekly on the HR Teams page.
- **Recruitment:** The Commission is currently recruiting for six vacant positions. Resumes were reviewed and selected candidates are being scheduled for interviews.
- **Training:** Staff attended “Reporting Retroactive Salaries for Local Government Employers” webinar training hosted by the Division of Pensions and Benefits.
- **NJ Well:** Staff attended “New NJWELL Year, New You!” webinar kicking off the new NJ Well year beginning November 1, 2021.

2 INTERAGENCY COORDINATION

- **Interagency Council on Climate Change:** Staff attended a meeting of the Interagency Council on Climate Change (IACC) on November 9, 2021. New Jersey’s Chief Resilience Officer emphasized the need for all participating agencies to increase public awareness of the actions of the IACC and, most importantly, to highlight specific actions being taken by member agencies to address climate change.

Council members reviewed a draft Operating Principals document, and Commission staff requested the document acknowledge the participation of non-executive branch agencies, such as the Commission, in addition to executive branch agencies. Short presentations were provided by the Department of Agriculture and the NJ Economic Development Authority (NJEDA) on the

climate-related activities underway in their respective agencies. Importantly, the NJEDA noted that agency's willingness to publicize the climate change related activities being implemented by any of the member organizations.

- **South Jersey Transportation Authority (SJTA):** Staff continues to work with SJTA regarding the creation of the new offsite Grassland Conservation Management Area and the frosted elfin butterfly enhancement project in the northeastern quadrant of the parcel on which the Atlantic City International Airport is located. These obligations stem from an Amendment to the 2004 Memorandum of Agreement for the Airport, which the Commission authorized in April 2019. At the November Commission meeting, a member of the public provided comment concerning SJTA's pending wind cone application. She expressed her concern that SJTA was not meeting its obligations under the Amended MOA. Staff offered to provide the commenter with copies of SJTA's Monthly Update Reports and to review the status of SJTA's implementation of the Amended MOA at its next meeting. Staff has also been contacted by SJTA regarding the potential development of an air freight building at the airport.
- **Richard J. Stockton University:** In September 2020, Stockton University adopted a revised Master Plan. Although such Plan referenced discussions with the Pinelands Commission, no such discussions had occurred prior to its adoption. Stockton has recently submitted a copy of its new Master Plan to the Commission for its review. Additionally, staff has been working with Stockton to resolve an outstanding violation involving the width of Vera King Farris Drive and the extent to which portions of the road are contained within the deed-restricted area. Stockton has requested an amendment of its 2010 Memorandum of Agreement to provide more specificity regarding the dimensions of the three roads on its campus and the portions that were not intended to be included within the reach of the Deed of Conservation Restriction.
- **Water Supply Advisory Council:** On November 19, 2021, staff from the Science Office and from the Planning Office delivered presentations to the New Jersey Water Supply Advisory Council. The presentations focused on the long-term monitoring of water levels in Pinelands ponds and wells and on the draft CMP amendments addressing new or increased withdrawals of Kirkwood-Cohansey (K/C) water for non-agricultural uses. Members of the Council and other attendees participated in a question-and-answer session. As a result of the presentations, staff has been invited to join several meetings NJDEP has planned to discuss that agency's rule drafting efforts on revised groundwater quality standards and on water allocation rules. A third meeting is scheduled to go over potential NJDEP updates to the State's Water Supply Plan, last adopted in 2017, that may impact the draft K/C rules.
- **NJ Department of Environmental Protection (NJDEP) Coordination Meeting:** On November 16, 2021, Regulatory Programs staff met with staff from NJDEP, Division of Land Use Regulation, to discuss the coordination of the review of Freshwater Wetlands General Permits (GPs) in the Pinelands Area. In accordance with a 1993 Memorandum of Agreement (MOA) between our two agencies, Regulatory Programs staff issues GPs on behalf of NJDEP for certain activities in wetlands in the Pinelands Area. Staff discussed NJDEP's new electronic application submission procedure (effective October 5, 2021) and NJDEP's comment procedure with the US Fish and Wildlife Service (USFWS) for GP applications to identify potential process improvements to facilitate coordination between our two agencies and improve the Commission's GP application process for applicants.

- NJ Board of Public Utilities (BPU):** On November 22, 2021, staff submitted an application to BPU for a Local Government Energy Audit. The application included detailed information on energy usage (gas and electric) for each of the Commission’s buildings, as well as the square footage of existing parking lots. The Local Government Energy Audit program is open to local and state governments and non-profit organizations. The program provides reports on how facilities use energy, identifies energy conservation measures and guides applicants toward appropriate and available rebate and incentive programs to fund implementation of recommended energy efficiency strategies. Funding for such implementation measures was included in the Commission’s FY22 budget.
- Rutgers Cooperative Extension:** On November 22nd, staff met with representatives from the Rutgers Cooperative Extension Water Resources Program, who toured the Commission’s grounds to assess possible sites for a rain garden. Following the visit, the Rutgers representatives provided the Commission with a proposed scope of work, which would include the preparation of green infrastructure engineering design plans, cost estimates for materials and construction oversight for the installation of a rain garden. The Rutgers representatives also sent the Commission three concept plans/drawings for a rain garden. Funding for the design and installation of one or more rain gardens on the Commission’s property was included in the FY22 budget.

3 PLANNING

3.1 CONFORMANCE ACTIVITY

	Monthly Total	Calendar Year to Date
Master Plans/Ordinances Received		
Adopted	8	125
Drafted or Introduced	5	81
Total ¹	10	140
Master Plans/Ordinances Reviewed		
Substantial Issue Finding ²	7	9
No Substantial Issue Finding	0	49
No Issue Finding	0	41
Total	7	98

¹The total accounts for unique master plans and ordinances received (i.e., it does not double count drafted, introduced, or adopted submissions for the same ordinance).

² Ordinances and Master Plans that are found to raise substantial issues with respect to the standards of the CMP require formal review and approval by the full Commission.

Finding Letters Issued ³	2	60
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3.2 CULTURAL RESOURCE ACTIVITY

Activity	Monthly Total	Calendar Year to Date
Applications Reviewed	9	80
Surveys Required	0	6
Surveys Reviewed	0	7
Certificates of Appropriateness Required	1	7

3.3 PINELANDS DEVELOPMENT CREDIT PROGRAM

Activity	Monthly Total	Calendar Year to Date
PDCs Allocated	2.00	69.45
PDCs Severed	0	20.75
Acres Protected	0	577
PDCs Extinguished	0	4.50
Acres Protected	0	152
PDCs Sold	0	30.75
Average Sales Price per PDC	n/a	\$57,226
Average Sales Price per right	n/a	\$14,307
PDCs Redeemed	15.50	60.00

Notable Activity:

- **PDC Allocations:** A total of 2.00 PDCs (8 rights) were allocated to parcels located in the Agricultural Production Area in Mullica, Pemberton and Winslow townships.
- **PDC Redemptions:** 9.25 PDCs (37 rights) were redeemed for the development of 121 single-family detached dwellings in the Stafford Business Park Redevelopment Area. 6.00 PDCs (24 rights) were redeemed for the development of a 120-unit assisted living facility in Medford

³ A single finding letter can pertain to multiple master plans/ordinances from the same municipality.

Township’s Stokes Square Redevelopment Area. 0.25 PDCs (1 right) was redeemed for the development of a single-family home in Jackson Township’s Regional Growth Area.

3.4 SPECIAL PROJECTS

- Septic Pilot Program:** The Commission adopted a resolution at its November 12, 2021 meeting, authorizing the participation of four new advanced wastewater technologies in the Commission’s Alternate Design Treatment Systems Pilot Program. The Fuji Clean USA Residential CEN Series system, the Waterloo Biofilter Residential Model system and the Busse Innovative Systeme Model MF-B-400 system will be permitted to serve residential development on minimum one-acre parcels, and the Pugo system will be permitted to serve residential development on minimum 1.26-acre parcels. Staff has prepared the required notice for publication in the New Jersey Register and will transmit it to the Office of Administrative Law in early December.

4 REGULATORY PROGRAMS

4.1 APPLICATION ACTIVITY

Activity	Monthly Total	Calendar Year to Date
Pre-Application Conferences	7	111
Certificates of Filing	16	161
Public Development Reports	3	24
Forestry Certificates of Filing	0	8
PDC Letters of Interpretation	3	32
Non-PDC Letters of Interpretation	0	2
MOA Consistency Determinations	3	32
Review of Agency Determinations	74	814

4.2 NOTABLE APPLICATIONS

- Residential Development, Jackson Township (App. No 1987-1188.002):** This application proposes the development of 46 dwelling units on a 26.27-acre parcel.

Notwithstanding the below discussion regarding the approval history for the application, as of November 2021, development of the parcel has not commenced. The application received Township preliminary subdivision approval in 2006. At the time of Township preliminary subdivision approval, the parcel was located in the Township’s RG-2 zoning district. In June of 2016, the application received final Township subdivision approval. At the time of Township

final subdivision approval, the parcel continued to be located in the Township's RG-2 zoning district. In accordance with the New Jersey Municipal Land Use Law (NJ MLUL), the Township final subdivision approval provided a two-year period of protection until June of 2018 from zoning changes.

In February of 2018, the Commission certified an amendment to the Jackson Township land use ordinance. As applicable to this proposed development, the Township ordinance amendment would require the purchase of PDCs for 30% of the proposed dwellings.

However, as provided for in the NJ MLUL, in June of 2020, the applicant returned to the Township Planning Board and received three one-year extensions of the Township's 2016 final subdivision approval. The extensions were retroactive to June 2018. As provided for in the NJ MLUL, the three one-year extensions provided protection from zoning changes until June of 2021.

As of June 2021, the application would have been subject to the Township ordinance amendment requiring that PDCs be acquired for 30% of the proposed dwellings.

However, the New Jersey Permit Extension Act of 2020 ("The Act") tolled the running of the period of the Township's three one-year extensions of final subdivision approval. For this application, the Act tolled the running of the Township's extensions for slightly less than 15 months. Based upon the Act, the NJ MLUL period of protection offered from zoning changes for this application was extended from June 2021 until August 2022.

By letter dated November 9, 2021, the Commission staff advised the applicant that based upon the zoning protection offered by the NJ MLUL, the application is not subject to the 2018 Township land use ordinance amendment requiring that PDCs be acquired for 30% of the proposed dwellings until at least August of 2022.

- **Landfill Capping and Placement of a Solar Energy Facility on the Capped Landfill, Berkeley Township (App. No. 1986-0127.015 and App. No 1986-0127.001):** The Commission staff continues its review of this proposal. As required by the CMP, it must first be determined whether the existing closed landfill requires an impermeable cap or if it may be capped with an alternative technique that addresses the public health and ecological risks associated with the landfill. The CMP further requires that any proposed alternative capping technique must afford an equivalent level of protection of the resources of the Pinelands than would be provided if the landfill was capped with an impermeable material. The proposed landfill capping must also receive an approval from the New Jersey Department of Environmental Protection.
- **Landfill Capping and Placement of a Solar Energy Facility on the Capped Landfill, Woodbine Borough (App. No. 1986-0257.003 and App. No 1986-0257.002):** The Commission staff continues its review of this application. As required by the CMP, it must first be determined whether the existing closed landfill requires an impermeable cap or if it may be capped with an alternative technique that addresses the public health and ecological risks associated with the landfill. The CMP further requires that any proposed alternative capping technique must afford an equivalent level of protection of the resources of the Pinelands than would be provided if the

landfill was capped with an impermeable material. The proposed landfill capping must also receive an approval from the New Jersey Department of Environmental Protection.

- **Landfill Capping and Placement of a Solar Energy Facility on the Capped Landfill, Pemberton Township (App. No. 2021-0112.001 and App. No. 2021-0112.002):** The Commission staff continues its review of this proposal. Because this landfill ceased operations prior to September 23, 1980, the CMP does not require that the landfill be capped. The applicant is currently completing threatened and endangered species survey work for the proposed placement of a proposed soil cover on the landfill. The proposed landfill capping must also receive an approval from the New Jersey Department of Environmental Protection.
- **Atlantic City Electric, Electric Transmission Tower Replacement, Dennis and Upper Townships, (App. No. 2019-0007.001)** The Pinelands Commission exercises direct regulatory authority in the state-designated Pinelands Area. The proposed development subject of this application is not located within the state-designated Pinelands Area. However, the proposed development is located within the federally designated Pinelands National Reserve (PNR). Although the Commission does not have direct regulatory authority in the PNR, the development is subject to the New Jersey Coastal Area Facility Review Act regulations, which require that development within the Coastal Zone portion of the PNR be consistent with the intent, policies and objectives of the National Parks and Recreation Act of 1978 and the State of New Jersey Pinelands Protection Act of 1979. In February of 1988, the Pinelands Commission entered into a Memorandum of Agreement (MOA) with the NJDEP to formalize a framework for coordinating the requirements of NJDEP's Coastal Management Program and the CMP in those portions of the PNR located in the Coastal Zone. That MOA provides that NJDEP will implement the CMP within the Coastal Zone and consider comments submitted to NJDEP by the Pinelands Commission for certain types of major development that require certain NJDEP permits.

Atlantic City Electric proposes the replacement of 56 existing electric transmission line lattice structures with 91 steel monopoles and one steel "H-frame" electric transmission structure within an existing ACE right-of-way.

By memorandum dated November 15, 2021, the Commission staff advised NJDEP that provided the proposed development addressed certain resolvable issues raised with the wetlands protection, threatened and endangered species protection and cultural resource protection standards of the CMP, the proposed development would be consistent with the intent, policies and objectives of the National Parks and Recreation Act of 1978 creating the Pinelands National Reserve and the Pinelands Protection Act of 1979.

- **Surfacing of Proposed Trails, Pemberton Township (App. No. 1982-3181.008):** On November 10, 2021, the Commission staff met with representatives of the Pinelands Preservation Alliance (PPA) to discuss the surfacing of proposed trails through wetlands and wetlands buffers. PPA is assisting Pemberton Township in its proposal to create trails at Lake Pemberton located along Magnolia Road in the Township. The purpose of the meeting was to discuss the surfacing of proposed trails in wetlands and the required buffer to wetlands. The CMP prohibits most development in wetlands and wetlands buffers. Trails are permitted provided they meet a number of CMP-specified conditions. However, it is very challenging for applicants to demonstrate that paved trails located in wetlands or the required buffer to wetlands will meet

those conditions.

- **Creation of Stormwater Rain Gardens, Evesham Township (App. No. 1985-0619.016):** At its November 10, 2021 meeting with representatives of the Pinelands Preservation Alliance, the Commission staff also discussed the requirement that “demonstration stormwater rain gardens” that exceed 1,000 square feet in area will require application to the Commission.

4.3 OFF-ROAD VEHICLE ROUTE MAP APPROVALS

- **Application # 19880272.035**
Central Jersey Competition Riders
Approval Issued: 11/15/2021
Event Name: Pine Hill Enduro
Event Date: November 21, 2021
Municipality: Manchester Township, Pemberton Township, Woodland Township
Lands Utilized: Brendan T. Byrne State Forest
Route Length: 79 miles
- **Application # 19871127.045**
Meteor Motorcycle Club
Approval Issued: 3/17/20
Event Name: Sandy Lane Enduro
Event Date: Rescheduled November 27, 2021 (Original Date March 22, 2020)
Municipality: Bass River Township, Washington Township, Woodland Township
Lands Utilized: Wharton, Penn & Bass River State Forests
Route Length: 84 miles

5 SCIENCE

5.1 ENVIRONMENTAL MONITORING

- **Water Level Monitoring:** In November, Science staff measured water levels at forest plots and ponds in the Commission network of long-term monitoring sites. This work is completed each month, typically in cooperation with the Communications Office. Staff downloaded continuous water-level data from data loggers installed in seven ponds. Staff also gave a presentation on Commission water-level research to the Water Supply Advisory Council.

5.2 LONG TERM STUDIES

- **Kingsnake Study, Joint Corn Snake Study, Rare Snake Monitoring, and Eastern Box Turtle Study:** Staff continued to radio track kingsnakes, corn snakes, and pine snakes in November. All snakes appear to have stopped moving and are inside their winter dens. Staff will continue to check on the tracked snakes periodically throughout the winter, will visit dens on warmer days to look for snakes, and has begun to enter the mountain of snake capture and radio-tracking

data collected during 2021.

6 COMMUNICATIONS

6.1 COMMUNICATIONS & PUBLICATIONS

- **Website:** The Pinelands Commission’s website was viewed 10,628 times in November 2021.
- **Inquiries/Correspondence:** The Communications Office received and responded to 101 inquiries from the public in November 2021, including phone calls, e-mails, and media inquiries.

- **2022 Pinelands National Reserve Wall Calendar:** In early November, Communications Office staff sent 38 photos to the Rowan College at Burlington County’s print shop, along with researching and writing photo captions with assistance from the Science Office and with help from several outside experts. The calendars were printed in late November and then delivered to Bass River State Forest, the Batsto Visitor Center, Belleplain State Forest, Brendan Byrne State Forest, and Whitesbog Village, where they are being distributed to the public free-of-charge.



Above: The front cover of the 2022 Pinelands National Reserve wall calendar.

- **Press Release:** On November 30th, the Communications Office prepared and issued a press release about the passing of former Commissioner Jay Mounier.

6.2 EVENTS, OUTREACH & INTERPRETIVE PROGRAMS

- **Pinelands Speaker Series Webinars:** Staff hosted a webinar entitled, “How Do You Grow a Rain Garden?” on November 18, 2021. The webinar was delivered by Dr. Steven Yergeau, County Agent/Associate Professor with the Rutgers Cooperative Extension.
- **Pinelands Short Course:** Staff continued to secure presentations for the 33rd annual Pinelands Short Course, which will be held at Stockton University’s main campus in Galloway Township on March 12, 2022. More than 30 presentations have been confirmed thus far.

- **Social Media Enhancements:** Staff continued to enhance the Commission’s social media pages in November 2021. Staff posted 33 photos on the Commission’s Instagram site and shared 12 tweets on the agency’s Twitter account. The videos on the Commission’s YouTube Channel registered 1,861 views, with a total of 21,600 minutes watched, in November.



Above: Staff shared 33 photos on Instagram in November 2021, including this photo of a sunset over Atsion Lake in Wharton State Forest.

7 INFORMATION SYSTEMS

- **Pinelands Commission Information System Upgrades:** The Pinelands Commission Information System (PCIS) is the internal system of record for all applications to the Pinelands and associated transactions. Staff provided desktop support, implemented enhancements and bug fixes to streamline operations and facilitate remote work.
- **Cybersecurity:** Vigilance to protect the internal networks, hardware, and data of the Pinelands Commission is critical in today’s networked world, especially due to the added complexities of supporting employees working from home. The Information Systems office participated in the periodic New Jersey Cybersecurity Communication and Integration Cell (NJCCIC) monthly meeting. On this call, the Pinelands was notified of new security policies for user passwords. Next month, these more secure protocols, including more frequent password rotation, will be implemented.
- **Permanent Land Protection (PLP) Data System:** The PLP system manages the data related to all the preserved land in the Pinelands National Reserve. Staff is continuing development of data editing and maintenance screens for the Planning Office.
- **Technology Enhancements:** Staff members continually evaluate emerging technologies for how they can impact or enhance the office environment. Staff supported Governor Murphy’s Return to Office plan by deploying new workstations to hold meetings and support COVID requirements. Quotes were created for approval, including new PCs in the anticipation of new staff members being hired in January. Tests were carried out in the Pineland Commission’s primary conference room with staff from other offices to prepare for hybrid meetings using the Zoom and Teams platform. New audio equipment was purchased by Business Services to

improve call quality.

8 BUSINESS OFFICE

8.1 FINANCIAL MANAGEMENT

- **Application Fees:** November 2021, Net Total: \$18,102.21; Year to Date Total: \$378,399.38
- The Fiscal Year 2020 Audit was completed with zero findings.

8.2 FACILITIES MANAGEMENT

- Additional HVAC service was needed for two heating units on the second floor of the Richard J. Sullivan Center (RJS).
- RJS File Storage Units – One of the original motors needs to be replaced in the File Storage shelves. The shelving units were originally installed in 2001.
- The 2014 Jeep Wrangler had brakes replaced and recall-related service to correct the airbag programming.