

Adopted 8/26/14

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
July 29, 2014
9:30 a.m.

MINUTES

Members Present

Richard Prickett (Acting Committee Chairperson), Ed McGlinchey, and Fran Witt

Members Absent

Alan W. Avery, Jr., William Brown, D'Arcy Rohan Green, and Gary Quinn

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Susan Grogan, Paul Leakan, Jessica Lynch, Dawn Rago, Stacey Roth, and Michelle Russell.

Acting Chairperson Prickett called the meeting to order at 9:30 a.m.

Adoption of Minutes from the April 1, April 29, & June 3, 2014 Personnel and Budget Committee Meetings

Commissioner McGlinchey moved the adoption of the minutes of the April 1, April 29, & June 3, 2014 Personnel and Budget Committee meetings. Acting Chairperson Prickett seconded the motion and Commissioner Witt abstained.

Resolution(s):

To Adopt FY 2015 Budgets.

Ms. Wittenberg reviewed the Operating Budget for FY 2015 and noted that the state appropriation remains the same as the last few years. Application fees have been lower this year, so that item was adjusted in the budget to be less than the FY 2014 amount. The amount needed to be pulled from the fund balance will be higher than last year. The salary expenditure does not include any changes that may result from contract negotiations, which will require a budget amendment. There is also a slight decrease in salaries this year due to vacancies. However, fringe benefit costs increased. Currently, nothing has been allocated for the travel budget, but an adjustment is needed to account for Commissioners travel expenses. Overall, the budget is a little higher than last year. The budgets for the Pinelands Conservation Fund and Kirkwood/Cohansey and corresponding budget notes are expected to be presented at the next P&B meeting.

The Deferred Revenue and Reserve Accounts were also reviewed.

Commissioner McGlinchey requested a calculation of a 5% across the board raise to all existing employees in their current title along with a separate calculation on how it would affect fringe benefits. Commissioner McGlinchey stated that he will not be in favor of a budget that does not include the previously referenced calculations.

Equipment Capitalization System Deletions

Ms. Wittenberg discussed the broken data recorder on the list. Following the discussion, the Committee recommended Commission approval of an additional FY 2014 Equipment Capitalization System Deletion totaling \$1,769.75.

Financial Updates:

Check Registers (June 2014). Ms. Wittenberg reviewed the registers and provided details.

Electronic Disbursements - EFT; Direct Deposit; ACH (June 2014). Ms. Wittenberg provided information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees closed at \$253,041, which was much lower than budgeted.

Employee Actions (June 2014)

Michelle Russell reviewed the employee actions and noted that the new Business Services Manager has started at the Commission.

Public Comment

None

Other Items of Interest

A claim has been opened for the damage to the fire panel from the last storm. The Committee discussed lightning rods and cautioned that money should be spent wisely because lightning damage can still occur despite preventative efforts. An Audit Committee meeting will be scheduled soon. Staff was complimented on the new bog garden. Paul Leakan provided an update on the Visitor's Center.

Closed Session

A motion to go into Closed Session was moved by Commissioner Prickett, seconded by Commissioner McGlinchey and unanimously approved at 10:25 a.m.

The Committee returned from Closed Session at 10:46 a.m.

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

The meeting was adjourned at 10:47 a.m.

Certified as true and correct:

Michelle Russell

Michelle L. Russell, HR Specialist

Date 8/18/14