

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
August 26, 2014
9:30 a.m.

MINUTES

Members Present

Richard Prickett (Acting Committee Chairperson), Alan W. Avery, Jr., and William Brown (via telephone).

Members Absent

Ed McGlinchey, D'Arcy Rohan Green, Gary Quinn, and Fran Witt.

Staff Present

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

Acting Chairperson Prickett called the meeting to order at 9:37 a.m.

Adoption of Minutes from the July 29, 2014 Personnel and Budget Committee Meetings

Commissioner Avery moved the adoption of the minutes of the July 29, 2014 Personnel and Budget Committee meeting. Commissioner Brown seconded the motion and all voted in favor.

Resolution(s):

Adopt FY 2015 Budgets.

Ms. Wittenberg reviewed the Operating Budget for FY 2015 and noted that a few changes were made to the budget since the last meeting. Jessica Lynch noted that an adjustment for travel was made to account for Commissioners' travel expenses. Additional money was allocated for Deputy Attorney General and labor costs. The budgets for the Pinelands Conservation Fund and Kirkwood/Cohansey and corresponding budget notes were presented. Larry Liggett reviewed the Kirkwood/Cohansey study and Paul Leakan discussed the educational and outreach components of the Pinelands Conservation Fund. The value of the interactive map on the Commission's web site was also discussed.

Financial Updates:

Check Registers (July 2014). Ms. Wittenberg noted that a new format was developed for the check register and reviewed the registers and provided details.

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

Application Fees Update. Application fees closed at \$20,542.96 for the first month of the fiscal year. This is slightly below the budgeted amount.

Employee Actions (July 2014)

Ms. Russell reviewed the employee actions and noted that one employee who was hired for a limited time has completed her project and has ended her employment.

Public Comment

Fran Brooks of Tabernacle Township asked when the budgets would be available to the public. She was given a copy.

Other Items of Interest

It was noted that there was an amendment to the minutes to include Commissioner McGlinchey's request for a calculation of a 5% across the board raise to all employees along with a separate calculation on fringe benefits. The minutes also reflect Commissioner McGlinchey's statement that he will not be in favor of a budget that does not include the referenced calculations. This amendment was read aloud. Accordingly, the revised minutes were handed out and Commissioner Avery moved the adoption of the revised minutes of the July 29, 2014 Personnel and Budget Committee meeting. Commissioner Brown seconded the motion and all voted in favor.

Stacey Roth stated that the Commissioners will receive Ethics forms to fill out shortly.

Closed Session

A motion to go into Closed Session was moved by Commissioner Avery, seconded by Commissioner Brown and unanimously approved at 10:09 a.m.

The Committee returned from Closed Session at 10:50 a.m.

Commissioner Brown ended his phone call at 10:51 a.m.

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

The meeting was adjourned at 10:53 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 8/26/14