

**PERSONNEL & BUDGET COMMITTEE MEETING**

Richard J. Sullivan Center  
Terrence D. Moore Room  
15C Springfield Road  
New Lisbon, New Jersey  
October 29, 2013  
9:30 a.m.

**MINUTES**

Members Present

John Haas (Committee Chairperson), Fran Witt, Gary Quinn, Richard Prickett (2<sup>nd</sup> Alternate).

Members Absent

William Brown, D'Arcy Rohan Green, Ed McGlinchey (1<sup>st</sup> Alternate).

Staff Present

Executive Director Nancy Wittenberg, Donna Connor, Donna Graham, Paul Leakan, Larry Liggett, Dawn Rago, Stacey Roth, and Michelle Russell.

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

Adoption of Minutes from the October 1, 2013 Personnel and Budget Committee Meeting

Commissioner Witt moved the adoption of the minutes of the October 1, 2013 Personnel and Budget Committee meeting. Commissioner Prickett seconded the motion and all voted in favor.

Chairperson Haas summarized a meeting that Chairman Lohbauer and Commissioners Haas, Lloyd, and McGlinchey attended in Trenton regarding personnel issues.

Pinelands Conservation Fund Overview

Staff provided an overview of the Pinelands Conservation Fund (PCF) by reviewing the history of the PCF program, along with the current status. Chairperson Haas feels it is time to take a comprehensive look at the PCF plan to see if there are options to replenish the land acquisition component.

FY 2013 Financial Reports

Ms. Connor reported that the books for FY 2013 are closed, and she reviewed several financial reports.

Status of Reserve Accounts

Ms. Connor reviewed the balance and purpose of each of the Commission reserve and

deferred revenue accounts. She brought up the possibility of closing two of the inactive reserve accounts, which will be discussed further during the FY 2015 budget preparation process. Chairperson Haas mentioned that the Commission needs to budget and plan for the 35<sup>th</sup> anniversary of the creation of the Pinelands Commission. There was discussion concerning the painting of Fenwick Manor. The Committee confirmed that the painting of the building continues to be a priority.

#### Insurance Renewals

Ms. Connor noted that the current estimates are slightly lower than the budgeted amount because the fixed asset (property) totals were broken down by building. This resulted in lower amounts which lowered the premiums.

Mr. Leakan left the meeting at 10:35 a.m.

#### Financial Updates:

Check Registers (October 2013). Ms. Connor reviewed the registers and provided details, including information on the reimbursement to towns related to the clustering ordinance.

Electronic Funds Transfer (EFT) Disbursements (October 2013). Ms. Connor provided information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Ms. Connor reported that application fees are extremely low and will continue to be closely monitored.

#### Employee Actions (October 2013)

Ms. Russell reviewed the employee actions. A part time Environmental Specialist position has been filled and one staff member recently went on Family Leave.

#### Public Comment

There were no comments.

#### Other Items of Interest

Mr. Liggett briefed the Commissioners on a project in Woodbine regarding a small wastewater treatment plant. Following the discussion, Chairperson Haas asked for a motion to recommend Commission approval to provide \$20,000 in funding from the Community Planning and Design component of the PCF. The motion was moved by Commissioner Witt, seconded by Commissioner Quinn and unanimously approved.

#### Closed Session

A motion to go into Closed Session was moved by Commissioner Witt, seconded by Commissioner Quinn and unanimously approved at 10:58 a.m.

The Committee returned from Closed Session at 11:10 a.m.

With no further items to discuss, Chairperson Haas asked for a motion for adjournment. The motion was moved by Commissioner Witt, seconded by Commissioner Quinn and unanimously approved.

The meeting was adjourned at 11:11 a.m.  
Certified as true and correct:

*Michelle Russell*

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Michelle L. Russell, HR Specialist

Date 1/28/14