

PERSONNEL & BUDGET COMMITTEE MEETING

This meeting was conducted both remotely and in-person.
The public could view/comment through the Pinelands Commission YouTube link:
www.YouTube.com/c/PinelandsCommission; Meeting ID 827 1822 7208

Richard J. Sullivan Center
15C Springfield Road
New Lisbon, New Jersey 08064
August 23, 2022 – 9:30 a.m.

MINUTES

Members Present

Alan W. Avery, Jr., Committee Chairman; William Pikolycky; Mark Lohbauer, Laura E. Matos

Members Absent

Gary Quinn; Jane Jannarone

Staff Present

Susan R. Grogan, Acting Executive Director (AED); Jessica Lynch, April Field, Carol Ebersberger, Charleen Cruz, and John Bunnell. Also present was Jamera Sirmans from the Governor's Authorities Unit

Chairman Avery called the meeting to order at 9:34 a.m.

Adoption of the minutes from the June 14, 2022, Personnel and Budget Committee Meeting

Commissioner Pikolycky moved the adoption of the minutes of the June 14, 2022, Personnel and Budget Committee meeting. Commissioner Lohbauer seconded the motion.

The minutes were adopted with all voting in favor.

Financial Updates

Check Register (June 2022) – Business Services Manager Jessica Lynch highlighted the more noteworthy purchases/checks on the register.

Electronic Disbursements – EFT, Direct Deposit, ACH (May 2022 - June 2022)

Application Fees – Ms. Lynch stated that application fees have exceeded the anticipated amount and are currently 222.69% of the budgeted amount for FY2022. Application fees were received from 404 applications during FY2022 and 49 refunds were issued.

FY2023 Draft Budget Review and Discussion

Ms. Lynch and Ms. Grogan delivered a presentation on the Pinelands Commission Fiscal Year 2023 Budget draft. (*Attachment A to these minutes*).

FY 2023 Budgets include the Operating Fund, Pinelands Conservation Fund, Katie Trust Fund and, new this year, the Fenwick Manor Preservation Fund.

Ms. Lynch reviewed the Operating Fund Budget for FY2023.

Commissioner Avery asked if \$50,000 is for each new field vehicle recommended in the budget. Ms. Lynch applied yes.

Commissioner Lohbauer stated that if we can satisfy the Commission's needs with pure battery electric vehicles, it would be preferable to a hybrid vehicle that consumes fossil fuels.

Acting ED Grogan reviewed FY2023 initiatives, including the creation of a new Energy Conservation Reserve and a long list of Pinelands Conservation Fund projects She then reviewed Initiatives and Ongoing Work reflected in the FY2023 Operating Budget.

Commissioner Lohbauer asked if there is a timetable for the work on Fenwick Manor. Ms. Grogan replied that there is not, and she said Ms. Lynch is looking for consultants on State Contract who are willing to come to South Jersey. She noted the Commission has not actually received the monies yet to proceed with the project.

Commissioner Lohbauer commented about potential new vehicle purchases and Congressional enactment of the Inflation Reduction Act. The Act provides a new vehicle purchase credit of \$7,500 per vehicle for qualifying electric or hybrid vehicles providing delivery of the vehicle is after January 1, 2023. If the Commission could delay purchasing until then, the Commission would probably be eligible for the \$7,500 credit.

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Chairman Avery asked, regarding the Kirkwood-Cohansey aquifer rules, if the applicant is responsible for paying for the costs associated with the United States Geological Survey's review of models and other materials submitted as part of an application for a new well. AED Grogan responded yes and explained that will be dealt with through a required escrow payment.

Chairman Avery asked if the Commission participates with the state archives. Specifically, he asked whether state archives stores our material or whether the Commission retains all documents onsite. Ms. Lynch replied that the Commission stores most documents onsite, but some materials do go to the state. Acting ED Grogan stated the Commission's Data Retention policy needs to be revisited.

A motion to recommend adoption of the draft budget to the full Commission was made by Commissioner Lohbauer. Commissioner Matos seconded the motion. All Commissioners present voted in favor.

Other Items of Interest - none

Employee Actions

AED Grogan said we continue to work through the recruitment process for a new Research Scientist. A specialist position in the Management Information Systems office remains open because we haven't been able to find the right candidate.

Retirement – Long-time staff member Maureen (Fritz) Olson retired on July 1, 2022.

Commissioner Pikolycky asked where the Union contract stands. AED Grogan said the current contract runs through June 30, 2023 (FY2023). She noted that Stacey Roth, Chief of Legal and Legislative Affairs, is currently going through the state's approved list to identify outside labor counsel to retain for contract negotiations.

Public Comment – none

Closed Session - none

Commissioner Pikolycky made a motion to adjourn the meeting. Commissioner Lohbauer seconded the motion and all agreed. The meeting adjourned at 10:35 a.m.

Minutes submitted as true and correct.



Teri Melodick
Principal Clerical Assistant

Date: October 17, 2022