

**PERSONNEL & BUDGET COMMITTEE MEETING**

Richard J. Sullivan Center  
Terrence D. Moore Room  
15C Springfield Road  
New Lisbon, New Jersey  
July 2, 2013  
9:30 a.m.

**MINUTES**

Members Present

John Haas (Committee Chairperson), D'Arcy Rohan Green, Fran Witt, Ed McGlinchey (1<sup>st</sup> Alternate), Richard Prickett (2<sup>nd</sup> Alternate)

Members Absent

William Brown, Gary Quinn

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Connor, John LaMacchia, Paul Leakan, Larry Liggett, Stacey Roth, Michelle Russell

Chairperson Haas called the meeting to order at 9:32 a.m.

Adoption of Minutes from the June 4, 2013 Personnel and Budget Committee Meeting

Commissioner McGlinchey moved the adoption of the minutes of the June 4, 2013 Personnel and Budget Committee meeting. Commissioner Rohan Green seconded the motion and all voted in favor.

Mr. LaMacchia and Mr. Liggett entered the meeting at 9:35 and 9:37 a.m., respectively.

Resolution: To Adopt the Pinelands Commission's Fiscal Year 2014 Budgets for the Operating Fund, the Kirkwood Cohansey Aquifer Assessment Study Fund and the Pinelands Conservation Fund

Ms. Connor thoroughly reviewed the three budgets. Ms. Wittenberg summarized a recent meeting with the National Park Service (NPS) regarding funding. Ms. Connor reviewed personnel costs along with the authorized staffing levels and unfunded positions. Commissioner McGlinchey asked if the Commission would benefit from having a licensed engineer on staff. Mr. Liggett provided background information in response to the question. Commissioner Witt left the meeting at 10:31 a.m. Following the budget discussion, Chairperson Haas asked for a motion to recommend Commission approval of the resolution. The motion was moved by Commissioner Rohan Green, and seconded by Commissioner Prickett. Commissioner McGlinchey opposed the motion, stating that he will not vote for a budget that does not include raises for all employees.

Commissioner Witt entered the meeting at 10:35 a.m.

The Committee discussed the status of the Audit Committee along with the painting of Fenwick Manor. Commissioner Haas asked if it was possible to plant vegetation in the retention basin. It was decided to fix the drainage issues and then look into the retention basin.

#### Equipment Capitalization System Deletions

Ms. Connor reviewed the equipment capitalization deletions and explained that there are a lot this year because none were deleted last year. The process for deletions was also explained. Following the discussion, Chairperson Haas asked for a motion to recommend Commission approval of FY 2013 Equipment Capitalization System Deletions totaling \$68,124.47. The motion was moved by Commissioner Witt, seconded by Commissioner McGlinchey and unanimously approved.

Commissioner Prickett left the meeting at 10:50 a.m.

#### Financial Updates:

Check Registers (June 2013). Ms. Connor reviewed the registers and provided details. There were no refunds.

Electronic Funds Transfer (EFT) Disbursements (June 2013). Ms. Connor provided information on the EFTs, payroll disbursements and ACHs. It was explained that a land purchase was done via EFT.

Application Fees Update. Ms. Connor reported that the fees were slow in May and June. Despite this lag, the total fees have exceeded the annual budgeted amount.

#### Public Comment.

There were no comments.

Commissioner Prickett entered the meeting at 10:54 a.m.

#### Closed Session

A motion to go into Closed Session was moved by Commissioner Prickett, seconded by Commissioner Witt and unanimously approved at 10:55 a.m.

Commissioner Witt left the meeting at 11:10 a.m.

The Committee returned from Closed Session at 11:20 a.m.

#### Other Items of Interest:

Employee Actions (June 2013) – Ms. Russell reviewed the employee actions.

There was discussion on the efficiency study and that staff is remarkably resistant to change. There was also a discussion concerning the establishment of a facility maintenance committee.

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

The meeting was adjourned at 11:25 a.m.

Certified as true and correct:



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Michelle L. Russell, HR Specialist

Date 7/22/13