

PERSONNEL & BUDGET COMMITTEE MEETING

This meeting was conducted both remotely and in-person.
The public could view/comment through the Pinelands Commission YouTube link:
<https://www.youtube.com/watch?v=XaQW7CAc574>

Richard J. Sullivan Center
15C Springfield Road
New Lisbon, New Jersey 08064
March 21, 2023 – 9:30 a.m.

MINUTES

Members Present

Alan W. Avery Jr., William Pikolycky; Mark Lohbauer, Nicholas Asselta, and Chair Laura E. Matos

Staff Present

Executive Director Susan R. Grogan, Jessica Lynch, April Field, Charleen Cruz, and John Bunnell

Call to Order

Committee Chair Avery called the meeting to order at 9:37 a.m.

Minutes

Committee Chair Avery presented the minutes of the August 23, 2022, Personnel and Budget Committee meeting.

Commissioner Pikolycky moved the adoption of the minutes. Commissioner Lohbauer seconded the motion.

The minutes of the August 23, 2022 meeting were adopted by unanimous vote.

Financial Updates

Check Register – Business Services Manager Jessica Lynch highlighted the more noteworthy purchases/checks on the register. (July 2022 - February 2023)

Electronic Disbursements – EFT, Direct Deposit, ACH (July 2022 - February 2023)

Application Fees – Ms. Lynch stated that application fees have exceeded the anticipated amount and are currently at 118.69% of the budgeted amount for FY2023. She noted that application fees were received from 253 applications between July 2022 and February 2023, and 26 refunds were issued.

Resolution

Business Services Manager Jessica Lynch said a new bank account needs be established in preparation for online application fee payments.

Commissioner Lohbauer made a motion To Authorize the Executive Director to Establish an Additional Account at The Bank of Princeton for Purposes of Accepting Application Fees Through a Third-Party Payment Module. Commissioner Pikolycky seconded the motion.

The resolution was unanimously approved.

Fixed Asset Deletion

To create room for the new electric lawnmower, the old lawnmower will need to be removed. Business Services Manager Jessica Lynch requested approval for the old lawnmower to be sold via online auction. Any revenue generated from the sale will be applied to the purchase of the electric mower.

Commissioner Pikolycky made a motion to approve the fixed asset deletion, seconded by Commissioner Matos.

The motion was unanimously approved.

Personnel Updates

Executive Director Susan Grogan and Charleen Cruz reviewed employee actions.

- Departing Employees - Anthony McNichol, Ronnie Luker, and Edward Wengrowski
- New Employees - Marc Paalvast, Archaeologist hired 1/31/23
- Recruitment for Environmental Coordinator, Research Scientist, and MIS Specialist continues.
- Promotions - Susan R. Grogan - Executive Director, effective 2/10/2023

Fenwick Manor-Historic Preservation Plan

Consultants Margaret M. Hickey, AIA and Thomas B. Connolly, AIA from Connolly & Hickey Historical Architects delivered a presentation on the Fenwick Manor Preservation Plan. The presentation included recommended interior and exterior restoration and structural work on the Fenwick Manor Farmhouse.

- Examples of the exterior conditions include mortar loss at the brownstone foundation, wholesale paint loss throughout the exterior of the farmhouse, and paint and glazing putty loss around the windows.
- Examples of interior conditions related to structure include cracking around the fireplace at the southwest parlor, cracking in the plaster around the fireplace in the former southwest bedroom.

Consultants Margaret M. Hickey, AIA and Thomas B. Connolly, AIA also reviewed possible strategies for a capital grant from the New Jersey Historic Trust to fund as much of the restoration project as possible.

Link to the presentation:

https://www.nj.gov/pinelands/home/presentations/Fenwick%20Manor%20Presentation_March%202023.pdf

The Personnel and Budget Committee were in support of a resolution To Authorize the Executive Director to Submit an Application to the New Jersey Historic Trust for a 2023 Preserve New Jersey Historic Preservation Fund Grant.

General Public Comments

Michelle Forman from Pemberton Township made some suggestions on the voting process during the Personnel and Budget Committee meetings. Ms. Forman also wanted clarification on the development application fees in the Pinelands Area. Executive Director Susan Grogan explained the fee and refund process in detail to Ms. Forman.

Closed Session

A closed session was not necessary.

Adjournment

Commissioner Pikolycky moved to adjourn the meeting. Commissioner Matos seconded the motion. The Committee agreed to adjourn at 11:04 a.m.

Minutes submitted as true and correct.

Charleen Cruz

Charleen Cruz
Human Resources Manager

Date: June 5, 2023



Thomas B. Connolly, AIA
Margaret M. Hickey, AIA
Connolly & Hickey Historical Architects

Fenwick Manor - Historic Preservation Plan

Exterior Conditions



Note the wholesale paint loss on the siding and trim elements. Based on the way the paint is peeling, the lower paint layers have failed causing the paint to check and alligator.

Exterior Conditions



View of mortar loss at the brownstone foundation. Foundations exhibit a mix of mortar and parging loss. Also note paint that has checked, which is severe in many locations.

Exterior Conditions



View of the front porch showing wholesale paint loss, which is throughout the painted porch elements.

Exterior Conditions



Paint and glazing putty loss is prevalent at many of the wood-hung windows and frames.

Interior Conditions Related to Structure



Note the cracking around the fireplace at the southwest parlor; there are other cracks along this entire wall and at the northeast corner of the space.

Interior Conditions Related to Structure



Note the cracking in the plaster around the fireplace in the former southwest bedroom.

Interior Conditions Related to Structure



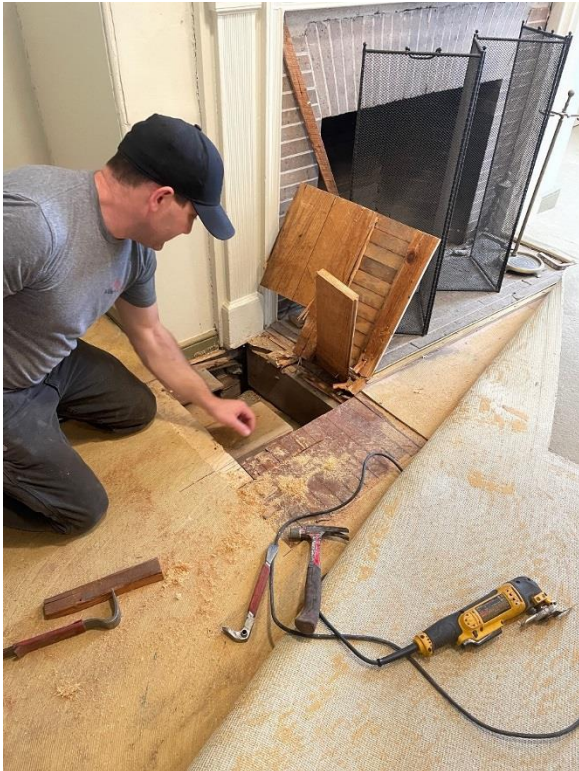
Crack in the mantelpiece of the fireplace in the northwest parlor. There are conditions at this fireplace that indicate the supports here may also be undermined but not to the extent of the fireplace in the southwest parlor.

Interior Conditions Related to Structure



Crack in the plaster at the second floor. It is suspected this crack is caused by the foundation problems with the fireplace in the southwest parlor, which translate to the upper stories.

Structural Conditions



Removal of flooring in southwest parlor to investigate the condition of the fireplace supports.



View the cracked fireplace header, which supports three levels of brick masonry.

Structural Conditions



View of the crawlspace looking northeast showing how portions of the crawlspace have been dug out.

Projected Costs



Total for Base Project - Structural Upgrades	\$ 417,170
Total for Structural Upgrades and All Interior Repairs	\$ 855,502
Total for Exterior Repairs	\$1,060,320

Note: All costs include a 20% contingency.