

**PERSONNEL & BUDGET COMMITTEE MEETING**

Richard J. Sullivan Center  
Terrence D. Moore Room  
15C Springfield Road  
New Lisbon, New Jersey  
June 30, 2015  
9:30 a.m.

MINUTES

Members Present

Ed McGlinchey (Acting Committee Chairperson) and Joe DiBello

Members Absent

Alan W. Avery (Committee Chairperson) William Brown, D'Arcy Rohan Green, Jane Jannarone, Richard Prickett, Gary Quinn, and Fran Witt.

Staff Present

Executive Director Nancy Wittenberg, Donna Graham, Susan Grogan, Robyn Jeney, Paul Leakan, Jessica Lynch, and Michelle Russell.

Acting Chairperson McGlinchey called the meeting to order at 9:39 a.m.

Adoption of Minutes from the June 2, 2015 Personnel and Budget Committee Meeting

Commissioner DiBello moved the adoption of the June 2, 2015 Personnel and Budget Committee meeting minutes. Acting Chairperson McGlinchey seconded the motion. However, since there was no quorum at the Committee meeting, no formal Committee recommendation on the adoption of the minutes actually occurred. These minutes will need to be readopted at the next Personnel and Budget Committee meeting.

Review and Recommendation of FY 2016 Budgets

Nancy Wittenberg reviewed the Operating Budget for FY 2016 and noted that the state appropriation is the same for this year. Application fees have increased this year, but so have fringe benefit costs. The salary expenditure increased and includes changes from contract negotiations. One Jeep will be sold and another one will be purchased. The budget included money for maintenance equipment, but funds budgeted for the recording system may no longer be needed. The budget for professional services and the undesignated fund were also reviewed, along with the budgets for the Pinelands Conservation Fund and the Kirkwood/Cohansey Study. The PCF budget includes funds for the interpretative center and it was noted that the Request for Proposals for the interpretative center is ready to go out.

Acting Chairperson McGlinchey discussed hiring an engineer and also clarified that he does not have a problem recommending the budget to the full Commission, but he will not vote for a budget that does not include 5% across-the-board raises for all employees.

Commissioner DiBello moved the adoption of the FY2016 Budgets. Acting Chairperson McGlinchey seconded the motion. However, since there was no quorum at the Committee meeting, no formal Committee recommendation on the adoption of the FY 2016 Budget actually occurred.

#### Financial Updates:

Check Registers (May 2015). Jessica Lynch reviewed the registers and provided details.

Electronic Disbursements - EFT; Direct Deposit; ACH (May 2015). Ms. Lynch reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees continue to be higher than expected with a year-to-date total of \$454,773.12.

#### Employee Actions (May 2015)

Michelle Russell reviewed the employee actions.

#### Other Items of Interest

There was discussion regarding towns that violate the CMP and require staff time to resolve the violations.

Ms. Russell reviewed the Revisions to the Personnel Policies. Following the Personnel Policies Revisions discussion, Acting Chairperson McGlinchey asked for a motion to recommend Commission approval of the resolution. The motion was moved by Commissioner DiBello, and seconded by Acting Chairperson McGlinchey. However, since there was no quorum at the Committee meeting, no formal Committee recommendation on the revised personnel policies actually occurred.

#### Public Comment

None

#### Closed Session

There was no need to go into Closed Session.

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

The meeting was adjourned at 10:21 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 8/4/15