

PERSONNEL & BUDGET COMMITTEE MEETING

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

MINUTES

Members Present

Fran Witt (Acting Committee Chairperson), William Brown via telephone, D'Arcy Rohan Green, Ed McGlinchey (1st Alternate), Richard Prickett (2nd Alternate)

Members Absent

John Haas (Committee Chairperson), Gary Quinn

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Connor, Donna Graham, Paul Leakan, Larry Liggett, Dawn Rago, Michelle Russell

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

Adoption of Minutes from the February 8, 2013 Personnel and Budget Committee Meeting

Commissioner McGlinchey moved the adoption of the minutes of the February 8, 2013 Personnel and Budget Committee meeting. Commissioner Rohan Green seconded the motion and all voted in favor.

Insurance Update

The Insurance Update focused on summarizing the different options available for reducing the duplication of the crime coverage between policies. Several quotes to increase coverage in the General Liability (GL) policy were explained by Bill Mayo, a representative from the Office of Risk Management. After discussion, the Committee agreed with staff to cancel the stand alone crime policy and increase similar but broader coverage of the GL policy to \$250,000. Acting Chairperson Witt asked for a motion to recommend that the Commission cancel the stand alone crime policy and increase similar but broader coverage of the GL policy to \$250,000. The motion was moved by Commissioner McGlinchey, seconded by Commissioner Rohan Green and unanimously approved.

Commissioner Brown ended his participation on the phone call at 10:00 am

Beneficial Bank Service Charges

Staff informed the Committee that Beneficial Bank has begun charging service fees. Staff is working to minimize these fees but will need to prepare a Request for Proposal to obtain

quotes from other banks. Several Commissioners expressed a desire to switch banks if fees were lower at another bank and wondered if there were any regulations prohibiting banks from charging service fees to governmental agencies.

Financial Updates:

Check Registers (February and March 2013). Donna Connor reviewed the registers and provided details.

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

Application Fees Update. Donna Connor reported that the fees received in February and March were good. Ms. Connor is very confident that fees will reach the annual budgeted amount.

NPS-Cooperative Agreement for Long Term Monitoring. Donna Connor reported that a no cost time extension was requested until December 2013 in order to retain over \$194,000 of available funding.

FY 2012 Audit Update. A Pre-Audit Conference was held and the auditors will begin at the Commission on April 15.

Public Comment.

There were no comments.

Other Items of Interest:

Employee Actions (February and March 2013) – Michelle Russell reviewed the employee actions and noted that FEMA will provide one of their staff to scan and computerize the cultural resource inventory information. FEMA needs digital information on historical data for emergencies.

Closed Session

A motion to go into Closed Session was moved by Commissioner McGlinchey, seconded by Commissioner Pricket and unanimously approved at 10:30 a.m.

The Committee returned from Closed Session at 10:45 a.m.

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

The meeting was adjourned at 10:47 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 4/15/13

