

PINELANDS PERSONNEL & BUDGET COMMITTEE MEETING

This meeting was conducted in-person and available remotely.

The public could view/comment through Pinelands Commission YouTube link:

<https://www.youtube.com/c/PinelandsCommission>

October 17, 2023, 9:30 AM

MINUTES

MEMBERS IN ATTENDANCE (remotely): Chairman Alan W. Avery Jr., William Pikolycky, Mark Lohbauer, Nicholas Asselta, and Commission Chair Laura E. Matos. Also present was Governor's Authorities Unit representative Janice Venables.

MEMBERS ABSENT: none

STAFF PRESENT: Executive Director Susan R. Grogan, Stacey Roth, Jessica Lynch, Charleen Cruz, and Carol Ebersberger.

1. Call to Order

Chairman Avery called the Pinelands Personnel & Budget Committee meeting to order at 9:35 a.m.

2. Adoption of the August 29, 2023 Personnel & Budget Committee meeting minutes

Commissioner Pikolycky moved the adoption of the minutes of the August 29, 2023 Personnel & Budget Committee meeting. Commission Chair Matos seconded the motion. All voted in favor with the exception of Commissioner Lohbauer who was not present for the vote.

3. Closed Session

Chairman Avery requested a motion to go into closed session. Commissioner Pikolycky moved to go into closed session. Commission Chair Matos seconded the motion.

Prior to going into closed session, Stacey Roth, Chief, Legal & Legislative Affairs, explained the basis for the closed session under the Open Public Meetings Act. She said the Committee need to meet in closed session to discuss a collective bargaining negotiation matter.

The Committee returned from closed session at 9:55 a.m. and proceeded with the formal agenda items.

4. Financial Updates:

- a. Check Register –Jessica Lynch, Business Services Manager, highlighted the more noteworthy purchases/checks on the register for July through September 2023.

More notable purchases mentioned were two Dell Laptops for meeting rooms; annual chargebacks to the State of New Jersey for Oracle renewal, Go to My PC, Deputy Attorney General expenses and TeamSite renewal; insurance for new vehicles; end of FY2023 purchases; new EV lawn mower; and CWA Union dues.

- b. Electronic Disbursements – EFT, Direct Deposit, ACH (July 2023)
- c. Application Fees – Ms. Lynch stated that application fees are at 37.06% of the anticipated amount for FY 2023. She noted that application fees of \$259,388.10 were received from July through September from 106 applications. There were 21 refunds issued.

5. Personnel Updates

Charleen Cruz, Human Resource Manager, reviewed employee actions and recruitment efforts.

Recruitment for the Environmental Technologies Coordinator, MIS Specialist and Applicant Services Representative/Assistant positions continue. Postings for these positions closed October 15, 2023, and resumes are being reviewed.

The Planning Director position has been filled with the promotion of Gina Berg. Brad Lanute has been promoted to Chief Planner. Both are effective October 9, 2023.


Ms. Cruz also noted salary increases for Timothy Capella, Environmental Specialist 2, and John Keys, Maintenance Technician 2. The increases are effective July 1, 2023.

6. Public comment

Michael Czyzky, Medford, NJ, asked about the disbursement to Magnify Brewing reflected on the check register. ED Grogan stated the disbursement was a refund for overpayment of an application fee. Mr. Czyzky also said that Medford is dealing with recruitment issues and they are forming a coalition to help with this effort. He suggested the Commission consider participating in municipal recruitment events.

There being no further discussion, Commissioner Lohbauer moved to adjourn the meeting. Commissioner Pikolycky seconded the motion. The Committee agreed to adjourn at 10:15 a.m.

Certified as true and correct:



Carol A. Ebersberger
Business Specialist