

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>

March 26, 2024, 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 Alexis Franklin.

MEMBERS ABSENT: none

STAFF PRESENT: Executive Director Susan R. Grogan, Jessica Lynch, Charleen Cruz.

1. Call to Order

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

2. Adoption of the October 17, 2023, Personnel & Budget Committee meeting minutes

Commissioner Pikolycky moved the adoption of the minutes of the October 17, 2023 Personnel & Budget Committee meeting. Commissioner Lohbauer seconded the motion. All voted in favor, with the exception of Commissioner Asselta, who was not present for the vote.

3. Financial Updates:

- a. Check Register –Jessica Lynch, Business Services Manager, highlighted the more noteworthy purchases/checks on the register for October 2023 through February 2024.

More notable purchases mentioned were Fiscal Year (FY) 2021 Audit Services; partial payment for the Fenwick Preservation Plan; annual ESRI software renewal; FY2024 Business Insurance Renewal; 2024 NJ Pinelands Calendar and MS Teams Voice & Office 365 Annual renewal.

Commissioner Avery confirmed that production of the 2024 Pinelands Calendar is funded by a grant from the National Park Service.

- b. Electronic Disbursements – EFT, Direct Deposit, ACH (August - December 2023)
- c. Application Fees – Ms. Lynch stated that as of the end of February 2024, application fees are at 89.51% of the anticipated amount for FY 2024. She noted that application

fees of \$626,573.64 were received from July 2023 through February 2024 from 281 applications. The Commission issued 46 refunds.

ED Grogan said that adding the March application revenue to date brings the total to just over the \$700,000 anticipated amount in the FY24 budget.

4. Fixed Asset Deletion:

Ms. Lynch reviewed the list of fixed assets that will be going to Trenton after approval. Commissioner Lohbauer made a motion to approve the fixed asset deletion. Commissioner Pikolycky seconded the motion. All Commissioners present voted in favor. Fixed asset deletion was approved.

5. Personnel Updates

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

Departing employees (2) – Technical Assistant 3, effective 12/29/23 and MIS Specialist 4, effective 1/29/24.

New Hires (2) – Donna DiPalma, Applicant Services Representative, effective 1/29/24 and Jared Schmidt, MIS Specialist 3, effective 12/4/23.

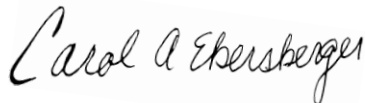
The Planning Director position has been filled with the promotion of Gina Berg. Brad Lanute has been promoted to Chief Planner. Both are effective October 9, 2023.

Recruitment for the Planning Specialist and Technical Assistant 3 positions continues. Interviews are currently being held.

6. Public comment - None

There being no further discussion, Commissioner Lohbauer moved to adjourn the meeting. Commission Chair Matos seconded the motion. The Committee agreed to adjourn at 9:50 a.m.

Certified as true and correct:



Carol A. Ebersberger
Business Specialist

May 29, 2024