

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/live/o-ElwEyfiU?si=gUjh5ESv8IjKwwXL>

August 29, 2023 – 9:30 a.m.

MINUTES

MEMBERS IN ATTENDANCE: Chairman Alan W. Avery Jr., William Pikolycky, Mark Lohbauer, Nicholas Asselta, and Commission Chair Laura E. Matos

STAFF PRESENT: Executive Director Susan R. Grogan, Jessica Lynch, April Field, Charleen Cruz, John Bunnell and Carol Ebersberger

1. Call to Order

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

2. Adoption of the June 20, 2023 Personnel & Budget Committee meeting minutes

Committee Chair Avery presented the minutes of the June 20, 2023 Personnel & Budget Committee meeting.

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

The minutes of the June 20, 2023 meeting were adopted by unanimous vote.

3. Financial Updates

Check Register –Director Grogan highlighted the more noteworthy purchases/checks on the register for June 2023.

Electronic Disbursements – EFT, Direct Deposit, ACH (June 2023)

More notable purchases mentioned were two hybrid Jeeps, pit-tagging supplies and equipment, replacement and installation of the secondary Split System HVAC in the Management Information Systems (MIS) server closet, and a used Toyota Tacoma pick-up truck as an emergency replacement for the 2006 Ford Ranger.

Application Fees – Director Grogan stated that application fees have exceeded the anticipated amount and are currently at 169.91% of the budgeted amount for Fiscal Year (FY) 2023. She noted that application fees were received from 405 applications between July 2022 and June 2023, and 52 refunds were issued.

4. Fixed Assets Deletion

Director Grogan reviewed the list of fixed assets deletions . Items included were the 2006 Ford Ranger with a damaged transmission system and various MIS hardware equipment.

The motion for deletion was unanimously approved by the Committee.

5. Personnel Updates

Director Grogan reviewed employee actions and recruitment efforts.

Recruitment for the Environmental Technologies Coordinator and MIS Specialist positions continues. Refilling the Planning Director position was previously approved by the Governor's Office and is included in the FY24 budget.

6. Fiscal Year 2024 Initiatives

The Executive Director made a presentation on the Fiscal Year 2024 budgets and initiatives (see attached slides).

The FY 2024 budgets are:

- Operating Fund - \$6,896,895
- Pinelands Conservation Fund - \$964,866
- Fenwick Manor Preservation Fund - \$575,000

The FY24 anticipated Operating Fund Revenue includes:

State Appropriation – \$3,549,000

State Supplemental Funding - \$687,000

Application Fees - \$700,000

Grants/Special Purpose \$480,500

Other - \$80,000

Fund Balance & Reserves - \$1,400,395*

- \$886,395 from the Undesignated Fund Balance
- \$960,000 Reserves – Fenwick, Energy Conservation and Shelving
- \$9,000 PCF Administrative Assessment

The anticipated FY24 Operating Fund Expenditure is \$6,896,895. This total includes salary/wages, fringe benefits, supplies professional services, other services, maintenance/rent, improvements, and acquisitions.

Director Grogan said the Commission currently has 40 employees, not including the three positions that are currently being recruited. She noted that although the Commission's state appropriation does not reflect the increase that had been requested to create and fill three new positions, the proposed FY24 budget nevertheless includes the salary and fringe benefit costs

associated with hiring a new Applicant Services Representative for the Regulatory Programs office.

Director Grogan noted the following Energy Conservation Reserve projects :

- Electric vehicle charging station(s): grant funding, evaluation and installation;
- Solar energy facility consultant: assess feasibility and options for solar installation at the Commission's office;
- Purchase new energy efficient office equipment;
- Office composting program; and
- Develop long-term plan for replacement of existing HVAC systems

She noted that the Fenwick Manor Preservation budget anticipates expenditures of \$575,000. This would fund partial exterior restoration, structural reinforcement/maintenance, partial interior restoration, and some non-construction costs. \$575,000 is the total amount of funding available to match the requested New Jersey Historic Trust capital grant. The Commission should find out by the end of September if it will receive the grant for the restoration of Fenwick Manor.

The budgeted expenditures from the Pinelands Conservation Fund total \$964,866, and they include expenditures from the Land Acquisition, Conservation Planning & Research, Community Planning & Design, and Education and Outreach accounts.

Commissioner Lohbauer made a motion to recommend approval of the Fiscal Year 2024 budgets by the full Commission. Commissioner Pikolycky seconded the motion. All Committee members voted in favor. Commissioner Matos was not present for the vote.

7. General Public Comments

No public comments were made.

8. Closed Session

A closed session was not necessary.

9. Adjournment

Commissioner Lohbauer moved to adjourn the meeting. Commissioner Pikolycky seconded the motion. The Committee agreed to adjourn at 10:36 a.m.

Minutes submitted as true and correct.

Charleen Cruz

Charleen Cruz
Human Resources Manager
October 10, 2023