

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
February 3, 2015
9:30 a.m.

MINUTES

Members Present

Alan W. Avery, Jr. (Committee Chairperson), Joe DiBello, and Richard Prickett

Members Absent

William Brown, Jane Jannarone, Ed McGlinchey, Gary Quinn, D'Arcy Rohan Green, and Fran Witt.

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Paul Leakan, Jessica Lynch, Dawn Rago, Stacey Roth, and Michelle Russell.

Chairperson Avery called the meeting to order at 9:45 a.m.

Adoption of Minutes from the December 2, 2014 Personnel and Budget Committee Meeting

Commissioner Prickett moved the adoption of the minutes of the December 2, 2014 Personnel and Budget Committee meeting. Commissioner DiBello seconded the motion and all voted in favor.

Financial Updates:

Check Registers (November & December 2014). Ms. Wittenberg reviewed the registers and provided details. Several questions were answered regarding specific checks. John Bunnell explained the payment to U.S. Geological Survey (USGS) for work that is being done as part of an EPA grant.

Electronic Disbursements - EFT; Direct Deposit; ACH (November & December 2014). Ms. Wittenberg reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees continue to be higher than expected and closed at \$45,596.17 at the end of December for a year-to-date total of \$206,158.31.

Employee Actions (November & December 2014)

Ms. Russell reviewed the employee actions and noted that a part-time Cultural Resources Planner has started, along with an unpaid intern.

Public Comment

None

Other Items of Interest

There was discussion about the potential purchase of a generator in case of emergencies.

Closed Session

A motion to go into Closed Session was moved by Commissioner Prickett, seconded by Commissioner DiBello and unanimously approved at 10:15 a.m.

The Committee returned from Closed Session at 10:49 a.m.

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

The meeting was adjourned at 11:08 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 2/3/15