

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
June 2, 2015
9:30 a.m.

MINUTES

Members Present

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

Members Absent

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

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, John LaMacchia, Paul Leakan, Jessica Lynch, Jessica Noble, and Michelle Russell.

Chairperson Avery called the meeting to order at 9:33 a.m.

Adoption of Minutes from the April 28, 2015 Personnel and Budget Committee Meeting

Commissioner Prickett moved the adoption of the minutes of the April 28, 2015 Personnel and Budget Committee meeting. Commissioner DiBello seconded the motion.

Resolution(s):

To Authorize the Executive Director to Continue to Expend Funds for Fiscal Year 2016 at the Same Level of Expenditures as Fiscal Year 2015 until the Adoption of the Fiscal Year 2016 Budgets.

Nancy Wittenberg explained that this resolution is done every year so that the Commission can pay its bills while waiting for the budget to be approved. Following the discussion, the Committee reviewed and recommended Commission approval.

Financial Updates:

Check Registers (April 2015). Ms. Wittenberg reviewed the registers and provided details. An explanation was provided by John LaMacchia concerning servers for the active directory.

Electronic Disbursements - EFT; Direct Deposit; ACH (April 2015). Jessica Lynch reviewed

information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees continue to be higher than expected and closed at \$87,288.02 at the end of April, for a year-to-date total of \$420,783.00. It was noted that there are two months remaining in the fiscal year.

Budget Update. Ms. Wittenberg provided an update on the budget and outlined several of the larger requests. These items have not been approved and also reviewed the process of what happens with a budget request.

Employee Actions (April 2015)

Michelle Russell reviewed the employee actions and noted that a Planner resigned.

Other Items of Interest

There was discussion about the quote for a generator available for a potential purchase in case of emergencies. Results of research into the painting and associated costs of Fenwick Manor were discussed. Ms. Lynch stated that she attended a meeting for a gas consortium which may save money. Mr. LaMacchia addressed a question concerning computer security.

Public Comment

None

Closed Session

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

The Committee returned from Closed Session at 10:44 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 10:46 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 6/4/15