

## PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center  
Terrence D. Moore Room  
15C Springfield Road  
New Lisbon, New Jersey  
March 3, 2020

### MINUTES

#### Members Present

Alan Avery (Committee Chairman), William Pikolycky, Richard Prickett, and Mark Lohbauer.

#### Members Absent

Gary Quinn, Jane Jannarone, and D'Arcy Rohan Green.

#### Staff Present

Executive Director Nancy Wittenberg, Jessica Lynch, Zobeida Concepcion, Susan Grogan, Stacey Roth, Tony McNichol and Paul Leakan.

Commissioner Avery called the meeting to order at 9:30 a.m.

#### Adoption of Minutes from the August 9, 2019 Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the minutes of the August 9, 2019 Personnel and Budget Committee meeting. Commissioner Pikolycky seconded the motion.

All Commissioners present voted in favor, and the minutes were approved.

#### Financial Updates:

Check Register (July 2019 – January 2020) – Business Services Manager Jessica Lynch highlighted the more noteworthy purchases/checks on the register.

Electronic Disbursements – EFT, Direct Deposit, ACH (July 2019 to January 2020). Ms. Lynch stated that all disbursements are payroll-related.

Application Fees – Ms. Lynch said that the application fees year to date have not met expectations; she said the Commission is currently at 33% of the anticipated application fees.

#### Employee Actions

Human Resources Manager Zobeida Concepcion reviewed the Employee Actions:

- Retirements – (2) – Larry Liggett, Donna Graham

- New Hire – Business Specialist – Carol Ebersberger, Sept. 9, 2019
- Promotion – Susan Grogan – Planning Office
- Recruitment – posted MIS Specialist 4; Permit Administrator – awaiting approval from Governor’s office on salary; interviews have been completed

Resolution

Authorizing the Executive Director to submit an application to the New Jersey Historic Trust for a 2020 Preserve New Jersey Historic Preservation Grant – Mr. Tony McNichol, the Commission’s Cultural Resource Planner, presented information on the grant and responded to questions from members of the Committee.. The grant will be used to offset the costs of painting the exterior of Fenwick Manor. .

A motion was moved by Commissioner Lohbauer to approve the resolution, seconded by Commissioner Pikolycky, unanimously approved.

Public Comment

There was no public comment.

Executive Director Updates

Executive Director Wittenberg said that she has communicated with the Governor’s office to request additional funding for fringe expenses.

Closed Session

A motion to go into Closed Session was moved by Commissioner Avery, seconded by Commissioner Lohbauer and unanimously approved at 10:08 a.m.

Return to Open Session

The Committee returned from Closed Session at 11:14 a.m.

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

The meeting was adjourned at 11:15 a.m.

Certified as true and correct:



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Zobeida Concepcion, Human Resources Manager

Date 9/18/2020