

Adopted 2/8/13

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
December 4, 2012
9:30 a.m.

MINUTES

Members Present

Fran Witt (Acting Committee Chairperson), Gary Quinn, Richard Prickett (2nd Alternate)

Members Absent

John Haas (Committee Chairperson), William Brown, D'Arcy Rohan Green, Ed McGlinchey (1st Alternate)

Staff Present

Executive Director Nancy Wittenberg, Donna Connor, Kim Laidig, Paul Leakan, Larry Liggett, Dawn Rago, Stacey Roth, Michelle Russell

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

Adoption of Minutes from the July 3, 2012 Personnel and Budget Committee Meeting

Commissioner Prickett moved the adoption of the minutes of the July 3, 2012 Personnel and Budget Committee meeting. Commissioner Quinn seconded the motion and all voted in favor.

Resolutions:

To Authorize the Executive Director to Enter into an Agreement with the US Geological Survey (USGS) to Compare the Functional Equivalency of Natural and Created Wetlands

Commissioner Prickett moved the resolution To Authorize the Executive Director to Enter into an Agreement with the US Geological Survey (USGS) to Compare the Functional Equivalency of Natural and Created Wetlands. Commissioner Quinn seconded the motion and all voted in favor.

Authorizing the Executive Director to Pay for Legal Services

Commissioner Prickett moved the resolution Authorizing the Executive Director to Pay for Legal Services. Commissioner Quinn seconded the motion and all voted in favor.

FY2012 Financial Reports

The FY2012 Financial Reports were reviewed by Donna Connor. It was noted that these

reports were produced from the Commission's accounting software and need to be converted to a modified accrual basis in preparation for the audit. The Commission will be looking for a Certified Public Accountant to assist staff in this process.

Summary of the Commission's Deferred Revenue and Reserve Accounts

The Summary of Commission's Deferred Revenue and Reserve Accounts was reviewed by Donna Connor. The Committee discussed the purpose and balances of several reserve accounts.

Insurance Renewals

Insurance Renewals were discussed by Dawn Rago. It was noted that the crime policy is being investigated to see if the Commission needs this additional coverage.

Financial Updates:

Check Registers (July, August, September, October and November 2012). Donna Connor reviewed the registers and provided details of several checks.

Electronic Funds Transfer (EFT) Disbursements (July, August, September, October and November 2012). Donna Connor provided information on the EFTs, payroll disbursements and ACHs. Ms. Connor also stated that Stacey Roth has saved us money that would have been paid to the DAG's office. The State-provided fringe benefits credit has run out so there are EFT disbursements for the July and August health benefits costs. A final payment was made to USGS for Kirkwood/Cohansey and a YMCA land acquisition purchase was made.

Application Fees Update. Donna Connor reported that the fees received at the end of November are higher than anticipated.

Public Comment.

There were no comments.

Other Items of Interest:

Employee Actions (July, August, September, October and November 2012) – Michelle Russell reviewed the employee actions and noted that a Research Scientist had resigned to work at DEP. The Commission hired a Research Technician and Research Scientist on October 15, 2012. The recruitment for a Research Planner is almost complete. Two unpaid internships ended.

Closed Session

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

The Committee returned from Closed Session at 10:26 a.m.

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

The meeting was adjourned at 10:30 a.m.

Certified as true and correct:

Michelle L. Russell, HR Specialist

Date _____