

PINELANDS PERSONNEL & BUDGET COMMITTEE MEETING

This meeting was conducted in-person and available remotely.

The public could view/comment through Pinelands Commission YouTube link:

<https://www.youtube.com/c/PinelandsCommission>

March 17, 2026, 9:30 a.m.

MINUTES

MEMBERS IN ATTENDANCE: **Remotely:** Chairman Alan W. Avery Jr., Commission Chair Laura E. Matos, Commissioners Nicholas Asselta, Mark Lohbauer (joined the meeting during closed session) Ryck Signor (joined meeting at 9:40 a.m.), and William Pikolycky. Also remote was Governor's Authorities Unit representative Michael Elenski.

MEMBERS ABSENT: None.

STAFF PRESENT: Jessica Lynch Remotely: Executive Director (ED) Susan R. Grogan, Charleen Danley and Marc Paalvast.

1. Call to Order

Chairman Avery called the Pinelands Personnel & Budget Committee meeting to order at 9:33 a.m.

2. Adoption of the August 19, 2025, Personnel & Budget Committee meeting minutes

Commissioner Pikolycky moved the adoption of the minutes. Commission Chair Matos seconded the motion. Commissioner Signor and Commissioner Lohbauer were not present for the vote. The August 19, 2025, Personnel & Budget Committee meeting minutes were adopted.

3. Financial Updates:

- a. Check Register: Jessica Lynch, Business Services Manager, highlighted the more noteworthy purchases/checks on the register for August 2025 through February 2026.

More notable purchases mentioned were application fee refunds, Fiscal Year (FY)22 Audit Services, chargeback for FY24, FY25 and FY26 1st Qtr. DAG services, transmitters for snake projects, data loggers for Science, non-construction services for Fenwick Manor Preservation Project, Microsoft Office 365 and Teams renewal, ESRI Software renewal, annual insurance renewal, Electrician services for light fixture replacement and fire sprinkler compressor tie-in, calendar year 2026 Pinelands National Park Service (NPS) calendar, fire sprinkler system compressor replacement and outside counsel payment for prior labor negotiations.

- b. Electronic Disbursements: EFT, Direct Deposit, ACH (July – December 2025)
- c. Application Fees: Ms. Lynch stated that net application fees for FY26 received as of February 28, 2026 are \$577,612.18, which is 67.95% of anticipated fees for FY26.

4. Personnel Updates

Charleen Danley, Human Resource Manager, reviewed employee actions and recruitment efforts.

Departing employees:

- Kate LaMotta, Environmental Specialist 3, resigned effective November 28, 2025
- Kim Laidig, Research Scientist 1, retired effective December 1, 2025
- Theresa Melodick, Clerical Assistant 1, retired effective January 1, 2026.

New Hires: Tyler Christensen, Research Scientist 3, effective January 26, 2026.

Recruitment:

- Business Assistant, position posted/interviewing
- Environmental Specialist, position posted/interviewing

Ms. Danley said that the recruitment process for the two vacancies noted above had concluded. Offers were made and accepted. Both new employees will start in April.

5. Fixed Asset Deletion

Ms. Lynch reviewed the list of fixed assets to be removed. Committee members indicated no concerns with the list of items.

6. Public comment: None

7. Closed Session: Fenwick Manor Rehabilitation Project

Commission Chair Matos made a motion to go into closed session at 9:46 a.m. Commissioner Pikolycky seconded the motion. All were in favor.

Commissioner Lohbauer joined the Committee meeting at this time.

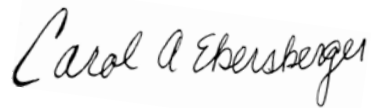
The Committee returned to open session at 10:10 a.m.

Commissioner Avery said the Committee discussed the receipt of bids for renovations to Fenwick Manor and will be prepared to make a recommendation to the full Commission at the April 10, 2026 Commission meeting.

Commission Avery stated no other formal action was taken during closed session.

There being no further discussion, Commissioner Lohbauer moved to adjourn the meeting.
Commission Chair Matos seconded the motion. The Committee agreed to adjourn at 10:12 a.m.

Certified as true and correct:

A handwritten signature in black ink that reads "Carol A Ebersberger". The signature is written in a cursive style and is positioned above the typed name.

Carol A. Ebersberger
Business Specialist

June 1, 2026