

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>

October 29, 2024, 9:30 AM

MINUTES

MEMBERS IN ATTENDANCE: **Remotely:** Chairman Alan W. Avery Jr., Mark Lohbauer, Nicholas Asselta and Commission Chair Laura E. Matos **Phone:** William Pikolycky at 9:35 a.m. Also attending remotely was Governor's Authorities Unit representative Alexis Franklin.

MEMBERS ABSENT: none

STAFF PRESENT: Jessica Lynch **Remotely:** Executive Director Susan R. Grogan, Stacey Roth and Charleen Cruz

1. Call to Order

Chairman Avery called the Pinelands Personnel & Budget Committee meeting to order at 9:32 a.m.

2. Adoption of the August 20, 2024, Personnel & Budget Committee meeting minutes

Commissioner Lohbauer moved the adoption of the minutes of the August 20, 2024, Personnel & Budget Committee meeting. Commissioner Asselta seconded the motion. All voted in favor, except for Commissioner Pikolycky, who was not yet in attendance.

3. Financial Updates:

- a. Check Register – Jessica Lynch, Business Services Manager, highlighted the more noteworthy purchases/checks on the register for July -September 2024.

More notable purchases mentioned were Labor Counsel services, Science supplies, New Jersey Office of Information Technology (NJOIT) chargebacks, Deputy Attorney General (DAG) chargeback, Annual Fire Equipment inspection and an Application Fee refund.

Chairman Avery asked if the fire inspection charge is for bringing in a firm to make sure our extinguishers are current and properly charged. Ms. Lynch said this amount is for inspection of strobes, smoke and heat detectors and horns. Ms. Lynch said the inspection of the extinguishers was conducted on October 24, 2024, and that payment will be in next register.

Commissioner Asselta asked if the JCP&L charge of \$2,300 is a monthly electric charge. Ms. Lynch replied yes. Commissioner Asselta asked if that is average or if it

has spiked in the last couple of months. Ms. Lynch replied yes, due to the cold weather. Commissioner Asselta clarified his question, asking if it spiked through the summer due to air conditioning. Ms. Lynch said it was within reason. She said starting January 2025, the Commission will be on the new state Consortium for electric and natural gas.

Commissioner Asselta asked for clarification on the checks to Gannett, seeking information on what services the Commission paying for. Ms. Lynch said it is for the public notices of Commission and Committee meetings and public hearings in local newspapers.

- b. Electronic Disbursements – EFT, Direct Deposit, ACH (July - August 2024)
- c. Application Fees – Ms. Lynch stated that application fees revenue for Fiscal Year (FY) 2025, 1st Quarter, is at 26.66 % of anticipated amount for FY25. Fees collected were \$199,973.31.

4. Personnel Updates

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

Departing employees – Steve Simone, Resource Planner 2, effective September 12, 2024

New Hires – Christine Healy, Research Scientist 3, effective November 4, 2024

Recruitment: Resource Planning Specialist - posted
Environmental Specialist - posted

Executive Director (ED) Grogan provided an update on the Fenwick Manor restoration project. Multiple bids were received for the Request for Proposal (RFP). Bids have been evaluated, reviewed and scored by the three-person Evaluation Committee. Mark Paalvast, Commission staff Archaeologist, is a member of the Committee. ED Grogan said the Commission expects a winning bid to be selected shortly. She said she expects to have more information for the next Commission meeting. Chairman Avery asked if the Commission retains the consultant or if the consultant is retained by Treasury. ED Grogan said she believes Treasury does the paperwork and the Commission will be approving and writing the checks. She said she will be getting more information on this process.

5. Public comment – None

6. Closed Session

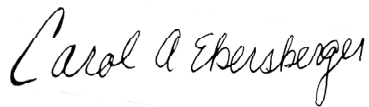
Stacey Roth, Chief, Legal and Legislative Affairs, said the Committee needs to meet in closed session to discuss collective bargaining negotiations and to receive an update as to the status of those negotiations. Pursuant to the Open Public Meetings Act, discussions of collective

bargaining negotiations are considered confidential and the content of this meeting will be disclosed once that matter is no longer confidential.

ED Grogan said that no formal action will be taken, and the Committee will not be reconvening after the Closed Session ends.

Commissioner Lohbauer motioned to end the meeting and go into Closed Session to consider these matters. Chair Asselta seconded the motion. The Committee agreed to go into Closed Session at 9:47 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 with a large initial 'C'.

Carol A. Ebersberger
Business Specialist

October 29, 2024