

**NEW JERSEY HIGHLANDS COUNCIL**  
**BUDGET AND FINANCE COMMITTEE MEETING**  
**CHAIR REPORT**  
**FOR THE MEETING OF FEBRUARY 23, 2006**

On February 23, 2006, the Budget and Finance Committee held a meeting at the New Jersey Highlands Council office in Chester, New Jersey. Council members present included the Committee Chair Debbie Pasquarelli, Mimi Letts, and Janice Kovach, who participated by way of conference call. Council staff members present included Dante Di Pirro, Tom Borden, and Steve Balzano.

The Committee discussed and reviewed the agenda items relating to modified and new contracts in support of the ongoing development of the Regional Master Plan. The Committee was advised that the Plan Development Committee approved the modification of consultant contracts for Vertices L.L.C., Hatch Mott MacDonald, and the National Center for Neighborhood and Brownfield Redevelopment as well as a new contract with the United States Army Corps of Engineers to prepare lidar mapping, slope and terrain analysis, for the Highlands Region.

The committee examined the Regional Master Plan Development FY06/07 Budget and certified that there are sufficient funds to allow these four contracts to be approved by the Highlands Council. On that basis, the committee agreed to recommend to the Highlands Council that an amendment to the existing contracts be executed for the following amounts: Vertices L.L.C. (\$35,600), Hatch Mott MacDonald (\$60,000), and the National Center for Neighborhood and Brownfield Redevelopment (\$14,100) as well as a new contract with the United States Army Corps of Engineers (\$302,000).

The committee requested that updates and clarifications be made to the Regional Master Plan Development FY06/07 Budget. In addition, the Committee discussed internal operating and accounting procedures, the production of operating expense reports, the need for professional accounting services, and the need to put in place additional security systems for the building, the office equipment, and the data being collected by the Highlands Council.

After opening the meeting for any public comment, and receiving none, the Committee adjourned.