

NEW JERSEY SITE REMEDIATION PROFESSIONAL LICENSING BOARD

FINAL

**July 10, 2023 Meeting Minutes**

4:00 PM

Meeting held via Microsoft Teams

Until further notice, the open public meetings of the Board will be held via Microsoft Teams. To participate by phone, use the following: Toll free number: 1-(856) 338-7074 and Conference ID: 906475949 Or connect via the link on the Board Website [www.nj.gov/l srpboard](http://www.nj.gov/l srpboard)

**Board Members:**

***Present***

Phil Brilliant  
Michele Christina  
Lawra Dodge  
Jeffrey Hoffman  
Michael Renzulli  
Charles Stebbins  
Kathi Stetser  
Paul Stofa  
Peter Strom  
Ira Whitman

***Absent***

Joann Held

***Others Present***

Board Staff Dana Haymes  
DAG Buffy Wilson

***Members of the Public that were present:***

Richard Katz, Candace Baker, Michelle Herisko, Anuradha Munshi, Janice Brogle, Marlene Lindhardt, William Call, Chris Dailey, Randy Shuler, Rebecca Hollender, Caryn Barnes, Sonya Ward

***Proceedings***

- Meeting called to Order at 4:03 PM by Chairperson Paul Stofa.
- Chairperson Stofa read the Statement of Adequate Public Notice of the meeting required by the Open Public Meetings Act.
- Roll Call:

Phil Brilliant - Present  
 Michele Christina - Present  
 Lawra Dodge - Present  
 Joann Held - Absent  
 Jeffrey Hoffman - Present  
 Michael Renzulli - Present  
 Charles Stebbins - Present  
 Kathi Stetser - Present  
 Paul Stofa - Present  
 Peter Strom - Present  
 Ira Whitman - Present

A quorum of the Board was in attendance.

- **Approval of the Board Meeting Minutes**

- Motion by Paul Stofa to approve the June 1, 2023 Board Meeting Minutes.

Motion seconded by Michael Renzulli.

Roll Call Vote:

Phil Brilliant - Yes  
 Michele Christina - Abstain  
 Lawra Dodge - Yes  
 Joann Held - Absent  
 Jeffrey Hoffman - Yes  
 Michael Renzulli - Yes  
 Charles Stebbins - Yes  
 Kathi Stetser - Yes  
 Peter Strom - Yes  
 Ira Whitman - Abstain  
 Paul Stofa - Yes

The Motion to approve the minutes was carried.

- **Chairperson's Report**

Paul Stofa noted that the Contaminated Site Remediation and Redevelopment Program has established workgroups to address sub-issues of the Remediation Program Improvement Initiative. Some Board Members are taking part in the workgroups. Sessions will be held on July 20, July 31 and August 15, 2023. Paul Stofa will join the first meeting of each of the workgroups.

Phil Brilliant noted, for the benefit of those who were absent from the last Board meeting, that he made a motion to establish the Ad Hoc Committee on Independent Professional Judgment and the Remediation Process Improvement Initiative at the last meeting. He asked for Board Members to express their interest in the Committee, and Kathi Stetser and Lawra Dodge did, and he believes Joann Held did also. He would like to hold the first meeting of the Committee before the next Board meeting. The Committee should address the Board statement on Independent Professional Judgment, which is available on the Board website, in light of the proposed amendments to the SRPL Board Rules. The Committee should also address the Department's ongoing Remediation Process Improvement Initiative.

- **Executive Director's Report**

No report.

### *Committee Reports*

- **Ad Hoc Committee on Board Membership – Michele Christina**

Michele Christina noted that memos recommending three candidates for Board membership were transmitted to the Commissioner's Office. Paul Stofa noted that the Commissioner's Office has made referrals to the Governor's Office for appointment of these candidates with the advice and consent of the Senate. The Governor's Office will request information from the candidates. He advised that the Board contact the candidates to let them know the Governor's Office will be contacting them, and that they should provide a response as quickly as possible in order to keep the process moving forward.

- **Licensure Committee – Kathi Stetser**

Kathi Stetser noted that the licensure exam will be held on October 17, 2023, and that there is one more week in the application period, which will end on July 17, 2023.

- **Audit Committee – Ira Whitman**

Ira Whitman noted that the following audits are complete:

Karen Polidoro –           584134 –           April 2023

Paul Armstrong –	837964 –	May 2023
Sandra Pezzillo –	837898 –	May 2023
Patrick Witkowski –	573592 –	May 2023
Sean Barnes –	714537 –	June 2023
Meredith Harris –	783740 –	June 2023
Philip Prentice –	838794 –	June 2023

- **Continuing Education – Lawra Dodge**

Lawra Dodge reported that the Continuing Education Committee is still reviewing some pending applications for approval of Continuing Education Credit.

- **Finance Committee – Michael Renzulli**

Michael Renzulli reported that the Finance Committee will be meeting next week to review the CY 2024 Fee Report and FY 2024 Budget.

- **Outreach Committee – Charles Stebbins**

Charles Stebbins reported that the Outreach Committee will be meeting to discuss producing a quarterly newsletter, including the content, format, layout, distribution and connection to the SRPL Board website.

- **Rules Committee – Joann Held**

In the absence of Joann Held, Dana Haymes reported that the adoption document has been presented to the Governor's Office for informal review and the Board is still waiting for any questions or comments from the Governor's Office before bringing the adoption document to the Board for a vote to approve it.

- **Professional Conduct Committee – Phil Brilliant**

Motion by Phil Brilliant to enter closed session to discuss Complaint 001-2023 and a licensure matter.

Motion seconded by Jeff Hoffman.

All present voted yes.

The motion was carried.

Open session resumed at 5:04.

o Motion by Phil Brilliant, in the matter of Complaint 001-2023, to find the subject in violation of N.J.A.C. 7:26I-6.8(c) in four instances and to notify the subject through

correspondence under signature of the Board chairperson of the Board's intent to assess a penalty of \$1,000.00 through formal disciplinary action unless settlement is reached, and to authorize the Professional Conduct Committee settlement review team to negotiate a settlement within the parameters discussed in closed session, and if no settlement is reached, to proceed with formal disciplinary action.

Motion seconded by Jeff Hoffman.

Roll Call Vote:

Phil Brilliant –	Yes
Michele Christina –	Yes
Lawra Dodge –	Yes
Joann Held –	Absent
Jeffrey Hoffman –	Yes
Mike Renzulli –	Yes
Charles Stebbins -	Yes
Kathi Stetser –	Yes
Peter Strom –	Yes
Ira Whitman –	Yes
Paul Stofa -	Yes

The motion was carried.

The subject of the complaint is William Matulewicz, LSRP #576001

- **Ongoing Business**

None

- **New Business**

None

- **Next Board Meeting**

The next Board meeting will be August 7, 2023.

- **Public Comments**

Candace Baker, LSRP, GEI. Candace Baker asked if the penalty for Complaint 001-2023 was for four instances of violation of N.J.A.C. 7:26I-6.8(c). Phil Brilliant responded yes.

Marlene Lindhardt, Manalapan, NJ. Marlene Lindhardt asked for the list of LSRPs whose audits were completed. Dana Haymes replied the list is available in the updated agenda posted on the SRPL Board website.

The Meeting adjourned at 5:14 PM.