

NEW JERSEY SITE REMEDIATION PROFESSIONAL LICENSING BOARD

FINAL

September 11, 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

Board Members:

Present

Philip Brilliant
Michele Christina
Joann Held
Jeffrey Hoffman
Michael Renzulli
Charles Stebbins
Kathi Stetser
Paul Stofa
Peter Strom

Absent

Lawra Dodge
Ira Whitman

Others Present

Board Staff Dana Haymes
DAG Buffy Wilson

Members of the Public that were present:

Candace Baker, Marlene Lindhardt, Niel Jiorle, Rebecca Hollender, Randy Shuler, Kathleen Whooley, Caryn Barnes

Proceedings

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

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

A quorum of the Board was in attendance.

- **Approval of the Board Meeting Minutes**
 - Motion by Paul Stofa to approve the July 10, 2023 Board Meeting Minutes.

Motion seconded by Phil Brilliant.

Roll Call Vote:

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

The Motion to approve the minutes was carried.

- Motion by Paul Stofa to approve the July 10, 2023 Board Meeting Minutes of the Closed Session.

Motion seconded by Jeffrey Hoffman.

Roll Call Vote:

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

The Motion to approve the minutes of the closed session was carried.

- Motion by Paul Stofa to approve the August 7, 2023 Board Meeting Minutes of the Closed Session.

Motion seconded by Joann Held.

Motion tabled due to an insufficient number of Board Members who were present at the August 7, 2023 Board Meeting to vote on the motion.

- **Chairperson's Report**

Paul Stofa noted that the Department will hold further meetings regarding the Remedial Action Improvement Initiative.

- **Executive Director's Report**

Dana Haymes presented the calendar of 2024 Board Meeting Dates:

January 2 (Tuesday)
 January 16 (Tuesday)
 February 5
 February 20 (Tuesday)

March 4 and 18
 April 1 and 15
 May 6 and 20
 June 3 and 17
 July 8
 August 5
 September 9
 October 7 and 21
 November 4 and 18
 December 2 and 16

Joann Held requested that one meeting be held in January on the 8th. All Board Members agreed.

- Motion by Paul Stofa to approve the 2024 Board Meeting dates, with one meeting in January on the 8th.

Motion seconded by Phil Brilliant

Roll Call Vote:

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

The Motion was carried.

Committee Reports

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

Michele Cristina noted that application materials need to be sent to the three applicants for Board membership from the Governor's Office. Dana Haymes has requested a status update from Deputy Chief of Staff Megan Brunatti who has not responded.

- **Ad Hoc Committee on Independent Professional Judgment and Remedial Process Improvement Initiative – Phil Brilliant**

Phil Brilliant reported that a meeting was held on August 30, 2023. The committee discussed the existing statement of interpretation of Independent Professional Judgment which is on the Board website.

On September 26 the committee will meet to discuss changes that need to be made to the statement of interpretation of Independent Professional Judgment in light of revisions to the SRPL Board Rules.

- **Licensure Committee – Kathi Stetser**

Kathi Stetser reported that a total of 59 applications were received. 14 applicants are pre-approved as they were previously approved and took the exam. An additional 27 new applicants were approved, and 17 were preliminarily denied. That leaves one with the status unknown at this time, staff will follow up.

The exam will be held on October 17, 2023 in East Windsor, NJ. Complete details will be provided to the applicants approved to take the exam.

- **Audit Committee – Ira Whitman**

Dana Haymes reported for Ira Whitman that the committee completed the following audits:

- Brian Tortorete – 838498 – July
- Nicholas Scala – 783586 – July
- Dennis Libenson – 582686 – July
- Christopher Basile – 783131 - August

- **Continuing Education – Lawra Dodge**

Dana Haymes reported for Lawra Dodge that the committee approved the following continuing education programs:

TITLE	PROVIDER	DATE	CECs	PROPOSED COURSE NUMBER
38th Annual International Conference on Soils, Sediments, Water and Energy	AEHS Foundation	October 16-19, 2023	Workshops 1 Technical credit per 1 hour and platform sessions 1 Technical	2023-038

			credit per 1 hour	

• **Finance Committee – Michael Renzulli**

Michael Renzulli presented the FY 2023 actual revenue and expenditures. The actual revenue was \$15,040 less than budgeted. The actual salaries were \$74,419.90 less than budgeted, the actual operating expenses were \$53,506.93 less than budgeted, for a total expenditure of \$127,926.83 less than budgeted. A significant portion of that was DAG services, which was \$61,669 less than budgeted. This resulted in a net income of \$112,886.83.

Michael Renzulli presented the FY 2024 Board Budget and CY 2024 Annual Fee Report.

Phil Brilliant noted that the License Renewal Fee used on line “CY24 Cyclical (3 Year) License Renewal Fees Due” was \$215, but should be \$150.

- Motion by Michael Renzulli to approve the Fiscal Year 2024 Board Budget that anticipates fee revenue of \$719,446.00, expenses of \$744,012.84, with a net loss of \$24,566.84, resulting in a decrease in the carry forward to \$578,555.92.

Motion seconded by Peter Strom.

Roll Call Vote:

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

The Motion was carried.

- Motion by Michael Renzulli to approve the Calendar Year 2024 Annual Fee Report setting fees as follows: Application Fee \$366.00, License Renewal Fee \$150.00, and Annual License Fee \$900.00.

Motion seconded by Peter Strom.

Roll Call Vote:

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

The Motion was carried.

- **Outreach Committee – Charles Stebbins**

Charles Stebbins reported that the Outreach Committee met on September 11 to discuss producing a quarterly newsletter. Topics of discussion were the content, format, layout, distribution and connection to the SRPL Board website.

Anyone interested in signing up for informational emails and newsletters from the Board and Department may do so on the home page of the Board website by clicking on the button “Subscribe.” The quarterly newsletter will be distributed to various subscription lists, as well as the list that includes all current LSRPs that is internally maintained by the Board and Department.

- **Rules Committee – Joann Held**

Joann Held reported that the adoption document was presented to the Governor’s Office for informal review and the document with comments and proposed revisions was just received. The Rules Committee will review the comments and proposed revisions, and finalize the adoption document for review by the Board.

A vote to approve the adoption document will be held at the next Board Meeting.

- **Professional Conduct Committee – Phil Brilliant**

Motion by Phil Brilliant to enter closed session to discuss Complaint 004-2023.

Motion seconded by Michele Christina.

All present voted yes.

The motion was carried.

Open session resumed at 5:17.

No report.

- **Ongoing Business**

None

- **New Business**

None.

- **Next Board Meeting**

The next Board meeting will be October 2, 2023.

- **Public Comments**

Marlene Lindhardt, LSRPA. Marlene Lindhardt noted that although she appreciates the Board not raising the \$900 annual license fee she is concerned that the fee is so high, much higher than the annual license fee for most licenses in New Jersey. She asked the Board whether there are other options to support the Board. Michael Renzulli noted that discussions have been held with the Department, but that the Department will not provide direct financial support to the Board. The Department will also not modify the additive and fringe costs.

Kathleen Whooley, LSRPA. Kathleen Whooley asked for a recap on the number of applicants.

The Meeting adjourned at 5:26 PM.