

NEW JERSEY SITE REMEDIATION PROFESSIONAL LICENSING BOARD

FINAL

JANUARY 8, 2024 Meeting Minutes

4:00 PM

The open public meetings of the Board are held via Microsoft Teams.
Connect via the link on the Board Website www.nj.gov/l srpboard or

Participate by phone, using the following:

Toll free number: 1-(856) 338-7074 and Conference ID: 906475949

Board Members:

Present

Phil Brilliant
Michele Christina
Lawra Dodge
Steven Domber
Joann Held
Michael Renzulli
Charles Stebbins
Kathi Stetser
Paul Stofa
Peter Strom
Ira Whitman

Absent

None

Others Present

Executive Director Dana Haymes
Board Staff Victoria Glean
DAG Buffy Wilson

Members of the Public that were present:

Kathleen Whooley, Candace Baker, Janice Brogle, Caryn Barnes, Alex, Michael G., Richard Katz,
William Call, Niel Jiorle, Rebecca Hollender, Ken Haduch, Sonya Ward

Proceedings

- Meeting called to Order at 4:10 PM by Chairperson Paul Stofa
- Paul 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
 Steven Domber - Present
 Joann Held - 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 December 4, 2023 Board Meeting Minutes.

Motion seconded by Joann Held.

Roll Call Vote:

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

The Motion to approve the minutes was carried.

- o Motion by Paul Stofa to approve the December 4, 2023 Board Meeting Minutes of the closed session.

Motion seconded by Phil Brilliant.

Roll Call Vote:

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

The Motion to approve the minutes was carried.

- **Chairperson’s Report**

Paul Stofa hopes that everyone had a happy holiday season in 2023 and wishes everyone a happy new year and success in 2024.

- **Executive Director’s Report**

Dana Haymes will add to Committee Reports as needed.

Committee Reports

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

Michele Cristina noted that application materials have been received, completed and returned to the Governor’s Office by all three applicants.

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

Phil Brilliant noted that the Committee will be convening a meeting soon.

- **Licensure Committee – Kathi Stetser**

Kathi Stetser reported as follows:

1. Total 724 Active LSRPs as of 1/8/2024; 10:39 AM.
2. As of 1/8/2024 11:34 AM, there are a total of 278 unpaid LSRP annual licensing fees for 2024, the due date is 1/15/2024.
3. **Reminder:** If your license expires this year, especially Spring 2024 and you have **not** paid your annual LSRP licensing fee you will **not** receive your LSRP Renewal Fee Invoice, However, your renewal application due date will remain the same. Please consult Dataminer to double-check your license expiration date and the status of your unpaid fees. The renewal period begins 120 days before your license expiration date and ends 90 days before your license expiration date. The renewal application must be submitted during that period, including all fees paid and Continuing Education Credits completed.
4. *Please do not panic*, if you mailed your payment to the Dept of Treasury/Division of Revenue, as it may take some time for it to be received and processed completely to update your license to paid status.
If your payment is not received by the end of this month the Board will contact you via your email address on file.
Online payment is strongly recommended to avoid processing delays.
5. If your license was renewed between September – December 2023, please look out for your renewal wallet card information via email from the Caviart Group. Make sure that you have them as a contact so their email is not sent to your spam folder.

Audit Committee – Ira Whitman

- ◆ Audits completed:

Justin Kowalkoksi – 837910 - December
Christine Hahn – 591898 – October
Christopher Furlong – 783667 – October
Ajay Kathuria – 576438 – October
Ellen Moore – 668113 – July

- ◆ 2023 – Summary of Audits

72 LSRPs were selected for audit in 2023 (6 x 12)

Of the 72 Auditees, 51 were reported as complete in 2023, 5 are reported as complete today (1/8/24), 5 of the audits resulted in complaints, and 11 audits are pending.

The Audit Committee completed 63 audits in 2023 (12 were selected in 2022, 51 were selected in 2023)

The Audit Committee brought 7 complaints in 2023:

2023-001 – 4 violations of NJAC 7:26I-6.8(c), \$800 (2022 auditee)

2023-002 – 3 violations of NJAC 7:26I-6.8(c), \$600 (2022 auditee)

2023-004 – 6 violations of NJAC 7:26I-6.8(c), \$1200

2023-005 – 4 violations of NJAC 7:26I-6.8(c), \$800

2023-007 – in process

2023-008 – in process

2023-009 – in process

The Audit Committee is currently reviewing 12 audits (1 is a 2022 auditee)

Ira explained that the Audit process has evolved over the years, becoming more effective and efficient.

It is important that LSRPs check their list of sites by running the LSRP Comprehensive Report, available through Dataminer on the Board website, to be sure that their list of sites matches the Department list. Any discrepancies should be addressed with the Department.

Dana Haymes noted that LSRPs should check their Case Tracking Tool, available through Dataminer on the Board website, at least monthly if not weekly to be sure that they are aware of all timeframes for their sites. If an LSRP does not agree with a timeframe they should address the discrepancy with the Department.

- **Continuing Education – Lawra Dodge**

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

TITLE	PROVIDER	DATE	CECs	PROPOSED COURSE NUMBER
New Jersey SRPL Board Rule Update	LSRPA	January 2024	1.5 Regulatory	2024-001
Perimeter Air Monitoring Technical Guidance Review and Application	LSRPA	TBD	2 Technical	2024-002
Perimeter Air Monitoring Technical Guidance Training	LSRPA	January 24, 2024	5 Technical	2024-003

PFAS Updates from Regulators and Practitioners	LSRPA	April 2024	1 Regulatory and 1 Technical	2024-004
The Intersect Between Site Remediation and Renewable Energy Development	LSRPA	2024	2 Regulatory	2024-005
Scalable Groundwater Model Workflow for CCR Sites	AEG New York/Philadelphia Chapter	November 3, 2023	1 Technical	2024-006
Understanding and Accounting for Geogenic Contaminants	LSRPA	TBD	2 Technical	2024-007
Using Artificial Intelligence in Site Remediation	LSRPA	April 2024	1.5 Professional Development	2024-008

- **Finance Committee – Michael Renzulli**

No Report.

- **Outreach Committee – Charles Stebbins**

Charles Stebbins presented the draft of the First Quarterly Newsletter, to be distributed this week. Board Members noted that the Newsletter looks very nice and informative. Dana Haymes noted that Victoria Glean was instrumental in formatting and preparing the newsletter.

- **Professional Conduct Committee – Phil Brilliant**

Phil Brilliant noted that the Committee is currently working on four complaints.

No Closed Session is required today.

- **Ongoing Business**

None.

- **New Business**

Joann Held noted that the LSRPA Conference will be held on April 3 and 4, 2024, and it would be beneficial for the Board to attend and hold the April monthly meeting at the conference.

William Call of the LSRPA noted that he will confer with Janice Brogle and the Conference Committee and will get back to the Board soon.

Dana Haymes will poll the Board Members as to their availability on April 3 and April 4 if the meeting were to be moved to one of those days.

- **Next Board Meeting**

The next Board Meeting will be February 5, 2024.

- **Public Comments**

Candace Baker asked if the checklist used as part of the auditing process could be made available to LSRPs. Ira Whitman stated that he will consider that request.

The Meeting adjourned at 4:59 PM.