

New Jersey Liquefied Petroleum Gas Education and Safety Board Meeting Minutes for December 9th, 2025

1) Meeting called to order at 1:35 P.M.

2) Roll Call

Attendance – Mike Merrill (Chair); Louis Kilmer; Ed Mulcahey; Staci Rammel; J.D. Stem; Corrine Walker

Excused - Ryan Pierson

DCA Staff - Joe Imburgia (Liaison), Rob Austin, Marie Daniels, Anthony Menafro, Ian Rayfield; Keith Thedinga

3) Approval of Minutes

Motion to approve the minutes from October 14th, 2025, passed unanimously.

1st – Mike Merrill; 2nd – Corrine Walker

4) Committee Reports

a) CETP Conversion to PEP

Chairman Merrill began discussion on this item, mentioning that the Committee's feedback on modules and OJT worksheets will be sent to PERC.

5) Old Business

a) CETP 4.1 and 4.2 PEP Conversion

Chairman Merrill discussed CETP 4.1 to PEP, noting to Department staff that some OJT worksheets should be optional because not all marketers have the means to complete specific types of training. Department staff and other Board members agreed with these suggestions.

Motion to approve CETP 4.1 to PEP as amended by discussion, passed unanimously.

1st – Mike Merrill; 2nd – Corrine Walker

Chairman Merrill then discussed CETP 4.2 to PEP, noting to Department staff that, as with CETP 4.1 to PEP, specific OJT worksheets should be optional because some marketers do not have the means to deliver certain types of training. Department staff and other Board members agreed with these suggestions.

Motion to approve CETP 4.2 to PEP as amended by discussion, passed unanimously.

1st – Mike Merrill; 2nd – Corrine Walker

b) Onsite Forklift Cylinder Filling

Chairman Merrill and other Board members expressed their agreement with this item and questioned whether the Department's checklist could serve as a template for marketers, to which Department staff agreed.

*Motion to approve the draft changes to N.J.A.C. 5:18, passed unanimously.
1st – Mike Merrill; 2nd – Lou Kilmer*

c) Dispenser Operator Training

Chairman Merrill initiated the discussion on the Department's memo, pointing out issues with the language used. However, Department staff clarified that these concerns mostly pertain to contractual matters between marketers and operators. Board members representing marketers acknowledged that the terms outlined in the memo are standard practice and agreed to move the item forward.

*Motion to approve the memorandum, passed unanimously.
1st – Ed Mulcahey; 2nd – Mike Merrill*

d) LPG Tank Removal - UCC

Chairman Merrill initiated the discussion on this item. Board members stated that consideration should be given to separating UCC permitting requirements, specifically noting that marketers could follow procedures under ordinary maintenance permitting requirements, while HVACR contractors, plumbing contractors, and homeowners could follow the minor work permitting requirements. Department staff then provided further information and clarification regarding the applicability of Uniform Construction Code permitting procedures. After providing an in-depth clarification, Department Staff indicated no further discussion would be considered.

e) Master Hearth Specialist Exception

Discussion on this item did not take place as it is on hold for legal review.

6) New Business

No new business

7) Information

No information

8) Public Comments

No public comment

9) 2026 tentative meeting schedule – 03/09; 06/09; 09/08; 12/08

10) Adjournment

*Motion to adjourn meeting passes unanimously at 2:35 P.M.
1st – Lou Kilmer, 2nd – Ed Mulcahey*