

NEW JERSEY SITE REMEDIATION PROFESSIONAL LICENSING BOARD

**FINAL**

June 3, 2013 Meeting Minutes

4:00 p.m., Public Hearing Room, DEP, Trenton

**Board Members:**

***Present:***

Jorge Berkowitz  
Phil Brilliant  
Richard Dewling  
Joann Held  
Karl Muessig  
Constantine Tsentas  
David Sweeney  
Ira Whitman

***Absent:***

Lawra Dodge  
Christopher Motta  
Mike Pisauo

***Others Present:***

Board Secretary Karen Hershey  
DAG Kimberly Hahn  
Board Staff Dana Haymes  
Executive Assistant David Haymes

***Proceedings:***

- **Meeting called to Order at 4:01 by Chairman Sweeney**
- **Statement by Chairman Sweeney that adequate notice of the meeting was provided pursuant to the Open Public Meetings Act**
- **Roll Call**
- **Approval of the May 6, 2013 Meeting Minutes**

- Motion by Karl Muessig to approve May 6, 2013 minutes. Motion seconded by David Sweeney. Constantine Tsentas and Jorge Berkowitz abstained. Remainder of those present voted Yes. Motion did not carry (6Y, 2 Abstain, 3 Absent). Motion to approve these minutes tabled until the next meeting.

- **Report of Chairman Sweeney**

No report.

- **Report of the Audit Committee - Phil Brilliant**

Phil Brilliant informed the Board that five LSRPs have been selected for auditing for the month of June.

- **Report of the Continuing Education Committee – Lawra Dodge**

Lawra Dodge absent. Constantine Tsentas made report in Lawra Dodge’s absence. Two applications for approval of courses for continuing education credits:

Application of Environmental Business Council of NJ for 6 Technical CECs for the Class “Implementing Site Remediation Activities” to be held on June 13, 2013.

Application of NJ Water Environment Association for 3 Technical and 3 Regulatory CECs for the Class “Professional Judgment: Concepts and Applications” to be held on June 13, 2013.

- Motion by David Sweeney to approve two courses for continuing education credit as proposed. Motion seconded by Karl Muessig. All present voted Yes. Motion carried.

- **Report of the Finance Committee - Richard Dewling**

No report.

- **Report of the Licensure Committee - Ira Whitman**

Ira Whitman has discussed upcoming exams with Caviart. Caviart cannot reserve accommodations for an exam until a new contract is signed.

The next exam will be in March 2014. DEP will tentatively hold courses on technical requirements for site remediation in October 2013 and January 2014. Licensure applications are being reviewed and modified as needed. The application process will tentatively be opened in September 2013.

First set of licensure renewals will be in July 2015. The Licensure Committee is in the process of engaging a contractor for a web-based renewal system.

- **Report of the Outreach Committee - Christopher Motta**

Karl Muessig made report in Christopher Motta's absence. The Outreach Committee has made some progress on preparing the new Board website.

- **Report of the Professional Conduct Committee - Jorge Berkowitz**

Committee is meeting tomorrow.

- **Report of the Rulemaking Committee - Joann Held**

No Report

- **Report of the Ad Hoc Committee on Document Retention - Joann Held**

Joann Held reported that the Ad Hoc Committee had discussions on the issue of document retention. Have had two conference calls between Joann Held, Dick Dewling, Chris Motta, Phil Brilliant. Dana Haymes and Karen Hershey also participated.

The Ad Hoc Committee asked for feedback from the Board on its reading of SRRA as not addressing the retention of documents post the RAO issuance period. The Ad Hoc Committee proposes that once data is on a CD that is turned in to the DEP with the RAO, and once 3 years have passed, then there is no longer any reason for keeping the data. Board discussion followed.

The Ad Hoc Committee has a conference call scheduled for Wednesday June 5, 2013. At that time they will prepare an outline of the Board's proposed policy on document retention.

- **Ongoing Business:** none

- **New Business:**

Will there be enough Board Members in attendance on July 1, 2013 to have quorum?  
Yes.

- **Second Monday Meeting Discussion:** June 17, 2013

Chairman Sweeney raised the need for a second meeting in June and then made a motion to not hold a meeting on June 17, 2013. Motion seconded by Joann Held. All present voted Yes. Motion carried.

- **Public Comment:**

Kathy Stetser, GEI Consultants, LSRP Association. What happens to people whose applications have been submitted who have not yet taken exam? The Board should take down the old application from the website and let potential applicants know that there will be a new application form.

Ted Toskos, LSRP. Record Retention. Consider some of the technicalities of what retention involves.

Roger Ferguson, LSRP Association. LSRPA has identified issues on document retention and submitted that to Board. How will LSRP track when site got an RAO and what part of site got RAO? Phil Brilliant suggested checking on status of sites in Dataminer before purging files.

- The meeting adjourned at 5:04 p.m.