

NEW JERSEY SITE REMEDIATION PROFESSIONAL LICENSING BOARD

FINAL

**APRIL 4, 2022 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  
Joann Held  
Jeffrey Hoffman  
Mark Pedersen  
Michael Renzulli  
Peter Strom  
Ira Whitman

***Absent***

Kathi Stetser

***Others Present***

Board Staff Dana Haymes  
Board Staff Victoria Glean  
DAG Nielsen Lewis

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

Candace Baker, Christopher Dailey, Dick Katz, Marlene Lindhardt, David Morris, Randy Shuler, Charles Stebbins, Bill Schnitzerling, Rebecca Hollender, Timothy Mangold, William Call

**Proceedings**

- Meeting called to Order at 4:01 PM by Chairperson Mark Pedersen
- Mark Pedersen read the Statement of Adequate Public Notice of the meeting required by the Open Public Meetings Act.
- Mark Pedersen introduced new Board Member Michele Christina, representing the business community in the State.

• Roll Call:

- Phil Brilliant - Present
- Michele Christina - Present
- Lawra Dodge - Present
- Joann Held - Present
- Jeffrey Hoffman - Present
- Mark Pedersen - Present
- Michael Renzulli - Present
- Kathi Stetser - Absent
- Peter Strom - Present
- Ira Whitman - Present

A quorum of the Board was in attendance.

• **Approval of the Board Meeting Minutes**

- Motion by Mark Pedersen to approve the March 7, 2022 Board Meeting Minutes.

Motion seconded by Jeff Hoffman.

Roll Call Vote:

- Phil Brilliant - Yes
- Michelle Christina - Abstain due to absence
- Lawra Dodge - Abstain due to absence
- Joann Held - Yes
- Jeffrey Hoffman - Yes
- Michael Renzulli - Yes
- Kathi Stetser - Absent
- Peter Strom - Yes
- Ira Whitman - Yes
- Mark Pedersen - Yes

The Motion to approve the minutes was carried.

- Motion by Mark Pedersen to approve the March 7, 2022 Board Meeting Minutes of the Closed Session.

Motion seconded by Phil Brilliant.

Roll Call Vote:

Phil Brilliant	- Yes
Michelle Christina	- Abstain due to absence
Lawra Dodge	- Abstain due to absence
Joann Held	- Yes
Jeffrey Hoffman	- Yes
Michael Renzulli	- Yes
Kathi Stetser	- Absent
Peter Strom	- Yes
Ira Whitman	- Yes
Mark Pedersen	- Yes

The Motion to approve the minutes was carried.

- **Chairperson’s Report**

Mark Pedersen welcomed new Board Member Michele Christina and invited each Board Member to introduce themselves and welcome her to the Board.

- **Executive Director’s Report**

Dana Haymes reminded Board Members to submit their acknowledgement of the receipt of the Uniform Ethics Code and Plain Language Guide, confirmation of ethics training, and completed Outside Employment Questionnaire if they have not already done so.

***Committee Reports***

- **Audit Committee – Ira Whitman**

Ira Whitman reported that the Board has selected 6 LSRPs for audit for the month of April 2022.

Ira Whitman stated that it has been noted by the Committee in conducting audits that at times LSRPS have failed to make the notifications required by N.J.A.C. 7:26I-6.8(b) and (c) that timeframes may not be met when the project is in direct oversight or in the stages of development of an Administrative Consent Order. LSRPs should be aware that even when a case is in direct oversight or when an Administrative Consent Order is being negotiated that they should still pay attention to timeframes, and make notifications of timeframes that may

be missed as required by N.J.A.C. 7:26I-6.8(b) and (c). LSRPs should regularly consult the Case Tracking Tool on Dataminer to be up to date on all timeframes for their cases.

Ira Whitman reported that the Board has selected six LSRPs for audit for the month of April 2022.

The following audits are reported as complete and concluded:

**Auditee Selected July 2021:**

Kevin Davis - 573636

**Auditee Selected October 2021:**

Robert Dooley - 591424

**Auditees Selected January 2022:**

Andrew Basehoar – 837642  
 Jacob Surowiecki – 587217  
 Bradley Musser – 784082

**Auditees Selected February 2022:**

Brett Crowthers – 834280  
 Marissa Dreher – 836774  
 Stephen Scott – 837323  
 Adam Stretz – 746652

**Auditees Selected March 2022:**

Timothy Rutka – 782890

- **Continuing Education – Lawra Dodge**

Lawra Dodge reported that the following Continuing Education Program has been approved by the Continuing Education Committee to be offered both in-person and via AVLF:

TITLE	PROVIDER	DATE	CECs	PROPOSED COURSE NUMBER

NJDEP Field Sampling Procedures Manual Chapter 2 Training	NJDEP SRWMP and LSRPA	March 31, 2022	1.5 Technical	2022-013
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- **Finance Committee – Michael Renzulli**

Michael Renzulli reported that for the 2022 budget (July 1, 2021 to June 30, 2022), the Board is on target with respect to money budgeted to spend. That will get slightly better due to the reduction in salary costs because of the Executive Director vacancy. The revenue is based on fees collected from 700 LSRPs. Most fees were collected in December 2021. Approximately 50 LSRPs did not renew their licenses, therefore, the budget projection of fees collected from 700 LSRPs may be overly optimistic by about 50 LSRPs. The 2022 budget projected a shortfall of \$129,000.00 which would be taken out of the carry-over, but the carry-over is being eroded. The carryover is presently approximately \$250,000.00. It is necessary to maintain a minimum carryover of \$20,000.00 - \$250,000.00 for unexpected expenses such as litigation costs. The Committee has made contact with the Office of Fiscal Services and Contract Administration and is talking about ideas to control costs.

- **Licensure Committee – Kathi Stetser**

Jeff Hoffman reported for Kathi Stetser that Candidates have been notified and are in the process of registration for the LSRP Exam to be held, as scheduled, on April 28, 2022.

All LSRPs due for license renewals have submitted applications, and no further applications for license renewal are expected in 2022.

The Licensure Committee would like to be included in the motion to enter closed session to discuss an issue with an application for License Renewal.

- **Outreach Committee – Peter Strom**

Peter Strom reported that the Board Website has been updated with a Frequently Asked Questions Section to guide LSRPs, Persons Responsible for Conducting Remediation and the General Public in use of the Board Website and to answer common questions.

Peter Strom requested that Michele Christina provide a short biography and photo for inclusion on the Board Website.

- **Rules Committee – Joann Held**

Joann Held stated that there is no report today but hopes to have a report next month.

- **Professional Conduct Committee – Phil Brilliant**

- Motion by Phil Brilliant to enter closed session to discuss Complaints 013-2020, 005-2021, and the Licensure Committee matter regarding an application for license renewal.

Motion seconded by Mark Pedersen.

All present voted yes.

The Motion was carried.

Open session resumed at 6:30 PM

- Motion by Phil Brilliant, in the matter of Complaint 013-2020, to find the subject in violation of N.J.A.C. 7:26I-6.3(a) and N.J.A.C. 7:26I-6.3(d) and to notify the subject through correspondence under signature of the Board chairperson of the Board’s intent to proceed with formal disciplinary action unless the LSRP and Board settle this matter by the LSRP’s agreement to not apply for license renewal or apply for a new license.

Motion seconded by Joann Held.

Roll Call Vote:

Phil Brilliant	– Yes
Michele Christina	– Yes
Lawra Dodge	– Yes
Joann Held	– Yes
Jeffrey Hoffman	– Yes
Mike Renzulli	– Yes
Kathi Stetser	– Absent
Peter Strom	– Yes
Ira Whitman	– Abstain due to technical difficulties
Mark Pedersen	– Yes

The motion was carried.

The subject of the complaint is Robert Koto, LSRP #586789

- Motion by Phil Brilliant, in the matter of Complaint 005-2021, to find the subject in violation of N.J.A.C. 7:26I-6.25(a)2 and N.J.A.C. 7:26I-6.8(c), 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	– Yes
Jeffrey Hoffman	– Yes
Mike Renzulli	– Yes
Kathi Stetser	– Absent
Peter Strom	– Yes
Ira Whitman	– Abstain due to technical difficulties
Mark Pedersen	– Yes

The motion was carried.

The subject of the complaint is Ron Dooney, LSRP #577384

- **Ongoing Business**

Phil Brilliant inquired whether there was any update on the hiring of a new Executive Director. Mark Pedersen reported that the posting is now closed, and applications have been received and are being reviewed. Applications were received from inside the Department and from other State Agencies.

- **New Business**

None.

- **Next Board Meeting**

Motion by Mark Pedersen to cancel the April 18, 2022 meeting of the Board.

Motion seconded by Michael Renzulli.

All present voted yes.

The Motion was carried.

The next Board Meeting will be May 2, 2022.

- **Public Comments**

Marlene Lindhardt, LSRPA, asked about A901 licenses. LSRPs are exempt from getting the A901 license, but LSRP employers are not exempt. Please explain the A901 requirements with respect to LSRPs. Mark Pedersen responded that the SRPL Board does not have

authority over this program, and questions should be directed to Janine MacGregor and Michael Hastry.

Candace Baker, LSRPA, asked about timeframe extensions. Mark Pedersen responded that if a timeframe extension is received and a new timeframe has been established, then the notice that a timeframe will not be met does not need to be sent for the old timeframe.

David Morris, LSRPA, stated that the Board is enforcing the notification requirements in abundance, and it is unfortunate that so many LSRPs are in violation. Does the notification actually affect protectiveness, and does the DEP respond to the notification? It does not seem to be a useful requirement if the DEP does not respond. Also asked about the A901 requirements.

The Meeting adjourned at 6:53 PM.