

NEW JERSEY SITE REMEDIATION PROFESSIONAL LICENSING BOARD

FINAL

November 6, 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

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

Absent

Philip Brilliant

Others Present

Board Staff Dana Haymes
DAG Buffy Wilson
Clarence “Buck” Chafee, The Caviart Group

Members of the Public that were present:

William Call, Candace Baker, Marlene Lindhardt, Nick Huszar, Richard Katz, Katherine Eldridge, Alexander Saltzman, Kathleen Whooley, Jen Beers, Chris Dailey, Rebecca Hollender, Lyssa Naron

Proceedings

- Meeting called to Order at 4:02 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 - Absent
 Michele Christina - Present
 Lawra Dodge - Present
 Joann Held - Present
 Jeffrey Hoffman - 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 August 7, 2023 Board Meeting Minutes.

Motion seconded by Joann Held.

Roll Call Vote:

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

The Motion to approve the minutes was carried.

- o Motion by Paul Stofa to approve the October 2, 2023 Board Meeting Minutes.

Motion seconded by Michael Renzulli.

Roll Call Vote:

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

The Motion to approve the minutes was carried.

- o Motion by Paul Stofa to approve the October 2, 2023 Closed Session - Board Meeting Minutes.

Motion seconded by Jeffrey Hoffman.

Roll Call Vote:

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

The motion to approve the minutes was carried.

- **Chairperson’s Report**

Paul Stofa noted Dana Haymes has been appointed Executive Director of the Board, effective October 7, 2023. He read into the record the October 6, 2023 email appointing Dana Haymes to the position:

I am pleased to announce that Dana Haymes has accepted the position of Executive Director of the Site Remediation Professional Licensing Board! Dana will start as Executive Director officially on October 7, 2023. Dana has long served as the Regulatory Officer for the Board. I am grateful that Dana has acted to ensure the Executive Director responsibilities were met since the Executive Director position became vacant in early 2022. I also wish to thank Dana for the ongoing assistance for me since being designated by the Commissioner as Chair in August 2023.

Please join me in welcoming Dana as Executive Director of the SRPL Board!

Paul Stofa, Chair
SRPL Board

Paul Stofa noted that Jeffrey Hoffman will be retiring as the New Jersey State Geologist on December 1, 2023. He read into the record the November 3, 2023 letter from the Board to Jeffrey Hoffman:

Dear Mr. Hoffman:

On behalf of the Site Remediation Professional Licensing Board, I would like to express my sincere thanks for your many years of service as a Board Member. Your wise counsel and geologic expertise have been of great assistance to the Board.

It has been an honor to serve on the Board with you. I, along with all Board Members and Board Staff Dana Haymes and Victoria Glean, congratulate you on your upcoming retirement and wish you all the best.

Sincerely,

A. Paul Stofa, Chairperson
New Jersey Site Remediation Professional Licensing Board

Paul Stofa and the Board Members congratulated Jeffrey Hoffman and thanked him for his service to the Board.

- **Executive Director's Report**

Dana Haymes noted that she and Paul Stofa have been attending the Remediation Process Improvement Initiative Meetings held by the Contaminated Site Remediation and Redevelopment Program. The Program is working to make improvements to the process of remediation, particularly review of Remedial Action Permit applications. Phil Brilliant has also

been attending the meetings on behalf of the Board, and Kathi Stetser has been attending the meetings on behalf of the LSRPA.

Lawra Dodge asked whether the Program has published revisions to the LSRP certifications for RAP applications. Dana Haymes responded that revisions are still in process.

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.

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

Joann Held for Phil Brilliant reported that the Committee has started revisions to the current statement of Independent Professional Judgment which is posted on the Board website. The Committee will be meeting with Department representatives to discuss the potential revisions to the statement.

- **Licensure Committee – Kathi Stetser**

Kathi Stetser reported that the LSRP Exam was held as scheduled on October 17, 2023.

A total of 51 candidates took the exam, and a total of 31 passed. Candidates have been notified to check their portals for their scores. Candidates passing the exam may pay their annual license fee, and then may begin practicing as an LSRP.

Buck Chaffee, President of the Caviart Group, the testing and licensing consultant for the Board, presented the statistics regarding the exam.

Buck Chaffee reported that the exam was uneventful in terms of process and procedure. There were 51 candidates that took the exam. Three of the candidates were provided with accommodations under the Americans with Disabilities Act – two were given additional time, and one was provided a separate exam space.

Of the 31 first time candidates, 71% passed. Of the 20 candidates that were taking the exam for the second or more time, 45% passed. The overall passing rate was 61%. These are typical percentages based on past results.

The exam was found to have .89 reliability, in the upper part of the “good” range.

Four candidates that did not pass requested hand scoring, which was completed, but did not change the results. Any candidates that did not pass were given the individual score for each of the seven exam domains, so that they could see where they need to focus study in the future.

Ira Whitman asked how the exam was prepared. Buck Chaffee explained that DEP personnel and LSRPs volunteered to take part in preparing the exam content. There were 3 new DEP personnel and 2 new LSRPs added to the group, which totaled 12 people in all. The group participated in item writing sessions. Draft questions were reviewed and edited by Caviart editors for clarity. The questions were then reviewed in item review meetings, in which the final determination was made whether to include the questions in the exam question bank. The exam is made up of both new and old questions from the question bank.

Kathi Stetser asked what happens if someone fails. Buck Chaffee explained that they can review the scores for the exam domains, and request hand scoring, but there is no appeal process. Dana Haymes explained that candidates may take the exam again by resubmitting an application and application fee. The application does not have to contain all of the content required of a first application, since the applicant was previously deemed qualified to take the exam. The applicant must be sure that they have taken the Case Study Training class (2019-098) within 36 months of the exam application.

Buck Chafee explained that the exam was based on the Job Task Analysis which was completed prior to the exam writing. Based on the Job Task Analysis a new content area was added, and minor changes were made to the other content areas. The Job Task Analysis gives the exam validity and makes it legally defensible.

Dana Haymes noted that the next exam administration is planned for Spring 2025, with the application period opening in January 2025. The Case Study Training Class (2019-098) will potentially be held in January 2025.

- Motion by Kathi Stetser to accept the results of the exam as presented by Buck Chaffee of the Caviart Group.

Motion seconded by Michele Christina.

Roll Call Vote:

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

Paul Stofa - Yes

The motion was carried.

Audit Committee – Ira Whitman

◆ Audits completed:

- Keven Ziegler – 573639 – July 2023
- Nicholas Winnie – 838501 – September 2023
- Michelle Tomaszewski – 783702 – September 2023
- Bhuvnesh Parekh – 747192 – September 2023
- Katherine Eldridge -837715 – September 2023
- Tricia Fragale – 714926 – September 2023
- Keith D’Ambrosio – 573993 – November 2023
- Jill Edwards Rimback – 668156 – November 2023

Ira Whitman noted that the Committee intends to provide an annual report in January.

● **Continuing Education – Lawra Dodge**

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

TITLE	PROVIDER	DATE	CECs	PROPOSED COURSE NUMBER
Hot Topics in Environmental Litigation	Riker Danzig	September 27, 2023	1.5 Regulatory	2023-042
Enviroworkshops Remediation Bootcamp	Enviroworkshops	October 9, 2023	3 Technical	2023-043
Multiple Lines of Evidence to Decrease Drainage to Surface Area Ratio for Effective Bioinfiltration Stormwater Control	AEG	May 11, 2023	1 Technical	2023-044
Modeling Coastal Groundwater to Solve Problems Associated with Sea Level Rise	AEG	April 13, 2023	1 Technical	2023-045
Geology of Cushtunk Mountain and Round Valley Reservoir Field Trip	AEG	June 10, 2023	3 Technical	2023-046
Calculating Alternative Remediation Standards for the Ingestion-Dermal and Inhalation Exposure Routes	LSRPA	TBD	1.5 Technical and 0.5 Regulatory	2023-047

Regulatory Compliance Strategies for Tentatively Identified Compounds	LSRPA	TBD	1.5 Regulatory	2023-048
NJDEP RAP Biennial Certifications: Requirements and Challenges	LSRPA	January 16, 2024	1 Regulatory and 0.5 Technical	2023-049
NYSCPG Geology Days	New York State Council of Professional Geologists	November 14 and 15, 2023	1 Technical CEC / 1 hour attendance for specified presentations	2023-050

- **Finance Committee – Michael Renzulli**

The Board Fee Calculation Report is to be published in the New Jersey Register on November 20, 2023.

- **Outreach Committee – Charles Stebbins**

Charles Stebbins reported that the Outreach Committee will meet on November 13, 2023 to discuss the newsletter.

- **Rules Committee – Joann Held**

The Rule adoption is to be published in the New Jersey Register on November 20, 2023.

- **Professional Conduct Committee – Phil Brilliant**

Motion by Joann Held to enter closed session to discuss Complaints 005-2023 and 006-2023.

Motion seconded by Jeff Hoffman.

All present voted yes.

The motion was carried.

Open session resumed at 5:24.

- Motion by Joann Held, in the matter of Complaint 005-2023, to find the subject in violation of N.J.A.C. 7:26I-6.8 (c) in four instances 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 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 Jeffrey Hoffman.

Roll Call Vote:

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

The motion was carried.

The subject of the complaint is Richard Werner, LSRP 576096.

- **Ongoing Business**

Joann Held noted that this month is the 13th anniversary of the formation of the SRPL Board. Thanks to the original Board Members (Joann Held, Phil Brilliant, Lawra Dodge and Ira Whitman) for their continued dedication to the Board, and to all who have served on the Board.

- **New Business**

None.

- **Next Board Meeting**

- Motion by Paul Stofa to cancel the Board Meeting previously scheduled for November 20, 2023.

Motion seconded by Michael Renzulli.

All present voted yes.

The motion was carried.

The next Board Meeting will be December 4, 2023.

- **Public Comments**

Kathleen Whooley, LSRPA. Requested some clarifications.

Marlene Lindhardt, LSRPA. Congratulated all Board Members on the 13th anniversary of the Board, and asked if the names of those passing the examination would be published. Dana Haymes noted that they will be added to the list of active LSRPs on the Board website once they have paid their annual license fees.

The Meeting adjourned at 5:36 PM.