

NEW JERSEY SITE REMEDIATION PROFESSIONAL LICENSING BOARD

FINAL

MAY 5, 2025 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
Paul Hauge
Joann Held
Nicholas Huszar
Michael Renzulli
Charles Stebbins

Absent

Jay Meegoda
Kathi Stetser
Ira Whitman

Others Present

Executive Director Dana Haymes
Program Specialist Victoria Glean
Regulatory Officer Meredith Marcus
DAG Zach Lawrence

Members of the Public that were present:

Carlton Dudley, Mark Pietrucha, Candace Baker, Buck Chaffee, Christie Edens, Chris Dailey, Rebecca Hollender, Kathleen Whooley, Rebekah Diehl, Richard Katz, Randy Shuler, Sonya Ward, Alexander Saltzman, Rose DeLorenzo, David Haymes

Proceedings

Meeting called to Order at 4:00 PM by Chairperson Paul Hauge.

Paul Hauge 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
Paul Hauge - Present
Joann Held - Present
Nicholas Huszar – Present
Jay Meegoda - Absent
Michael Renzulli - Present
Charles Stebbins - Present
Kathi Stetser - Absent
Ira Whitman – Absent

A quorum of the Board was in attendance.

Approval of the Board Meeting Minutes

- Motion by Joann Held to approve the April 7, 2025 Board Meeting Minutes.

Motion seconded by Michael Renzulli.

Roll Call Vote:

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Phil Brilliant - Yes
Michele Christina - Yes
Lawra Dodge - Yes
Steven Domber - Abstain
Joann Held - Yes
Nicholas Huszar – Yes
Jay Meegoda - Absent
Michael Renzulli - Yes
Charles Stebbins - Yes
Kathi Stetser - Absent
Ira Whitman - Absent
Paul Hauge - Yes

The motion was approved.

- Motion by Phil Brilliant to approve the April 7, 2025 Board Meeting Minutes of the Closed Session.

Motion seconded by Michael Renzulli.

Roll Call Vote:

Phil Brilliant - Yes
Michele Christina - Yes
Lawra Dodge - Yes
Steven Domber - Abstain
Joann Held - Yes
Nicholas Huszar – Yes
Jay Meegoda - Absent
Michael Renzulli - Yes
Charles Stebbins - Yes
Kathi Stetser - Absent
Ira Whitman – Absent
Paul Hauge - Yes

The motion was approved.

Chairperson's Report

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Paul Hauge reported no updates for the meeting.

Executive Director's Report

Dana Haymes reported no updates for the meeting.

Committee Reports

Ad Hoc Committee on Board Membership – Michele Christina

Michele Christina discussed ongoing efforts to schedule a pending candidate for Board membership for consideration by the Judiciary Committee, noting delays and attempts to contact senators. She stressed the importance of filling vacancies on the board, highlighting that 7 out of 13 positions are designated for LSRPs. Phil Brilliant confirmed the count. Paul Hauge suggested consulting the Department of Environmental Protection (Department) for strategies to expedite appointments, with plans for a detailed report at the next meeting. Dana Haymes mentioned that Board staff typically do not directly interact with the Governor's Office. Instead, the Commissioner's Office usually handles such matters. Michele Christina expressed willingness to explore options and emphasized the critical nature of having a full board.

Ad Hoc Committee to Oversee the Request for Proposals for the LSRP Exam – Kathi Stetser and Michael Renzulli

Michael Renzulli reported the current contract for the examination expires at the end of 2025, and the Committee is exploring alternative administration methods, including coordination with the Department. Paul Hauge inquired about separating the preparation and administration of the exam, which Dana Haymes confirmed is under consideration with the possibility of the administration of the exam carried out by the New Jersey Civil Service Commission.

The Committee met with Department representatives on April 22, 2025 to refine the RFP language, with ongoing efforts to gather necessary information. The next meeting is scheduled for June 3, 2025.

Ad Hoc Committee on Artificial Intelligence – Lawra Dodge

Lawra Dodge welcomed Charles Stebbins and Phil Brilliant to the Committee and invited additional Board Members to join. She outlined plans to convene a meeting and emphasized the rapidly evolving AI landscape. Coordination with the Department's efforts on AI guidance was deemed crucial.

Licensure Committee – Kathi Stetser

In Kathi Stetser's absence, Dana Haymes detailed exam statistics, noting a total of 58 candidates took the exam, and a total of 32 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.

Board Staff analyzed the exam results:

58 total took the exam – 32 passed, 26 failed – 55.17% passed

46 first time test takers – 28 passed, 18 failed – 60.87% passed

12 retakers – 4 passed, 8 failed – 33.33% passed

Of the retakers, 3 took the exam more than once previously (2022 and 2023) and all 3 failed in 2025.

Results with respect to degrees and experience of the test takers:

BA (science-related) degree: 7 total; 4 passed, 3 failed – 57.14% passed

BS degree: 28 total; 15 passed, 13 failed – 53.57% passed

MS degree: 23 total; 13 passed, 10 failed – 56.52% passed

8-10 years experience: 33 total; 19 passed, 14 failed – 57.58% passed

10-20 years experience: 22 total; 11 passed, 11 failed – 50% passed

Over 20 years experience: 3 total, 2 passed, 1 failed – 66.67% passed

Buck Chaffee, President of The Caviart Group, provided an extensive report on the exam administration and results. He highlighted that the exam was of high quality, scoring 89.4 on the Cronbach's Alpha Scale of Reliability, just shy of the "excellent" mark of 90. However, he noted that the candidate group was less prepared compared to previous years, which was reflected in the lower pass rates.

Buck Chaffee reported that 30 exam questions were challenged by candidates. Those questions were reviewed by subject matter experts, including LSRPs and Department personnel. A few questions were found to be potentially flawed, which was accounted for in the final scoring. He

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emphasized that the reliability of the exam indicated that candidates' scores were reflective of their abilities rather than chance.

Phil Brilliant inquired about the high failure rates among retake candidates, to which Buck Chaffee explained that retakers generally perform worse unless they significantly improve their preparation. He noted that some candidates repeatedly take the exam without improving their scores.

Nicholas Huszar questioned the overall pass rate trends compared to past exams. Buck Chaffee explained that while there was a dip this year, the variations were primarily due to differences in candidate preparedness rather than changes in exam difficulty. Dana Haymes noted that statistics on this exam as well as past exams are available in the Confidential “Statistical Report for the New Jersey Site Remediation Professional Licensure Examination for the April 9, 2025 Administration” which was distributed to Board Members.

- Motion by Steven Domber to accept the results of the April 9, 2025 licensure examination as presented by Buck Chaffee of The Caviart Group.

Motion seconded by Phil Brilliant.

Roll Call Vote:

Phil Brilliant - Yes
Michele Christina - Yes
Lawra Dodge - Yes
Steven Domber - Yes
Joann Held - Yes
Nicholas Huszar – Yes
Jay Meegoda - Absent
Michael Renzulli - Yes
Charles Stebbins - Yes
Kathi Stetser - Absent
Ira Whitman – Absent
Paul Hauge - Yes

The motion was approved.

Audit Committee – Ira Whitman

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In Ira Whitman's absence, Phil Brilliant reported that 18 LSRPs were selected for audit for the months of April, May and June.

The Committee completed the following audits:

Vincent Agovino – 590485 – December 2024

Robert Lippencott – 510376 – March

Robert Zelle – 591561 – March

Erin Palko – 628902 – March

David Busch – 629041 - March

Sarah Dyson – 715631 - April

The next Audit Committee meeting is May 15, 2025.

Continuing Education Committee – Lawra Dodge

Lawra Dodge discussed course approvals, noting a temporary delay due to Committee member availability. Five courses were approved, with three pending review. The Committee aimed to expedite pending applications.

The Committee approved the following applications for continuing education credit:

TITLE	PROVIDER	DATE	CECs	PROPOSED COURSE NUMBER
Commerce and Business Association of New Jersey – Environmental Business Council Meeting May 2025	CIANJ	May 28, 2025	0.5 Regulatory and 0.5 Technical	2025-016
Understanding and Remediating Commingled Plumes	LSRPA	2025	2.0 Technical	2025-017
How To Navigate the February 2025 Ground Water Quality Standards Update	LSRPA	June 10, 2025	0.5 Regulatory and 1.0 Technical	2025-018

PFAS Remediation Using Colloidal Activated Carbon	AEG	April 24, 2025	1.0 Technical	2025-019
Regulatory Roundtable – Receptor Evaluations	LSRPA	April 4, 2025	0.5 Regulatory and 1.0 Technical	2025-020

Finance Committee – Michael Renzulli

Michael Renzulli provided the budget tracking data prepared by Kevin Seymour of the Department for FY 2025 – Actuals as of Quarter 3 (January – March 2025)

Total Revenue is \$736,416.00 – below projected by \$34,374.00

Total Budget (salary plus operating) is \$518,686.36 – below projected by \$266,388.26

Net income is \$217,729.64 – above projected by \$232,014.26

Michael Renzulli provided a detailed financial overview, noting revenue and expenditure projections. He highlighted potential fee reduction discussions with LSRPA and expressed concerns over preliminary budget projections for FY 2026, indicating a net loss of LSRPs, putting pressure on fees. Discussions included strategies for maintaining fee stability. Phil Brilliant inquired about the carryover of surplus funds and historical fee stability, which Michael confirmed.

Outreach Committee – Charles Stebbins

Charles Stebbins announced an upcoming Committee meeting on May 13, 2025 to work on the third quarterly newsletter, scheduled for release in July. Discussions included potential topics for inclusion, emphasizing the importance of effective communication with the LSRP community.

Professional Conduct Committee – Phil Brilliant

Motion by Phil Brilliant to enter closed session to discuss Complaints 003-2025, 009-2025 and 011-2023.

Motion seconded by Michele Christina.

All present voted yes.

The motion was carried.

Open Session resumed at 5:43.

- Motion by Phil Brilliant, in the matter of Complaint 003-2025, to find the subject in violation of N.J.A.C. 7:26I-6.8(c) in five instances and to notify the subject through correspondence under signature of the Board chairperson of the Board's intent to assess a penalty of \$1,250.00 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 Michael Renzulli.

Roll Call Vote:

Phil Brilliant - Yes
Michele Christina - Yes
Lawra Dodge - Yes
Steven Domber - Yes
Joann Held - Yes
Nicholas Huszar – Yes
Jay Meegoda - Absent
Michael Renzulli - Yes
Charles Stebbins - Yes
Kathi Stetser - Absent
Ira Whitman – Absent
Paul Hauge - Yes

The motion was approved.

The subject of the complaint is Perry Refolo, LSRP 573650

- Motion by Phil Brilliant, in the matter of Complaint 009-2025, to find the subject in violation of N.J.A.C. 7:26I-6.8(c) in three instances and to notify the subject through correspondence under signature of the Board chairperson of the Board's intent to assess a penalty of \$750.00 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 Michael Renzulli.

Roll Call Vote:

Phil Brilliant - Yes
Michele Christina - Yes
Lawra Dodge - Yes
Steven Domber - Yes
Joann Held - Yes
Nicholas Huszar – Yes
Jay Meegoda - Absent
Michael Renzulli - Yes
Charles Stebbins - Yes
Kathi Stetser - Absent
Ira Whitman – Absent
Paul Hauge - Yes

The motion was approved.

The subject of the complaint is Donald Bello, LSRP 574870

- Motion by Phil Brilliant, in the matter of Complaint 011-2023, for the Board to approve the following terms to settle the Notice of Civil Administrative Penalty Assessment and License Suspension dated December 16, 2024:
 1. The LSRP shall confirm in writing that he has submitted an LSRP Notification of Dismissal through the Online Business Portal at <https://www.nj.gov/dep/online> for each contaminated site for which he has submitted a Notification of Retention by no later than May 31, 2025. Such confirmation will be submitted to Executive Director Dana Haymes via email at Dana.Haymes@dep.nj.gov.
 2. The LSRP will provide the Board, care of Executive Director Dana Haymes, with the estimated dates of filings of any forthcoming submissions to the Department by no later than May 15, 2025, and with all submissions he has made to the Department as an LSRP since January 20, 2025, by no later than May 31, 2025, via email at Dana.Haymes@dep.nj.gov.
 3. The LSRP will surrender his license to the Board pursuant to N.J.A.C. 7:26I-2.12(b) by no later than May 31, 2025.
 4. The LSRP will agree to never submit an application to the Board for an LSRP license.

5. The assessed penalty of \$17,500.00 will be held in abeyance, to become due and owing only in the event that the LSRP fails to comply with the terms of the Agreement. In such a case, the LSRP shall pay the sum of \$17,500.00 by check payable to Treasurer, State of New Jersey as full satisfaction of the penalties in the Notice.
6. Upon execution of this Agreement, the LSRP's request for an adjudicatory hearing shall be considered withdrawn, with prejudice.
7. The LSRP will waive his right to request an adjudicatory hearing concerning the terms of this Agreement pursuant to N.J.A.C. 7:26I-8.3 and agree not to contest (a) the authority of the Board to enter this Agreement, and (b) the terms or conditions hereof, except that the LSRP does not waive his right to contest the interpretation or application of such terms and conditions in an action or proceeding brought by the Board to enforce this Agreement.
8. No modifications or waiver of this Agreement shall be valid except by written amendment to this Agreement duly executed by the Parties.
9. This Agreement shall be governed and interpreted under the laws of the State of New Jersey.

Motion seconded by Joann Held.

Roll Call Vote:

Phil Brilliant - Yes
Michele Christina - Yes
Lawra Dodge - Yes
Steven Domber - Yes
Joann Held - Yes
Nicholas Huszar – Yes
Jay Meegoda - Absent
Michael Renzulli - Yes
Charles Stebbins - Yes
Kathi Stetser - Absent
Ira Whitman – Absent
Paul Hauge - Yes

The motion was approved.

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Ongoing Business

None.

New Business

None.

Next Board Meeting

- Motion by Phil Brilliant to cancel the May 19, 2025 meeting due to lack of pressing business.

Motion seconded by Charles Stebbins.

All present voted yes.

The motion was carried.

The next Board Meeting will be June 2, 2025.

Public Comment

None.

The meeting adjourned at 5:53 PM.