



# State of New Jersey

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### DIVISION OF WATER SUPPLY & GEOSCIENCE

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*Commissioner*

**TAHESA L. WAY**  
*Lt. Governor*

New Jersey Department of Environmental Protection  
**Board of Examiners for Water and Wastewater Licensing**  
**Board Meeting Minutes for August 15, 2024**  
**Meeting held via Microsoft Teams**

*Approved by the Board on November 21, 2024*

**Board Members Present:** David Fields, Ronald Anastasio, JoAnn Mondsini, James Mastrokalos, Robert Genetelli, Eric Ekoue, Wendy Simone, Linda Ofori

There were 8 Board members present, constituting a quorum.

**Board Members Absent:** Charles Jenkins

**Board Legal Representatives Present:** Deputy Attorney General (DAG) Kevin DeCristofer, NJ Division of Law

**NJDEP Staff Present:** Kristin Tedesco, Joseph duRocher, Malathi Prabhu, and Tyler Rowe

**Members of the Public:** David Hogrebe, Joshua Engelking, Paul Britt, Richard Howlett, Jim Mackie, David Leister\_ (NJWA), Michael Guarriello, Jackie Burke, Connor Doyle, Roger Budd

### 1. Call to Order

The meeting was called to order at 10:01 AM, it was noted that there were enough Board members present to constitute a quorum.

DAG DeCristofer read the Open Public Meetings Act Statement (OPMA).

### 2. Adoption of Meeting Minutes

R. Genetelli asked for a motion to adopt the meeting minutes from the May 23, 2024 meeting. R. Anastasio motioned and W. Simone seconded. All were in favor and the motion passed unanimously.

### 3. Old Business:

- *Program Updates*

M. Prabhu gave a brief update regarding the various IT projects currently being worked on by the Department, explaining that the examination application online portal has been built and is in the testing phase. The team testing the platform has been meeting regularly and will continue to do so.

M. Prabhu added that there is also the development of a web platform for course providers to submit their available continuing education courses. This platform is close to being in the testing phase, with the Office of Information Technology working on a development version that will be suitable for testing. Course providers will then have the ability to see and work with the development version in order to submit feedback to the Department before a final version goes live.

M. Prabhu noted that the Training Contact Hour (TCH) credit import portal has not been started at the time of this meeting.

R. Genetelli asked if there were any dates for expected implementation of those items. M. Prabhu responded that the web platform for examination applications is estimated to go live in December 2024 and the platform for available course offerings is estimated to go live in November 2024.

- *Exam Updates & Pass/Fail Statistics*

R. Genetelli identified the fail rates for Wastewater Treatment (S) licenses as a major issue and noted that it was the second quarter in a row with poor results. R. Genetelli pondered what could be happening and what the variables could be.

R. Genetelli asked the Department if data collection could begin on applicants who failed, noting and recording where they took their examinations. This would be done to identify areas of interest within the state.

J. duRocher noted that dual modality testing from PSI has gone live, and applicants are now able to choose between remotely proctored examinations and in-person testing centers. There are different pricings involved, and T. Rowe will be sending out a handbook explaining the details to all of the Board members after the meeting.

- *Program Updates Continued*

J. duRocher continued with some other program updates, stating that the TCH cycle and the license renewal periods had just ended and that the 5,740 renewal bills were mailed in early August. There were only a few that needed follow up due to technicalities or insufficiencies present at that time. There was also a mass emailing effort, with the Department determining it had emails on record for 94% of licensed operators. This email provided new licensees with instructions on how to pay initial license fees and how to look up invoice numbers so the fee can be paid online. There is a separate page for renewal bills and how to pay them.



J. duRocher also stated that a one hundred twenty (\$120) dollar fee attributed to a license means that last year's fee was not processed (renewal plus a late fee) and that their license is effectively expired. Anyone with that amount due should contact the Department if they believe it to be an error.

Regarding the number of examination applications that are sent to members of the Board, J. duRocher stated that applications are going to be sent to Board members on a weekly basis, as they come in to the Department. This means that the number of applications to each Board member may fluctuate. The Department will still send reminders, but if there is no response received on the applications, they will be reassigned to another Board member.

R. Genetelli agreed with the change but added that if a Board member requests additional information from the applicant, the additional information should be sent back to the original Board member in order to avoid redundant reviews.

J. duRocher confirmed that any conditional approvals will go back to the Board member that granted the conditional approval, and that this is the current standard practice.

#### **4. New Business:**

- *Reciprocity Applications*

Connor Doyle – S-2 (CO)

R. Genetelli started the discussion by stating he has some questions and noted that C. Doyle was present in the meeting.

R. Genetelli and C. Doyle discussed the details of the application and C. Doyle's work history for a few minutes. R. Genetelli ultimately recommended against a reciprocal S-2 license but would also recommend granting the ability to sit for the S-2 examination.

R. Anastasio made a motion to deny the reciprocal S-2 license and grant the ability to sit for an S-2 examination. D. Fields seconded the motion. J. Mondsini abstained due to a potential conflict of interest. All were in favor and the motion passed unanimously.

David Hogrebe – T-2 (DE)

R. Genetelli began the discussion by asking if there were any questions and noted that D. Hogrebe was present in the meeting. J. Mastrokalos gave a brief overview of the application and then asked D. Hogrebe some questions.

After answering the questions and a brief discussion, J. Mastrokalos made a motion to grant D. Hogrebe a reciprocal T-2 license. W. Simone seconded the motion. All were in favor and the motion passed unanimously.

- *2024 Workplan Updates*

R. Genetelli started with the Appeals Subcommittee, stating that the subcommittee has not yet met and has not received any appeals.



D. Fields stated that there is an Advisory Committee meeting scheduled to occur on August 29, 2024. J. duRocher added that the Department was going to send out invitations to Committee members shortly for an Advisory Committee meeting in the month of August to get approvals and reviews done for TCH courses and required course providers.

R. Genetelli stated that NJWEA put out a survey a bit ago that was looking to collect data on the abysmal failure rates of the sanitary sewer licenses and why that was happening. NJWEA is also looking into if the information being taught in the classroom is actually ending up on the examination. R. Genetelli noted some potential challenges and biases that the process may run into but was looking forward to the results.

#### **5. Advisory Committee Update:**

K. Tedesco stated that the Advisory Committee is a step behind the Board. The Advisory Committee is still evaluating their bylaws and have started to establish some subcommittees. Noted one of the initial subcommittees is regarding a "training on demand" which would establish set criteria for training approval. Another subcommittee item would be to explore the possibilities of a New Jersey specific training module.

K. Tedesco noted that there are also invoices for license renewals being sent out by Department staff.

R. Genetelli had a question regarding new applicants who just passed the test, asking if they are invoiced or do they need to go online to pay a fee. K. Tedesco stated that if the applicant has the invoice number, which they are sent, they can go online and pay there. Clarified that the application number turns into their license number. It can also be given to the applicant by the Department and used to pay.

P. Gardner asked when the applicants get the invoice. K. Tedesco stated that they are sent out for all licenses. They are supposed to get a paper copy in the mail and from there can go online and pay. Added that there are several thousand going out by hand, and stacks are processed randomly and are not grouped by operator.

R. Genetelli asked if any other Board members had any New Business items they wanted to discuss before moving on. There were no additional comments from the Board.

#### **6. General Public Comment:**

R. Genetelli asked if there were any members of the public with any comments.

- *Jim Mackie (Willingboro MUA)*

J. Mackie, the executive director of Willingboro MUA, had a few comments regarding the application of Anthony Allen. J. Mackie stated that A. Allen placed an application that satisfied the requirements. After the application was denied, however, a request for an adjudicatory hearing was made but a DAG was never assigned. J. Mackie then indicated that A. Allen spoke with D. Fields, stating that he was not going to pursue the adjudicatory hearing but would rather update and submit a new application.

J. Mackie asked that the adjudicatory hearing be formally dropped, and the review of A. Allen's new application be expedited.



R. Genetelli stated that he was aware of the request for the hearing being withdrawn, but was not aware of any other applications being submitted to the Board. Stated that the Board will review the application when it is received.

J. duRocher responded that the Department did receive A. Allen's new application and did receive word that the adjudicatory hearing request was withdrawn. J. duRocher added that A. Allen's application has been deemed administratively complete but will be sent to the Board for review.

R. Genetelli asked for any other public comments, issues, or discussions. There were none.

## **7. Adjournment:**

R. Genetelli asked for a motion to adjourn, which was made by J. Mondsini and seconded by R. Anastasio. Hearing no objections, the meeting adjourned at 10:49 AM.

