

NEW JERSEY SITE REMEDIATION PROFESSIONAL LICENSING BOARD

FINAL

**MAY 6, 2024 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](http://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  
Steven Domber  
Joann Held  
Michael Renzulli  
Charles Stebbins  
Kathi Stetser  
Paul Stofa  
Peter Strom  
Ira Whitman (did not rejoin the meeting after closed session)

***Absent***

Lawra Dodge

***Others Present***

Executive Director Dana Haymes  
Board Staff Victoria Glean  
DAG Buffy Wilson

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

Sonya Ward, Candace Baker, Kathleen Whooley, Nick Huszar, Marlene Lindhardt, Richard Katz,  
David Hoffman, David Morris, David Haymes, Ken Haduch, Bill Schnitzerling, Alexander  
Saltzman

***Proceedings***

- Meeting called to Order at 4:05 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 - Present  
Michele Christina - Present  
Lawra Dodge - Absent  
Steven Domber - Present  
Joann Held - 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 April 1, 2024 Board Meeting Minutes.

Motion seconded by Ira Whitman.

Roll Call Vote:

Phil Brilliant - Yes  
Michele Christina - Abstain  
Lawra Dodge - Absent  
Steven Domber - Yes  
Joann Held - 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.

- **Chairperson's Report**

Paul Stofa reported that Commissioner Shawn LaTourette has been testifying before the State Assembly and Senate regarding the Fiscal Year 2025 Budget. Paul is looking forward to speaking at the Sediment Workshop in New York City on May 8, 2024 along with other representatives of the NJDEP.

- **Executive Director's Report**

Dana Haymes reported that the Board has approved 197 applicants for license renewals. Victoria Glean has done a great job spearheading this effort, tracking all applications and ensuring that the applications are thoroughly reviewed in a timely manner.

### *Committee Reports*

- **Ad Hoc Committee on Board Membership – Michele Christina**

Michele Christina reported that application materials have been received, completed and returned to the Governor's Office by all three applicants. Megan Brunatti has been contacted for a status update, but no further information has been provided.

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

Phil Brilliant has no report now, but will provide a report on the comments of the Subcommittees at the next Board Meeting.

- **Licensure Committee – Kathi Stetser**

Kathi Stetser thanks Victoria Glean for her great work completing the reviews of License Renewal Applications.

Dana Haymes reported the following status of License Renewal Applications:

197 applications for license renewals have been reviewed and approved so far in 2024. (8 in January, 27 in February, 52 in March, 110 in April)

The application period of one LSRP started on April 19, their application is due June 2, 2024.

Ten LSRPs whose licenses will expire in May and July 2024 have decided to not submit applications for license renewal and will allow their licenses to expire.

- Audit Committee – Ira Whitman**

Ira Whitman reported that the following audits were completed:

- William Silverstein – 576097 – January
- Marianne Brody – 714897 – February
- Christine Gadaleta – 835074 – March
- Erica Sterzinar – 783897 - March
- Christopher Becht – 1029806 - April

Ira Whitman noted that the Audit Committee has selected an additional 6 LSRPs for audit for the month of May 2024.

- Continuing Education – Lawra Dodge**

On behalf of Lawra Dodge, Dana Haymes reported that the committee approved the following continuing education programs:

| TITLE   | PROVIDER             | DATE              | CECs                             | PROPOSED COURSE NUMBER |
|---|----------------------|-------------------|----------------------------------|------------------------|
| CIANJ EBC Meeting May 2024  | CIANJ EBC            | May 29, 2024      | 0.5 Regulatory and 0.5 Technical | 2024-021               |
| Ecological Evaluation and Ecological Risk Assessment                                | LSRPA                | TBD               | 1.5 Technical                    | 2024-022               |
| Integrating 3-Dimensional Data Visualization into Conceptual Site Model Development | LSRPA                | TBD               | 1.5 Technical                    | 2024-023               |
| Introduction to Wetlands Identification   | Rutgers NJAES – OCPE | April 11-12, 2024 | 7.5 Technical                    | 2024-024               |
| PFAS Chemical Manufacturing Air Emission Sites                                      | AEG                  | February 22, 2024 | 1 Technical                      | 2024-025               |
| PFAS SRS-MGW: Insights and Attainment Approaches                                    | LSRPA                | TBD               | 1.5 Technical                    | 2024-026               |
| Ready, Set, Redevelop – Realizing Brownfield Redevelopment Potential                | BCONE                | April 25, 2024    | 1.5 Professional Development     | 2024-027               |

|   |                         |                |                                  |          |
|---|-------------------------|----------------|----------------------------------|----------|
| Site Remediation  | NJ Builders Association | March 20, 2024 | 1.5 Regulatory                   | 2024-028 |
| The LSRP as an Environmental Expert   | CPES                    | May 15, 2024   | 3.5 Professional Development     | 2024-029 |
| TSCA PCB Amendments   | Pace Analytical         | April 24, 2024 | 0.5 Regulatory and 0.5 Technical | 2024-030 |
| Using Elevated Concentrations of Chromium and Nickel as an Indicator for the Presence of Chrysotile Asbestos in Serpentine Rock Units | AEG                     | March 14, 2024 | 1 Technical                      | 2024-031 |
|   |                         |                |                                  |          |

- **Finance Committee – Michael Renzulli**

Michael Renzulli provided a Budget Update.

- The first three quarters of Fiscal Year 2024 are complete.
- The 2024 budget was projected at \$768,309, which included a projected shortfall of \$48,900. Therefore, a balanced budget would have been approximately \$720,000.
- Revenue collection is right on target, with most major fees already collected, totaling approximately \$698,000. Some miscellaneous fees have yet to be collected.
- Salaries were budgeted at approximately \$495,000, with the actual cost through the third quarter being \$314,000, so we are very likely to see a year-end savings on these costs.
- Operating costs were projected at \$273,600, with the actual cost being approximately \$225,500.
- The higher ratable operating costs are mostly due to the exam consultant fees, which were budgeted for \$120,000; however, the actual incurred bills were \$188,828. Approximately \$114,000 of these charges were incurred in the third quarter. This should balance out in future years as the testing will not occur in each fiscal year.

- Adjusting for the one-time testing charges in the third quarter, one can anticipate fourth quarter salary and operating costs of approximately \$150,00, based on the averages of the first and second quarters.
- That cost plus the \$539,000 incurred to date would be \$689,000, which would yield a budget surplus based on the monies already collected.

- **Outreach Committee – Charles Stebbins**

Charles Stebbins reported the Committee circulated the Second Quarter Newsletter in April. He thanks Victoria Glean for her work in making the newsletter look great.

The newsletter requested interesting photos of Site Remediation, to which there has been some response.

The Committee is working on reformatting the website. A temporary access link will be sent to the Board, please provide feedback to Charles and Dana Haymes.

The Committee will work on preparing another newsletter for circulation in July.

- **Professional Conduct Committee – Phil Brilliant**

No report.

Motion by Phil Brilliant to enter closed session to discuss a licensure matter.

Paul Stofa seconded the motion.

All present voted yes.

Open session resumed at 4:50 PM.

- **Ongoing Business**

None.

- **New Business**

Victoria Glean rescheduled the closed sessions so everyone should have the same link now.

- **Next Board Meeting**

- Motion by Paul Stofa to cancel the Board Meeting previously scheduled for May 20, 2024.

Motion seconded by Joann Held.

All present voted yes.

The motion was carried.

The next Board Meeting will be June 3, 2024.

- **Public Comments**

David Morris, LSRP, asked whether the Board contacts LSRPs that have not submitted applications for license renewals to verify that it is their intention to allow their licenses to expire? Dana Haymes replied yes.

David Morris also asked whether the Board has considered implementing an official seal that would be used by LSRPs to seal their documents, thus authenticating them. He thinks this may be necessary as certifications are submitted to the NJDEP, but those certifications are not part of the documents themselves. Dana Haymes replied that this was discussed as part of the initial rulemaking process for the SRPL Board Rules, but the Board decided not to implement an official seal for LSRPs. Charles Stebbins suggested that LSRPs can include the certifications as part of the documents, or otherwise indicate in the document that the LSRP certifies the content.

The Meeting adjourned at 5:05 PM.