



State of New Jersey

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DEPARTMENT OF ENVIRONMENTAL PROTECTION

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New Jersey Department of Environmental Protection
Licensed Operator Advisory Committee
Meeting Minutes for August 23, 2023
Meeting held via Microsoft Teams

Approved by the Committee on June 14, 2023

Committee Members Present: Carol Broccoli, Kristin Tedesco, Joseph Bonaccorso, William Mitchell, Robert Fullagar, Ronald Suto, Jill Plesnarski, Richard Eustace

There were 8 committee members present, constituting a quorum.

Committee Members Absent: Pam Carolan, Keith Vaughn, David Fields, Kirit Amin

Committee Legal Representatives Present: DAG Stephanie Carney, NJ Division of Law

NJDEP Staff Present: Joseph duRocher, Malathi Prabhu, Tyler Rowe, Casey Lippincott

Members of the Public Present: Robert Noel, Michael Reed, Roger Budd, Keith Smith, Rick Howlett, David Leister

1. Call to Order

J. Bonaccorso presided over the telephonic meeting and called the meeting to order at 10:02 a.m., noting there were enough committee members present to constitute a quorum.

S. Carney read the Open Public Meetings Act Statement (OPMA).

This meeting was held via conference call. Notice of the meeting and instructions on how to participate by phone were provided by public notice in advance of the meeting.

2. Approval of the minutes from the November 9, 2022 meeting

J. Bonaccorso noted that the meeting notes were included in the Advisory Committee Shared Drive and asked if there were any comments, suggestions, or amendments to the minutes. After hearing none, J. Bonaccorso asked for a motion to accept the minutes. Robert Fullagar motioned, and Ron Suto seconded, with Richard Eustace and Jill Plesnarski abstaining due to absence. There were no objections.

3. Membership Updates

K. Tedesco updated the Committee on changes to both the Board of Examiners and the Advisory Committee, explaining that P. Gardner had been asked by the Commissioner to join the Board and the Committee in order to identify improvements. The Commissioner determined the work was satisfactory, and would result in P. Gardner stepping down. K. Tedesco stated that David Fields would be replacing P. Gardner as the Board representative on the Advisory Committee. Kirit Amin will also be joining the Advisory Committee as a wastewater representative.

J. Bonaccorso asked if the website will be updated with the changes. K. Tedesco confirmed that it would be.

K. Tedesco stated that the Department is in the process of sending letters to all organizations asking for nominations to reappoint people, and to copy M. Prabhu or J. duRocher for recommendations.

- *Chair Election*

M. Prabhu stated that she was accepting nominations from the Advisory Committee for Chair. R. Eustace nominated J. Bonaccorso for Chair. J. Plesnarski seconded the nomination. M. Prabhu asked if there were any other nominations for chair. Hearing none, M. Prabhu asked for a motion to close nominations for Chair. R. Eustace motioned to close nominations and R. Fullagar seconded. All were in favor and the motion passed unanimously.

- *Vice Chair Elections*

J. Bonaccorso stated that he was accepting nominations from the Advisory Committee for Vice Chair for Instructors. R. Eustace nominated R. Suto and R. Fullagar seconded the nomination. J. Bonaccorso asked if there were any other nominations for Vice Chair for Instructors. Hearing none, J. Bonaccorso asked for a motion to close nominations for Vice Chair for Instructors. R. Fullagar motioned to close the nominations, and Carol Broccoli seconded. All were in favor and the motion passed unanimously.



J. Bonaccorso stated that he was accepting nominations from the Advisory Committee for Vice Chair for Operators. R. Eustace nominated J. Plesnarski and R. Suto seconded the nomination. There were no other nominations, so J. Bonaccorso motioned to close the nominations for Vice Chair for Operators. R. Fullagar motioned to close the nominations and R. Eustace seconded. All were in favor and the motion passed unanimously.

4. Program Updates

K. Tedesco updated the Committee on the Department's recent transition to utilizing testing centers for Licensed Operator examinations, which had previously utilized at-home remote testing. K. Tedesco stated that currently, the contract allows for one method of testing but in the future could choose one or both methods. Would like to have operators have the choice in the future.

J. Bonaccorso stated that NJWEA sent emails and an announcement regarding the transition was posted in newsletters and magazines, and he had asked other organizations to also send out information. R. Howlett added that NJWA had done some outreach as well. J. Bonaccorso stated that the announcement has reached people and the transition has been well received.

J. Plesnarski shared positive feedback regarding the transition to testing centers. K. Tedesco thanked J. Plesnarski for the feedback and stressed the importance of supplying feedback regarding the testing centers to the Department.

After a brief discussion, J. Bonaccorso moved on to the next agenda item, course approvals.

5. Course Approvals

- *J.A. Montgomery*

J. Bonaccorso noted that Water, Wastewater and Safety credits were all circled on the application and asked the Committee if they agreed. Wanted to ensure that the courses were all safety and not technical water and wastewater.

R. Fullagar agreed, stating that he could see a lot of the courses as safety related.

J. Bonaccorso asked if everyone was in agreement regarding what was provided in the application, and if the Committee would approve all ten safety courses.

R. Fullagar motioned to approve the ten courses and J. Plesnarski seconded. There were no objections and the motion passed unanimously.



- *Jacob's Engineering*

J. Bonaccorso began by stating that the applicants are asking for a water and wastewater designation, and that the two courses appear to be regulatory and managerial in nature. Noted that Module 4 should become a 2.0 Training Contact Hours (TCH) course instead of the 2.25 hours the application was requesting. R. Fullagar motioned to accept Module 4 with a change from 2.25 to 2.0 TCHs and R. Suto seconded. All were in favor and the motion passed unanimously.

J. Bonaccorso stated that he felt Module 5 was also appropriate and acceptable for 3.5 water/wastewater TCHs and asked for a motion. R. Fullagar motioned and C. Broccoli seconded. All were in favor and the motion passed unanimously.

- *RCAP Solutions*

J. Bonaccorso noted that the course should be for water, and not water and wastewater. Asked for a motion to accept for water TCHs. C. Broccoli motioned to accept and R. Fullagar seconded. All were in favor and the motion passed unanimously.

J. Bonaccorso moved on to the next agenda item, New Business.

6. New Business

- *NJWEA Transfer Reimbursement Request*

K. Tedesco informed the Committee that NJWEA submitted another reimbursement package for the September Tech Transfer Seminar in January 2023 for \$42,850.95. Stated she was looking for the Committee to approve the reimbursement.

J. Bonaccorso stated that to approve, the Committee would have to ask what the reimbursement is for.

K. Tedesco read the cover letter, stating the documented expenditures. J. Bonaccorso stated that the Committee would not reimburse for any meals or hotel room stays.

K. Tedesco stated that the next reimbursement request that comes in would be included in a folder to the Committee before the meeting.

J. Bonaccorso asked how much money was in the fund. K. Tedesco stated that there was enough to cover the reimbursement request and would provide an accurate balance to the Committee for the next meeting.

J. Bonaccorso asked for a roll call vote to approve the reimbursement.



C. Broccoli, J. Bonaccorso, W. Mitchell, R. Fullagar, and R. Suto all voted yes. J. Plesnarski and R. Eustace both abstained due to conflicts of interest.

7. 2023 Workplan Items

K. Tedesco began the discussion by reminding the Committee that some ideas for Subcommittees had been discussed in the past, such as a subcommittee for training on demand and questions and asked W. Mitchell for an update. W. Mitchell stated that the process had not gotten very far. K. Tedesco and W. Mitchell agreed to follow up with one another outside of the Committee meeting.

K. Tedesco reminded the Committee about a joint subcommittee with members of the Board of Examiners regarding examinations.

8. Board of Examiners Update

K. Tedesco stated that the Board has some members looking at examinations and their criteria and will look at a redesign for the DEP-065 form to provide comments.

J. Bonaccorso asked if K. Tedesco foresaw changes to the DEP-065 form. K. Tedesco responded that the Department is aiming to streamline it and is looking for feedback.

9. Public Comment

There were no public comments.

10. Adjournment

J. Bonaccorso entertained a motion to adjourn. W. Mitchell motioned and R. Fullagar seconded. All were in favor and the meeting adjourned at 10:43 AM.

