



# State of New Jersey

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*Governor*

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*Lt. Governor*

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

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**SHAWN M. LATOURETTE**  
*Commissioner*

### 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 December 13, 2023

**Committee Members Present:** Kristin Tedesco, David Fields, Kirit Amin, Keith Vaughn, Joe Bonaccorso, William Mitchell, Richard Eustace, Ronald Suto, Carol Broccoli

There were 9 committee members present, constituting a quorum.

**Committee Members Absent:** Pam Carolan, Jill Plesnarski, Robert Fullagar

**Committee Legal Representatives Present:** DAG Kevin DeChristopher, NJ Division of Law

**NJDEP Staff Present:** Joseph duRocher, Tyler Rowe, Benjamin Swartz

**Members of the Public Present:** Rick Howlett

#### **1. Call to Order**

J. Bonaccorso presided over the meeting and called the meeting to order at 10:03 am, noting there were enough committee members present to constitute a quorum.

K. DeChristopher read the Open Public Meetings Act Statement (OPMA).

This meeting was held virtually through Microsoft Teams. 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 June 14, 2023, Meeting**

J. Bonaccorso asked if there were any questions or amendments regarding the minutes. Hearing none, J. Bonaccorso asked for a motion to accept the minutes as is. R. Suto motioned to accept the minutes as is, C. Broccoli seconded the motion. R. Eustace abstained due to a prior absence.

#### **3. Program/NJDEP Updates**

J. duRocher began the updates by stating that the Department had sent out renewal invoices to licensed operators earlier in the month, sent out an "email blast" that provided information for paying the renewal

online to all operators last week. J. duRocher clarified that the August 31, 2023, date included in the email is an administrative deadline, with licenses remaining valid until September 30, 2023 and late fees accruing in October.

J. duRocher outlined some follow-up items to be completed after the meeting: staff preparing to send approval letters to applicants for the required course recertifications, updating the website with the current approvals, and to follow up with the pre-approved instructors to get that list out to the schools.

#### **4. Institution Course Approvals**

J. Bonaccorso thanked J. duRocher and his staff for compiling all of the information and that the spreadsheet was very helpful. J. Bonaccorso noted that all of the applications were for renewals and that there were no new requests.

J. Bonaccorso noted that for Caldwell-West Caldwell, one of the instructors, Greg White, was an instructor for about twenty-five (25) years and recently let his licenses expire due to retirement.

J. duRocher stated that he followed up with Mr. White, who informed J. duRocher that he does not intend to operate any more systems and has let his licenses lapse but ultimately will renew his S-4 license only. J. Bonaccorso stated that if Greg White could renew his S-4 license that would be fine and felt that he is more than capable and qualified.

J. duRocher clarified that Howard Wright, who served as an instructor for many years, indicated that Cape May Vocational Technical School intends to offer the Intro to Water and Wastewater course but has not submitted their paperwork to the Department yet. J. Bonaccorso responded that the application could be sent to the Executive Committee after today's meeting if the Department receives it and finds it acceptable.

J. Bonaccorso asked J. duRocher about NJIT, who was included in the spreadsheet but did not supply an application. J. duRocher stated that the Department had been notifying a school contact who, as it turns out, is no longer at NJIT, and the current contact was only notified very recently to submit the form, but it has not yet been received. so the renewal form did not reach the correct party in time for the meeting. J. Bonaccorso indicated that the application could be sent to the Executive Committee after the Department reviews.

J. Bonaccorso entertained a motion to approve all renewal applications en masse, with a conditional approval for Cape May Vocational Technical School (the condition being a submittal of paperwork) and an exception for NJIT. R. Eustace motioned to approve all renewal applications en masse, with a conditional approval for Cape May Vocational Technical School and an exception for NJIT. W. Mitchell seconded the motion. C. Broccoli specifically abstained from the Rutgers University approval due to a conflict of interest. All were in favor and the motion passed unanimously.

#### **5. TCH Approval Requests**

J. duRocher reminded the Committee that there were only two TCH approval requests, both of which came from Jacob's Engineering. One course was for water and the other for wastewater and are asking for twenty (20) credit hours with seventeen (17) hours dedicated to course time and three (3) hours for the examination.

W. Mitchell asked if the applicant finishes the examination in thirty (30) minutes, does that mean that the applicant gets credit for the full three (3) hours? J. Bonaccorso noted that it could be inappropriate, but also

raised the point that there is a one hundred (100) question exam, which probably could not be completed very quickly. After some discussion with the Committee members, J. Bonaccorso entertained a motion to approve the two TCH courses from Jacob's Engineering. C. Broccoli motioned to approve and R. Suto seconded. All were in favor and the motion passed unanimously.

## **6. Pre-Approved Instructors**

J. Bonaccorso noted that almost all the requests for instructor pre-approval were renewals, with only a few being new requests.

J. Bonaccorso asked for a discussion on the matter of Michael Stephens' ability to teach all courses requested, and after some discussion with the Committee, it was deemed acceptable to pre-approve Mr. Stephens for all courses requested.

J. Bonaccorso noted that Nicholas Fabbriatore was seeking to instruct an industrial course and did not have an issue with that but Mr. Fabbriatore did not have appropriate license(s) to teach Advanced Water Course or the VSWS course

J. Bonaccorso noted that Vincent Dileto is seeking pre-approval to instruct an advanced water course but would hold off on pre-approval because he does not have the correct level four licenses and is not a PE.

J. Bonaccorso noted that Robert Noel is seeking pre-approval for an advanced wastewater course, and has an S-3, C-4 and N-3 license. Stated that he would say yes to both requests and that the applicant is capable.

J. duRocher noted that there is a mistake on the spreadsheet that was given to the Committee. Jason Hogg does not hold the correct license for the Intro to Water and Wastewater course but holds the correct license for VSWS.

The Committee noted that Christopher Jepson has a T-3, N-2, S-4 license and is a PE, and has sufficient experience.

W. Mitchell noted Danielle Farrel did not have any water or wastewater licenses. J. Bonaccorso responded that she is a PE, but he did not look at her resume for any operating experience. J. duRocher explained that if an individual did not have the correct licenses for their request, their name was looked up in a PE license database and if they had a PE license, they were added to the list. J. Bonaccorso noted that she has California State Sacramento Correspondence courses and took Advanced Water and Wastewater in college but would hold off on approval due to the lack of operating experience. C. Broccoli asked that a letter be sent to the applicant explaining what the Committee was looking for. The Committee agreed to hold off on approval until they secured additional information.

J. Bonaccorso entertained a motion to accept the list of pre-approved instructors as noted. C. Broccoli motioned to accept, and W. Mitchell seconded the motion. All were in favor and the motion passed unanimously.

## **7. Old Business**

J. Bonaccorso asked W. Mitchell about the status of the workplan. W. Mitchell confirmed that a draft was

sent out for comments but has yet to receive any at the time of the meeting. Stated that he would make a note to resend the workplan for comments as a reminder.

## **8. New Business**

### *New Jersey Water Environment Association (NJWEA) Training Reimbursement*

J. Bonaccorso noted that the emails provided to the Committee showed some issues regarding the training fund balance. J. duRocher explained that he was able to get in contact with someone in the Assistant Commissioner's office who could provide a status update on the situation. J. duRocher stated that there is a current balance of \$33,788.08 in the account for training reimbursements and that the last payment request the Committee approved was for the NJWEA Tech Transfer for \$42,850. J. duRocher added that there are three new requests.

The first item was for NJWEA's Annual Conference, held May 9-13, 2022, for \$22,288.87. J. Bonaccorso asked for a motion to approve. K. Vaughn motioned and C. Broccoli seconded the motion. J. Bonaccorso initiated a roll call vote which was unanimously approved except for R. Eustace, who abstained due to a conflict of interest.

The second item was for NJWEA's Mini Workshop Seminar, held January 9-11, 2023, for \$3,357.12. J. Bonaccorso asked for a motion to approve. K. Vaughn motioned and C. Broccoli seconded the motion. J. Bonaccorso initiated a roll call vote which was unanimously approved except for R. Eustace, who abstained due to a conflict of interest.

The third item was for NJWEA's Technology Transfer Seminar, held March 27-30, 2023, for \$39,315.01. J. Bonaccorso held the application in abeyance due to the unavailability of funds. There were no objections.

## **9. Board of Examiners and Subcommittee Update**

J. duRocher gave a brief update on the various subcommittees that the Board of Examiners have been working on. Noted the Exam Application Redesign package and the Executive Committee Handbook package were both with the Department for review and consideration. J. duRocher also noted that the State-Specific Questions Subcommittee also identified ten (10) questions to include on New Jersey examinations, and that the Examination Question Review Subcommittee was still in its early stages.

J. duRocher also noted that J. Mastrolalos, a Board member, volunteered to run examination data through his "number crunching software" in order to extract some additional statistical information.

J. Bonaccorso requested that members of the Advisory Committee should also be included in the Examination Question Review Subcommittee. J. duRocher stated that internal discussions have noted the Department's desire to have instructors included in the review process.

## **10. Public Comment**

J. Bonaccorso moved on to the public comment section. There were none.

## **11. Adjournment**

J. Bonaccorso asked for a motion to adjourn the meeting. W. Mitchell motioned to adjourn and R. Suto seconded. All were in favor and the motion passed unanimously. The meeting adjourned at 10:47 AM.

