



# State of New Jersey

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

DIVISION OF WATER SUPPLY & GEOSCIENCE

Water System Operations Element

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*Governor*

**SHEILA Y. OLIVER**

*Lt. Governor*

**SHAWN M. LATOURETTE**

*Commissioner*

New Jersey Department of Environmental Protection  
**Board of Examiners for Water and Wastewater Licensing**  
**Board Meeting Minutes for June, 30 2021**  
**Meeting held via Microsoft Teams**

*Approved by the Board on February 9, 2022*

**Board Members Present:** Charles Jenkins, David Fields, Ronald Anastasio, JoAnn Mondini, Robert Genetelli, Eric Ekoue, Bob Koches, Patricia Gardner

There were 8 Board members present, constituting a quorum.

**Board Members Absent:** Wendy Simone

**Board Legal Representatives Present:** Deputy Attorney General (DAG) Stephanie Carney, DAG Cristin Mustillo, NJ Division of Law

**NJDEP Staff Present:** Kristin Tedesco, Trish Ingelido, Joe duRocher, David Fields, and Tyler Rowe

**ABC Representative Present:** Tom Healy

**PSI Representatives Present:** Kevin Jolly, Rory McCorckle

**Members of the Public:** Peggy Gallos (AEA), Paul Kearney, Dennis Palmer (LSA), Alan Dillon

**1. Call to Order**

P. Gardner presided over the telephonic meeting and called the meeting to order at 10:02 am, noting there were enough Board members present to constitute a quorum.

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

This meeting was held via conference call due to the COVID-19 pandemic. Notice of the meeting and instructions on how to participate by phone were provided by public notice on May 5, 2021 in advance of the meeting.

**2. Minutes**

P. Gardner noted the draft May 12, 2021 minutes were circulated prior to today's meeting and

moved to adopt the minutes.

P. Gardner called a motion to approve the minutes. Hearing no objections, the motion passed unanimously, and the minutes adopted.

### **3. New Business:**

#### ABC/PSI Examination Process Presentation

ABC and PSI representatives presented an overview of the online examination process that has been newly implemented by NJDEP. The presentation itself was recorded but the follow-up questions and discussion were not.

Discussion was held, which included the following inquiries/questions:

R. Genetelli asked if the proctors handle one student at a time and asked how PSI would catch a phone that is propped up against a laptop screen. T. Healy explained that they can have up to 8 candidates but can zoom in on specific individuals. He explained that there is a full room scan as well as a desktop scan that will show the proctor their full test environment.

R. Genetelli asked about the auditing process and whether PSI has examined the pass/fail rates of the online exams as compared to those administered on paper. R. McCorkle responded that there has been analysis conducted and that PSI looks at pass rates between modalities and uses a suite of eight unique data forensic statistics, such as speediness and comparisons of answers to other candidates. Tom Healy stated that ABC does not see any concerning variances.

J. Mondsini inquired if the proctor would rescan the room after a break or a pause. R. McCorkle responded typically no, stating that when candidates cheat it is obvious. The proctors can ask to rescan the surroundings at any time, and identity is verified.

J. Mondsini asked if conversion tables and other supplemental information is provided to the applicants. R. McCorkle stated that applicants are given an attachment that is accessed in the examination driver (read: application).

J. Mondsini asked if an applicant's test is terminated for bad behavior does it show up statistically as a fail? R. McCorkle responded that in the case of a major irregularity, their exam would be terminated, ABC would be notified, and their exam results would be cancelled. J. Mondsini asked what would happen to the candidate moving forward. R. McCorkle stated that it would be a programmatic decision, based on what has been dictated to them.

R. Anastasio expressed concern that an applicant would have to be very careful, since odd movements can potentially get someone in trouble. R. McCorkle explained that there are "minor irregularities" that would result in a warning from the proctor, in which the applicant would then have to acknowledge its reception.



R. Anastasio asked if there was a maximum number of warnings. R. McCorkle explained that it depends on the business rules that have been set, and that there is a possibility of unlimited warnings for minor irregularities.

P. Gardner asked if there were exam accommodations for things that would be considered minor irregularities. R. McCorkle responded that there are some things, such as medications and health issues that are handled as accommodations through notes provided to the proctor.

P. Gardner asked if the Department has business rules established. R. McCorkle explained that yes, PSI has worked previously with Knute Jensen from the Department to develop them at the start of the program.

J. Mondsini inquired about the standard times for examinations. R. McCorkle explained that the standard time to take a Water and Wastewater exam is three (3) hours and that a candidate can request more time with a burden of proof in the application process.

J. Mondsini inquired about the ability for accommodations without a doctor's report. R. McCorkle explained that that would be up to the Department to dictate those specific rules. T. Healy then noted that from ABC's standpoint, that is passed on to PSI. K. Jolly also noted that the standard practice for accommodations is time and a half (1.5x) and that there is a dedicated team for accommodations.

J. Mondsini asked if questions can be skipped and returned to later on. R. McCorkle stated that the software allows to return to answered and unanswered questions, as well as an ability to flag questions to return to. K. Jolly noted that that is the same for in-person exams as well as remote exams.

R. Anastasio asked about the ability for physical scratch paper to do math problems. T. Healy explained that the business rules allow for a single sheet of 8.5"x11" and a writing utensil, and that they can utilize a white board of the same size. The paper/whiteboard has to be proven to be blank and will be destroyed at the end, and the contents have to be verified in order to prevent transposal.

R. Genetelli asked if calculators are allowed. T. Healy responded that there is a software calculator built into the application.

P. Gardner asked if there were any other presentations they would like to give. T. Healy responded that he would distill a presentation into a document to be sent out later. P. Gardner thanked the presenters and moved on to Old Business.

#### **4. Old Business:**

- *Status Update on Pass/Fail Statistics*



K. Tedesco briefed the Board on a 4-page statistical report, containing a list of exam scores since January 2021 that showed deviance from passing, minimum, maximum and average scores.

R. Genetelli asked if the “A” meant the applicant was absent. K. Tedesco confirmed that it signified an absence after scheduling but could signify a technical issue.

- *Status Update on New Applications*

K. Tedesco stated that the Department has worked through almost all of the previous backlog. There is still follow-up that is being completed with individuals that were denied and will specify the reasons why they were rejected by the Board. K. Tedesco explained that the Department is now moving on to reviewing the 140 new applications that have been received since April and will continue to send them to the Board in batches.

J. Mondini inquired about an application she evaluated that was listed as a fail but was scheduled for June 26, 2021, asking if it was a mistake. K. Tedesco responded, stating that there could be a carryover mistake but would have to look into it further.

- *Status Update on Website*

K. Tedesco stated that the Department has been making updates to the Water Supply website and provided Board members with a brief overview of the updates.

- *Status Update on Reciprocity Applications*

K. Tedesco stated that there were several applications on the agenda that were tabled at the last meeting so the Department could obtain additional information, including questionnaires from other states.

**Jonathan Arneith** – applying for T-4

K. Tedesco explained that this application was tabled at the last meeting due to a missing out-of-state questionnaire and the need for an updated signature. The out-of-state questionnaire was received, but an updated signature from a Licensed Operator of Record was still outstanding. A motion was made and the Board agreed to conditionally approve the application, based on the securing of an updated signature to testify for his experience.

**Suzanne DeLorenzo** – applying for T-2

K. Tedesco stated that the application was tabled at the last meeting due to a missing out-of-state questionnaire and a Statement of Qualifications (SOQ). **Discussion:** E. Ekoue stated that he felt she deserves reciprocity. P. Gardner questioned her SOQ, stating that a majority of it was laboratory experience. E. Ekoue followed up, stating that when working at a large facility, it would be hard for a lot of operating experience. A motion was made by J. Mondini to have her sit for the T2 exam. It was seconded by R. Anastasio and hearing no objections, the motion passed unanimously.



**Joshua Engelking** – applying for a W-4

K. Tedesco stated that the application was tabled at the last meeting due to a missing out-of-state questionnaire, which has been received. **Discussion:** R. Anastasio stated that the applicant was very qualified and is okay with him receiving a W-4 license through reciprocity. J. Mondsini motioned to approve Mr. Engelking for reciprocity and R. Genetelli seconded. After hearing no objections, the motion passed unanimously.

**Jan Meinecke** – applying for an S-2/C-2

K. Tedesco noted that this was the individual discussed at the last meeting from Germany. **Discussion:** J. Mondsini stated that she was okay with it if the Department is accepting and it was legal to accept Germany as a state, but does not feel it is the Board's purview and would like Legal to weigh in. P. Gardner noted that we could make a motion with that caveat and will get back to the Board at the next meeting after a side discussion about its legality with the Attorney General's office. R. Genetelli expressed that it should include the caveat to have him sit for the exam in the case it is not legal. J. Mondsini called a motion to conditionally approve the application based on a pending legal discussion; if legal, the applicant will be granted reciprocity, if not found legal, the applicant will sit for the exam. It was seconded and after hearing no objections, the motion passed unanimously.

**Kevin Russell** – applying for N-3

K. Tedesco noted that the application was tabled at the last meeting due to a missing out-of-state-questionnaire. The questionnaire was received. **Discussion:** R. Genetelli stated that the Board wanted him to have a supervisor attest to his SOQ, and that while he had the proper courses and education it was just an issue of his signature. J. Mondsini opined that she felt he could sit for the N3 exam rather than be granted reciprocity. R. Anastasio added that he does have the proper coursework. R. Genetelli responded that under the N license regulations for the state, he can sit for any level of N licenses with the proper coursework and feels the signature is really the only issue. R. Genetelli called a motion to conditionally approve his application based on the securing of an updated supervisory signature on his SOQ. It was seconded by J. Mondsini and after hearing no objections, the motion passed unanimously.

**Michael Wolgemuth** - applying for S-1

**Discussion:** R. Genetelli stated that the applicant is qualified but had signed his own application. R. Genetelli stated he has no problem granting reciprocity as long as he gets a proper signature. K. Tedesco agreed to follow-up. R. Genetelli called a motion to conditionally approve the applicant, J. Mondsini seconded and after hearing no objections, the motion passed unanimously.

Further Discussion: C. Jenkins asked if the Department would post the proper steps on the website if someone does not have the proper person to sign for them. P. Gardner explained that the Department would like to put the burden on the licensed operator to secure a signature, and that an application would be marked as "administratively incomplete" and would be handed



back to the operators to fix themselves. The Board agreed that any supervisor would be permissible.

K. Tedesco stated that the Department is working on an FAQ for the website and would like feedback on any items the Board would like included there. P. Gardner added that the Department would send out any drafts for the FAQ to the Board for comments and input.

K. Tedesco concluded the reciprocity application review.

- *Status Update on Bylaws*

P. Gardner noted that there is a set of draft bylaws that are currently under finalization and will be sent to the Board for review hopefully in the next week.

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

##### *Continuing Education*

P. Gardner stated that the waiver for Training Contact Hours (TCH) was sent out yesterday to the Board and the Advisory Committee for review before being posted online. She added that the Department needs to track who still needs credits and is looking into ways to streamline the process, since there are thousands of LOs that still need credits. Concern for the community and the operators that could not continue with their license led to the decision of waiving 50% of required credits. P. Gardner added that 50-60% have gotten their credits.

P. Gardner added that the Licensed Operator rules were granted for an extension and is in effect until January 22, 2021. K. Tedesco added that this information is live on the website and an email blast to all operators will be sent out in the afternoon.

#### **5. General Public Comment:**

P. Gardner then moved on to the public comment section, but in the interest of time limited each speaker to 2 minutes.

A. Dillon had a comment on reciprocity, stating that when he was on the Board of Examiners they never put the burden of proof on the applicant to secure a signature. Instead, phone calls to the state or applicant's out-of-state system would be made to verify the applicant's experience. A. Dillon concluded by stating that the process of reciprocity is to reduce the burden on the applicant. P. Gardner stated the comment was noted.

D. Palmer of LSA asked if there was a schedule for meetings for the rest of the year. P. Gardner responded that there are many changes currently, but the next meeting in July will have a set meeting schedule for the remainder of the year.

There were no further questions.

#### **6. Adjournment:**



P. Gardner asked for a motion to adjourn, which was made at 11:58 PM by J. Mondsini and seconded by R. Anastasio. Hearing no objections, the meeting adjourned at 11:59 PM.

