



# State of New Jersey

**PHILIP D. MURPHY**  
*Governor*

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

**SHAWN M. LATOURETTE**  
*Commissioner*

DIVISION OF WATER SUPPLY & GEOSCIENCE

Water System Operations Element  
Bureau of Water System Engineering  
401 East State Street

P.O. Box 402, Mail Code 401-04Q  
Trenton, New Jersey 08625-0420  
Tel. (609) 292-2957 ♦ Fax (609) 633-1495  
[www.nj.gov/dep/watersupply](http://www.nj.gov/dep/watersupply)

**SHEILA Y. OLIVER**  
*Lt. Governor*

New Jersey Department of Environmental Protection  
**Licensed Operator Advisory Committee**  
**Meeting Minutes for June 14, 2023**  
**Meeting held via Microsoft Teams**

Approved by the Committee on August 23, 2023

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

There were 13 committee members present, constituting a quorum.

**Committee Members Absent:** none

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

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

**Members of the Public Present:** none

### **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.

S. Carney 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 March 15, 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. J. Plesnarski motioned to accept the minutes as is, R. Suto seconded the motion. P. Carolan abstained due to a prior absence.

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

J. duRocher began the updates by expressing the Department's plan to send out a "blast email" to educational institutions regarding annual recertifications for the annual recertifications for Introduction

and Advanced Water and Wastewater courses. The email has already been drafted and is waiting to be sent out. J. duRocher also stated that as soon as the renewals are received and reviewed by the Department, an updated list of approved schools will be uploaded to the Department's website.

J. duRocher noted that there was another "blast email" that is currently being discussed internally within the Department, regarding the sending of an email to level 3 and 4 licensees in order to generate a list of pre-approved instructors. Noted that the bylaws allow for such a list and stressed that the list would not be available online but rather as a reference list for the Committee and Department.

J. duRocher noted that while reading the bylaws, he saw that there should be an NJDEP representative on the Executive Committee. Stated he will discuss this with K. Tedesco in further detail outside of the meeting but wanted to bring it up to the Committee.

J. Bonaccorso thanked J. duRocher for the updates.

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

J. Bonaccorso moved onto course approvals.

##### AT YOUR PACE ONLINE

J. Bonaccorso noted that all components of the application looked appropriate, and asked the Committee if there were any observations or comments.

W. Mitchell noted that regarding the electrical safety course, the review form has water and wastewater as checkbox options but does not have safety as an option. J. duRocher replied that this detail has already been identified by the Department and the internal form will be updated to include safety as an option moving forward.

J. Bonaccorso thanked J. duRocher and his staff for providing the evaluation forms and specifically for the provided spreadsheet that breaks down the course approvals. Several Committee members expressed their agreement with J. Bonaccorso and mentioned it made the process much easier.

W. Mitchell noted that a basic tally of the course durations would be useful. J. duRocher noted that that information is not found on the forms but can be found in the provided spreadsheet.

J. Bonaccorso noted he would entertain a motion to approve the At Your Pace Online courses en masse. R. Fullager motioned to approve, and C. Broccoli seconded the motion. All were in favor and the motion passed unanimously.

##### J. A. MONTGOMERY

J. Bonaccorso noted he has had positive experiences with them in the past. Noted that the Asbestos Awareness course is a Health and Safety course and asked the Committee for their observations.

W. Mitchell noted that regarding asbestos, because it's a specified thing, it seems like a general TCH rather than a safety TCH.

J. Bonaccorso stated it seemed like more of a management application and should be appropriate for a Water and Wastewater classification. R. Fullager stated he agreed with both W. Mitchell and J. Bonaccorso.

J. Bonaccorso stated that the Asbestos Awareness would be a safety credit and the other two courses would be Water and Wastewater. C. Broccoli stated that it is more consistent to keep Asbestos Awareness as a safety credit.

J. Bonaccorso asked for a motion to approve Asbestos Awareness as a safety credit and the other two courses for Water and Wastewater. W. Mitchell motioned to approve, and K. Vaughn seconded the motion. All were in favor and the motion passed unanimously.

C. Broccoli asked if J.A. Montgomery is still doing individual programs and questioned why they have not secured a Provider status yet. J. Plesnarski responded that she will talk to J.A. Montgomery's own Board and C. Broccoli offered her help.

#### KENNEDY VALVES

J. Bonaccorso noted that they are clearly water courses and asked for any observations. There were none, so J. Bonaccorso entertained a motion to accept the courses as is. R. Fullagar motioned to accept, and C. Broccoli seconded the motion. All were in favor and the motion passed unanimously.

#### RUTGERS PUBLIC WORKS CONTINUING EDUCATION

J. Bonaccorso noted that he does not want to give approval for 10 hours [the total sum]. Instead, wants the courses to be separated out individually. J. duRocher noted the seminar was broken down in the spreadsheet provided, and all seemed to be water and wastewater.

Several Committee members discussed the applicability of courses offered at the seminar. After the discussion, J. Bonaccorso deferred to the Committee on a decision, which eventually ended up as a motion to approve the courses individually and excluding The Memory Switch course and a sports field maintenance course.

R. Suto motioned to approve and P. Carolan seconded. All were in favor and the motion passed unanimously.

#### RCAP SOLUTIONS

Several Committee members began by discussing the time stated in the application. J. duRocher clarified that there is one 4-hour course, given in two 2-hour sessions. W. Mitchell clarified that it would be rounded down to 3.5 hours due to the allotted break time.

J. duRocher agreed with W. Mitchell.

J. Bonaccorso asked for a motion to approve for 3.5 hours. W. Mitchell approved and C. Broccoli seconded.

#### TEXAS A&M EXTENSION SERVICES

J. Bonaccorso and several Committee members discussed the application and noted some differences between what was submitted in the past. After the discussion, the Committee decided to approve the application as is and J. Bonaccorso asked for a motion.

R. Fullagar motioned to approve and J. Plesnarski seconded. All were in favor and the motion passed unanimously.

### **5. New Business**

#### TRAINING REIMBURSEMENT NJWEA

J. duRocher stated that he checked with the Assistant Commissioner on this item after putting in an inquiry early June and has not gotten anything back yet. K. Tedesco added that she also has not heard anything from her own inquiry but is currently trying to resolve funds that are due at the end of the state fiscal year so she will follow up and send an email to the Committee.

J. Bonaccorso asked if there were any other requests or questions under New Business. There were none.

**6. 2023 Workplan Items**

J. Bonaccorso asked if there was any new activity. J. duRocher responded that W. Mitchell may have an update on the Training on Demand issue and reminded the Committee about an initiative to hold a joint meeting between the Board of Examiners and the Advisory Committee.

W. Mitchell stated that there was a discussion and some brief collaborative work that had happened after the last Committee meeting, but not enough to report fully. Stated he could nudge those involved.

**7. Board of Examiners Update**

J. Bonaccorso asked if there was a Board of Examiners update. J. duRocher responded that the last Board meeting was held on May 24, 2023, and during that meeting discussed the review of ABC examination materials. J. duRocher explained that there are some in-house technical issues due to constituting quorums, mandatory non-disclosure agreements and satisfying Open Public Meetings Act requirements.

J. Bonaccorso mentioned that in the past, the Advisory Committee was included in that process. J. duRocher stated that was noted and would pass it on.

J. duRocher moved to the next item, which was the status of the Board Member Handbook and the proposed changes to the examination application form, both of which were returned to the Department recently.

The next item was J. duRocher expressing interest in looking at the “individual mastery reports” that break down examinations into their five key areas, coinciding with ABC’s Need to Know Criteria. This would be done to help illuminate where examinees are struggling more precisely. J. duRocher added that the Department has begun monthly reports on examinations and reported an application turnaround time of 8 weeks.

**8. Public Comment**

J. Bonaccorso opened the meeting up to public comments. There were none.

**9. Adjournment**

J. Bonaccorso motioned to adjourn the meeting. R. Fullagar motioned to approve, J. Plesnarski seconded. The meeting adjourned at 10:43 AM.



