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State Board of Professional Planners
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State Board of Professional Planners Public Session Minutes

June 6, 2012

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1. CALL TO ORDER

A meeting of the Board of Professional Planners was convened in accordance with the provision of the Open Public Meeting Act. In accordance with these provision, proper notice was made to the Secretary of State, the Newark Star-Ledger, the Trenton Times, the Camden Courier-Post, the Bergen Record, and Asbury Park Press. Board President Ragan opened the meeting at 9:30 a.m.

Present: Richard R. Ragan, RA, PP, Board President
Joseph M. Petrongolo, LLA, RLA, PP, Vice Chair
Victor E. Vinegra, PE, PP
Rosalee Keech, Public Member

Absent: None

OTHERS PRESENT: Paul A. Ray, Acting Executive Director, Michelle Albertson, Deputy Attorney General, and Staff member Cora Ramirez

2. APPROVAL OF MINUTES

April 4, 2012

The Board reviewed the minutes of April 4, 2012 and on a motion by Vice President Petrongolo, seconded by Public Member Keech, the Board voted to approve the minutes as submitted.

3. APPEARANCE BY BUDGET OFFICER, Darlene Kane

Ms. Kane discussed how Treasury had taken more money from the Board than they previously allocated for the fiscal year of 2011. However, she stated that the problem has since been corrected. Ms. Kane further stated that we will look at the budget again in two years, and perhaps offer a credit of \$65.00 to licensees at that time.

4. EXECUTIVE DIRECTOR REPORT

Acting Executive Director, Paul A. Ray discussed the division's initiative to use only an online license renewal process.

5. NEW BUSINESS

- a. **Leanne R. Hoffmann Reinstatement of - 33LI00550400** - Ms. Hoffmann is a New Jersey Professional Planner whose license expired in May 31, 2010. However, it appears that Ms. Hoffmann may have continued working at her position as Director of Engineering & Planning for the Township of Neptune, NJ. Her license as a Professional Planner was finally reinstated on May 8, 2012. The Board reviewed paperwork from Ms. Hoffman and from Neptune Township, and on a motion by Public Member Keech, seconded by Board Member Vinegra, the Board voted to send Ms. Hoffmann a letter requesting that she describe her duties since May 2010 and provide a copy of her business card from between May 2010 and May 2012. Neptune Township, NJ .
- b. **Patsy Steele, Exam. Coordinator, PCS**
There were (4) Post Exam questions reviewed by the Board for accuracy from the May 2012 exam. They were #87 ok, #237ok, #297ok and #340, this question was deleted from the question bank.
- c. **Khalilah Stewart** - The Board reviewed an Upgrade Application and Endorsement Form, and on a motion by Vice President, Petrongolo seconded by Public Member, Keech the Board voted to approve Khalilah Stewart for licensure as a Professional Planner.
- d. **David B. Simmons, Jr. 33LI00363400** -
After a review of Mr. Simmons' documents, and on a motion by Vice President, Petrongolo seconded by Public Member, Keech the Board voted to approved Mr. Simmons' paperwork as submitted.
- e. **Joseph J. Kociuba - DUI Infraction - 33LI00597500**
After a review of Mr. Kociuba's documents, and on a motion by Board Chair, Petrongolo seconded by Public Member, Keech the Board voted not to take any further action.
- f. **Jorge A. Toll - DWI Infraction 33LI00440200**
Mr. Toll submitted paperwork detailing his arrest and subsequent incarceration for a DWI. His documents were reviewed and on a motion by Board Member, Vinegra second by Public Member, Keech the Board voted not to take any further action.

6. OLD BUSINESS

None

7. MOVE TO EXECUTIVE SESSION

On a motion by Vice Chair, Petrongolo, seconded by Public Member Keech, the Board voted to enter into Executive Session for the purpose of completing the Executive Session Agenda.

Approved:

Richard R Ragan, RA,PP
President

Paul A. Ray
Acting Executive Director