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# *New Jersey Office of the Attorney General*

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## New Jersey State Board of Professional Planners Public Session Minutes

June 17, 2009

### **I. CALL TO ORDER**

A meeting of the Board of Professional Planners was convened in accordance with the provisions of the Open Public Meetings Act. In accordance with these provisions, proper notice was made to the Secretary of State, the Newark Star-Ledger, the Trenton Times, the Camden Courier-Post, the Bergen Record, and the Asbury Park Press. President, Joseph Petrongolo opened the meeting at 10:00a.m.

Present: Joseph M. Petrongolo, CLA, PP  
Richard R. Ragan, RA, PP  
Marge Della Vecchia, PP, Government Member

Absent: Victor E. Vinegra, PE, PP  
Rosalee Keech, Public Member

**OTHERS PRESENT:** Arthur Russo, Executive Director, Joseph Grabowy, Assistant to the Executive Director, Michelle Albertson, Deputy Attorney General, and Cora M. Ramirez, Board staff.

### **2. APPROVAL OF MINUTES**

**- April 1, 2009**

The Board reviewed the minutes of April 1, 2009 and on a motion by BM Ragan, second by BM Della Vecchia, voted to approve the minutes as amended.

### **3. EXECUTIVE DIRECTOR REPORT**

ED Russo discussed the contract for the Item Writing Expert Workshop between the State Board of Professional Planners and PCS. The public bidding requirements may be waived by requesting a waiver from PCS stating they are the sole provider of this service. A response is expected from Counsel at PCS in this regard.

Executive Director Russo stated that a gift was previously sent along with a letter of condolences to PCS regarding the passing of Linda Kellner. The temporary replacement for Ms. Kellner is Patsy Steele.

ED Russo discussed the Consent Order of Voluntary Surrender of Licensure for Howard M. Schoor, PE, PLS, PP, in that Mr. Schoor will surrender his licenses to practice professional engineering, land surveying, and professional planning in New Jersey for a minimum of five (5) years.

#### **4. NEW BUSINESS**

- a. Legislative Affairs Fourth Quarter October 1, 2008 - December 31, 2009 Report. The Board reviewed this listing and noted that A736, which abolishes the Landscape Architect Examination and Evaluation Committee, was recently signed into law. The Board requested an updated list for its next meeting.
- b. Division of Law Billing 3<sup>rd</sup> quarter of Fiscal Year 2009. The Board noted this for the record.
- c. St Mary Medical Center Foundation. The Board noted this letter of thanks for its contribution for the record.
- d. Invoice for May Examination 2009. On a motion by BM Ragan, second by BM Della Vecchia, the Board authorized payment of \$8,137.50 to PCS.
- e. Invoice for under-billing by PCS for past examinations. The Board reviewed an invoice from PCS for prior under-billings to the Board for examination administration services. BM Ragan expressed his dismay for receiving this bill two years after the examination dates. DAG Albertson suggested the invoice be sent to Hiran Patel (Fiscal) to determine if payment should be made.

The Board generally discussed the topic of attendance by Board members at meetings and concluded that phone calls into meetings in lieu of physical attendance during emergencies and on a case by case basis may be permissible.

However, this practice must be consistent with those of other Boards. DAG Albertson will determine if during emergencies the use of teleconferencing would be allowed. Board policy requires that Board members be physically present at meetings to allow interaction with the public.

**5. OLD BUSINESS**

The Board discussed the memo previously sent to June Levy regarding the Board's expiring examination contract with PCS.

**6. MOVE TO EXECUTIVE SESSION**

On a motion by BM Ragan, second by BP Petrongolo, the Board voted to move to Executive Session for the purpose of completing the Executive Session agenda.

**7. MOVE TO PUBLIC SESSION**

On a motion contained in Executive Session the Board moved into Public Session for the purpose of adjourning the meeting.

**Approved by:**

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**Joseph M. Petrongolo,  
President**

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**Arthur Russo,  
Executive Director**