



**CHRIS CHRISTIE**  
Governor

# New Jersey Office of the Attorney General

Division of Consumer Affairs  
State Board of Professional Planners  
124 Halsey Street, 3rd Floor, Newark, NJ 07102



**PAULA T. DOW**  
Attorney General

**KIM GUADAGNO**  
Lt. Governor

## State Board of Professional Planners Public Session Minutes

**THOMAS R. CALCAGNI**  
Acting Director

**September 1, 2010**

**Mailing Address:**  
P.O. Box 45016  
Newark, NJ 07101  
(973) 504-6465

### 1. 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 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 Press. President, Victor E. Vinegra opened the meeting at 9:30 a.m.

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

Excused: Marge Della Vecchia, PP, Government Member

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

### 2. APPROVAL OF MINUTES

June 2, 2010

The Board reviewed the minutes of June 2, 2010 and on a motion by BM Keech, second by BM Petrongolo, voted to approved the minutes as submitted. Board President Vinegra and Vice-Chairman Ragan abstained due to their absences.

**3. APPEARANCES**

**Metro Scanning**

Chris Mauldin, President of Metro Scanning appeared before the Board and discussed the scanning of the Board's records and documents as required by the Department of Records Management. Also present from Metro Scanning were Abbe Morello, and Gregory Noymer. This process is scheduled to commence in mid-September, 2010.

**Deborah Shane-Held, Regulatory Analyst**

Ms. Shane-Held appeared before the Board to discuss the Board's sunset of its regulations on November 10, 2010. After discussing this matter and on a motion by BM Petrongolo, second by BM Ragan, the Board voted to re-adopt its regulations as they currently exist.

Board President Vinegra stated that at the October 6, 2010 meeting he would propose changes to the prohibited acts section of the Board's regulations, codified at N.J.A.C. 13:41-2.1, to reflect those of the State Board of Professional Engineers and Land Surveyors. Ms. Shane-Held will review the proposed regulations at that time.

**4. EXECUTIVE DIRECTOR REPORT**

Executive Director Russo spoke about the second item writing workshop conducted by Patsy Steele of Professional Credentials Services recently (PCS) held on August 28, 2010. At this time no additional information was provided from PCS.

ED Russo stated that only one response was received from Professional Credentials Services as it relates to the public bidding for the administration of its professional examinations to be held in November 2010 and May 2011. On a motion by BM Ragan, second by BM Petrongolo, the Board voted to approve this contract.

The Board reviewed the proposed 2011 meeting dates and deleted the meeting for May 4, 2011, and added a meeting for December 7, 2011. On a motion by BM Petrongolo, second by BM Ragan, the Board voted to approve the amended meeting list to include the following dates:

- February 2, 2011
- April 4, 2011
- June 2, 2011
- October 5, 2011, and
- December 7, 2011

**5. NEW BUSINESS**

a. The Board reviewed the pending legislation provided by Legislative Affairs, Office of the Director, regarding bills A2801 and S2072, and noted them for the record.

b.. **Carrine L. Piccolo-Kaufer - Upgrade:**

The Board reviewed Ms. Piccolo-Kaufer's request for an upgrade and on a motion by BM Ragan, second by BM Petrongolo, voted to approve this upgrade for licensure as a Professional Planner.

c. The upgrade request for Meghan Leavey was reviewed and tabled until the October 6, 2010 Board meeting.

**6. OLD BUSINESS**

a. Executive Director Russo presented the following statistics as of August 19, 2010:

Active Professional Planners	2,829
Inactive Professional Planners	1,183
Expired Professional Planners	<u>880</u>
Total	4,892

**7. MOVE TO EXECUTIVE SESSION**

On a motion by BM Petrongolo, second by BM Ragan, the Board voted to enter into Executive Session for the purpose of completing the Executive Session Agenda.

**Approved by:**

\_\_\_\_\_  
Victor E. Vinegra, President

\_\_\_\_\_  
Arthur Russo, Executive Director