



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. 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



JEFFREY S. CHIESA
Attorney General

ERIC T. KANEFSKY
Acting Director

State Board of Professional Planners Public Session Minutes

October 3, 2012

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 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 President
Victor E. Vinegra, PE, PP
Rosalee Keech, Public Member

Absent: None

OTHERS PRESENT: Karl W. Reidel, Executive Director, Michelle Albertson, Deputy Attorney General, and Staff members Joseph Grabowy and Cora Ramirez

2. APPROVAL OF MINUTES

June 6, 2012

The Board reviewed the minutes of June 6, 2012 and on a motion by Vice President Petrongolo, seconded by Public Member Keech, voted to approve the minutes as amended

3. NEW BUSINESS

The Board reviewed the applications of individuals sitting for the November 2012 examination. Please see attached names.

- | | |
|---------------------------|----------------------|
| 1. Kristen D. Ahlfeld | 4. Rhonda B. Coe |
| 2. Benjamin A. Bryant | 5. Erik I. DeLine |
| 3. Stephen M. Chiaramonte | 6. Darren B. Stanker |

- (7.) Matthew S. Sprung - Approved subject to Board staff receipt of child support arrears less than six months.

Election of Officers

Board President Ragan requested that the Board consider Public Member Keech for nomination as an officer at its next election of officers.

4. EXECUTIVE DIRECTOR REPORT

Executive Director, Karl W. Reidel discussed the two invoices for the November 2011 and the May 2012 examinations administered by Professional Credential Services. On a motion by Vice Chair Petrongolo, seconded by BM Keech, the Board approved both invoices for payment.

Board President Ragan and Vice President Petrongolo reviewed the draft questions for the November 2012 examinations and found them to be acceptable.

5. OLD BUSINESS

a. Leanne R. Hoffmann Reinstatement of - 33LI00550400 -

On July 6, 2012 Acting Executive Director, Paul A. Ray sent Ms. Hoffmann a letter requesting clarification of her duties in her position as Director of Engineering & Planning. The letter also requested if Ms. Hoffmann's position required that she supervise professional planning activities and if her position required that she be licensed. She was also requested to submit business cards identical to the ones used by her between May 2010 and May 2012.

The Board noted that Leanne Hoffmann has not responded to its previous letter and on a motion by Vice President Petrongolo, seconded by BM Keech, voted to send a follow-up letter to be sent **certified and regular mail** with a specific date in which to respond. The Board noted that under the Uniform Enforcement Act, she has a duty to cooperate as a licensee of the Board.

7. MOVE TO EXECUTIVE SESSION

On a motion by Vice President, Petrongolo, seconded by BM 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

Karl W. Reidel
Executive Director

