



**JON S. CORZINE**  
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



**ANNE MILGRAM**  
Attorney General

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

**DAVID SZUCHMAN**  
Director

December 2, 2009

**Mailing Address:**  
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### 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 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 10:00 a.m.

Present: Joseph M. Petrongolo, C.A., PP - Board President  
Richard R. Ragan, RA, PP  
Marge Della Vecchia, PP, Government Member

Absent: Victor E. Vinegar, PE, PP Board Vice-President  
Rosales Ketch, Public 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

**October 7, 2009**

The Board review the minutes of October 7, 2009 and on a motion by BM Ragan, second by BM Della Vecchia, the Board voted to approve the minutes as submitted.

### 3. EXECUTIVE DIRECTOR REPORT

ED Russo discussed the contract for the Item Writing Workshop and informed the Board that all ten Subject Matter Experts had been notified of their acceptance by the Board. The Board will also notify two alternates to have in reserve.

**4. NEW BUSINESS**

- a. The Board reviewed the NJPO invoice representing the annual membership fee of \$150.00 and on a motion by BP Petrongolo, second by BM Della Vecchia, the Board voted to approve payment hereof.
- b. BM Petrongolo, BM Ragan and BM Della Vecchia requested that staff order three additional booklets for their use from the American Planning Organization, entitled, A Complete Guide To Planning in New Jersey.
- c. The Board approved payment to NJPO for the Municipal Land Use Law Booklet - to be used for Item Writing Workshop.
- d. PP Examination Applicants - November 2009 - The Board is awaiting the final roster list of names that took the examination from Professional Credential Services.
- e. All Subject Matter Experts have been notified of their acceptance for the Item Writing Workshop scheduled for January 2010.

**5. OLD BUSINESS**

None

**6. MOVE TO EXECUTIVE SESSION**

On a motion by BP Petrongolo, second by BM Della Vecchia, 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**