



pennsylvania

DEPARTMENT OF ENVIRONMENTAL
PROTECTION

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
STATE BOARD FOR CERTIFICATION OF SEWAGE ENFORCEMENT OFFICERS**

**DRAFT
MINUTES
July 15, 2020**

The State Board for Certification of Sewage Enforcement Officers (Board) was called to order at 10:13 a.m. on Wednesday July 15, 2020 by Vice-Chair, Gordon Sheetz. Board Chair, Samuel D’Alessandro was not present at the meeting. The meeting proceeded as a quorum was present. The teleconference meeting was held virtually via Skype for Business with participants calling in from remote locations.

Meeting Attendees:

- Mr. Gordon Sheetz (telephone) Board Vice-Chair
- Mr. John Seamans (telephone) Board Member
- Mr. John Wagman (telephone)..... Board Member
- Mr. John Cantwell Board Legal Counsel, DEP
- Ms. Amy Forney..... Board Secretary, DEP
- Mr. Brian Schlauderaff..... DEP, BCW
- Ms. Janice Vollero..... DEP, BCW
- Ms. Roberta Radel..... DEP, BCW
- Mr. Brian Chalfant DEP, Policy Office

1. Vice-Chair, Mr. Gordon Sheetz inquired whether the Board had the opportunity to review the draft Minutes from the February 12, 2020 Board meeting. All members noted that they had reviewed them. No member expressed any objections. Mr. Wagman motioned to approve the minutes. Mr. Sheetz seconded the motion. The vote was unanimous, and the motion carried.
2. As part of the ongoing effort to review the draft SEO bylaws; DEP Deputy Policy Director, Mr. Brian Chalfant, had provided Ms. Forney with guidelines for advisory committees and included a copy of the current bylaws from another program to use as a template. Ms. Forney transferred all the details from the current SEO Board Bylaws onto the new template to facilitate the review. The template provided much more information on the structure, oversight, and mission of the Board. The discussion amongst those in attendance resulted in a request for the removal of some of the attendance requirements. Ms. Forney noted that the discussed changes will be made, and the updated bylaws will be brought before the Board at the next meeting.
3. Board Positions were discussed. The Pennsylvania Association of Sewage Enforcement Officers made a recommendation for the vacant local government position. The recommendation was Mr. Luke Helsel. It was also noted that the SAC re-nomination had also

been received for Mr. John Wagman. Ms. Forney mentioned the upcoming end-of-term for Vice-Chair Gordon Sheetz on October 1, 2020. Board members discussed the changes, though it was noted that the nomination and appointments/reappointments are not a Board responsibility and therefore no vote is necessary. Nominees and recommendations are to be presented to the DEP Secretary who has the full authority for appointments and reappointments of all candidates to fill positions on the State Board for Certification of Sewage Enforcement Officers.

4. DEP Attorney, Mr. John Cantwell updated the Board on a new attorney appearance received on behalf of Mr. Singer. Mr. Singer's attorney included a request for extension that was granted by the Department of State Hearing Officer. No further information has been provided, though the current COVID-19 pandemic is likely to cause further delays.
5. Mr. Schlauderaff addressed the Board formally on the SEO renewal extension in connection with the global COVID-19 pandemic. The training cancellations due to the government mandated shutdown limited the ability of SEOs to obtain the required credits before the June 30, 2020 expiration. DEP worked through the executive approval process to obtain approval for an extension of the biennial SEO cycle renewal expiration date. Subsequently, the renewal expiration date was extended to September 30, 2020. This extension has had the added effect of changing the overall cycle dates of the SEO biennial renewal process. The new 2020-2022 cycle will begin on October 1st, 2020 and continue through September 30, 2022.
6. Mr. Schlauderaff then updated the Board on the soils training subsidization. Due to COVID-19, Soil Hub had cancelled all scheduled spring precertification soils training. The last correspondence with Mike Callahan from Soil Hub indicated that he was working with the previous locations to reestablish sessions prior to the extended September 30, 2020 SEO renewal cycle deadline.
7. SEO renewal notification requirements state that SEOs must be given 60 days advance notice before the end of the cycle, and therefore the renewal mailing is planned to be sent before July 31, 2020 to ensure that requirement is met. The recipients of the biennial SEO renewal include Active and Lapsed SEOs, which includes approximately 57 certified SEOs that became newly certified or were inactive and became recertified within the current cycle. To ensure mailings are sent to all applicable SEO contacts, Ms. Forney and Ms. Vollero have cross-analyzed the lists.
8. Mr. Sheetz called for any new business. Vice-Chair Sheetz inquired about the course that had been presented for beta-testing. Ms. Vollero noted that multiple comments were received, and therefore the course is currently being reviewed and revised in response to those comments. No other new business was presented.
9. Due to the continuing crisis related to COVID-19 and Commonwealth requirements for social distancing and personal protection, it is unclear whether the August 10, 2020 exam will be permitted, which may affect whether the Board will meet at the next scheduled August 19, 2020 Board meeting. Information will be made available to Board members and DEP liaisons as it is received.

- 10.** Mr. Wagman motioned to adjourn. Mr. Seamans seconded the motion. The vote was unanimous; motion carried.

Meeting adjourned at 10:47 a.m.