

**DEPARTMENT OF ENVIRONMENTAL PROTECTION  
STATE BOARD FOR CERTIFICATION OF  
WATER AND WASTEWATER SYSTEMS OPERATORS  
Board Meeting Minutes  
June 18, 2025  
Room 105 / Teams Call**

**Board Members Present**

Mary Roland, Board Chairperson, Certified Water Operator (via Teams)  
Mike Kyle, Certified Wastewater Operator (via Teams)  
Mark Smith, Herbert, Rowland & Grubic, Inc., General Public (via Teams)  
Jeff Bickel, Aqua PA, Inc., Official of Private System (via Teams)  
Heath Edelman, Thaddeus Stevens College, Teaching Staff (via Teams)  
Autumn Crawford, Western Butler County Authority, Employee of a Political Subdivision (via Teams)  
Bill McNamara, Bureau of Safe Drinking Water (BSDW), DEP Secretary Designee (via Teams)

**Non-Board Members Present**

Laura Chambers, Board Secretary  
Shalini Moola, BSDW  
Jeff Schultz, BSDW  
John Cantwell, Legal Counsel to the Board (via Teams)  
Jill Anderson, BSDW  
Kevin Buss, BCW  
Victor Landis, BCW  
Theia Hofstetter, BCW  
Leda Lacomba, BRC (via Teams)

**Public Present**

Matthew Applegate  
James Fisher, Upper Leacock Township Municipal Authority

Meeting was called to order at 10:02am.

**Approval of April 9, 2025 Meeting Minutes**

Mr. Kyle motioned to approve the April 9, 2025, meeting minutes. Chairperson Roland seconded the motion. Motion passed unanimously.

**Public Comment**

There were no comments from the public.

## **Approval of New and Upgrade Applications**

Ms. Chambers presented the following new and upgraded licenses for Board consideration:

- 60 new water licenses
- 48 upgraded water licenses
- 45 new wastewater licenses
- 30 upgraded wastewater licenses
- 8 Operator in Training (OIT) upgrades

Chairperson Roland motioned to approve all the new and upgraded license applications. Mr. Bickel seconded. Motion passed unanimously.

## **Reciprocity Requests**

### *Water*

**Robert Clark** – Holds a Maryland T5GW drinking water license that was issued on January 18, 2023, and expires on December 1, 2026. His application documents part-time experience at the following facilities:

- A6 Center Co-Op Extension Office, **PWSID #121-1193**
- Potomac Fish & Boat Club, **PWSID #121-1061**
- Oral & Facial Surgery Center, **PWSID #121-1202**
- Blaine Window & Hardware, **PWSID #121-0018**
- Washington County Ag Center, **PWSID #121-1177**
- Sheetz, **PWSID #4070358**
- Sheetz, **PWSID #4050880**

Mr. Clark's experience was obtained at Class D systems and an operator is required to have one year of experience, or 1,760 hours, in order to obtain a Pennsylvania Class D license. His part-time work at the above systems totaled to at least one year of experience for subclasses 5, 12, and 13.

Regarding the comparison of examination questions, the applicant passed the T5GW exam developed by WPI and administered by the state of Maryland. The Class T5GW exam includes questions relative to subclasses 4,5,12, and 13.

The Department's determination for Board consideration is that Mr. Clark has documented the adequate experience and exams relative to a WD-5,12,13.

Chairperson Roland motioned to approve Mr. Clark for WD-5,12,13 certification. Mr. Kyle seconded. Motion passed unanimously.

**Jennifer McIntyre** – Holds a Maryland T4 drinking water license that was issued on September 1, 2019, and expires on December 1, 2026. Her application documents five years working at R.C. Willson Water Treatment Plant, which is a Class A system using subclasses 1,7,8,10,11 and distribution.

Ms. McIntyre's experience was obtained at a Class A system and an operator is required to have four years of experience in order to obtain a Pennsylvania Class A license. Regarding the comparison of examination questions, the applicant passed the T4 exam developed by WPI and administered by the state of Maryland. The T4 exam includes questions relative to subclasses 1,7,8,11 and distribution.

The Department's determination for Board consideration is that Ms. McIntyre has documented the adequate experience and exams relative to a WA,E-1,7,8,11.

Chairperson Roland motioned to approve Ms. McIntyre for WA,E-1,7,8,11 certification. Mr. Bickel seconded. Motion passed unanimously.

### **Board Secretary Report**

Ms. Chambers provided the following summary regarding operator certification exams (as of 6/12):

- Number of exam **sessions held** thus far in 2025: 24
- Number of exam **seats offered** thus far in 2025: 831
- Number of exam **seats filled** thus far in 2025: 634
- Number of additional exam sessions tentatively scheduled for remainder of 2025: 33
- Number of additional exam seats tentatively offered for remainder of 2025: 1,506
  - Total number of computer exams for 2025: 30
  - Total number of paper exams for 2025: 27
  - Total number of exams for 2025: 57

### **Old and New Business**

Mr. McNamara provided an update on the DEP regional offices that have lost their computer training rooms and shared the options that DEP is considering so that we can continue to offer computer exams for operator certification.

Mr. McNamara will be prepared to present the 3-year-review at the next Board meeting in August.

A standing agenda item for every PA State Board for Certification of Water and Wastewater Systems Operators (Board) meeting includes two key topics of discussion:

1. **Cyber Security** – Mr. McNamara provided an update, which included information about DEP trainers who will be providing a 2-hour cybersecurity training across the state over the summer and fall. Additionally, DEP partnered with EPA to provide two virtual cybersecurity tabletop sessions in June.
2. **Water and Wastewater Operator Recruitment** – Mr. Bickel provided an update on the recent TAC board meeting relating to operator recruitment. DEP will take the lead on organizing a workgroup of interested stakeholders with a potential meeting in the fall.

The Board went into Executive Session at 10:51am to review 5 criminal history applications.

The Board reconvened for public session at 11:31am.

### **Criminal History Report**

Criminal History Review Evaluations were conducted for the below applicants. It has been confirmed that charges were not related to the operation of a drinking water or wastewater treatment system. Therefore, the preliminary review committee recommended the below applicants for presentation and approval at the June 18, 2025, Board Meeting:

1. Operator 376399: WE certification
2. Operator 388170: WE certification
3. Operator 389449: WE certification
4. Operator 388136: WE certification
5. Operator 384109: WE certification

Chairperson Roland motioned to approve Operator 376399 WE certification. Mr. Kyle seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 388170 WE certification. Mr. Edelman seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 389449 WE certification. Mr. Bickel seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 388136 WE certification. Mr. McNamara seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 384109 WE certification. Mr. Smith seconded. Motion passed unanimously.

### **Extension Request**

**Operator 305683** – Has a water A-1,2,7,8,10,11,12 license that expired on March 31, 2025. The applicant was required to obtain 15 hours of continuing education training for his drinking water certification and completed 10 hours prior to his expiration date. He completed his remaining hours on April 2, 2025. The applicant claims health issues and related extenuating circumstances, which are specified within the documentation provided by the applicant's healthcare provider and the summary provided by the applicant. The applicant is requesting a 3-day extension to complete the additional training hours.

Chairperson Roland motioned to approve Operator 305683 extension through April 3, 2025. Ms. Crawford seconded. Motion passed unanimously.

## **ADA Requests**

**Operator 378339** – Submitted an ADA request on June 4, 2025, requesting to have the Collection Systems exam read to him due to his medical condition specified within the ADA request form. He had previously submitted an ADA request on January 17, 2024, which the Board voted unanimously to approve at the February 7, 2024, Board meeting.

Chairperson Roland motioned to approve Client ID 378339 ADA request for a one-time accommodation for one test session lasting up to four hours to read test questions verbatim for exam or exams that are identified in advance for the session via the operator exam registration form. Mr. Edelman seconded. Motion passed with one abstention.

**Operator 375675** – Submitted an ADA request on May 15, 2025, requesting to have the Wastewater General and Activated Sludge exams read to him due to his medical condition specified within the ADA request form. He had previously submitted an ADA request on December 16, 2024, which the Board voted unanimously to approve at the February 12, 2025, Board meeting.

Chairperson Roland motioned to approve Client ID 375675 ADA request for a one-time accommodation for one test session lasting up to four hours to read test questions verbatim for exam or exams that are identified in advance for the session via the operator exam registration form. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to adjourn. Mr. Edelman seconded the motion. Meeting adjourned at 11:35am.