



# STATE BOARD FOR CERTIFICATION OF SEWAGE ENFORCEMENT OFFICERS

## MEETING MINUTES | WEDNESDAY, OCTOBER 12, 2022

---

### BOARD MEMBERS PRESENT

Samuel D’Alessandro (telephone).....Board Chair  
Gordon Sheetz (telephone) ..... Board Vice-Chair  
John Wagman (telephone) ..... Board Member  
Luke Helsel (telephone)..... Board Member

### DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) STAFF PRESENT

John Cantwell (telephone) ..... Board Legal Counsel, DEP  
Chloe Wilson (telephone).....Board Secretary, DEP  
Adam Duh (telephone).....Counsel, DEP  
Rachael White.....DEP, BCW  
Janice Vollero .....DEP, BCW  
Charles Klinger.....DEP, BCW

### CALL TO ORDER, INTRODUCTIONS, AND ATTENDANCE

The meeting was called to order by Chair Samuel D’Alessandro at 10:07 a.m. The meeting was held through Microsoft® Teams online, as well as in-person, in the 10<sup>th</sup> floor conference room of the Rachel Carson State Office Building, at 400 Market Street, Harrisburg, PA. Four board members were present, and thus a quorum was established. Chair D’Alessandro inquired if there were any members of the public present and upon hearing no response, proceeded to the following agenda item.

### APPROVAL OF PREVIOUS MEETING MINUTES

Chair D’Alessandro requested consideration of the September 7, 2022 draft meeting minutes. Chair D’Alessandro observed that the next scheduled SEO Board meeting was incorrectly noted as November 30<sup>th</sup>, as opposed to October 12<sup>th</sup>. Ms. Wilson stated that she will revise the minutes to reflect the correct date.

**Motion:** Vice-Chair Gordon Sheetz motioned to approve the minutes from September, subject to the proposed revision, with Luke Helsel seconding the motion. Motion passed unanimously.

### **SEO BOARD POSITIONS UPDATE**

Chair D'Alessandro called for a discussion on Board positions. He reported that the Sewage Advisory Committee (SAC), which has not held a meeting since November 2021, has a meeting scheduled for October 26<sup>th</sup>. Chair D'Alessandro will continue in his present position until the next SAC meeting, when approval for his reappointment can be obtained. Regarding the Engineering Profession representative vacancy, Ms. Wilson offered that there were no new developments and that the two nominations to the Board, which were previously submitted for review, were still moving through DEP's executive approval process.

### **SEO EXAM ON CLEAN WATER ACADEMY PROPOSAL**

Chair D'Alessandro called for a discussion on DEP's proposal to make the Sewage Enforcement Officer (SEO) exam available on the Clean Water Academy website. Chair D'Alessandro requested clarification on Item 3, §b of the proposal. Janice Vollero confirmed it complied with regulations.

Chair D'Alessandro and Vice-Chair Sheetz agreed on the overall utility of the proposal. Vice-Chair Sheetz recommended that the Board discuss the matter further in subsequent meetings. Chair D'Alessandro instructed Board members to send comments on the proposal to Ms. Wilson prior to the next meeting.

John Wagman asked if making the exam available electronically was in response to the Chester County Health Department's request for additional examination dates; Ms. Wilson stated that the intent was to remove limitations for all candidates.

Ms. Vollero added that to expedite collaboration efforts, the Board should consider how it wanted to approach reviewing the examination questions, while DEP would determine how to ensure security maintenance. Attendees then had a discussion on the current administration of the examination, including details such as the quantity, variety, and relevancy of questions, and comparisons were made to the proposed electronic examination. Chair D'Alessandro requested that DEP provide an update at the next meeting.

### **CERTIFICATION OF SEWAGE ENFORCEMENT OFFICERS**

Chair D'Alessandro requested feedback from the Board regarding the results of the September 19, 2022 SEO Certification Examination. He asked for clarification on the report that was provided to the Board. Mr. Helsel noted a passing score is defined as achieving a 50% in each of the four categories and a 70% overall. Ms. Wilson reported of the 5 candidates who sat for the exam, 3 had passed and 2 had failed. She explained that the report did not include the correct date and would make the necessary changes.

**Motion:** Vice-chair Sheetz motioned to certify the 3 candidates who had passed the exam. Mr. Wagman seconded the motion. It was unanimously approved by the Board. Motion carried.

### **NEW BUSINESS**

No new business was presented.

Ms. Wilson said she planned to write a letter to thank John Seamans for his tenure with the Board. Vice-Chair Sheetz asked how long Mr. Seamans served. Ms. Wilson replied that Mr. Seamans had 25 years of service with the Board.

#### **PUBLIC COMMENTS**

No members of the public were present in person. Chair D'Alessandro inquired if members of the public were present by telephone and/or electronically. No comments were made.

#### **EXECUTIVE SESSION**

The Board moved into Executive Session at 10:52 a.m. to discuss a comment that the Board received from a representative of the Chester County Health Department concerning the Board's discussion about a certification exam candidate at the September 7, 2022 meeting. The Board returned after the Executive Session concluded at 11:16 a.m.

**Motion:** Mr. Wagman made a motion to send a letter of acknowledgement to the Chester County Health Department representative. Mr. Helsel seconded the motion. Motion passed unanimously.

#### **ADJOURNMENT**

Chair D'Alessandro called for a motion to adjourn the meeting.

**Motion:** Mr. Helsel made a motion to adjourn the meeting. Vice-chair Sheetz seconded the motion. Motion passed unanimously. The meeting adjourned at 11:23 a.m.

#### **NEXT MEETING**

Wednesday, November 30, 2022.