

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
State Board for Certification of Sewage Enforcement Officers  
Minutes – July 18, 2006**

Chairman Dean Shultz called a Board meeting of the State Board for Certification of Sewage Enforcement Officers to order at 9:30 a.m. on Tuesday, July 18, 2006, in the 10<sup>th</sup> floor Conference Room of the Rachel Carson State Office Building, Harrisburg, Pennsylvania. Those in attendance were:

**Board Members Present**

Dean Shultz, Chairman  
Samuel D’Alessandro  
John Oberholser  
John Seamans  
Alison Shuler

**Non Board Members Present**

Cheri Sansoni, Board Secretary  
Judith Rivera, Chief Counsel  
Jay Africa, BWSFR  
James Novinger, BWSFR  
Dawn Becker, BWSFR

**Public Attendees:**

Karen Atkinson-PSATS

**Introduction of New Members**

**Duties of the Board**

Chairman Shultz handed out copies of Act 537 and Chapter 72 and presented on the duties, powers, and functions of the Board.

The Board approves certification applications within 30 days of receipt of the exam results; if the Board does not meet within 30 days, the candidates are deemed certified and approved. The Board does not have power to examine character or criminal history.

Exams are prepared by the Department and are held at least four times each calendar year; the Board determines and announces scheduled exams. Board policy dictates the criteria necessary for the Department to administer a walk-in exam. The Certification staff will check past minutes for the walk in exam policy. Chairman Shultz stated historically, the Board approved the contract with a practical firm to administer the exam. Is the Board still required to approve the contract?

If an SEO has their certification suspended or revoked, the Department sends a letter of notification, appeal rights, and appeal procedures. Board members may attend the hearing, and ask questions; however, there is no quorum. The hearing transcript is sent to the Board and legal counsel. The Board meets to discuss the transcript; a quorum of 3 is required to render the decision, which is prepared by legal counsel. The Board meets to approve the adjudication; the adjudication is sent to the SEO and the Department.

The Board is responsible for reviewing the renewals and fees collected by the Department.

The Board is responsible to keep the SEO register current. Ms. Becker verified data is updated routinely. Ms. Sansoni presented the possibility of converting the current database to eFACTS, but stressed the conversion process is lengthy and is cost prohibitive at this time.

Chairman Shultz encouraged Board members to become familiar with the duties and responsibilities and emphasized the Board has ultimate responsibility for the program.

#### **Approval of September 17, 2004 Minutes**

Chairman Shultz stated the minutes are incomplete; but current staff was not part of the program at that time. Mr. Oberholser moved to approve the September 17, 2004 minutes; Mr. Seamans seconded. The vote was unanimous.

#### **Training Update**

Ms. Atkinson presented on training issues and gave an overview of new courses implemented this training cycle. Information pertaining to SEO certification is available on the Pennsylvania State Association of Township Supervisors (PSATS) new SEO website, [www.seotraining.org](http://www.seotraining.org).

Mr. Seamans stated there is a lack of training scheduled in the northeast region. Ms. Atkinson stated that area had been saturated with training in a previous training cycle and that courses were not getting enough participants in the 2004-2006 training cycle. Ms. Atkinson stated that as long as there are at least 15 people on a waiting list, a course will be scheduled.

Chairman Shultz presented on the 2004-2006 training cycle renewal statistics; 806 were renewed; 70 are eligible but have not submitted an application; 137 lapsed due to lack of credit; and 113 lapsed due to 109. Of the total lapsed, 250 that are lapsed due to credits or 109, some of those are able to meet the requirements to renew.

Mr. Africa presented on pre-certification academy revisions currently under development:

The academy is being restructured into 3 courses: Soils/Site Testing, Technology, and Planning/Administration. Courses can be taken independently; but all must be completed before taking the certification exam.

A self-study web-based orientation will give an overview of the SEO program. After orientation, candidates can take any of the courses. The courses begin with self-study and have an end of course exam. Candidates must complete the self-study before attending the class. Classroom will focus on the application of knowledge:

Soils/Site Testing	-	3 days
Technology	-	2 days
Planning/Administration	-	2 days

The new format dedicates 2 days to perc testing and soils profile work. The academy will eventually encompass the alternate technologies.

Mr. Africa said the certification exam will change, but the exam will be in compliance with the Act.

The new academy format will take several years, but the Board will be apprised of progress.

Chairman Shultz stated the Board is in agreement and recommends to the Department to incorporate soils and 109 into the academy to eliminate it as a required course. Mr. Africa replied they will explore what can be built into the academy and they will re-visit the issue.

Chairman Shultz addressed alternate system courses, where SEO's may issue a permit after completing the alternate system course. Chairman Shultz inquired if thought had been given to making courses mandatory to ensure a certified SEO can issue a permit for all technologies. Mr. Africa stated that this would occur when alternate systems are codified.

Chairman Shultz stated, by board quorum, the training cycle was extended. Ms. Becker confirmed 158 letters were sent on June 30, 2006 to notify SEO's of the extension, and approximately 38 people were able to earn their credits within the extension period.

Chairman Shultz opened the motion that the board affirm the action on June 30, 2006, to extend the renewal period to July 18, 2006, to allow SEO's who have not taken required training to do so. This extension was granted because of the flooding conditions at the computer service center. Ms. Shuler moved to extend the renewal period; Mr. D'Alessandro seconded. The vote was unanimous.

### **Social Security Number Security Issues**

Chairman Shultz addressed the issue of requesting social security numbers. Ms. Becker stated social security numbers are only used as initial identifiers until SEO numbers are established and will not be requested on forms in the future.

### **Update on SEO Statistics**

Renewal Statistics were included in the training update. Ms. Becker presented the June 26, 2006, exam results. 25 candidates took the exam; 21 passed and 4 failed.

Mr. Seamans moved to approve SEO new certifications; Mr. D'Alessandro seconded. The vote was unanimous.

### **Old and New Business**

Ms. Sansoni opened nominations for the election of officers. Mr. Oberholser nominated Dean Shultz as existing Chairman; Mr. Seaman's seconded. The vote was unanimous and Mr. Shultz accepted the nomination.

Chairman Shultz opened nominations for vice-chairman. Mr. Seamans nominated Sam D'Alessandro; Mr. Oberholser seconded. The vote was unanimous and Mr. D'Alessandro accepted the nomination.

Chairman Shultz motioned to nominate Cheri Sansoni as the Board Secretary; Alison Shuler seconded. The vote was unanimous and Ms. Sansoni accepted the nomination.

Chairman Shultz stated historically the Board has presented plaques to former members in recognition of years of service. Mr. Seamans motioned to present a plaque to Mr. Berman; Mr. Oberholser seconded. The vote was unanimous.

Mr. D'Alessandro motioned to approve upcoming exam dates in August, September, April, and June; Mr. Seamans seconded. The vote was unanimous.

There was discussion on SEO minor incidents were not being shared with Central Office staff nor were we receiving the letters. Jim Novinger in Central Office should receive and retain those letters. The Board secretary should keep suspension and revocation files.

Mr. Oberholser motioned to adjourn. The meeting adjourned at 11:45.