



# STATE BOARD FOR CERTIFICATION OF SEWAGE ENFORCEMENT OFFICERS MEETING MINUTES | WEDNESDAY, NOVEMBER 15, 2023

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## BOARD MEMBERS PRESENT

Gordon Sheetz (telephone) ..... Board Vice-Chair  
John Wagman (telephone) ..... Board Member  
Luke Helsel (telephone)..... Board Member  
Michael Ciocco (telephone) ..... Board Member

## DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) STAFF PRESENT

John Cantwell (telephone) ..... Board Legal Counsel, DEP  
Chloe Wilson (telephone).....Board Secretary, DEP  
Brian Chalfant (telephone).....DEP, Policy Office  
Janice Vollero.....DEP, BCW  
Charles Klinger.....DEP, BCW

## COMMUNITY MEMBERS PRESENT

Ryan Oxenford (telephone) ..... Chester County Health Department

## CALL TO ORDER, INTRODUCTIONS, AND ATTENDANCE

The meeting was called to order by Vice-chair Gordon Sheetz at 10:13 a.m. The meeting was held through Microsoft® Teams online, as well as in-person, in the 12<sup>th</sup> floor conference room of the Rachel Carson State Office Building, at 400 Market Street, Harrisburg, PA. A quorum was present.

## APPROVAL OF PREVIOUS MEETING MINUTES

Mr. Sheetz requested consideration of the September 6, 2023 draft meeting minutes.

**Motion:** John Wagman motioned to approve the minutes from September, with Luke Helsel seconding the motion. Motion passed unanimously.

## PROPOSED 2024 EXAM AND BOARD MEETING SCHEDULE

Ms. Wilson provided the Board with a copy of the proposed 2024 SEO Certification Exam dates and Board meeting dates, which were scheduled to coincide with the Pennsylvania Association of Sewage Enforcement Officers (PASEO) SEO Precertification Academy dates. Inquiries were also submitted to Soil Hub, Inc., for their projected 2024 Precertification Soils Course schedule.

PASEO will be offering the Precertification Academy on the following dates and locations:

- April 8-12, 2024 in York County
- June 10-14, 2024 in State College, PA

- August 26-30, 2024 in Chester County
- October 21-25, 2024 in Beaver County

Soil Hub, Inc., intends to offer the Precertification Soils Course in March, May, August, and September. The instructor is still working on firming up specific dates with locations but plans to align his schedule with PASEO's. Mr. Helsel asked if Soil Hub, Inc., plans to add more dates. Janice Vollero advised that the instructor would schedule additional course dates if there was enough interest.

**Motion:** Mr. Helsel made a motion to approve the 2024 SEO Certification Exam schedule and the SEO Board meeting schedule, with Mr. Wagman seconding the motion. Motion passed unanimously.

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

Mr. Sheetz requested feedback from the Board regarding the results of the October 27 and November 3, 2023 SEO Certification Examinations. Ms. Wilson reported of the 10 candidates who sat for the October exam, 6 had passed and 4 had failed; for the November exam, of the 5 candidates who were tested, all 5 had passed.

**Motion:** Mike Ciocco motioned to certify the 6 candidates who had passed the October exam. Mr. Helsel seconded the motion. Motion passed unanimously.

**Motion:** Mr. Helsel motioned to certify the 5 candidates who had passed the November exam. Mr. Ciocco seconded the motion. Motion passed unanimously.

### **NEW BUSINESS**

Mr. Sheetz asked Ms. Vollero to provide an update regarding the SEO Certification Academy. Ms. Vollero shared that PASEO, as a condition of being able to hold the Precertification Academy, should have their instructors take a training course. Prior to being permitted to hold the Academy, PASEO held a dry run of the Academy, which was attended and reviewed by program staff. DEP then also audited the first and second Academies held by PASEO and were satisfied with the instruction provided. Mr. Sheetz noted that holding the Academy and exam in various locations was a positive development. Charles Klinger added that the evaluations submitted by candidates for PASEO were very positive.

### **PUBLIC COMMENTS**

No members of the public were present in person. One member of the public was present via telephone. No comments were made.

### **ADJOURNMENT**

Mr. Sheetz called for a motion to adjourn the meeting.

**Motion:** Mr. Helsel made a motion to adjourn the meeting, with Mr. Ciocco seconding the motion. Motion passed unanimously. The meeting adjourned at 10:36 a.m.

### **NEXT MEETING**

Wednesday, April 24, 2024