

Board of Tree Experts

Minutes

April 17, 2018

The Board of Tree Experts met on this date Jackson Municipal Building, 95 W Veterans Hwy, Jackson, NJ 08527 at 9:30 am.

Those present were:

Steve Chisholm, Sr, President
Rich Wolowicz, Vice President/ Treasurer
Barry Emens
Joe Greipp
Gary Lovallo
Kevin Downes

Michael D'Errico, Program Director
Michael Schuit, DAG
Chloe Gogo, DAG

P. Aufiero, Recording Secretary
Arlene Dietz, Admin. Assist
Erin Lyons, Admin. Assist

Public in attendance:

Richard Dunston, R.D. Contracting Solutions
Brian Hartel, Sr, Hartel Timber
Joe Merwin, Good Mowin Tree Service (GTS)
Dean Marzocca, Dean's Lawn
Tom Principato, Monster Tree Service
Michael Beury, Monster Tree Service

Meeting called to order 9:30 am

I. **Open Public Meeting Act:**

Open Public Meeting Act was read by M. D'Errico, signed by S. Chisholm and R. Wolowicz.

II. **Approval of Agenda:**

Motion to approve made by R. Wolowicz, seconded by B. Emens
Motion Passed

III. **Minutes of February 20, 2018:**

Motion to approve minutes, with corrections by G Lovallo, seconded by J. Greipp
Motion Passed

IV. Administrative Report:

Today is the 1-year anniversary of the law going into effect, the Board discussed.

V. Treasurer’s Report:

Motion to approve treasurer’s report, as submitted, by J. Greipp, seconded by B. Emens
Motion Passed.

April 17, 2018

Balance Beginning	July 01, 2017.....	\$57,702.15
	Disbursements.....	\$70,032.47
	Receipts.....	\$142,725.00
Checking Account Balance.....		\$130,394.68
Asset Balance as of February 28, 2018.....		\$130,394.68

- The Statement for March was not available from Wells Fargo we have January and February 2018.
- Check for \$85,000 was sent to Comptroller Steve Matis for the new online account
- Staff payroll is now being processed through ACRO Services which charges the Board a 23% service fee of the total payroll amount for the period.

Discussion: G. Lovallo asked if the 23% is paid by the staff? No, the Board pays the 23% to ACRO in addition to staff payroll. ACRO is the state approved employment service company and charges the 23% as an administrative fee. All this ACRO and staff information will be included in the Financial Report at the next meeting.

VI. General Public Comments: None

VII. Old Business

- A. Hearing Request for OAL Contested Case - The hearing request for contested case of Michael Wohnus of Manchester Township, NJ denial of Reciprocity for LTE Licensed Tree Expert was discussed.

Motion was made by G. Lovallo to move the case to OAL (Office of Administrative Law). Second by J. Greipp. Motion passed.

Roll Call Vote

Steve Chisholm	Abstained (Mr. Wohnus -stated he believes a conflict of interest with S. Chisholm might exist, of which Mr. Chisholm is unaware)
Gary Lovallo	Yea
Joe Greipp	Yea
Barry Emens	Yea
Kevin Downes	Yea
Rich Wolowicz	Yea

- B. April 12th Deadline for LTCO Grandfathering - The deadline for Applications for LTCO through “Grandfathering” was April 12, 2018. The application was no longer available online as of midnight. Any applications received by the deadline will be processed.
Discussion: Letters of recommendation for LTCO through Grandfathering have been coming from unregistered businesses/ unlicensed operators. Staff is researching and contacting these companies to inform them of the law.
- C. Safety Policies, Examples - Registration packet included notification that a Safety Policy must be submitted within 90 days. We have received approximately 56 Safety Policies. Handout examples of Complete and Incomplete policies.
Discussion: We might want to hold a Safety Policy Seminar through the CAA (Committee for the Advancement of Arboriculture) and enlist the help of Martin Davis, former OSHA safety officer.
TCIA has offered a discount of 15% until April 25th on their Tailgate Safety Manual, Illness and Injury Prevention Program and Tree Care Academy books.
Martin Davis is also available, privately for companies to hire for safety policy consultation.
- D. Field Inspectors, Job Description needs to be finalized - The Board was provided with a handout with most recent job description for field inspectors. Board discussed.
Motion by G. Lovallo to accept Compliance Officer (Field Inspector) Job Description as amended.
Second by B. Emens, Motion passes
- E. Notice of Violations sent in March – success and one at 30 days - The NOV was sent to 2 companies that were not replying to the notices that were sent regarding the law and compliance. One company replied immediately by sending in a Business Registration. The second company waited 30 days (what is allowed on the NOV) before sending in their Business Registration.
- F. Other - Bid and Contract Language for State and Municipalities. - Steve Chisholm and staff have had conversations with NJDOT and with several municipalities to educate them about the language that must be in their bids to be in compliance.
- G. Retired LTEs - The Board has received several request from “retired” LTE’s to keep the credential but have a wavier on the continuing education units. The Board discussed. A motion was made by J. Greipp for “retired” LTE (Licensed Tree Expert) to retain their license as an LTE “Emeritus”, the Board will waive the 32 biennial CEU requirement, and that the LTE Emeritus may not returned to work as an LTE without fulfilling all the LTE requirements. The term LTE Emeritus will be added to the license certificate and license card.
Second by B. Emens. Motion passed.

VIII. New Business:

A. April 5, 2018 License Exams Certification – There were 15 applicants signed up for the LTE/LTCO Exam on April 5, 2018. 10 applicants showed up.

Motion to Certify as Licensed Tree Care Operators by R. Wolowicz, second by J. Greipp

1. Juan Agudelo LTCO # 162
2. Salvatore Scarpato LTCO # 163

Discussion: The next 2 Exams, are at Rutgers, and will be combination Written(LTE/LTCO) and Field(LTE), end of May or beginning of June and the next will be in July. 3rd Exam will also be given in September at Meadow Lakes. Dates are not confirmed yet.

The Board was also informed that as of April 13, 2018 in addition to the \$50.00 application for the exam there will be a \$100.00 exam fee also assess to exam applicants.

B. Issuing Penalties - a video/photo of evidence – was moved to closed session

C. Compliance with LTE/LTCO Law and Rules – Update with Numbers - One Year!
The Board discussed one year of Board work and the number of Business Registrations and Licensees complying with the law.

D. Review of Applications and Approval – March & April

Business Registrations:

620 applications,

513 complete

40 incomplete

67 Application for approval, motion to approve by R. Wolowicz, second by B. Emens.

Motion passed.

LTCO by Grandfathering

215 Complete and approved

64 Incomplete

166 for approval, motion to approve by K. Downes, second by J. Greipp.

Motion passed.

CTE to LTE

356 Applications

351 Complete and approved

CTEs were sent notice. 5 declined, 8 accepted.

E. Other

The Board was informed that TCIA has a mentorship program for anyone needing assistance entering into the Tree Care Industry.

IX: General Public Comments:

Joe Merwin of Good Mowin, GTS has an application for Business Registration and questions about what he needs. Staff will assist him after the meeting.

Brian Hartel, of Hartel Timber, had suggestions for developing and instituting a Safety Policy

X. Closed Session:

Motion to go into closed session by R. Wolowicz, second by G. Lovallo.

Motion passed

Motion to come out of closed session by R Wolowicz, seconded by G Lovallo.

Motion Passed

XI. Adjournment:

Meeting adjourned 12:30 am

