

Board of Tree Experts

Minutes

April 21, 2020

The Board of Tree Experts met on this date at the NJ Board of Tree Experts Office, 101 W. Veterans Hwy, Jackson, NJ 08527

Those present were:

Steve Chisholm, Sr., President

Attending by Phone

Gary Lovallo

Rich Wolowicz, V. President/Treasurer

Kevin Downes

Joseph Greipp

B. Emens

Attending by Phone

Candice McLaughlin, DAG

Michael Schuit, DAG

Staff in Attending

Michael D'Errico, Program Manager

Patty Aufiero, Recording Secretary

Arlene Dietz, Administrative Assistant

Erin Lyons, Administrative Assistant

Zamayra Rivera, Administrative Assistant

Guests: Attending by Phone

Brian Cain OSHA Compliance Inspector, Marlton Office

Ron Colman OSHA Compliance Inspector, Marlton Office

Meeting called to order at 9:38 am

- I. **Open Public Meeting Act:** Read by M. D'Errico, signed by S. Chisholm and P. Aufiero for R. Wolowicz
- II. **Approval of Agenda:** Motion to approve by R. Wolowicz, seconded by J. Greipp. Motion passed.
- III. **Minutes of March 17, 2020:** Motion to approve minutes with minor changes by G. Lovallo, seconded by B. Emens. Motion passed.
- IV. **Administrative Report and Correspondence**
 1. COVID-19 Update:
 - a) Staff is keeping all surfaces wiped down with disinfectant wipes.
 - b) Using Hand Sanitizer
 - c) Examinations have been postponed. Office is closed to the public until Jackson Township re-opens. At that time, the office will schedule several written exams

within a month. Rutgers and Meadow Lakes will not be available for the LTE field exams so another venue must be determined.

d) Gov. Murphy's Executive Order 122; tree care workers were exempted. M. Schuit recommended that the board not go through legislative contact for action by the governor but go the AG office as per letter received on April 6, 2020 from DAG office.

e) It was suggested that tree care workers be designated as essential personnel as they are called upon during emergency power outages, clearing fallen trees from homes, roads, etc. Tree care work was essential during Superstorm Sandy.

2. OSHA representatives: Brian Cain and Ron Colman of the Marlton Office. 20-25% of fatalities that OSHA investigates have been tree related. If OSHA can assist with safety awareness, they are available. G. Lovallo: CAA (Committee for the Advancement of Arboriculture) has, in the past, provided training for OSHA employees in awareness of specific safety aspects of tree care. Ron Colman attended one of these trainings. A partnership will be renewed between OSHA and the CAA. COVID-19 resources can be accessed from www.OSHA.gov for tree care workers regarding safety precautions. If you are sick stay home, wearing masks, social distancing, etc.

V. Treasurer's Summary Report

Treasurer's Summary Report for **April 21, 2020**

1. Board of Tree Experts – **Asset Balance:**

Checking Account Balance.....	\$ 6,811.17
NJCFS Account Balance.....	\$136,421.95
ASSET BALANCE AS OF April 21, 2020.....	\$143,233.12

A. Summary: Since the Last Treasurer's Report – **Checking Account**

Expenditures:	\$2,272.90
Revenue:	\$0.0
Checking Account Balance.....	\$ 6,811.17

B. Summary: Since the last Treasurer's Report - **NJCFS Account**

Expenditures:	\$102,492.55
Revenue:	\$ 12,455.00
NJCFS Account Balance.....	\$ 136,421.95

C. PURCHASE ORDERS: have been established for Staffing, Compliance Inspectors and Mail Postage Machine NJCFS Account

	<u>NJCFS Account</u>	<u>Remaining</u>
1. Staff Purchase Order:	\$ 201,384.06	\$ 59,909.54
2. Compliance Inspectors:	\$ 40,000.00	\$ 3,555.00
3. Jersey Mail Systems contract:	\$ 511.56	\$ 0.00
4. Compliance Inspector 22nd Century	\$ 50,000.00	\$ 40,080.98
5. Compliance Inspector #4	\$ 11,250.00	\$ 11,250.00
Total PO's	\$303,145.62	\$114,795.52

Motion to accept Treasurer's Summary Report by G. Lovallo, seconded by B. Emens.

Motion Passed.

New compliance inspector has been added, Patrick Donovan, who has not received training yet, but will be scheduled shortly.

The governor may extend the fiscal year to the end of September. This is not official.

VI. General Public Comment (3 minutes/person):

No public in attendance

VII. Closed Session:

Motion to go into closed session by J. Greipp, seconded by G. Lovallo. Motion Passed. 10:20 am

Motion to come out of Closed session by R. Wolowicz, seconded by J. Greipp. Motion passed. 11:00 am

VIII. Old Business

- a. The scheduled May 19, 2020 meeting was supposed to be at Rutgers, instead a conference call will be held, and the time will be changed from 1:00 pm to 9:30 am. Information will be posted on the website.
- b. Database Update: Z. Rivera reached out to NJIT; they referred the Board to Paul Schmitt. Staff had a Zoom meeting to provide info on what is needed for our database. Proposal was sent to P. Zipse, T. Wyckoff, and Bill Zipse. The cost was \$17,000.00 which would be made in 3 payments. The database can be up and working in 13 weeks with testing it along the way. We will get a third proposal and after P. Zipse and T. Wyckoff review and remark it will be sent to all board members. Approval will be discussed after 3rd proposal is obtained.
- c. Municipal Brochure: emailed by J. Greipp with changes that will be reviewed by all members and the DAG, it will be sent to printer after approval. Thanks to J. Greipp and P. Zipse for their great work.

- d. Other: do we have a lock box for documents to be dropped off? We have a drop box that is outside the office during business hours.
Has there been any progress on an inspector for South Jersey? Patrick Donovan has been hired and he is prepared to go anywhere in the state. G. Lovallo will ask D. Marzocca to schedule some dates in South Jersey.

IX. New Business

- a. Compliance with Law/Rules – Update with Numbers:
The Board received the monthly updated listing of numbers for compliance with the law and the rules. No Exam in April.
- b. Notice of Violation/AONOCAPA/MR1/NVOS - Update with Numbers:
The Board received the report on the number of Notices of Violation issued to date, the number of AONOCAPA's issued and the NVOS letters sent.
- c. Compliance Inspector Report: Three Inspectors are working, D. Marzocca will be going to Atlantic & Cape May Counties this week.

d. Review of Applications and Approval -

- 1. Motion to approve 12 Business Registrations by J. Greipp, seconded by B. Emens.
Motion passed.

Adams Tree & Landscape Service	Middlesex, NJ
Fredy's Tree Service	Mays Landing, NJ
J Wagner LLC	Yardville, NJ
Kevin's Tree Experts. LLC	Bound Brook NJ
May Horticultural Services, Inc	Doylestown, PA
Mike's Tree Service	Jackson, NJ
Orocio Landscaping	South River, NJ
Quality Lawn Landscaping & Tree Service	Somerset, NJ
Rock Solid Tree Service and More LLC	Riverside, NJ
Rodriguez Landscaping & Home Improvement LLP	Bridgewater, NJ
SNG Tree Service LLC	Plainfield, NJ
VM Landscape	Long Valley, NJ

- 2. Motion to approve 1 applicant for reciprocity for LTCO made by J. Greipp, seconded by R. Wolowicz. Motion passed.

Tom Taylor, ISA Certified Arborist	Bridgeton, NJ
------------------------------------	---------------

e. Other -

None

X. General Public Comment (3 minutes/person):

None

XI. Adjournment

Motion adjourn by R. Wolowicz, seconded by G. Lovallo. Motion passed 11:40 am.