

**Board of Tree Experts Minutes                      August 18, 2020,**

The Board of Tree Experts met on this date at the New Jersey Board of Tree Experts Office, 101 West Veterans Hwy, Jackson, NJ 08527 and by conference call.

**Those present were:**

- Steve Chisholm, Sr., President
- Gary Lovallo
- Joseph Greipp
- Pam Zipse

**Attending by Phone**

Rich Wolowicz, Vice -President/Treasurer

**Attending by Phone**

- Candice McLaughlin, DAG
- Michael Schuit, DAG

Michael D’Errico, Program Manager

**Staff**

- Patty Aufiero, Recording Secretary
- Arlene Dietz, Administrative Assistant
- Erin Lyons, Administrative Assistant
- Zamayra Rivera, Administrative Assistant

**Meeting called to order at 9:35 am**

- I.       **Open Public Meeting Act:** Read by M. D’Errico, signed by S. Chisholm and G. Lovallo for R. Wolowicz.
  
- II.      **Approval of Agenda:** Motion to change order of Agenda by J. Greipp, seconded by G. Lovallo. Motion passed.
  
- III.     **New Business**  
 Certification of Exams: Motion to certify the LTCO exams from July/August 2020 and read into the minutes of August 18, 2020 by P. Zipse, seconded by J. Greipp. Motion passed.  
 LTCO  

Nicholas Murillo Zamudio	Hamilton, NJ
Kenneth Updegrave	Manahawkin, NJ
Joseph McCue, Sr	Egg Harbor Twp., NJ
Al Kassar	Wayne, NJ

Certification of Exams cont.

Ismael Martinez	Lakewood, NJ
Jorge Rivas	Plainfield, NJ
Luke Chytraus	Ewing, NJ
Juan Silva	Monmouth Junction, NJ
Eli Lopez	Riverside, NJ
Daniel Duarte	Belleville, NJ
Claudia Garces Soares	Manville, NJ
Leonel Pinto Cabrera	Little Falls, NJ

Motion to approve four Business Registrations from New Jersey by J. Greipp, seconded by P. Zipse. Motion passed.

Business Registrations

Monster Tree of Morristown	Morristown, NJ
William Systma Landscaping	Midland Park, NJ
MC-Tree Service	Lakewood, NJ
Jerzeyscapes Tree Services, Inc.	Tinton Falls, NJ

LTE Reciprocity Tim Daley, OSHA question must be answered. Motion to approve LTE Reciprocity for exemption from written portion of the LTE exam pending completion of the application by J. Greipp, seconded by P. Zipse. Motion did not pass, hold for September meeting. The Board agreed that the Treasurer's Summary Report be delayed by one month to give time for more accurate accounting of funds.

**IV. Minutes of July 21, 2020:** Motion to approve minutes with minor changes by P. Zipse, seconded by J Greipp. Motion passed.

**Discussion:**

Meeting without staff present; M. Schuit, DAG, advised that staff must be aware of topic 17 days prior to meeting and may object. If the meeting is not about the staff then notification is not required. G. Livallo stated the topic is not about the staff. Questions on if the pruning standards were updated on the written LTCO exam, yes, they were.

J. Greipp stated that S. Matus, Comptroller, must be asked to do an audit.

J. Greipp asked if corrections to minutes could be done as meeting takes place.

Motion to go into Closed Session by P. Zipse, seconded by R. Wolowicz. Motion passed, 10:03 am.

Back to regular session 10:37 am.

**V. Treasurer's Summary Report**

August 18, 2020

Fiscal Year 21

1. Board of Tree Experts – Asset Balance:

Checking Account Balance.....	\$ 5,692.73
NJCFS Account Balance.....	\$ 24,440.96
Budget Authority Reserve.....	\$ 54,789.48
ASSET BALANCE AS OF August 18, 2020.....	\$ 84,923.17

---

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

Expenditures: \$7,435.27\*  
Revenue: \$5,425.00\*

Checking Account Balance.....\$ 5,692.73

---

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

Expenditures: \$65,623.85\*  
Budget Reserve: \$54,798.48\*  
Revenue: \$21,770.00\*

NJCFS Account Balance.....\$ 24,440.96

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

NJCFS Account		Remaining
1. Staff 22nd Century Purchase Order:	\$ 212,595.46	\$ 39,025.79
2. Increase Staff PO	\$ 40,392.35*	\$ 40,392.35
3. Compliance Inspectors 22nd Century PO	\$ 62,231.88	\$ 30,557.40
4. Increase Compliance Inspectors PO	\$ 25,213.50*	\$ 25,231.50
2. Compliance Inspectors (CAA):	\$ 38,000.00	\$ 20,410.00
5. Postage Meter Rental 3 months	\$ 73.08	\$ 0.00
Total PO's	\$378,524.27	\$155,617.04

Motion to accept Treasurer's Report by G. Lovallo, seconded by P. Zipse. Motion passed.

Treasurer's Summary Report cont.

Discussion: New fiscal year began in July, but Purchase Orders were held over from FY 2020 to FY 2021.

S. Matus has arranged for access to information regarding the Board's state account and we now have a contact person that can provide specific information and explanations.

The Board's State account had \$54,789.48 frozen by Executive Order due to Covid 19. We were unaware of this until our contact person informed us.

We will ask S. Matus about depositing money in the Board's checking account rather than the online account.

There were some discrepancies in the totals on the Treasurer's Report and they will be corrected for the September meeting.

**VI. Administrator's Report**

The Board viewed an NBC 4 New York video of Millenium Tree Service where worker was injured doing storm work.

**VII. Public Comment: no public in attendance.**

**VIII. Old Business**

A. Database Update: we are in the process of migration, learning and expanding. There are some glitches that need to be worked out. There will be a portal for public access to applications.

B. Public Works Apprenticeship Program. Tree Care Companies are unable to acquire or renew Public Works Certificates unless they have an approved apprenticeship program. The Board discussed.

C. Other: J. Greipp asked if minutes from previous meeting can be corrected during the current meeting, copies given to Board members so they can see the corrections.

Discussion; A. It is possible to do by having a laptop or chrome book with the minutes document, during the meeting. Staff could update and then make copies to be distributed to Board member present and email to those attending by teleconference. This could add, significantly, to the amount of time the Board spends on reviewing the minutes.

**IX. New Business**

**A. Compliance with the Law/Rules – Update with Numbers:**

The Board received the monthly updated listing of numbers for compliance with the law and the rules.

**B. NOV/NVOS:** The Board was provided with a report on NVOS.

**C. Compliance Inspector Report:** G. Lovallo provided the Board with the Compliance Inspector Report.

**D. Other:**

a. All NOV's must be sent Certified Return Receipt Requested.

b. CEUs for NJSTF were assessed by P.Zipse and B. Emens as 16 CEU. The notification sent to STF listed 12, P. Zipse was concerned that the CEUs are being changed without the knowledge of the CEU Committee. P. Aufiero said that the response was sent in error and will check the website. (Later check of website indicated 16 CEUs for NJSTF Virtual Conference).

c. Webinars and other Virtual CEU opportunities should require verification that the enrollee has attended the entire time.

d. CEU requests made after the 45-day deadline have been processed but we may want to adhere to the 45-day window.

**X. Adjournment:** Motion to adjourn meeting by J. Greipp, seconded by P. Zipse. Motion passed. Meeting adjourned at 12:48 pm.