

The Board of Tree Experts met on this date Jackson Municipal Building, 101 West Veterans Hwy, Jackson, NJ 08527 at 9:30am.

Those present were:

Steve Chisholm, Sr, President
R. Wolowicz, Vice President/Treasurer
Barry Emens
Joe Greipp
Gary Lovallo
Mark Goggin
Pam Zipse
Todd Wyckoff

Michael D'Errico, Program Director
Chloe Gogo, DAG

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

Compliance Inspectors:
Dean Marzocca
James Perone

Public in attendance: None

Meeting called to order 9:38am

- I. **Open Public Meeting Act:**
Open Public Meeting Act was read by M. D'Errico, signed by S. Chisholm, Sr. and R. Wolowicz.
- II. **Approval of Agenda:**
Motion to approve agenda by B. Emens, seconded by R. Wolowicz.
Motion passed.
- III. **Minutes of December 18, 2018:**
Motion to approve Minutes of December 18, 2018 made by J. Greipp, seconded by M. Goggin.
Motion passed with minor corrections.

IV. Administrators Report:

- A. The Society of Certified Tree Experts met Friday January 11, 2019. M. D’Errico did a presentation on” Compliance and Enforcement”, and question and answer after with J. Greipp.
- B. Public notice of NJBTE Meeting Schedule for 2019 was discussed. The May, June and November monthly meetings to be scheduled at 2pm at Rutgers if available. Motion to change calendar of meeting made by M. Goggin, seconded by G. Lovallo. Motion passed.
- C. Several Board members and staff met with Assemblyman Ron Dancer, the League of Municipalities and the Association of Counties to discuss the following:
 - 1. Cooperation with the law by getting word out to the municipalities and counties about compliance and stressing that municipal and county employees be held to the ANSI standards and receive training.
 - 2. Board will do a presentation on the Law at the League of Municipalities Conference in November.
- D. The first payment of Compliance Inspectors was made by the CAA after submission of required time sheets and purchase order to Comptroller S. Matis.
- E. The rent for Board office will be paid yearly instead of monthly.

V. Treasurer’s Report

January 15, 2019 NJBTE Checking Account:

Balance Beginning July 01, 2018.....	\$ 78,115.11
Disbursements.....	\$ 74,944.19*
Receipts.....	\$ 2,775.00
Checking Account Balance.....	\$ 5,945.92

* denotes \$62,000.00 moved to the Board’s NJCFS Account

January 15, 2019 NJBTE Comprehensive Financial System Account:

Balance Beginning July 01, 2018.....	\$ 89,790.74
Disbursements.....	\$ 80,817.83
Receipts.....	\$149,870.00 *
NJCFS Account Balance	\$ 158,842.91

*Denotes a deposit of \$62,000.00 from the Board’s checking account

Board of Tree Experts – Asset Balance:

Checking Account Balance.....	\$ 5,945.92
NJCFS Account Balance	\$ 158,842.91
Total Assets	\$ 164,788.83

Motion to approve Treasurer’s report by M. Goggin, seconded by B. Emens,
Motion passed.

Discussion: The Board will be notifying Registered Businesses during June 2019 that business registration is due by September 14, 2019. License renewal is due December 19, 2019.

VI. General Public Comments:

None

VII. Closed Session – Compliance and Enforcement Update

Motion to go into closed session at 10:15 am by B. Emens, seconded by G. Lovallo. Motion passed.

Motion to come out of Closed Session by R. Wolowicz, seconded by P. Zipse.
Motion passed.

Return to Open Session at 11:56 am.

VIII. Old Business

- A. Telephone Upgrade - New telephone system will be installed on January 17, 2019, 3 new phones with a private number for staff, board and compliance use.
- B. Compliance Inspector – approval
 - 1. Donna Komorowski for the Sussex County area is up for consideration by the Board for a Compliance Inspector position. Motion made by B. Emens, based on the recommendation of the Recruitment Committee to approve Donna Komorowski as Compliance Inspector, seconded by G. Lovallo. Motion passed.
Ms. Komorowski will have field training with G. Lovallo and D. Marzocca and training with staff after field training.
 - 2. Areas around southern NJ such as Camden, Gloucester, Salem and western Burlington Counties need coverage by an inspector.
 - 3. The Board had a discussion about Compliance Inspectors and Board members scheduling a day to go to South Jersey: Camden, Gloucester, Salem, Burlington counties to find non-compliant tree care companies.

4. The DEP Solid Waste regulates Recycle Centers. D. Marzocca went to Bridgewater Recycling and the employee would not cooperate by giving the names of the tree companies that dump chips there. M. D'Errico contacted DEP Solid Waste to make them aware. Bridgewater Recycling has 5 facilities and must cooperate in order to keep their license with the State.

C. Other

1. Board staff employed by 22nd Century staff are not required to do Ethics Training.

2. G. Lovallo is looking into Data Base Management Software. He has contacted a company who sets up data bases for government agencies. Representative will come to the office to see what is needed and the Board will move forward with a contract to purchase.

IX. New Business:

A. Certification of Exam Grade from January 9, 2019

Motion to Certify the Exam Grades of License Tree Care Operator Applicants for the Class of January 9, 2019 who have attained passing grades and will have their names read into the January 15, 2019 minutes by R. Wolowicz, seconded by M. Goggin. Motion passed.

Perry Doyle, Jr
David Woodworth
Alan Caterina
Jeremy Moran
Adam Zebrowski
Francesco Tossini
James Wyers, Jr
Mark Gugliardo
Michael Shondel
Daniel Garro
Jim Heron

B. Compliance with Law/Rules – Update with Numbers: The Board received the monthly updated listing of numbers for compliance with the law and the rules.

C. Notice of Violation/AONOCAPA/MR1 update numbers:

The Board received the report on the number of Notices of Violations issued to date, the number of AONOCAPA's issued and the MR 1 letters sent. A summary of results was also discussed.

D. Review of Applications and Approval:

1. Business Registrations:

8 applications for approval (registrations are held until compliance with licensing) Motion to approve 8 new business registrations by, B. Emens seconded by R. Wolowicz. 7 Yea, 1 Nay, Motion Passed

2. LTE Reciprocity:

Motion to approve 1 application for Reciprocity for exemption from written portion of LTE Exam by J. Greipp, seconded by P. Zipse. Motion Passed.

E. Other:

1. Homeowner called, confused by the directory. LTCO, LTE and some say CTE. The Board staff will investigate.

2. Email blast will be sent to companies about displaying registration number on vehicles.

X. General Public Comments:

None

XI. Adjournment:

Motion to adjourn made by R. Wolowicz, seconded by M. Goggin. Motion passed. Meeting Adjourned 12:55pm.