

Board of Tree Experts

Minutes

July 16, 2019

The Board of Tree Experts met on this date at Board of Tree Experts Office, 101 West Veterans Highway, Jackson, NJ at 9:30 am.

Those present were:

Steve Chisholm, Sr, President

Joe Greipp

Gary Lovallo

Pam Zipse

Mark Goggin

Todd Wyckoff

Michael D'Errico, Program Director

Chloe Gogo, DAG

Patty Aufiero, Recording Secretary

Arlene Dietz, Admin. Assist

Erin Lyons, Admin. Assist

Public in attendance:

None

Meeting called to order 9:38 am.

I. **Reading of Open Public Meeting Act:**

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

II. **Approval of the Agenda:**

Motion to approve made by T. Wyckoff, seconded by P. Zipse.

Motion Passed.

III. **Minutes of June 18, 2019:**

Motion to approve minutes by M. Goggin, seconded by P. Zipse.

Motion Passed with minor changes.

IV. **Administrators Report:**

A. LTE/LTCO Examination scheduled July 24, 2019 at Rutgers.

Registered for LTE: 34

Registered for LTCO: 30

Discussion: There was no exam scheduled in August 2019, Field Exam for LTE scheduled July 24 and September 18, 2019. There was also a Field Exam in June 2019. Possibility of considering a minimum number of applicants for field exam.

- B. Business renewals will be mailed at the end of July for September 14th deadline.
- C. LTCO Spanish Prep class will be held on July 17, 2019.
- D. Meeting between Board members, P. Zipse, T. Wyckoff and staff to discuss the development of a new Data Base is scheduled for August 7, 2019 at 9:30 am.
- E. M. Schuit, DAG will assist with scheduling a meeting with Solid Waste. M. Schuit will assist in the development of a "Memorandum of Agreement" between the two agencies.

V. **Treasurer's Report:**

July 16, 2019 NJBTE Checking Account:

| | |
|--------------------------------------|--------------------|
| Balance Beginning July 01, 2019..... | \$ 7,254.66 |
| Disbursements..... | \$ 1,941.23 |
| Receipts..... | <u>\$ 7,962.50</u> |
| Checking Account Balance..... | \$ 13,275.93 |

July 16, 2019 NJBTE Comprehensive Financial System Account:

| | |
|--------------------------------------|----------------|
| Balance Beginning July 01, 2019..... | \$ 15,861.47 |
| Disbursements..... | \$ 0.00 |
| Receipts..... | <u>\$ 0.00</u> |
| NJCFS Account Balance | \$ 15,861.47 |

Board of Tree Experts – Asset Balance:

| | |
|-------------------------------|---------------------|
| Checking Account Balance..... | \$ 13,275.93 |
| NJCFS Account Balance | <u>\$ 15,861.47</u> |
| Total Assets | \$ 29,137.40 |

| | |
|-------------------------------|--------------------|
| Purchase Orders: Staff | \$89,391.75 |
| Compliance Inspectors | \$40,000.00 |
| Mail System | \$ 511.56 |

Motion to approve Treasurer's Report as written by M. Goggin, seconded by T. Wyckoff.

Motion Passed.

Discussion:

Purchase Orders for Fiscal Year 2020 submitted.

Penalty payments received to date are \$19,000.53.

Online account numbers come from DEP Comptroller S. Matus, the checking account comes from the monthly Wells Fargo statement. New format is from revised Quick Books. G. Lovallo asked if it would be easier to delay Treasurer's Report by one month? M. D'Errico said we get the information in a timely manner so no need to delay.

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

None

VII. **Closed Session – Compliance and Enforcement:**

Motion to go into Closed Session at 10:17 am, by J. Greipp, seconded by M. Goggin.

Motion Passed.

Motion to come out of closed session at 12:10 pm by M. Goggin, seconded by T. Wyckoff. Motion Passed.

VIII. **Old Business:**

A. Biennial Renewal of Business Registration - Safety Policy:

The Board discussed that with the Business Registration renewals, Businesses will be required to submit a Comprehensive Safety Policy within 90 days of the renewal date of September 14, 2019.

B. Other:

None

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.

Business Registrations: 862 Applications

789 Applications Complete and Approved (66 pending licensees)

10 for Approval

61 Applications are incomplete – missing proper paperwork.

LTE: 379 Current

LTCO: 599 Applications

578 Applications Complete and Approved

17 Approved pending payment

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. A summary of results was also discussed.

NOVs:

Total sent 1,094 (50 from Compliance Inspectors included)

544 No Response

350 Out of Business or Return to Sender

200 Registered

NVOS: 265 letters sent, 50 additional to be sent in August

NVOS 2.1: 8 sent Certified Mail

Paid in Full Penalties: 2 NVOS 2.1

C. Review of Applications and Approval:

1. Business Registrations:

Motion to approve 10 business registration by M. Goggin, seconded by J. Greipp.
Motion Passed.

| | |
|------------------------------------|--------------------|
| Amega Landscape | Medford Lakes |
| Boisseau Tree Service LLC | Milford, NJ |
| Campos Tree Services | Dover, NJ |
| Elite Tree Service Corporation | Dover, NJ |
| H&J Tree Service LLC | Franklinville, NJ |
| Jess' Tree Service | Vernon, NJ |
| Shades of Green, INC | Morrisville, PA |
| Skylands Lawn and Tree Service LLP | Highland Lakes, NJ |
| Young Bucks Tree Service | Bridgeton, NJ |

2. Reciprocity:

A. Motion to approve 2 Reciprocity, for Written LTE Exam by P. Zipse, seconded by T. Wyckoff. Motion Passed.

Jean Epiphan

Brian Levigne

B. Motion to approve 1 LTCO Reciprocity by T. Wyckoff, seconded by P. Zipse.

Motion Passed.

Francis Stoveken

D. Other:

P. Zipse asked again if the Website Directory could be changed to “show – all” of the Licensees per county instead of a single licensee. Staff will ask the Webmaster to correct before the next meeting.

X. **General Public Comments (3 minutes/person):**

None

XI. **Adjournment:**

Motion to adjourn 12:30 pm by M. Goggin, seconded by T. Wyckoff.

Motion Passed.