

## Board of Tree Experts

## Minutes

June 18, 2019

The Board of Tree Experts met on this date at Rutgers Extension Conference Center, 103 College Farm Road, New Brunswick, NJ 08901 at 2:00 pm.

### Those present were:

Steve Chisholm, Sr, President  
Rich Wolowicz, VP/Treasurer

Barry Emens  
Joe Greipp  
Gary Lovallo  
Kevin Downes  
Pam Zipse  
Mark Goggin  
Todd Wyckoff (phone)

Michael D'Errico, Program Director  
Chloe Gogo, DAG

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

Public in attendance:  
Caryl Beck, Sav-a-tree

### Meeting called to order 2:05 pm

#### 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 G. Lovallo, seconded by R. Wolowicz.  
Motion Passed.

#### III. **Minutes of May 21, 2019:**

Motion to approve minutes by B. Emens, seconded by P. Zipse.  
Motion Passed with changes: updating Directory Search on website and remove M. Hirsch from Reciprocity.

IV. **Administrators Report:**

A. Training Opportunities for LTE/LTCO with CEUs .

- a. CAA had 2-day training in Fairview, NJ at AI D’s Landscape and Tree Service. Training for Chain Saw Safety, Mobile Equipment, ANSI Z133, and Update on Compliance and Enforcement of Law. Good attendance and good feedback. CAA will also be having LTCO Prep Class. One scheduled at JCP&L in Dover on June 27 and one scheduled in TBD on September 19.
- b. Northeastern Arborist Supply: Chipper Operator training.

V. **Treasurer’s Report:**

**June 18, 2019 NJBTE Checking Account:**

Balance Beginning July 01, 2018.....	\$ 78,115.11
Disbursements.....	\$ 83,610.45*
Receipts.....	<u>\$ 12,750.00</u>
Checking Account Balance.....	\$ 7,254.66

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

**June 18, 2019 NJBTE Comprehensive Financial System Account:**

Balance Beginning July 01, 2018.....	\$114,354.17
Disbursements.....	\$ 179,881.39
Receipts.....	<u>\$ 203,740.53</u> *
NJCFS Account Balance .....	\$ 119,857.03

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

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

Checking Account Balance.....	\$ 7,254.66
NJCFS Account Balance .....	<u>\$ 119,897.03</u>
<b>Total Assets</b>	<b>\$ 127,151.69</b>

Motion to approve as written by B. Emens, seconded by K. Downes

Motion Passed.

VI. **General Public Comment:**

Carl Beck of Save-a-Tree talked about expanding network.

VII. **Old Business:**

A. FY 2020 Proposed Budget

The Board received a draft Fiscal Year 2020 Budget. The Board reviewed and discussed potential revenue, and expenditures.

The Board also discussed the pending purchase order for compliance Inspectors. FY 2020 Compliance Inspectors PO should be in place by July 1<sup>st</sup>. The Board is still waiting on a waiver from Treasury for increasing the P/O, which usually takes 8 months for approval. The Board also discussed the need for statewide compliance South Jersey has limited compliance inspections and registered companies have been complaining. A compliance inspection blitz should be planned for those areas not covered. After end of fiscal year 2019, we will have a better idea of what funding is needed for compliance. DEP Comptroller S. Matis will assist the Board in establishing the funding for the board's inspectors.

B. Biennial Renewal of Business Registration

1. New Business Registration for Renewal form is needed as September 14, 2019 is the date for renewals for 2017 registrants. The Board was provided a draft copy of the form.
2. Safety Policy must be submitted within 90 days of renewal or registration will be suspended.
3. Companies performing services requiring an LTE that only have a LTCO will be notified.
4. Businesses listed as sole proprietor will be checked for additional employees and the proper Workers Comp coverage.:

C. Other

Staff will schedule a workday in July with P. Zipse and T. Wyckoff to work with staff on database needs.

VIII. **New Business:**

A. Certification of Exam Grades from June 5, 2019

LTCO exam of June 5, 2019; a one-day prep class was held at the office, with Spanish translation, for 13 applicants whose first language is Spanish and had taken the exam before, some several times, and were unable to pass. 13 attended the class, all took the exam on June 5<sup>th</sup> with 11 passing.

Motion to Certify the Exam Grades of the Licensed Tree Experts and Licensed Tree Care Operator Applicants for the Class of June 5, 2019 who have attained passing grades and will have their names read into the June 18, 2019 minutes. made by R. Wolowicz, seconded by M. Goggin. Motion Passed.

**LTE**

Wayne Cahilly  
Thomas Holmbeck  
Casey Walentowicz

Dumont, NJ  
Moorestown, NJ  
Kinnelon, NJ

**LTCO**

Jose Andrade  
Lawrence Barker, Jr  
Manuel Campoverde  
Rene Diaz-Rangel  
Kyle Disch  
Juan Espinosa  
Juan Flores  
Jose Hernandez  
Eusebio Martinez  
Facundo Martinez  
Joseph O'Leary  
Alonso Porras  
Victor Reyes  
Sean Reynolds  
Frank P. Riccardi  
German Romero  
Matthew Sabato  
Connor Schoenrock  
Patrick Steffener  
Jairo Vargas-Abarca

Manville, NJ  
Mercerville, NJ  
Hackensack, NJ  
Waterford Works, NJ  
Piscataway, NJ  
New Brunswick, NJ  
Piscataway, NJ  
Plainfield, NJ  
Park Ridge, NJ  
Lakewood, NJ  
Washington, NJ  
Dover, NJ  
Dover, NJ  
Mount Laurel, NJ  
So. Plainfield, NJ  
Plainfield, NJ  
Lafayette, NJ  
Upper Saddle River, NJ  
Blairstown, NJ  
North Arlington, NJ

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 Violation issued to date, the number of AONOCAPA’s issued and the NVOS letters sent. A summary of results was also discussed.

D. Review of Applications and Approval:

1. Business Registrations:

Motion to approve 13 business registrations pending License made by R. Wolowicz, seconded by B. Emens. Motion Passed.

Business Registrations Approved:

24-7 Tree Care LLC	Lodi, NJ
All Seasons Tree Service LLC	No. Arlington, NJ
Arbor Care Tree Service LLC	Fairlawn, NJ
CAS Tree Service LLC	Vineland, NJ
Cobra Tree Service & Landscaping	Browns Mill, NJ
Elboni Tree Services LLC	Pennsauken, NJ
J&J Tree Service & Landscaping	Hamilton, NJ
North Easter Tree Care & Property Services	Yonkers, NY
Outdoor Services	Piscataway, NJ
Red Oak Ent LLC/Monster Tree Svc	Brick, NJ
Reynolds & Son Tree Service LLC	Browns Mills, NJ
Scarpone Tree Service LLC	East Stroudsburg, PA
Visa Tree Service	Summit, NJ

E. Other Business:

NJ Shade Tree Federation requested shade tree ordinance from the 5 towns. The Board doesn't have copies of the ordinances but P. Aufiero sent the Shade Tree Federation the link to Jackson Township's Ordinance.

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

Motion to go into closed session by G. Lovallo, seconded by M. Goggin.

Motion passed.

Motion to come out of closed session by G. Lovallo, seconded by M. Goggin.

Motion passed.

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

None

XI. **Adjournment:**

Motion to adjourn at 4:20pm by M. Goggin, seconded by K. Downes.

Motion Passed.