

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

Those present were:

Steve Chisholm, Sr, President
Rich Wolowicz, V. President/Treasurer
Joe Greipp
Pam Zipse
Kevin Downes
Todd Wyckoff
G. Lovallo

Michael D’Errico, Program Director
Chloe Gogo, DAG
Mike Schuit, DAG

Compliance Inspectors
Dean Marzocca

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

Public in Attendance:
None

Meeting called to order 9:37 am

- 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 J. Greipp, seconded by R. Wolowicz.
Motion Passed.

- III. **Minutes of February 19, 2019**
Motion to approve made by P. Zipse, seconded by R. Wolowicz, T. Wyckoff abstains.
Motion Passed with corrections.

IV. **Administrators Report and Correspondence:**

- A. The Garden State Tree Conference from NJ Arborists – ISA Chapter (NJAISA) in Atlantic City on March 5 & 6, 2019 had a tremendous increase in attendance from 150 – 170 last year to 525 on March 5th and 485 on March 6th. Majority of new attendees were seeking CEUs. J. Greipp and D. Marzocca gave a presentation on Compliance and Enforcement and the video is posted on the NJAISA website. The presentation was well received and the phones in the office have been very busy with follow up questions and information on non-compliant companies. Stihl advised the Board office that they have been receiving an increase in requests for Personal Protective Equipment.
- B. S. Chisholm and M. D’Errico will be attending the state County and Municipal Consumers Affairs meeting in Bergen County to do a presentation on the Tree expert and Tree Care Operators Licensing Law. Attorney General Gurbir S. Grewal will be the keynote speaker.
- C. The Board is seeking Investigation Assistance from several sources. We are working toward having access to:
 - 1. the vehicle license plate database. Since we already have access to NJEMS this should be in our favor,
 - 2. Solid Waste list of recycle centers and the companies that dump wood/chips at these facilities. The law states that the recycle centers have a “duty to cooperate”.
 - 3. Set up a meeting with the Board’s compliance inspectors and Board’s DAG enforcement inspector in the DEP to discuss the ways to improve documentation of on-site investigations.

V. **Treasurer’s Report**

March 19, 2019 NJBTE Checking Account:

Balance Beginning July 01, 2018.....	\$ 78,115.11
Disbursements.....	\$ 79,773.63*
Receipts.....	<u>\$ 6,175.00</u>
Checking Account Balance.....	\$ 4,516.50

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

February 19, 2019 NJBTE Comprehensive Financial System Account:

Balance Beginning July 01, 2018.....	\$ 89,790.74	
Disbursements.....	\$ 118,966.86	
Receipts.....	<u>\$ 174,935.25</u>	*
NJCFS Account Balance	\$ 145,759.83	2.

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

Board of Tree Experts – Asset Balance:

Checking Account Balance.....	\$ 64,516.50
NJCFS Account Balance	<u>\$ 145,759.83</u>
Total Assets	\$ 150,276.33

Motion to approve by T. Wyckoff, seconded by P. Zipse. Motion passed.
Discussion: Funding of Compliance Inspectors until the end of the fiscal year and will the board have enough money for this. S. Matus, DEP Comptroller has indicated that we can increase the Compliance Inspectors Purchase Order. The Compliance Inspectors will control their time and work when necessary. The NJBTE is self-sufficient and does not depend on state funding. Our first renewal of business registrations is due in September 2019 and the first license renewals is December 2019. The Board will have revenue every year from renewals as there is also a group of business registrations and licenses up for renewal in 2020.

T. Wyckoff suggested to reduce the amount of paper used, that all board meeting copies should be double sided. The Board was informed that the office has already started using paper that is half the price of the paper previously used.

VI. General Public Comments:

None

VII. Closed Session – Compliance and Enforcement

Motion to go into closed session at 10:27 am by R. Wolowicz, seconded by J. Greipp. Motion passed.

Motion to return to Open Session at 12:30 pm by R. Wolowicz, seconded by G. Lovallo. Motion passed.

VIII. Old Business

- A. Printing Needs: The Board's brochure needs to be updated and reprinted. Suggestions from the Board was to combine the three separates brochures (business, general and municipal) into one, should it be bi- fold or tri-fold. G. Lovallo will work on this.
Motion to print brochures, subject to the review process and board approval made by R. Wolowicz, seconded by K. Downes. Motion passed.

B. Database Update: G. Lovallo discussed the Board’s future database with the Board. A vendor has provided a proposal. The Board will need 2 other quotes from other vendors. The Board also discussed tablets for field work by Compliance Inspectors. P. Zipse and T. Wyckoff will assist staff in determining what is needed for the Database development.

C. Other: None

IX. **New Business**

A. Certification of Exam grades for Licensed Tree Care Operator from March 13, 2019. Motion by R. Wolowicz, seconded by K. Downes. Motion passed.

Ronald Newport	Morristown, NJ
Andres Alfaro-Espinoza	S. Bound Brook, NJ
David Helm	Union Beach, NJ
George Zizes	Englewood, NJ
James Beasley	Hampton, NJ
Manuel Cascante	Springfield, NJ
Robert Coe	Parsippany, NJ
Carl Kern	Sewell, NJ
Jack Toth	Trenton, NJ
James Goucher	Mt. Bethel, PA
Steve Dumock	Willingboro, NJ
Ruth Jacome	Piscataway, NJ
Michael Hartel	Stockton, 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 Violations 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:
13 applications for approval (registrations are held until compliance with licensing) Motion to approve 13 Business Registrations by J. Greipp, seconded by P. Zipse. Motion approved with notation that registration will not be sent if there is no licensee.

2. LTE Reciprocity:

Motion to table 2 LTE Reciprocity applications pending additional info by J. Greipp, seconded by P. Zipse. Motion passed.

E. Other:

Some businesses are claiming “sole proprietor” which does not require Worker’s Comp coverage. This was not intended for LTCO work and it would be impossible to do LTCO work alone. Sole Proprietor was intended for LTE consulting. The Board discussed rechecking businesses claiming sole-proprietor.

P.Zipse discussed with the Board that maybe an “LTCO CORE Training” should be required of licensed tree care operators. It was also noted that the Garden State Tree Conference had some logistical problems, noise from the back was distracting to those trying to hear the speakers. This will be discussed at the next NJAISA meeting. The NJAISA will try to better control the distractions in the meeting room, maybe handing out “Conference Etiquette” flyer.

X. General Public Comments:

None

XI. Adjournment:

Motion to adjourn by R. Wolowicz, seconded by K. Downs. Motion passed.

Meeting Adjourned 1:20 pm