

## Board of Tree Experts

## Minutes

May 15, 2018

The Board of Tree Experts met on this date Modern Equipment 75 New Street, Edison NJ 08820 at 6:00 pm.

Those present were:

Rich Wolowicz, VP/Treasurer  
Mark Goggin  
Joe Greipp  
Gary Lovallo  
Pam Zipse  
Kevin Downes  
Carrie Sargeant  
Michael D'Errico, Program Director  
Michael Shuit, DAG

Arlene Dietz, Adm. Asst/Recording Secretary

Public in attendance: None

### **Meeting called to order 6:00 pm**

- I. **Open Public Meeting Act:**  
Open Public Meeting Act was read by M. D'Errico, signed by R. Wolowicz & G. Lovallo
- II. **Approval of Agenda:**  
Motion to approve made by J. Greipp, seconded by K. Downes  
Motion Passed
- III. **Minutes of April 17, 2018:**  
Motion to approve minutes, made by G. Lovallo, seconded by J. Greipp  
Motion Passed with C. Sargeant abstained
- IV. **Administrative Report:**  
None to report

V. **Treasurer's Report:**

Motion to approve treasurer's report, as submitted made by K. Downes, seconded by P. Zipse. Motion passed

May 15, 2018 checking account:

Balance Beginning July 01, 2017.....	\$57,702.15
Disbursements.....	\$167,744.46*
Receipts.....	<u>\$176,775.00</u>
Checking Account Balance.....	\$66,533.64

\*Includes \$85,000.00 moved to the NJCFS account

May 15, 2018 NJCFS account:

Disbursements.....	\$ 0.00
Receipts.....	<u>\$92,500.00</u>
NJCFS Account Balance .....	<u>\$92,500.00</u>

Asset Balance as of May 15, 2018.....\$159,032.64

Treasurers Report included a review of both online and offline balances and disbursements and receipts

A suggestion was made to include a breakdown of payments by businesses, licensees and applications and also a breakdown of spending in categories.

VI. **General Public Comments:** None

VII. **Old Business**

A. **Field Inspectors: # of applications:**

The deadline for application for Field Inspector is May 29, 2018, 3 applications are presently available. Board discussed additional methods to increase the number of applications through additional advertising and possibly extending the deadline.

A suggestion was made to use the State job listing website. M. Shuit, DAG will provide information for this.

B. **Hearing Request cancelled:**

The LTE Reciprocity applicant notified the Board that he will be cancelling his hearing request. The Board will request a letter in writing from the applicant confirming that the hearing was cancelled with the OAL.

**C. Number & Status of Notices of Violations:**

The Board was informed that 50 NOV's have been issued to date. From the NOV's four Business Registrations have been submitted and 2 are up for Board approval this month. One company is no longer in business. A list of approximately 150 – 200 businesses are still pending NOV's. Approximately 100 – 200 existing Registered Businesses are without a licensee and are scheduled for NOV's.

**D. Grace periods over – now follow up on licensees & services:**

The Board will now be monitoring Certificates of Insurance and when they expire, whether a Business that is registered has a Licensee and if a Safety Policy has been submitted and approved. Companies who are not in compliance will issued an NOV.

**E. Other – None**

**VIII. New Business:**

**A. Exams schedule:**

Exam dates have been posted on the website for the next 3 exam dates: June 6, 2018 (Rutgers), July 25, 2018 (Rutgers) and September 12, 2018 (Meadow Lakes). All 3 exam dates will include written and field exams.

**B. AO/NOCAPA:**

Discussion of the process and use of the AO/NOCAPA and the role of the DAsG in this process. The AO/NOCAPA form is pending and the discussion of the need for and urgency of having this available. There will be an attempt to have it ready prior to the next meeting.

**C. Safety Policy:**

31 Safety policies submitted, 7 approved, 24 denied. Reasons for denial were discussed. The TCIA discount was discussed and possible Safety Policy training as well.

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

The Board was provided with a update on the compliance with the law.

**E. Review of Applications and Approvals:**

1 CTE to LTE

One CTE to LTE application for approval

Motion to approve made by C. Sargeant, seconded by P. Zipse, Motion passed

## 2. Grandfathering for LTCO

Twenty-six applications for approval, 1 denied

Motion to approve made by K. Downes, seconded by M. Goggin, Motion passed

## 3. LTCO Reciprocity

Three applications for approval. Motion to approve made by P. Zipse, seconded by C. Sargeant, Motion passed

## 4. Business Registrations

Twenty-five Business Registrations applications for approval.

Motion to approve made by M. Goggin, seconded by K. Downes, Motion passed

**F. Other**

A thank-you letter for Modern Equipment from the Board was discussed and suggested.

**IX: General Public Comments:** None

**X. Closed Session:**

Motion to go into closed session by K. Downes, second. By P. Zipse.  
Motion passed

Motion to come out of closed session by J. Greipp, seconded by M. Goggin.  
Motion Passed

**XI. Adjournment:**

Motion to Adjourn made by G. Lovallo, seconded by J. Greipp, Motion passed  
Meeting adjourned 9:30 pm