

## Board of Tree Experts

## Minutes

May 19, 2020

The Board of Tree Experts met on this date at the NJBTE Office, 101 W Veterans Hwy, Jackson, NJ 08527.

### Those present were:

Steve Chisholm, Sr., President

#### Attending by Phone

Gary Lovallo

Rich Wolowicz

K. Downes

Joseph Greipp

B. Emens

P. Zipse

T. Wyckoff

M. Goggin

#### Attending by Phone

Candice McLaughlin, DAG

Michael Schuit, DAG

Michael D'Errico, Program Manager

Patty Aufiero, Recording Secretary

Arlene Dietz, Administrative Assistant

Erin Lyons, Administrative Assistant

Zamayra Rivera, Administrative Assistant

Meeting called to order at 9:34 am

- I. **Open Public Meeting Act:** Read by M. D'Errico, signed by S. Chisholm and R. Wolowicz/P. Aufiero.
- II. **Approval of Agenda:** Motion to approve by R. Wolowicz, seconded by B. Emens. Motion passed.
- III. **Minutes of April 21, 2020:** Motion to approve minutes with minor changes by J. Greipp, seconded by B. Emens. Abstaining: P. Zipse, M. Goggin, T. Wyckoff  
Motion passed.

IV. **Administrative Report and Correspondence:**

1. Tantum Tree Removal had an incident on May 6, 2020 with a fatality in Asbury Park, NJ. Rope was tangled in branch there were 2 ground workers, one loaded limb into chipper, rope caught the leg of the other ground worker. He was pulled off his feet and his head hit chipper chute. He was taken to JSUMC in Neptune, NJ where he expired on May 9, 2020. OSHA is investigating, Asbury Park Police Dept was called and determined it was an accident. Called was placed to the Asbury Park PD for report but was not returned due to Covid-19 restrictions. The worker was a 60-year-old male who had been working for Tantum for 20 years. At his funeral approximately 60 tree companies had a procession passed his house.
2. Dr. Ellen Bauske from University of Georgia, Center for Urban Agriculture, Program Coordinator is interested in speaking with the Board members for some information on how the Tree Experts and Tree Care Operators Licensing Act came about and how the Board accomplished having it pass the legislature in NJ.
3. Letter was sent to Assemblyman Ron Dancer answering his question regarding the number of "Out of State" tree companies are registered with NJBTE. There are 43 companies registered and with a licensee (NY, PA, DE) 6 companies have incomplete applications. This is not the total number of companies working in NJ from other states.
4. "Essential Personnel" vs "First Responder" for tree industry in NJ.  
Discussion: There is legislation that covers "First Responder" Statute for First Responders has detailed criteria that would be difficult for the Board to obtain. "Essential Services" is more a flexible designation. The DEP has several essential personnel designations. Tree care operations have been designated essential in previous emergencies for storms, hurricanes, etc. M. Schuit will look into letter from NJBTE requesting this.

V. **Treasurer's Summary Report:**

May 19, 2020

1. Board of Tree Experts – Asset Balance:

Checking Account Balance.....	\$ 15,625.00
NJCFS Account Balance.....	\$136,421.95
 ASSET BALANCE AS OF May 19, 2020.....	 \$152,046.95

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A. Summary: Since the Last Treasurer's Report – Checking Account

Expenditures: \$ 926.17  
Revenue: \$9,726.00

Checking Account Balance.....\$ 15,625.00

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B. Summary: Since the last Treasurer's Report - NJCFS Account

Expenditures: \$ 0.00  
Revenue: \$ 0.00  
NJCFS Account Balance.....\$ 136,421.95

C. PURCHASE ORDERS: have been established for Staffing, Compliance Inspectors and Mail Postage Machine NJCFS Account

	NJCFS Account	Remaining
1. Staff Purchase Order:	\$ 201,384.06	\$ 44,767.95
2. Compliance Inspectors:	\$ 40,000.00	\$ 3,555.00
3. Jersey Mail Systems contract:	\$ 511.56	\$ 0.00
4. Compliance Inspector 22nd Century	\$ 50,000.00	\$ 35,735.25
5. Compliance Inspector #4	\$ 11,250.00	\$ 11,250.00
Total PO's	\$303,145.62	\$ 95,308.20

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Motion to accept Treasurer's Summary Report by T. Wyckoff, seconded by G. Lovallo. Motion Passed.

Motion to change agenda by P. Zipse, seconded by T. Wyckoff. Motion passed.

VI. **A. Database:** SA My License, used by Div. of Consumer Affairs gave an estimate of \$300,000.00 to create our database from a template with \$1,800.00 monthly fee. We would not own this database and info would be shared with other users of My License.

Peter Schmitt Associates was recommended by NJIT. Proposal to design our database is \$19,000.00 and his fee is \$75.00 per hour for support. We would own the database and it is an original design, not a template.

Discussion: Updates are done on an as needed basis. T. Wyckoff suggested using Azure instead of AWS (Amazon Web Security). DEP uses Azure (Microsoft).

Motion to use Peter Schmitt Associates for database made by P. Zipse, seconded by T. Wyckoff. Motion passed.

Motion to go back to regular agenda by P. Zipse, seconded by T. Wyckoff. Motion passed.

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

No Public in attendance.

VIII. **Closed Session:**

Motion to go into closed session by P. Zipse @ 10:47am, seconded by T. Wyckoff.  
Motion passed.

Motion to come out of closed session by R. Wolowicz, seconded by G. Lovallo.  
Motion passed.

IX. **Old Business:**

**B. Exams:** since we have been closed to the public for Covid-19 we have not given any exams. Staff is waiting for policy/guidance for re-opening. We have 100 applicants on the waiting list. We will start out with 10 per day and the first group will not be from the most affected counties but from those counties that had low numbers. If an applicant is concerned about coming inside for the exam, he/she can postpone to a later date and continue working.

- Staff will wear gloves and masks.
- Temperature will be taken with digital scan thermometer, outside, before examinee enters the building. If over 99.8 reschedule
- Masks must be worn.
- Examinee must bring a pencil/pen.
- Hand Sanitizers will be available.
- When completed the examinee will place the test booklet in a plastic box (no contact).

There will not be a Spanish Translator available for the first few exam dates.

We are looking for locations for the LTE Field Exam, possibilities; Thompson Park in Monmouth County, Allaire State Park. Covid-19 precautions will be followed.

**C. Other:** None

X. **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. No Exam in April.

**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.

C. Compliance Inspector Report: D. Marzocca spending 2 days in South Jersey this week. Monday he was in Cape May & Atlantic Counties found 15 companies in violation. Thursday he will be in Gloucester County, B. Emens will send G. Lovallo some names of non-compliant companies.

P. Donovan, the newest Compliance Inspector, came to the office for training with staff and procedures for office. He will spend 2 days with J. Cramer for field training and it was suggested that he also field train with D. Marzocca and/or L. Garcia.

D. Review of Applications and Approval -

Business Registrations: Motion to approve five (5) business registrations by R. Wolowicz, seconded by B. Emens. Motion passed.

Pleasant Valley Landscaping	Orwigsburg, PA
Top Notch Landscaping & Design	Franklin, NJ
VJ Landscaping LLC	Hamilton, NJ
All Cuts Tree Service	Nyack, NY
Professional Keylor Tree Service	Spring Valley, NY

LTCO by Reciprocity: Motion to approve one (1) LTCO by Reciprocity by P. Zipse, seconded by J. Greipp. Motion passed.

James Wasolko	Freehold, NJ
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E. Other - None

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

No Public in attendance.

XII. **Adjournment:**

Motion to adjourn by R. Wolowicz, seconded by B. Emens. Motion passed.

Adjourned 12:19 pm

Next meeting is scheduled for Tuesday, June 16, 2020 at 9:30 am