

The Board of Tree Experts met on this date at Modern Equipment, 75 New Street, Edison, NJ.

Those present were:

Steve Chisholm, Sr, President
Rich Wolowicz, Vice President/ Treasurer
Barry Emens
Mark Goggin
Joe Greipp
Gary Lovallo
Pam Zipse
Kevin Downes

Michael D’Errico, Program Director
Michael Schuit, DAG

P. Aufiero, Recording Secretary
A. Dietz, Administrative Assistant
Debbie Feliciano, Administrative Assistant – clerical

Public in attendance:
Scott D’Amico LTE # 666

Meeting called to order 6:16pm

I. Open Public Meeting Act:

Open Public Meeting Act was read by M. D’Errico.

II. Approval of Agenda

Motion to approve made by J Greipp, seconded by B Emens.
Motion Passed.

III. Minutes of September 19, 2017

Motion to approve minutes by G Lovallo, seconded by M Goggin.
Motion Passed.
Comments: J Greipp; one correction to text.

IV. Administrators Report:

- N J Nursery & Landscaping presentation was postponed to January 2018.
- The Board was provided with the definition of “ground based maintenance” and discussed the differences to tree care services including the removal of trees and the use of ropes and aerial lifts.
- The Business Directory is now available online.

- S. Chisholm introduction of new staff, Arlene Dietz and Debbie Feliciano.
- Staff has targeted incomplete applications and finding companies that were not notified.
- Landfill/Dump sites are good location to spot unregistered companies.
- Some municipalities aren't issuing tree removal permits unless company is registered with NJBTE.
- The Board was provided with a list of Business complete, sorted by LTCO & LTE.
Comment, S Chisholm; Appraisals and Insurance claims are not the same as estimates. Some LTCO companies are confusing them and should be noted.
- Fee Schedule
*\$25.00 late fee for Business, first deadline was 6/16/17 second 9/14/17
Discussion; late fee charged as of January 1, 2018.
Motion by G Lovallo, seconded by K Downes, motion passed.
*Exam Application Fee is \$50.00, written exam \$100, field exam \$100 must be paid 30 days prior to exam. As per rules, Exam app required for each exam cycle as some info can change.
- Next scheduled written test is February 7, 2018 at Meadow Lakes.
Discussion; Board wants to have 4 exam cycles before April 12, 2018.
- Oct 10, 2017, Board sent letter to 64 CTE's that have not updated or paid \$150.00 licensing fee. Five replied, they are retiring.

Discussion; we will lose some Certified Tree Experts to the new law. K Downes suggested one last phone call to each.

V. **Treasurer's Report**

November 21, 2017

Balance Beginning	July 01, 2017.....	\$57,702.15
	Disbursements.....	\$26,312.83
	Receipts.....	\$80,250.00
Checking Account Balance.....		\$111, 639.32
Asset Balance as of November 21, 2017.....		\$111,639.32

Motion to approve by B Emens, seconded by K Downes
Motion Passed.
Discussion: Verify rent \$54.45 monthly for Board Office.

VI. **General Public Comments:**

Scott D'Amico, new LTE# 666. Told the Board he plans to be an active member and asked the Board when will he get an LTE card?

VII. **Old Business**

A. BTE Account update - S Chisholm reported that he spoke with DEP Comptroller Steve Matis re: the off-line account and the budget amount to include Staff, Inspectors, Webmaster for 1 year, etc. R Wolowicz and S Chisholm will reach out to him the end of November with a final amount. S Chisholm also has asked , K Downes, G Lovallo and B Emens to develop a job description for the board field inspectors. Compliance officers should be LTEs but Board must be careful to not allow inspection of a competitor's in their area.

B. NJEMS update – The Board is waiting on the NJEMS system to be updated. Once completed the Board will issue certificates: The Board was shown samples and asked to decide the format of the seal that will be attached. A correction on the certificate with text was noted.

C. Notice of Violation and Letter of Noncompliance – The Board discussed the Notice of Violation and Non-Compliance letters; DAGs M Schuit & C Gogo are still working on draft, will be ready for December meeting.

Discussion: Should there be a N.O.V. and a Non-Compliance separately? The Board's DAGs are going to combine the two letters into one letter of Non-Compliance.

D. Continuing Education Units – CEU Committee – The Committee reported on several CEU requests.

E. Other – None

VIII. **New Business:**

A. Safety Policy – The Board discussed the Comprehensive Written Safety Policy that is required within 90 days of Business Registration, not enforced until now. A Safety Policy packet was handed out to the Board. The Board will notify Registered Businesses of the requirement.

B. Complaint process and the Compliance and Violation Committee – The Board was provided with an updated complaint process based upon the previous discussion at the October 2017 Board meeting. The Board discussed and the Compliance and Violation Committee will review.

C. Compliance with the Law/Rules - Update with Numbers – The Board was provided with a handout of the compliance numbers to date.

The Board started to discuss LTE Reciprocity points; only 1 point is given for membership(s) in related groups (TCIA, ISA, etc.) and 1 point for safety training. Motion to approve new business by J Greipp, seconded by R Wolowicz.

Discussion: the Board discussed aspects of the LTE Reciprocity checklist, out of state certifications and components of exams of other states.

D. Review of Applications and Approval

1. LTE Reciprocity – LTE Reciprocity Committee

4 LTE by Reciprocity approved, 1 denied
Motion by J Greipp to approve, seconded by R Wolowicz. Motion passed.

2. CTE to LTE

21 CTE to LTE approvals: Motion to approve by R Wolowicz, seconded B. Emens.
Motion passed.

3. Grandfathering (LTCO) – LTCO Grandfathering Committee

30 New LTCO by Grandfathering approvals: Motion to approve 28 of the 30 by J Greipp, seconded by R Wolowicz. Motion passed. Holding 2 pending additional information.

4. LTCO Reciprocity – None

5. Business Registrations

27 Business Registrations approval: Motion by R Wolowicz to approve, seconded by B. Emens. Motion passed.

E. Other – None

IX. General Public Comments: None

X. Closed Session

Motion by R Wolowicz to go into Closed Session, seconded by M Goggin. Motion passed.

Motion by R Wolowicz to come out of Closed Session, seconded by M Goggin. Motion passed.

XI. Adjournment

Motion by R Wolowicz to adjourn, seconded by M Goggin. Motion passed. Meeting adjourned at 9:30 pm.