

# Board of Tree Experts

# Minutes

October 17, 2017

The Board of Tree Experts met on this date at Jackson Township Municipal Building, 95 W Veterans Hwy, Jackson, NJ 08527, at 9:30 am, to discuss the business of the Board.

Those present were:

Steve Chisholm, Sr, President  
Gary Lovallo  
Barry Emens  
Carrie Sargeant  
Mark Goggin  
Joe Greipp  
Michael Schuit, DAG  
Chloe Gogo, DAG  
Michael D'Errico, Program Manager  
P. Aufiero, Recording Secretary

Public in attendance:

Trevor Hoeckele

Meeting called to order 9:37am

I. **Open Public Meeting Act:**

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

II. **Approval of Agenda**

Motion to approve made by B Emens, seconded by M Goggin  
Passed

III. **Minutes of September 19, 2017**

Motion to approve minutes by G Lovallo, seconded by M Goggin  
Passed

Comments: C Sargeant correction to minutes of closed session, J Greipp spelling of name

IV. **Administrators Report**

- Staff doing follow ups on Business Registrations, LTE and LECO with phone calls, letters and emails, also sent email blasts to HIC list for total of 2 emails and brochure through mail. The Board had discussion on how to reach more tree companies.

- Chloe Gogo was introduced to the Board and will be the DAG for Enforcement.
- Home Advisor requiring business registration, they will call the Board office to verify since the registrations are not available on the website yet.
- Staff plans to reach out to the municipalities as follow up, the Board discussed.
- Badges and ID cards have been ordered for Board members; Staff will arrange to have someone speak to the Board about Badge Etiquette once badges are provided.
- New Computer was purchased and is ready for NJEMS access.
- Business cards were distributed to Board members.

V. **Treasurer’s Report:**

**October 17, 2017**

|   |                    |              |
|---|--------------------|--------------|
| Balance Beginning                         | July 01, 2017..... | \$57,702.15  |
|   | Disbursements..... | \$16,430.99  |
|   | Receipts.....      | \$61,400.00  |
| Checking Account Balance.....             |                    | \$98,205.07  |
| Asset Balance as of October 17, 2017..... |                    | \$102,671.16 |

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

Discussion: The Board website went from static to mobile access.

Treasury has not yet found which LTE bounced \$150. 00 two-year license check.

VI. **General Public Comments (3 minutes/person)**

Trevor Hoeckele had his CTE but it lapsed due to nonpayment of renewal for four years. He doesn’t recall receiving a renewal notice and he moved so he may not have received all of his mail but states that his previous employer was supposed to pay it. He wants to know how and if he can be reinstated as a Certified Tree Expert.

Discussion: Board will go into closed session for a decision on Trevor Hoeckele’s request.

VII. **Old Business**

**A. NJEMS Update** – The Board is still waiting for the NJEMS upgrade and hope to have it within the next few days. We will have one staff person dedicated to entering information into NJEMS which between LTE, LTCO and business registrations is over a thousand files. Once business registration numbers and certificates are produced through NJEMS, a Business Registration packet is planned which will include the Codes of Conduct and Ethics.

**B. Notice of Violation** – The Board discussed with DAG Schuit and DAG Gogo a draft copy of a Notice of Violation.

Several items were discussed including: having a checklist of violations, allowing a period of time to correct before fine, form should be in triplicate, write a sentence of how to become compliant, a follow up letter specific to the violation, text and definitions can be printed on reverse side of the NOV. The Board also discussed several items of interest as it pertains to Enforcement: Could a job can be shut down on the spot allowing violator to make the site safe before becoming compliant and completing? If owner can be called if not on site with work crew? Whether owners name will be on NOV and the name of the person first encountered (foreman)? The Board will have at least 3 compliance officers; to assist in field inspections; and violations, one in the north, central and south. A job description for compliance officers needs to be written.

**C. Other** – The Board discussed the Complaint Forms and Complaint Process found on the website. It was decided that for the Board to consider a complaint, the individual must use one of the two forms found on the website.

VIII. **New Business:**

**A. LTE/LTCO September Exam and certifying the list** – The September 26, 2017 LTE/LTCO exam was held at Meadow Lakes, thank you to Joe Greipp and the Meadow Lakes facility for hosting the exam. J. Greipp read the names of exam applicants who had passed the exam

List read of LTE's September 26, 2017 Class that passed the exam.

**Steven Addeo**                      **LTE # 664**  
Rutherford, NJ

**Robert Caffrey**                      **LTE # 665**  
South Plainfield, NJ

**Robert D'Amico**                      **LTE # 666**  
Millstone, NJ

**Gregory Hanley**                      **LTE # 667**  
Freehold, NJ

**Steven Koester**                      **LTE # 668**  
South Amboy, NJ

**Michael McCoy**                      **LTE # 669**  
Springfield, PA

**Hans Tielmann**                      **LTE # 670**  
Mendham, NJ



#### **D. Other**

DAG Schuit asked for an update on audit resolution. The Board was informed that staff is working out what we will need to keep employees and office running. We have not engaged in moving employees (contract staff) and webmaster to State's NJ Start Program yet. DAG Schuit asked if this will be complete by November meeting. Staff responded that the Board will need 2-3 months for transition due in part to the workload ahead of staff in catching up to backlog of business registrations and licenses that must be taken care of first.

#### **IX. General Public Comments (3 minutes/person)**

None

#### **X. Closed Session – if necessary**

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

Motion to come out of closed session by G Lovallo, seconded by J Greipp. Motion Passed

**A. Discussion with Trevor Hoeckele as a result of Closed Session** – The Board informed Mr. Hoeckele that his request to reinstate his CTE credential was denied. He was told that he can continue to work and must become licensed or have someone in his employ licensed by April 12, 2018 or the passage of 4 exams cycles. His CTE credential has expired and cannot be reinstated as per Board precedent.

**XI. Adjournment** - Motion to Adjourn by G. Lovallo, second by B. Emens. Motion passed  
Adjournment: 12:35 pm