

# Board of Tree Experts

# Minutes

# October 16, 2018

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

### Those present were:

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

Michael D'Errico, Program Manager  
Chloe Gogo, DAG

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

### Public in attendance:

Ann-Marie Hippeli	Raritan Valley Tree Service
Dan Jolly	Twp. of North Brunswick
Dean Marzocca	NJBTE Compliance Inspector
Chris Daggett	NJBTE Compliance Inspector
Kevin Papocchia	Orange Valley Tree Experts

### Meeting called to order 9:35am

#### I. **Open Public Meeting Act:**

Open Public Meeting Act was read by M. D'Errico, signed by S. Chisholm and R. Wolowicz.

#### II. **Approval of Agenda:**

Motion to approve with changes made by R. Wolowicz, seconded by J. Greipp  
Motion Passed.

#### III. **Minutes of September 18, 2018**

Motion to approve minutes by J. Greipp, seconded by T. Wyckoff,  
Motion Passed, with minor corrections.

**IV. Administrators Report:**

- A. A total of 28 exam applicants are registered for LTE and LTCO Examinations on November 7, 2018 in Jackson.
- B. The outside of BTE building has been painted and the wood deck and stairs have been replaced.
- C. The Board discussed signage for the Board’s office. The Board approved a budget up to \$300 to be spent on signage for the front of the office.
- D. Staff received a phone call asking about tree company using a Boeker or Bocker truck, a type of crane/platform mainly used to lift supplies onto buildings. Noted: boom is made of aluminum not encased in fiberglass. The Board discussed if unit is considered a crane or a lift.
- E. The office received a phone call from company that received an NOV advertising tree work for hire that uses a crane. Owner states he is a licensed crane operator for hire and he is exempt since he is contracted by tree care companies not the homeowner. The Board discussed. Tree companies hire him for crane jobs. He was told he must remove advertising tree work, or he must register and be licensed through the board.
- F. A company advertising tree work for hire received an NOV. Owner claims he is not a tree company they are a broker. Question: does he find the work and then contract it out or do the tree companies ask him to find work. By law he cannot advertise as a company that provides tree care unless he is registered and licensed. The Board discussed. The owner was told to adjust his advertising to reflect he is a broker and not a tree company for hire.
- G. Board members received a booklet with a listing of compliant registered businesses.

**V. Treasurer’s Report**

**October 16, 2018 NJBTE Checking Account:**

Balance Beginning July 01, 2018.....	\$ 78,115.11
Disbursements.....	\$ 71,320.30*
Receipts.....	\$ 2,775.00
Checking Account Balance.....	\$ 9,569.81

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

**October 16, 2018 NJBTE Comprehensive Financial System Account:**

Balance Beginning July 01, 2018.....	\$ 89,790.74
Disbursements.....	\$ 41,038.05
Receipts.....	<u>\$ 123,070.00 *</u>
NJCFS Account Balance .....	\$ 171,822.69

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

**Board of Tree Experts – Asset Balance:**

Checking Account Balance.....	\$ 9,569.81
NJCFS Account Balance .....	<u>\$ 171,822.69</u>
<b>Total Assets</b>	<b>\$ 181,392.50</b>

Motion to approve treasurer’s report, as submitted by B. Emens, seconded by K. Downes, Motion passed.

Discussion: R. Wolowicz used new report format along with old format to see which would be clearer. He will try this format again for the next meeting. M. D’Errico discussed with the Board about the NJCFS account having encumbered amounts for staff salaries and for inspectors. November’s treasurer report will include those amounts.

**VI. General Public Comments:**

1. Ann-Marie Hippeli, Raritan Valley Tree Service (RVTS): Asked a question to the Board about enforcement of law, can municipalities enforce? Answer: yes, they can and should enforce compliance.  
Mrs. Hippeli then stated to the board that businesses that are not registered and do not have a licensee are still working and underbidding companies like RVTS, so much that it is affecting their livelihood. The Board asked Mrs. Hippeli if she could write down her thoughts and submit them to the Board.
2. Kevin Papocchia, Orange Valley Tree Service: Asked a question about “grandfathering: as LTCO, Board will review his application.

**VII. Old Business**

**A. Compliance Inspectors Training**

G. Lovallo discussed with the Board the compliance inspectors training including the development of a Compliance Inspector Manual, Forms for Inspectors, Daily Reports, and Log Book. A training session will occur after the Board meeting today. The Board then discussed the phone system for the Board. It was agreed that the phone system will be upgraded to include a designated line for compliance inspectors to call the office and another public line to reduce the number of calls going to voice mail, a total of four line will occur for the office.

- B. Reciprocity Application: The Board's Reciprocity Committee has completed its update of the reciprocity application. Changes made to the application include, additional questions added regarding criminal history and/or OSHA violations or any other violations and judgements to the applicant and a request for supportive documents.
- C. Database vs Spreadsheet – the need for a database program: The staff discussed with the Board the current use of Excel Spreadsheet and its limitations as the amount of data continues to increase. The Board then discussed the conversion to a Data Base Program which would be more efficient for the quantity of data that is stored. Staff with the assistance of G. Lovallo will investigate data base software programs for future Board use.
- D. Other: None

VIII. **New Business:**

A. Compliance with the Law/Rules – Update with Numbers

The Board received the monthly updated listing of numbers for compliance with the law and the rules.

B. Notice of Violation/AONOCAPA/MR1 update numbers

The Board received report on the number of Notices of Violations issued to date, the number of AONOCAPA's issued and the MR 1 letters sent. A summary of results was also discussed.

C. Review of Applications and Approval

1. Business Registrations

Motion to approve 12 new Business Registrations pending complete application and compliance with the law by K. Downes, seconded by B. Emens  
Motion Passed.

2. LTCO Grandfathering

Motion to approve 1 LTCO by Grandfathering by K. Downes, seconded by R. Wolowicz. Motion Passed.

3. LTCO Reciprocity

Motion to approve 3 LTCO Reciprocity by J. Greipp, seconded by T. Wyckoff  
Motion Passed.

D. Other

NJ Assemblyman Ron Dancer wants to meet with 3 Board members to discuss adding county and municipal workers to be covered under the law. S. Chisholm also mentioned that a meeting with the League of Municipalities will occur to discuss the Board and municipalities working together.

**IX. General Public Comments:**

None

**X. Closed Session – Compliance and enforcement procedures:**

Motion to go into Closed Session by G. Lovallo, second by J. Greipp.  
Motion passed.

Motion to come out of closed session by J. Greipp, seconded by B. Emens.  
Motion Passed.

**XI. Adjournment:**

Motion to adjourn at 12:30pm by B. Emens, seconded by J. Greipp.  
Motion Passed.