

Board of Tree Experts Minutes

September 15, 2020,

The Board of Tree Experts met on this date at the New Jersey Board of Tree Experts Office, 101 West Veterans Highway, Jackson, NJ 08527

Those present were:

Steve Chisholm, Sr., President
Gary Lovallo
Joseph Greipp
B. Emens

Attending by Phone

P. Zipse
K. Downes
M. Goggin

Attending by Phone

Candice McLaughlin, DAG
Michael Schuit, DAG

Michael D'Errico, Program Manager
Staff
Patty Aufiero, Recording Secretary
Arlene Dietz, Administrative Assistant
Erin Lyons, Administrative Assistant
Zamayra Rivera, Administrative Assistant

Meeting called to order at 9:45 am

- I. **Open Public Meeting Act:** Read by M. D'Errico, signed by S. Chisholm and J. Greipp.
- II. **Approval of Agenda:** Motion to change order of Agenda by J. Greipp, seconded by B. Emens. Motion passed.
- III. **Minutes of August 18, 2020**
Motion to approve minutes of 8-18-2020 with changes by J. Greipp, seconded by B. Emens. Motion passed. B. Emens and M. Goggin abstained.
Discussion: The Board discussed the procedure to be used to make changes and corrections to minutes. Changes and corrections will be provided to Board members at the next meeting in red and Board members will then vote to approve minutes. Vote to approve August minutes will be held until October meeting when changes and corrections are provided to the Board.

IV. Administrative Report and Correspondence

None

V. Treasurer’s Summary Report

NJ Board of Tree Experts
September 15, 2020
Fiscal Year 21

1. Board of Tree Experts – Asset Balance:

Checking Account Balance.....	\$ 2,784.97
NJCFS Account Balance.....	\$ 22,352.18
Budget Authority Reserve.....	\$ 54,789.48
<i>ASSET BALANCE AS OF September 15, 2020.....</i>	<i>\$ 79,926.63</i>

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

Expenditures: \$2,907.76
Revenue: \$0.00*

Checking Account Balance.....\$ 2,784.97

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

Expenditures: \$0.00
Revenue: \$0.00

NJCFS Account Balance.....\$ 22,352.18

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

<u>NJCFS Account</u>		<u>Remaining</u>
1. Staff 22 nd Century Purchase Order:	\$ 252,987.81	\$ 63,694.27
2. Compliance Inspectors 22 nd Century PO	\$ 87,463.38	\$ 54,683.84
3. Compliance Inspectors (CAA):	\$ 38,000.00	\$ 20,410.00
4. Postage Meter Rental 3 months	\$ 73.08	\$ 0.00
Total PO’s	\$378,524.27	\$138,788.11

Treasurer's Summary Report continued:

Motion to approve Treasurer's Summary Report by G. Lovallo, seconded by P. Zipse. Motion passed. J. Greipp abstained.

Discussion: The Treasurer's Summary Report will now be recorded on Quick Books. Payments sent to Treasury that have not been posted will not be included in totals for that monthly report until the deposit is recorded on the account ledger. Previous reports included these payments. The Board now has access to the NJCFS State Account from the Department of Treasury and have been given a contact person to answer any questions we may have concern the account. This contact person will also assist the Board to obtain copies of all necessary fiscal reports. The Treasurer's Summary Report for August will be updated for the October Board meeting.

VI. General Public Comment (3 minutes/person)

None

VII. Closed Session – Enforcement and Compliance

Motion to go into closed session by G. Lovallo, seconded by B. Emens. Motion passed, 11 am.

Motion to come out of Closed Session by G. Lovallo, seconded by B. Emens. Motion passed at 12:14pm.

VIII. Old Business

- A. Database Update: We are working on getting the kink out of the system. When these are worked out the Board members will have secured access to database information.
- B. Oak Wilt Survey Project: The Board received a monitoring flyer announcing 200 free tests for Oak Wilt from the Rutgers Diagnostic Lab. Staff will send to LTEs in email blast.
- C. Other:
 - Motion to request LTE exam review by sub-committee or staff for pruning classes by J. Greipp, seconded by G. Lovallo. Motion passed.
 - Motion to request a voluntary annual audit by DEP Comptroller, S. Matis made by J. Greipp, seconded by G. Lovallo. Motion passed.

IX. New Business

Public in attendance by phone: Danielle Mistretta; to hear her husband's name read into the minutes for passing the LTCO examination.

Certification of Exams for August and September 2020 continued:

A. Certification of Exams for August and September 2020: Motion to certify LTE and LTCO examination grades for August and September 2020 and read into the minutes of September 15th by J. Greipp, seconded by G. Lovallo. Motion passed.

LTE

Daniel Black	Lanoka Harbor, NJ
James Federici	Howell, NJ

LTCO

Cipriano Cruz	Long Branch, NJ
Melvin Abrego	Plainfield, NJ
Samuel Quiroz	Somerset, NJ
Adams Duarte	Middlesex, NJ
Elmer Cedillos	Freehold, NJ
Armando Coyote	Elmwood Park, NJ
Conrrado Herrera Vasquez	Matawan, NJ
Florentino Mentle	Freehold, NJ
Javier Garcia	Somerset, NJ
Luis Florez	Madison, NJ
Rumaldo Castro Caguana	Spring Valley, NY
Hector Gutierrez	Chalfont, PA
Federico Gonzalez Ortiz	Mays Landing, NJ
Isidro Martinez	Long Branch, NJ
Vincent Martinez	Long Valley, NJ
Henry Giron	Middlesex, NJ
Servando Flores	Howell, NJ
Anibal Gonzalez	Ewing, NJ
Bernie Castillo	Paterson, NJ
Robert Mistretta	Toms River, NJ

B. 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.

1. Business renewal deadline is September 14, 2020, grace period ends October 14, 2020. Non-renewals will have their Business Registration suspended.

C. NOV/NVOS:

The Board received the monthly update on NOV/NVOS

Discussion:

Staff had a telephone conference with DAG C. McLaughlin regarding NOV to be sent Certified Mail Return Receipt. C. McLaughlin confirmed that if mailed it must be sent Certified with Return Receipt. Compliance Inspectors can personally serve an NOV during inspection. NOV forms in triplicate, non-carbon copies with separate response page have been printed and are available for use by Compliance Inspectors.

D. Compliance Inspectors Report:

1. NOV: See Inspector's Report for number of contacts/NOV
2. New Compliance Inspector J. McKeown received training with staff in the office and field training with D. Marzocca.

E. Review of Applications and Approvals.

1. Business Registration Motion to approve 5 business registrations by J. Greipp, seconded by G. Lovallo. Motion passed.

Cruz Tree Service	Long Branch, NJ
Dani Landscaping	Plainfield, NJ
Edd's Tree Service, Inc	Langhorne, PA
Oasis Tree Service & Landscaping LLC	Cresskill, NJ
Peter's Tree Service LLC	Mt Laurel, NJ

2. LTE Reciprocity: Motion to approve LTE Reciprocity/exemption from written portion of LTE Exam for Tim Daley, by J. Greipp, seconded by P. Zipse. Motion passed.

F. Other:

None

X. General Public Comment (3 minutes/person)

None

XI. Adjournment

Motion to adjourn meeting by J. Greipp, seconded by B. Emens
Motion passed. Meeting adjourned at 12:58 pm.