

Board of Tree Experts Minutes July 21, 2020,

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

Those present were:

Attending by Phone

Steve Chisholm, Sr., President
Rich Wolowicz, Vice - President
Gary Lovallo
K. Downes
Joseph Greipp
P. Zipse
B. Emens
M. Goggin

Attending by Phone

Candice McLaughlin, DAG
Michael Schuit, DAG

Attending by Phone

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 9:35 am

- I. **Open Public Meeting Act:** Read by M. D'Errico, signed by P. Aufiero for S. Chisholm and A. Dietz for R. Wolowicz.

- II. **Approval of Agenda:** Motion to approve R. Wolowicz by, seconded by B. Emens. Motion passed.

- III. **Minutes of June 16, 2020:** Motion to approve minutes with minor changes by B. Emens, seconded by K. Downes. R. Wolowicz and M. Goggin abstain. Motion passed.

IV. Administrator's Report

Thank you to staff who have been working throughout the pandemic. We started written exams in June with Covid-19 restrictions. Thank you to Board members and the Board's DAsG for all the work they have done during this time as well.

V. Treasurer's Summary Report

July 21, 2020

1. Board of Tree Experts – Asset Balance:

Checking Account Balance.....	\$ 7,254.66
NJCFS Account Balance.....	\$177,235.11
 ASSET BALANCE AS OF July 21, 2020.....	 \$184,489.77

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

Expenditures:	\$5,910.29*
Revenue:	\$5,448.29*
 Checking Account Balance.....	 \$ 7,254.66

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

Expenditures:	\$ 73.08*
Revenue:	\$15,470.00*
NJCFS Account Balance.....	\$ 177,235.11

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	\$ 32,010.79
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	\$ 29,053.07
5. Compliance Inspector #4	\$ 11,250.00	\$ 11,250.00
Total PO's	\$303,145.62	\$ 75,868.861.

Board of Tree Experts – Asset Balance:

Checking Account Balance.....	\$ 8,313.00
NJCFS Account Balance.....	\$160,293.87

Discussion:

1. Postage Cost. Can the postage be charged in the fine? The AONOCAPA includes an administrative charge that contains postage cost, but an NVOS does not include postage or any administrative cost.

2. How often are the board's finances audited? Every 4 years, however S. Matus said he would look over the budget yearly and we don't need more than an annual review and audit every four years due to the amount of money we handle.

VI. Public Comment: no public in attendance.

VII. Closed Session

Motion to go into closed session by J. Greipp, seconded by P. Zipse. Motion passed, at 10:09 am.

Motion to come out of closed session by P. Zipse, seconded by R. Wolowicz. Motion passed at 11:25 am.

VIII. Old Business

A. Business Registration Renewals Mailed: Business renewals were mailed and due September 14, 2020. J. Greipp commended staff for getting renewals out both last year and this. 60% of businesses renewed last year and 40% will renew this year.

B. Database Update:

We are on track to go live on July 31 to test the database and make any changes that are needed. Chromebooks and cameras have been purchased and Chromebooks will be linked to the database when we go online.

C. Exams Update: CDC guidance followed; written exam at the office no more than 10 attendees, no-contact temperature taken before entering the room, masks must be worn, one restroom only, available to visitors. Jackson Township has maintenance come in after the exam to sanitize the rooms.

Field Exam: Brookdale Community College, Monday July 27 is set up. Field Exam is Wednesday, July 29.

Discussion: Does the LTE/LTCO exam have the updated pruning standards? Staff will investigate and make the appropriate changes.

D. Other:

Ethics training, some Board members did not receive email so it will be re sent.

IX. New Business

- A. **Certification of Exams for June 19th, June 26th, July 8th, July 15th:** Motion to certify the LTCO exams from June and July 2020 and read into the minutes of July 21, 2020 by R. Wolowicz, seconded by B. Emens. Motion passed. Names read by P. Aufiero.

<i>Josh Sprague</i>	<i>Southampton, NJ</i>
<i>Denny Vanistendal</i>	<i>Southampton, NJ</i>
<i>Milvia Ruiz</i>	<i>Bristol, PA</i>
<i>Christopher Starn</i>	<i>Vineland, NJ</i>
<i>Darrin Lazorchak</i>	<i>E. Hanover, NJ</i>
<i>Brian Shute</i>	<i>Barrington, NJ</i>
<i>Maurice Jackson</i>	<i>Piscataway, NJ</i>
<i>Arno Sirel</i>	<i>Woodcliff Lake, NJ</i>
<i>Jacinto Orocio</i>	<i>South River, NJ</i>
<i>Julio Jimenez</i>	<i>Bound Brook, NJ</i>
<i>Carlos Castro</i>	<i>Beverly, NJ</i>
<i>Maria Cruz</i>	<i>Bound Brook, NJ</i>
<i>Pedro Chavez</i>	<i>Mt. Laurel, NJ</i>
<i>Luis Naranjo</i>	<i>Dunellen, NJ</i>
<i>Brian Mayer</i>	<i>Lakehurst, NJ</i>
<i>Benjamin Alleman</i>	<i>E. Hanover, NJ</i>
<i>Jose Barboza</i>	<i>Bound Brook, NJ</i>
<i>Christian Avery</i>	<i>Red Bank, NJ</i>
<i>Joseph Siepert</i>	<i>Midland Park, NJ</i>
<i>Michael Prate</i>	<i>Maple Shade, NJ</i>
<i>Mike Meglio</i>	<i>Jackson, NJ</i>
<i>Daniel Edmonds</i>	<i>Orwigsburg, PA</i>

- 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.

- C. **NOV/NVOS:**

NVOS were delayed due to preparing for Database.

D. Compliance Inspector Report:

1. G. Lovallo provided the Board with the Compliance Inspector Report.

Dean Marzocca: 106 NOVs, Business and License

Jeff Cramer: 12 NOVs

Lyle Garcia: 39 NOVS, Bergen County PPE

Patrick Donovan 0, he is not available for 3 weeks.

2. Additionally, M. D’Errico provided an update to recent activities concerning the Compliance Inspectors:

- Compliance Inspectors and Staff had a conference call to discuss procedures. Next month Inspectors to come to meet after the board meeting.
- DEP S. Matus re: state cell phone for inspectors. He is waiting to hear; response is slow due to furlough and extended fiscal year. Board will purchase Prepaid phone in the interim.
- Chromebooks for each Compliance Inspector will be connected to the Database via Intranet.
- Staff to send Compliance information to the Compliance Committee; G. Lovallo, K. Downes and B. Emens.
- B. Emens sent request for Compliance Inspector applicants to Police Chiefs of Atlantic, Cumberland, Salem, and Camden Counties. It was asked if Sussex, Warren, and Hunterdon Counties could also be included.

E. Review of Applications and Approval

1. Business Registrations:

Motion to approve 4 business registrations, all from New Jersey, by R. Wolowicz, seconded by M, Goggin. Motion passed.

Names read by A. Dietz.

J&A Commercial Building Maintenance

Bridgewater, NJ

Shute’s Tree Service

Barrington, NJ

St. Aubyn’s Enterprises LLC

Franklinville, NJ

Wetlands, Inc.

Saddle Brook, NJ

2. LTCO Reciprocity

Motion to approve LTCO reciprocity to ***Christopher Greco***, based on testimony from A. Dietz that all requests for documentation were met, by J. Greipp, seconded by P. Zipse. Motion passed.

Motion to approve LTCO Reciprocity to ***Michael Martini*** by J. Greipp, seconded by B. Emens. Motion passed

F. Other:

1. M. Schuit re: G. Lovallo's question about Board holding a meeting without staff present. DAG Schuit stated that a meeting can be held without staff present but the staff must be notified of the topic to be discussed and they have the ability to object to the meeting, thereby the meeting would not be held.

S. Chisholm , president will put this on the agenda if the topic of the meeting is accepted by Staff and once the Board is back together in face to face meetings. If the meeting is to occur, he will not attend as he has a close relationship with the staff.

X. General Public Comments (3 minutes/person)

XI. Adjournment

Motion to adjourn by M. Goggin, seconded by K. Downes. Motion passed.
Meeting adjourned at 12:28 pm.