

Board of Tree Experts Minutes June 16, 2020,

The Board of Tree Experts met on this date at the New Jersey Board of Tree Experts' Office, 101 West Veterans Hwy, Jackson, NJ 08527 and by conference call.

Those present were:

Steve Chisholm, Sr., President

Attending by Phone

Gary Lovallo

K. Downes

Joseph Greipp

P. Zipse

Attending by Phone

Candice McLaughlin, DAG

Michael Schuit, DAG

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 9:55 am

- I. **Open Public Meeting Act:** Read by M. D'Errico, signed by S. Chisholm and G. Lovallo/P. Aufiero.

- II. **Approval of Agenda:** Motion to approve by K. Downes, seconded by J. Greipp. Motion passed.

- III. **Minutes of May 19, 2020:** Motion to approve minutes with minor changes by J. Greipp, seconded by K. Downes. Motion passed.

- IV. **Administrative Report and Correspondence:** None

- V. **Treasurer's Summary Report:** A Treasurer's report was provided to the Board and below is a summary of that report for June 16, 2020.

1. Board of Tree Experts – Asset Balance:

Checking Account Balance.....\$ 8,775.00
NJCFs Account Balance.....\$144,896.95

ASSET BALANCE AS OF June 16, 2020.....\$153,671.95

Treasure's Summary Report cont.:

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

Expenditures: \$6,850.00*

Revenue: \$ 0.00

Checking Account Balance.....\$ 8,775.00

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

Expenditures: \$ 0.00

Revenue: \$ 8,475.00*

NJCFS Account Balance.....\$ 144,896.95

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	<u>\$ 11,250.00</u>	<u>\$ 11,250.00</u>
Total PO's	\$303,145.62	\$ 75,868.86

Motion to accept Treasurer's Summary Report by P. Zipse, seconded by K. Downes. Motion Passed.

Discussion: J. Greipp asked how NJMVC access works; The MVC vetted the NJBTE and approved access, \$150.00 fee required to start, and each inquiry cost is \$.05 which is deducted from the initial payment.

- A. **Extension of Fiscal Year – PO's for staff and inspectors:** The State of New Jersey has extended the fiscal year to the end of September 2020 due to Covid 19. All purchase orders will be extended until then for 5 office staff and 4 inspectors. The Board's budget will be submitted to the DEP Comptroller.

VI. **General Public Comment** (3 minutes/person) : No Public in attendance.

VII. **Closed Session - Enforcement and Compliance:**

Motion to go into closed session by J. Greipp @ 10:20 am, seconded by P. Zipse.
Motion passed.

Motion to come out of closes session by P. Zipse @ 10:45 am, seconded by G. Lovallo. Motion passed.

VIII. **Old Business:**

A. **Database Update:**

Staff is working on security as the first part of the development of the Board's database. Compliance Inspectors will have access and will be supplied devices such as Notebooks/iPads/Laptops which has been previously approved.

B. **Exams:**

Wednesday, June 10 we held an LTCO written exam at the office. There were 6 applicants (10 were invited). CDC guidance was followed; all wore masks, temperatures were taken, and social distancing was maintained (minimum of 6 feet). Jackson Township buildings and grounds sanitized the exam room and the bathrooms the evening following the exam. The next written exam is scheduled for Friday, June 19, 2020.

LTE Field Exam-

There are 3 sites that are available, 3 tentative dates July, August & September.

1. Brookdale Community College in Monmouth County
2. Allaire State Park in Farmingdale, NJ
3. Jackson Township Justice Complex

The Board has approximately 20 to 25 waiting to take the LTE written and 4 to 5 for the LTE Field Exam, and approximately 90 waiting to take the LTCO Written Exam.

- C. **Ethics Training:** Board members must do ethics training every year, this year is a short video approximately 9-10 minutes. Email was sent to all board members. A receipt is given at the completion and a copy should be emailed to the Board. Staff will advise T. Wyckoff when all are completed.

- D. **Other Business:** None

IX. New Business

- A. **Certification of Exams from June 10, 2020:** Motion to certify the LTCO exams from the class of June 10, 2020 and read into the minutes of June 16, 2020, by J. Greipp, seconded by P. Zipse. Motion passed.

Christopher Starn	Vineland, NJ
Denney Vanistendal	Southampton, NJ
Josh Sprague	Southampton, NJ
Milvia Ruiz	Bristol, PA

- B. **Compliance with Law/Rules – Update with Numbers:**
The Board received the monthly updated listing of numbers for compliance with the law and the rules.
- C. **Notice of Violation/AONOCAPA/MR1/NVOS - Update with Numbers:**
The Board received the report on the number of Notices of Violation issued to date, the number of AONOCAPA's issued and the NVOS letters sent.
- D. **Compliance Inspector Report:**

The Board's Compliance Committee discussed with the Board several items associated with the management of the Inspectors including the following; that all inspectors will send reports to D. Marzocca and the staff to assure that all are aware of NOVs that have been given. D. Marzocca will compile monthly inspectors report. Compliance Committee will discuss with inspectors and staff the process. Compliance Reports should be copied to Compliance Committee. Other matters were also discussed, such as: P. Donovan has not received his ID yet, (that is in process and will be provided to him as soon as it is received), cell phones for the inspectors will be purchased either through the state or by the board independent of the state, helmets (hardhats) with decals will be ordered, and traffic cones will be ordered.

E. Review of Applications and Approvals:

Business Registrations -

Motion to approve 6 Business Registrations, 5 from NJ and 1 from NY, by P. Zipse, seconded by K. Downes. Motion passed.

American Lawn & Sprinkler Co.	Englishtown, NJ
Armando's Tree Experts, LLP	Elmwood, NJ
Collins Landcare, LLC	Monroe Township, NJ
Dr. Treeminator Tree Service	Avenel, NJ
Grasshoppers Landscaping, Inc.	Suffern, NY
H&G Tree Service, LLC	Franklinville, NJ

F. Other: None

X. General Public Comment (3 minutes/person):

No Public in attendance.

XI. Adjournment:

Motion to adjourn at 11:52 am by K. Downs, seconded by P. Zipse. Motion passed.