

**Board of Tree Experts Minutes                      October 27, 2020,**

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

**Those present were:**

Steve Chisholm, Sr., President  
Rich Wolowicz, Vice President/Treasurer  
Joseph Greipp

**Attending by Phone**

Pam Zipse  
Kevin Downes  
Gary Lovallo  
Barry Emens

**Attending by Phone**

Candice McLaughlin, DAG  
Michael Schuit, DAG

**Staff Attending**

Michael D’Errico, Program Manager/Asst. Treasurer  
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 S. Chisholm and R. Wolowicz.
  
- II.    **Approval of Agenda:** Motion to change order of Agenda by J. Greipp, seconded by R. Wolowicz. Motion passed.  
          The Board would like to acknowledge the passing of Vince Dujets, past president of the NJAISA, owner of Northeastern Arborist Supply, and someone who contributed a great deal to the arboricultural industry.
  
- III.   **Minutes of August 18, 2020 and September 15, 2020:**  
          Motion to approve minutes of 8-18-2020 with minor changes by R. Wolowicz, seconded by B. Emens. Motion passed.  
          Motion to approve minutes of 9-15-2020 with no changes by B. Emens, seconded by J. Greipp. Motion passed.  
          Discussion: Oak Wilt test by Rutgers Diagnostic Lab and DEP had approximately 30 tests submitted of the 200 available. All returned as Bacterial Leaf Scorch. More testing will occur in 2021.

**IV. Administrative Report and Correspondence**

Township of Medford Dept. of Planning, Zoning and Code Enforcement forwarded a letter notifying a homeowner of a summons being issued to appear before the Medford Twp. Municipal Court for removal of trees in the wetlands buffer on their property that fell within the Pinelands Commission map. The company performing the tree removal is not registered with the Board. This is a good example of partnering with municipalities for compliance with the Tree Expert and Tree Care Operator Licensing Act. We will go to print with the Municipal Brochure and Medford Township gave permission for the Board to publish the letter with the violator’s information redacted for privacy. J. Greipp stated that Medford Township has an LTE consulting with them on the Greenspaces program.

**V. Treasurer’s Summary Reports of 8/18/2020 and 10/20/20**

**Note:** The Treasurer’s Report of August 18, 2020 is under review by the Board and the DEP Comptroller’s office and will be added to the minutes once it has been revised.

NJ Board of Tree Experts  
Summary Treasurer’s Report  
**October 20, 2020**  
Fiscal Year 21

1. Board of Tree Experts – Asset Balance:

Checking Account Balance.....	\$ 21,409.29
NJCFS Account Balance.....	\$ 66,014.56
Budget Authority Reserve.....	\$ 0.00
<i>ASSET BALANCE AS OF October 20, 2020.....</i>	<i>\$ 87,423.85</i>

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

Expenditures: \$ 8,370.70*	
Revenue: \$26,995.02*	
Checking Account Balance.....	\$ 21,409.29

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

Expenditures: \$42,878.02*	
Revenue: \$86,613.48* (includes the Budget Reserve of \$54,789.48)	
NJCFS Account Balance.....	\$ 66,014.56

A. August 18 Treasurer's Report: data was corrected. Due to DEP Comptroller Steve Matis, we now have access to our account, and we receive information within one day. Any deposits that have not been posted, will not be included in the Treasurer's Report, until the following month when the deposit is recorded. **Editor's Note: The Treasurer's Report of August 18, 2020 is under review by the Board and the DEP Comptroller's office and will be added to the minutes once it has been revised.**

B. Roberts Rules regarding Treasurer's Report: The report is presented and filed at the monthly meeting. Any formal action taken on the Treasurer's Report is done during the annual audit. No motion to approve or accept the Treasurer's Report is made during the meeting, however, questions can be asked. To review the Treasurer's Report, a board member should make an appointment with the Treasurer for discussion. The Financial Committee members are R. Wolowicz, S. Chisholm, K. Downes and Mike D'Errico, Program Manager.

C. Budget Authority: the \$54,789.48 that was frozen for Covid-19 relief was returned to our state account as that money was necessary for the Purchase Orders for both Staff and Inspector salaries.

D. September had the highest total of payments of fines/penalties to date.

**VI. General Public Comment: No Public in Attendance**

**VII. Old Business**

A. A notification of suspension of business was sent to businesses that did not renew their business registration by October 14, 2020. An NVOS with a \$500.00 penalty will be issued if the Board does not receive the renewal by November 2, 2020.

B. Other: Database will be ready for release in 2-4 weeks, at that time the public will have access to applications through the Board's website. Board members and Compliance Inspectors will also have access to the Database.

**VIII. New Business**

a. Certification of Exams - Class of October 2020:

Motion to certify LTE/LTCO examination grades for September and October 2020 by R. Wolowicz, seconded by J. Greipp. Motion passed.

**LTE**

Tanis, Stephen (Drew)	Bloomingtondale, NJ
D'Armiento, Leonard	Morristown, NJ
Phelps, Stacy	West Orange, NJ
Daley, Timothy	Milford, NJ

**LTCO**

Haskell, Bryan	Washington, NJ
Spina, Leonard	Bridgewater, NJ
Camp, Leonard	Pennsville, NJ
Mitchell, Kim	Saddle Brook, NJ
Luker, Shawn	Woodbine, NJ
Lala, Andrew	Rutherford, NJ
Martinez, Rosa	Old Bridge, NJ
Morocho, Jose	West Orange, NJ
Riveros, Carlos	Kenvil, NJ
Vasquez, Danilo	Dover, NJ
Monterroso, Jaime	Hamilton, NJ
Rodriguez, Jose	Nyack, NY

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:

The Board received the monthly update on NOV/NVOS

d. Compliance Inspector Report:

1. The Compliance Inspectors, Board Staff and DAG C. McLaughlin had a conference call concerning the handling of certified mail/return receipt as it pertains to Notice of Violation(s) and Personal Delivery Service. The Board discussed.

e. Review of Applications and Approval:

1. Business Registration: Motion to approve 12 business registrations by B. Emens, seconded by K. Downes. Motion passed.

J&R See Green LLC	Nyack, NY
Morales Landscaping Tree Service LLC	Freehold, NJ
Four Oaks Saw Works LLC	Whitehouse Station, NJ
Junior & B Tree Service Landscaping	Morganville, NJ
C.N. Tree Service LLC	Wharton, NJ
LJH Landscape LLC	Toms River, NJ
Tree Musketeers	Woodbine, NJ
Frattaroli Property Solutions	Newfield, NJ
Luna Landscaping	Marlton, NJ
Noble Oak LLC	Flemington, NJ
Levanduski Tree Care Inc.	Robbinsville, NJ
Greenway Tree Care & Landscape	Cornwall, NY

2. LTCO Reciprocity: Motion to approve LTCO Reciprocity for 2 applicants by P. Zipse, seconded by G. Lovallo. Motion passed.

Laurie Campanelli	Trenton, NJ
Mark Kalish	Suffern, NY

f. Other: None

**IX. Closed Session - Compliance and Enforcement**

Motion to go into closed session by R. Wolowicz, seconded by K. Downes. Motion passed 11:23am.

Motion to come out of Closed Session by J. Greipp, seconded by K. Downes. Motion passed at 12:25pm.

**X. Adjournment**

Motion to adjourn meeting by J. Greipp, seconded by K. Downes. Motion passed. Meeting adjourned at 12:25 pm.