

The Board of Tree Experts met on this date at the office of NJ Board of Tree Experts, 101 W Veterans Hwy, Jackson, NJ 08527

Those present were:

Steve Chisholm, Sr, President	
Rich Wolowicz, V. President/Treasurer	Gary Lovallo
Joe Greipp	Kevin Downes
Pamela Zipse	Todd Wyckoff

Michael Schuit, DAG
Chloe Gogo, DAG

Michael D’Errico, Program Manager
Patty Aufiero, Recording Secretary
Arlene Dietz, Administrative Assistant
Erin Lyons, Administrative Assistant
Dean Marzocca, Compliance Inspector

Public in Attendance: None

Meeting called to 9:35am

- I. **Open Public Meeting Act:** Read by M. D’Errico, signed by S. Chisholm, President and R. Wolowicz, VP/Treasurer
- II. **Agenda:** Motion to approve agenda with changes by R. Wolowicz, seconded by T. Wyckoff. Motion Passed.
- III. **Administrative Report and Correspondence:**
 - a. Fairview Police Dept sent a police report concerning a company that was working in utility lines without proper certification or traffic control.
 - b. Business renewals are coming in on a regular basis. As of this date we have over 100.

IV. **Treasurer’s Report:**

August 20, 2019 NJBTE Checking Account:

Balance Beginning July 01, 2019.....	\$	7,254.66
Disbursements.....	\$	6,660.49
Receipts.....	\$	7,962.50
Checking Account Balance.....	\$	8,556.67

August 20, 2019 NJBTE Comprehensive Financial System Account:

Balance Beginning July 01, 2019.....	\$ 15,861.47
Disbursements.....	\$ 0.00
Receipts.....	\$ 27,200.00
NJCFS Account Balance	\$ 43,061.41

Board of Tree Experts – Asset Balance:

Checking Account Balance.....	\$ 8,556.67
NJCFS Account Balance	\$ 43,061.47
Total Assets	\$ 51,618.14

Purchase Orders: Staff	\$89,391.75
Compliance Inspectors	\$40,000.00
Mail System	\$ 511.56

Motion to approve Treasurer’s Report as written by T. Wyckoff, seconded by K. Downes. Motion Passed.

Note: With the closeout of the fiscal year some of the July/August numbers are not available yet. NJ DEP Comptroller Steve Matis will send us a screen capture as soon as he has it. September Treasurer’s Report should have the unencumbered balance.

v. **Minutes from July 16, 2019:** Motion to approve minutes by P. Zipse, seconded by T. Wyckoff. Motion Passed.

vi. **General Public Comment:**

None

vii. **Closed Session – Compliance and Enforcement**

Discussion: Motion to go into closed session by J. Greipp, seconded by P. Zipse. Motion Passed. 10:25am.

Motion to come out of closed session at 12:41pm by G. Lovallo, seconded by R. Wolowicz. Motion Passed

VIII. **Old Business:**

- a. Directory on Website has been updated to “show all” when searching for a business. A “HINT” was added to the Directory to make searching for a single company easier: “When searching for a Business name, target your search by using the least common word in the name. For example, if the name is 'Linden Tree Service' just enter the word "Linden" to avoid getting a result showing every company that has the words "tree" and "service" in its name.”
Directory Search for business by county will be added to Business Directory.
- b. Solid Waste: Mike Schuit, Steve Chisholm and Mike D’Errico met with Solid Waste for MOA (memorandum of agreement) for class B Recycle Centers and Exempted facilities. We are looking at the unregistered companies that are under 15,000 sq. yds. Solid Waste agreed to notify the board and allow an inspector to ride along for spot inspections.
- c. Safety Policies: Office has received approximately 100 Safety Policies. The initial registration form states that they have 90 days from September 14, 2018 to submit a “Comprehensive Safety Policy”. Going forward with the Business Registration renewals, Businesses will have 90 days from October 14, 2019 to submit their safety policy. Once received if the policy is incomplete, they will have a 90-day grace period to correct the policy and have it approved. If the Business does not have a completed Safety Policy by then, the Board may suspend the registration.

The OSHA Oregon has a good Comprehensive Safety Policy Example. We also recommend the TCIA “Illness and Injury Prevention” manual which is the best example for a tree care company.

- d. Mandatory training documentation is due January 31. 2020 by all registered businesses. The model training checklist is on the website for companies to use.
- e. DATABASE RFP: Staff met with P. Zipse, T. Wyckoff and Bill Zipse. We will design our own database, not rely on a template as we have specific requirements to fulfill. Staff is beginning to work on the request for proposal (RFP)

IX. **New Business:**

- a. LTE/LTCO renewals are due December 30, 2019. Each license has its own renewal form, LTE and LTCO. LTE has “Emeritus” available (no Emeritus for LTCO). Each application has CEU (32) audit, Waiver for hardship and Invoice for \$150.00 renewal fee.
- b. Certification of Exam Grades from July 24, 2019: Motion to certify the exam grades of the Licensed Tree Experts and Licensed Tree Care Operators for the class of July 24, 2019 who have attained passing grades and will have their names read into the August 20, 2019 minutes. Motion by R. Wolowicz, seconded by J. Greipp. Motion passed.

LTE

Jean Epiphan	Ridgewood, NJ
Edmund Sage	Basking Ridge, NJ
Courtney Pinto	Bayville, NJ
John O’Shea IV	Rockaway, NJ
John McCabe	Bound Brook, NJ

LTCO

Coba, Galo	Chester, NJ
Gomez, Franco Efrain	Blackwood, NJ
Gonzalez, Hector	Somerdale, NJ
Grant, Ricardo	Hackensack, NJ
Palacios, Marvin	Trenton, NJ
Snyder, Harold	Piscataway, NJ
Monge, Marco	Paterson, NJ
Vargas, Johnny	Randolph, NJ
Beggs, Corey	Saddle Brook, NJ
Boisseau, Kyle	Milford, NJ
Pizzola, Thomas	Toms River
Battinelli, Anthony	Hewitt, NJ
Jimenez, Randal	Dover, NJ
Nieto, Michael	East Brunswick, NJ
Tucker, John Jr	Highland Lakes, NJ

Discussion: 9 out of 13 that took the LTCO Prep class with M. D’Errico and Z. Rivera translating, passed the exam after having failed one or more times.

- c. Compliance with the Law: A. Compliance with Law/rules – Update with Numbers:

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

Business

791 Complete
77 Incomplete
8 up for Approval
55 Complete, awaiting licensee
Renewals
121 Submitted
105 Complete
16 Incomplete

LTE

379 Current
5 up for Approval

LTCO

585 Complete
16 For Approval
17 Approved, pending payment

D. 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.

E. Review of Applications and Approval:

Motion to approve Business Registrations by R. Wolowicz, seconded by P. Zipse. Motion Passed.

Balaney Contracting	Stewartsville, NJ
K&W Tree Service	Manchester, NJ
Mastership Tree Service	Dover, NJ
New Jersey Tree Service	Perth Amboy, NJ
R&S Excavating Inc	Hillsborough, NJ
Stanton Tree	Ringwood, NJ
TJ's Tree Service LLC	Lake Hopatcong, NJ
Tony's Tree & Landscaping LLC	Clinton, NJ

- f. Other: Compliance reports will include hours Received an OPRA request. T. Wyckoff will inquire about training for staff on compliance with OPRA. (phone number for Matt).
New Brochure: Staff is working on a new brochure that will include business, municipalities, general public and be sent to code enforcement and Police Departments, Municipalities, Counties DPW, Point of Sale at suppliers, etc.

x. **General Public Comments**
None

xI. **Adjournment**

Motion to adjourn at 1:08pm by T. Wyckoff, seconded by P. Zipse. Motion Passed.