

# Board of Tree Experts

# Minutes

December 18, 2018

The Board of Tree Experts met on this date Jackson Municipal Building, 95 West Veterans Hwy., Jackson, NJ 08527 at 9:30 am.

## Those present were:

Steve Chisholm, Sr, President  
Rich Wolowicz, V. President/Treasurer  
Barry Emens  
Joe Greipp  
Gary Lovallo  
Mark Goggin  
Pam Zipse  
Todd Wyckoff  
Kevin Downes

Michael D'Errico, Program Director  
Michael Schuit, DAG

P. Aufiero, Recording Secretary  
Arlene Dietz, Admin. Assist  
Erin Lyons, Admin. Assist  
Dean Marzocca, Chief Compliance Inspector  
Public in attendance: None

## Meeting called to order at 9:39 am

- I. **Open Public Meeting Act:**  
Open Public Meeting Act was read by M. D'Errico, signed by R. Wolowicz and M. Goggin.
- II. **Approval of Agenda:**  
Motion to approve agenda by G. Lovallo, seconded by J. Greipp.  
Motion Passed.
- III. **Minutes of November 20, 2018:**  
Motion to approve made by B. Emens, seconded by T. Wyckoff.  
Motion Passed with minor corrections.
- IV. **Administrators Report:**  
A. Introduction of Dean Marzocca LTE # 399, Chief Compliance Inspector.

- B. Open Public Meetings Act - Dates for 2019 meetings were handed out to the Board.  
Discussion: June and/or July meetings may be changed to 3:00 pm start time and possibly be located at Rutgers University in New Brunswick, NJ.
  
- M. Schuit, DAG will check to see if the alternate time is good for C. Gogo. Concern was expressed that enforcement actions are moving forward and C. Gogo attendance at meeting are very important. If the time change is not good for C. Gogo the Board will revisit the time and location change.
  
- C. A meeting has been scheduled on December 20, 2018 11:00 am with Assemblyman Ron Dancer to discuss compliance with law with representatives of the League of Municipalities and the Association of Counties.
  
- D. Postal Rates are increasing from \$.47 to \$.50 on January 27, 2019. The Board was informed that by using the postal mail station, savings of 5 cents per letter will be realized.
  
- E. Non-compliant businesses are now posted on the Board’s website, under the heading of “Check Before You Hire”. Consumers will find a list of non-compliant businesses by county when they click on the “click here” button. Also, a brief description is provided of why it is important and mandatory to use a compliant business. Included also is a “click here” button that takes the consumer straight to the website’s directory of licensees and compliant businesses.
  
- F. The Board was contacted by the NJ Forest Service informing us that the DEP Land Use Management Division is developing a Memorandum of Agreement that allows for woodlots that are under 5 acres and in wetlands areas to remove trees affected by the Emerald Ash Borer (EAB) without permit. The Board expressed interest in working with NJ Forest Service and Land Use to participate in the MOA.

**V. Treasurer’s Report**

**December 18, 2018 NJBTE Checking Account:**

Balance Beginning July 01, 2018.....	\$ 78,115.11
Disbursements.....	\$ 73,200.29*
Receipts.....	<u>\$ 2,775.00</u>
Checking Account Balance.....	\$ 7,689.82

**December 18, 2018 NJBTE Comprehensive Financial System Account:**

Balance Beginning	July 01, 2018.....	\$ 89,790.74
	Disbursements.....	\$ 58,023.47
	Receipts.....	<u>\$142,570.00 *</u>
NJCFS Account Balance	.....	\$ 174,337.27

\*Denotes a deposit of \$62,000.00 from the Board’s checking account

**Board of Tree Experts – Asset Balance:**

Checking Account Balance.....	\$ 7,689.82
NJCFS Account Balance .....	<u>\$ 174,337.27</u>
<b>Total Assets</b>	<b>\$ 182,027.09</b>

Motion to approve Treasurer’s Report as submitted by P. Zipse, seconded by B. Emens, Motion passed.

Discussion:

The Board asked if the budget was going to be increased this spring for the compliance inspectors to continue working. The Board is working with DEP Comptroller S. Matis to obtain a waiver for the Committee for the Advancement of Arboriculture (CAA) to extend the agency purchase order for the Compliance Inspectors.

**VI. General Public Comments:**

None

**VII. Old Business**

- A. **Telephone Upgrade:** New telephone system will be installed on January 17, 2019, 3 new phones with 1 private number for staff, Board and compliance use. This will bring the charge from approximately \$120.00 per month to just over \$200.00 per month. FAXs will now come through on Board’s email.
- B. **Ethics Training 2019:** The Board discussed the Ethics training for Board members in 2019. T. Wyckoff and M. D’Errico are coordinating. Board members that leave or resign must sign a form letter regarding confidentiality.
- C. **Compliance Inspectors – In the Field, Immediate Results:** The staff and the compliance inspectors held a joint training meeting on November 29, 2018. Each

inspector was provided with a file box filled with compliance forms, paperwork and other program supporting documents needed for inspections. D. Marzocca gave the Board a very thorough and informative explanation of the inspector's forms developed for field use.

The Board discussed the need for Inspectors to use some type of "Chromebook" or tablet for the reports. Staff will research what is available. Motion to purchase electronic devices for Inspectors up to \$4000.00 made by K. Downes, seconded by M. Goggin. Motion passed.

The Board discussed geographic areas that are not covered yet by inspectors: they are in the southwest, Camden, Gloucester, Western Burlington, and Salem Counties and in the northwest, Sussex County. A new candidate for compliance Inspector for Sussex County will be interviewed in early January.

- D. **Other:** P. Zipse reports that the Rutgers Urban Forestry and Natural Resources programs have been accepted to start the accreditation process by the Society of American Foresters.

#### **VIII. New Business**

- A. **Certification of Exam Grades from December 5, 2018:** Motion to Certify the Exam Grades of License Tree Care Operator Applicants for the Class of December 5, 2018 who have attained passing grades and will have their names read into the December 18, 2018 minutes by R. Wolowicz, seconded by B. Emens. Motion Passed.

Raymond Brown  
Vincent Carroll  
Jose Echeveria-Lopez  
Earl Fleisher  
Steve Markovski  
Alfredo Melgar  
Jared Pagano  
James Rhoads  
Alan Smith  
Jason Whitmore  
Andrew Zellman

- 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.

The Board was informed that the Business Registration late fee was being applied to Business Registrations received going forward.

**C. Notice of Violation/AONOCAPA/MR1 update numbers:**

The Board received the report on the number of Notices of Violations issued to date, the number of AONOCAPA's issued and the MR 1 letters sent. A summary of results was also discussed.

**D. Review of Applications and Approval:**

**1. Business Registrations:**

12 applications for approval (registrations are held until compliance with licensing)  
Motion to approve 12 new business registrations by R. Wolowicz, seconded by P. Zipse. Motion Passed.

**2. LTCO Grandfathering:**

Motion to extend 1 LTCO Grandfathering application for Nick Garbooshian due to hardship, by K. Downs, seconded by J. Greipp. Motion Passed, 6 years, 2 days.  
Discussion: The Board will be cautious when offering Grandfathering application due to hardship.

**3. LTE Reciprocity:**

Motion to approve 1 application for Reciprocity for exemption from written portion of LTE Exam by P. Zipse, seconded by J. Greipp. Motion Passed.

**E. Other:**

- A. Board discussed that the law/rules mention the need for an annual report for members and election of a Chairperson and Vice-Chair yearly.
- B. The staff thanked the Board for their tremendous support.

**IX. General Public Comments (3 minutes/person)**

None

**X. Closed Session**

None

**XI. Adournment**

Motion to adjourn made by B. Emens, seconded by P. Zipse. Motion Passed.  
Meeting Adjourned 12:25 pm