

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

Those present were:

Steve Chisholm, Sr, President
Joe Greipp
Gary Lovallo
Kevin Downes
Pam Zipse
Mark Goggin

Michael D’Errico, Program Manager
Michael Schuit, DAG
Chloe Gogo, DAG

Arlene Dietz, Admin. Asst.

Public in Attendance:

Scott D’Amico
James Perone
Brian K. Hartel, Sr.

Meeting called to order 9:30 am

I. Open Public Meeting Act:

Open Public Meeting Act was read by M. D’Errico, signed by S. Chisholm and J. Greipp

II. Approval of Agenda:

Motion to approve made by J. Greipp, seconded by P. Zipse. Motion passed

III. Minutes of June 19, 2018:

Motion to approve minutes made by J. Greipp, seconded by K. Downes. Motion passed

IV. Administrative Report & Correspondence:

A. The upcoming LTE and LTCO Exams are scheduled for July 25, 2018 at Rutgers. Currently 15 LTCO applicants, 6 LTE Written only applicants, 3 LTE Field only applicants, and 8 LTE Written & Field applicants are approved to take the exams.

B. The Board was provided with two news articles concerning recent tree care incidents. In the Cliffwood Beach section of Aberdeen Township, a tree worker was killed from a 40-50 foot fall. In Mahway, a tree worker was seriously injured from a fall working on a powerline clearing.

C. The Board was provided with a booklet that contained the Tree Experts and Tree Care Operators Licensing Act Laws & Rules in an easier read format. Both the Law and the Rules, as well as the Z133 Safety Standards, were converted in "word" for use in creating Notices of Violation and Administrative Orders.

V. Treasurer’s Report

July 17, 2018

Checking account:

Balance Beginning	July 01, 2018 (FY 19).....	\$ 78,115.11
	Disbursements.....	\$ 575.00
	Receipts.....	\$ 0.00
Checking Account Balance.....		<u>\$ 77,540.11</u>

NJCFS account:

Balance Beginning	July 01, 2018 (FY 19).....	\$ 89,790.74
	Disbursements.....	\$ 9,960.77
	Receipts.....	<u>\$ 10,100.00</u>
NJCFS Account Balance		<u>\$ 89,929.97</u>

Asset Balance as of July 17, 2018.....\$167,470.08

Motion to approve made by K. Downes, seconded by P. Zipse. Motion passed

VI. Public Comments: None

VII. Old Business:

A. **Certificate of Insurance Update:** Staff sent an E-mail blast requesting an updated COI’s to all Registered Businesses whose insurance certificates were up for renewal. 350 emails were sent. Two-thirds or 230 business have already responded with their updated COI. The remaining businesses will get follow up letters/email.

B. **Field Inspector Update:** The Board discussed the compliance inspectors. Ten applications were received for the advertised job listing. Resumes were sent and reviewed by the Board’s Recruitment Committee. Seven applicants were chosen for an interview. Six applicants are scheduled for an interview on July 26, 2018. Advertising for the position is ongoing.

VIII. New Business

- A. **Compliance with Law/Rules – Update with Numbers including Notices of Violations:** The Board was provided with the updated numbers of compliance with the Law as well as the status of notices of Violations.

B. Review of Applications and Approval

1. Business Registration

692 Applications

636 Approved

16 Applications for Approval

40 Applications incomplete

Motion to approve 16 business registrations made by J. Greipp, seconded by K. Downes. Motion passed

2. LTCO Grandfathering

471 Applications

2 Applications for approval

24 Incomplete

Motion to approve 2 LTCO Grandfathering applications that was received before the deadline was made by G. Lovallo, seconded by K. Downes. Motion passed.

3. LTCO Reciprocity

1 Application for approval

Motion to approve 1 LTCO Reciprocity made by J. Greipp, seconded by G. Lovallo. Motion passed.

4. Reciprocity for Written Exam

1 Application for Written Exam Reciprocity

Motion to approve made by P. Zipse, seconded by S. Chisholm. Motion passed

C. Other:

1. The Board discussed online testing. It was decided that online testing will be reviewed by the Test Committee and C. Sargeant will research State approved vendors.
2. Data Management Programs were also discussed briefly by the Board.
3. The Board also discussed using the Board's office for future written LTE and LTCO exams.

IX. General Public Comments:

A public in attendance recommended to the Board that having the Board listed as an additional insured on the Certificate of Insurance from a Business will result in the Board receiving automatic notices of cancellations. The Board thanked the individual and discussed that if listed as an additional insured on the COI, there would be the possibility of the Board being included in litigation action.

X. Closed Session – AONOCAPA

Motion to go to Closed Session made by G. Lovallo, seconded by P. Zipse. Motion passed.

Motion to come out of Closed Session made by G. Lovallo, seconded by P. Zipse. Motion passed

XI. Adjournment

Motion to adjourn made by S. Chisholm, seconded by J. Greipp. Meeting adjourned at 12:35 pm.