

Board of Tree Experts

Minutes

March 17, 2020

The Board of Tree Experts had a meeting on this date both at the New Jersey Board of Tree Expert's Office, 101 W Veterans Hwy, Jackson, NJ 08527 and via conference call due to the existence of the Governor's emergency order on the Corvid 19 Virus.

Those present were:

Steve Chisholm, Sr., President
Gary Lovallo

Attending by Phone

Rich Wolowicz
Pam Zipse
Kevin Downes
Joseph Greipp

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 9:50 am

- I. **Open Public Meeting Act:** Read by M. D'Errico, signed by S. Chisholm and G. Lovallo.
- II. **Approval of Agenda:** Motion to approve by R. Wolowicz, seconded by J. Greipp. Motion passed.
- III. **Minutes of February 18, 2020:** Motion to approve minutes with minor changes by R. Wolowicz, seconded by P. Zipse. Motion passed.
Discussion: 10-day notice of failure to renew license was done by telephone with documentation.
- IV. **Administrative Report and Correspondence**
 - a. Dealing with COVID-19:
Staff is keeping all surfaces wiped down with disinfectant wipes.
Using Hand Sanitizer
LTCO Prep class has been postponed

April 1st Exam will be split. Jackson Township Municipal meeting room is available for up to 50 people as per Governor Murphy. We will have 25 at NJBTE office and 25 at the Municipal Building.

Examinees must keep a 6 feet space and use hand sanitizer. Stay home if sick.

Notice of precautions should be put on website.

If DEP closes will the Board office close? 22nd Century will notify staff of closure.

1. If office closes staff can work from home. Emails will be answered and phone called can be retrieved and answered remotely.
2. J. Greipp: Should the Board issue guidance to the regulated community?
Answer: G. Lovallo stated there is enough information on precautions to take from the Centers for Disease Control (CDC). Guidance on COVID-19 is not in the Board's purview.
3. If the Governor issues a stay at home order tree companies will not be among those being reimbursed by FEMA for not working.
4. Staff has the option of working from home during the COVID-19 PRECAUTIONS.

Motion to not allow public access to the Board office at 101 West Veterans Hwy, Jackson, NJ 08527 and to allow staff to work from home made by G. Lovallo, seconded by R. Wolowicz. Motion passed.

Discussion: Staff may work from home at their discretion. Email notice will be sent to businesses and licensees that office is closed to walk-ins and can be reached by phone or email. Sign will be hung on outside office door. Look into getting a lock box for drop offs.

5. TCIA has link to guidelines for COVID-19 Precautions. Motion to put TCIA link to CDC on the Board's Website with disclaimer that this is not the Board's directive, keep looking for updates, made by G. Lovallo, seconded by P. Zipse. Motion passed.
- b. 22nd Century has sent a form for using sick time which should be filled out by staff when requesting sick time.
 - c. J. Greipp received the New Jersey Arborists - ISA "**Arborist of the Year**" Award which was presented at the Garden State Tree Conference 2020. Motion to post on website made by G. Lovallo, seconded by P. Zipse. Motion passed. J. Greipp abstained.

V. Treasurer's Summary Report

March 17, 2020

1. Board of Tree Experts – Asset Balance:

Checking Account Balance.....\$ 9,084.07
NJCFs Account Balance.....\$135,216.95

ASSET BALANCE AS OF March 17, 2020.....\$144,301.02

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

Expenditures: \$3,961.62*
Revenue: \$5,500.00*

Checking Account Balance.....\$ 9,084.07

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

Expenditures: \$102,492.55*
Revenue: \$ 10,380.00*

NJCFs Account Balance.....\$ 135,216.95

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	\$ 84,922.97
2. Compliance Inspectors:	\$ 40,000.00	\$ 3,555.00
3. Jersey Mail Systems contract:	\$ 511.56	\$ 0.00
4. Compliance Inspector 22nd Century	<u>\$ 50,000.00</u>	<u>\$ 50,000.00</u>
Total PO's	\$291,895.62	\$138,477.97

Motion to accept Treasurer's Summary Report by G. Lovallo, seconded by P. Zipse.

Motion Passed.

Discussion: \$58,876.18 is amount added to balance from Treasury Adjustment from end of fiscal year 2019.

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

No public in attendance

VII. Closed Session – Enforcement and Compliance

Motion to go into closed session by G. Lovallo, seconded by J. Greipp.

Motion Passed. 11:08 am

Motion to come out of Closed session by G. Lovallo, seconded by P. Zipse.

Motion passed. 11:40 am

Back to open session at 11:40 am

VIII. Old Business

- a. Non-renewals LTE/LTCO Licensees 10-day notice
 1. 10-day notice of failure to renew license and/or business registration, 67 LTE, 47 LTCO and 57 Business, was made by telephone with documentation. M. Schuit suggested sending a letter to the business and copy licensee with name of licensee that has not renewed. C. McLaughlin suggested calling first. P. Zipse suggest sending a letter to Businesses stating that their licensee has not renewed and they need to name a current licensee within 60 days or risk having their business registration suspended. Draft new letter and send to C. McLaughlin for review.
- b. Database Update: NJIT and Consumer Affairs Division were contacted. We wanted to see if consumer affairs database was similar to our needs and NJIT can develop the database for the Board. Bill Zipse, Pam Zipse and Todd Wyckoff would like to remain involved in this project.
- c. Municipal Brochure: 50 printed, wanted the Board members to have a real copy. J. Greipp will go over the entire brochure within 10 days and re-write.
- d. Sandbox - Website Update:

Sandbox for CEUs and Non-Compliant list is being developed.

C. McLaughlin suggested that Requirements for LTCO should be placed on the website.
- e. Apprenticeship Program:

The State of New Jersey is now requiring any businesses that applies for a Public Works Certificate to contract for state, county or municipal work must have an Apprenticeship Program to qualify. There are no such programs in New Jersey for Tree Care Work. A letter was sent to Ralph Sheffield of DOL asking that tree care businesses be exempt from this provision as the Law requires licensees to pass an examination and have continuing education. Denial of PW Certificates limits the pool of qualified bidders and will hurt the tree care industry.

IX. New Business

- 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. No Exam in March.

- b. 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.

- c. Compliance Inspector Report: D. Marzocca went to Burlington County and in one day he issued 30 NOVs. The Board will increase the number of compliance inspectors from 3 to 7 each covering 3 counties. The target for this is July 1, 2020.

d. Review of Applications and Approval

1. Business Registration

Motion to approve 6 Business Registrations by J. Greipp, seconded by P. Zipse.

Motion passed.

CGG Landscaping Service	Keyport, NJ
F&D Family Tree Services LLC	Rio Grande, NJ
Falcon Landscaping Inc.	Hillsborough, NJ
Marin Lawn Landscaping	Freehold, NJ
Master Tree Removal Services LLC	Trenton, NJ
Wayne W. Wyatt, LLC	West Milford, NJ

f. Other

The Committee for the Advancement of Arboriculture has pending approval to institute an Apprenticeship Program for Non-Violent Parolees. Parolees who qualify for the program will be trained by the CAA in several areas of tree care. At completion, they will be offered an opportunity to take the LTCO exam.

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

No public in attendance

XI. Motion adjourn by G. Lovallo, seconded by R. Wolowicz. Motion passed 12:41 pm.