

Board of Tree Experts

Minutes

November 19, 2019

The Board of Tree Experts met on this date at Waller Hall, Rutgers University, 59 Lipman Drive, New Brunswick, NJ 08901.

Those present were:

Steve Chisholm, Sr., President (by phone)
Kevin Downes
Pamela Zipse
Barry Emens
Mark Goggin
Todd Wyckoff (by phone)
Joseph Greipp

Chloe Gogo, DAG

Michael D'Errico, Program Manager
Dean Marzocca, Compliance Inspector
Arlene Dietz, Recording Secretary
Erin Lyons, Administrative Assistant
Zamayra Rivera, Administrative Assistant

Meeting called to order at 2:00 pm

- I. **Open Public Meeting Act:** Read by M. D'Errico, signed by M. Goggin and J. Greipp
- II. **Welcome to Waller Hall and the Rutgers Urban Forestry Program:**
Pam Zipse welcomed the Board of Tree Experts to Waller Hall, the new location for Rutgers Urban Forestry Program. All arboricultural organizations are welcome to utilize the new facility for meetings, conferences, etc.
- III. **Agenda:** Motion to approve by J. Greipp, seconded by B. Emens. Motion passed.
- IV. **Minutes of October 15, 2019:** Motion to approve minutes with minor changes by B. Emens, seconded by P. Zipse. Motion passed. Todd Wyckoff, Mark Goggin and J. Greipp abstained.
- V. **Administrative Report and Correspondence**
 - A. **State Database for Investigations** – the Board has sent a request for the names of the databases needed for researching companies' addresses, etc. through access to investigation information, to Steve Hulse. The Board is awaiting this information and will provide an update next month.

- B. **Board Database** – a draft of the RFP for the creation of a database for use by the Board was developed and submitted to Pam Zipse and Todd Wyckoff for review. They are in the process of reviewing the draft and will address it at the next Board meeting
- C. **Solid Waste MOA** – a draft of the MOA for access to solid waste site records has been submitted to Steve Chisholm, Sr., President and DAG Michael Schuit for review.
- D. **Compliance Inspectors RFP** – an RFP to transfer the Compliance Inspectors to 22nd Century was sent to S. Matis. The original Purchase Order will be ending and paperwork for 3 Compliance Inspectors will be submitted to 22nd Century which will allow the Board to carry the Compliance Inspectors through the end of the current fiscal year.
- E. **Board Logo** – A copy of advertising for a tree company was supplied to the Board. The Company was using the Board of Tree Experts logo as part of their advertising. This company was notified that this is a state logo and is illegal to use in private advertising. It was decided that a notification will be put on the Board’s website regarding this issue.

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

None

VII. Treasurer’s Summary Report: for November 19, 2019

1. Board of Tree Experts – Asset Balance:

Checking Account Balance.....\$ 6,238.48
 NJCFS Account Balance.....\$246,414.82

ASSET BALANCE AS OF November 19, 2019.....\$252,653.30

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

Expenditures: \$48,812.09*
 Revenue: \$52,406.26*

Checking Account Balance.....\$ 6,238.48

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

Expenditures: \$ 9,509.76*
 Revenue: \$97,575.57*

NJCFS Account Balance.....\$ 246,414.82

C. PURCHASE ORDERS: have been established for Staffing, Compliance Inspectors and Mail Postage Machine NJCFS Account

	<u>NJCFS Account</u>	<u>Remaining</u>
1. Staff Purchase Order:	\$98,901.51	\$43,246.58

2. Compliance Inspectors:	\$40,000.00	\$12,810.00
3. Jersey Mail Systems contract:	<u>\$ 511.56</u>	<u>\$ 0.00</u>
Total PO's	\$139,413.07	\$56,056.58

Note: \$52,406.26 reflects revenue improperly routed to the checking account instead of the online account. This has been corrected from last month's report. The first page of the report will be named "Treasurer's Summary Report" and the date will be corrected to November 19, 2019.

VIII. Old Business:

- a. Brochures and Law Pamphlet
Updated Brochures (in English and Spanish) were presented as well as updated Law Pamphlets and a draft updated brochure for Municipalities. The Board members will review and revise/correct and re-address at the next meeting.
- b. Business Registration Renewal deadline – after 10-day notice.
Businesses who have not renewed will be suspended and an NVOS will be issued. A draft of the NVOS for non-renewal will be sent to DAG C. Gogo.
- c. Other – DAG, C. Gogo requested a new committee list be sent to her.

IX. New Business:

- a. Continuing Education Credits Request for Waivers – All waiver requests received to date were reviewed and assigned Approval or Denial by the Board. Those who were approved will be advised that this waiver is for the current renewal period only and they will be required to submit 32 CEU's for the next renewal period or present another licensee. Those who were denied will have their licenses suspended until they submit the 32 CEU's required.
- b. Certification of Exam Grades from November 6, 2019
Motion to Certify the Exam Grades of the Licensed Tree Experts and Licensed Tree Care Operator Applicants for the Class of November 6, 2019 who have attained passing grades and will have their names read into the November 19, 2019 minutes.

LTCO November 6, 2019

Alexander Angulo Vega	Bound Brook, NJ
Scott Boulden	Westfield, NJ
Sergiu Bounegru	Lake Hopatcong, NJ
Virgilio Castro	Orange, NJ
Jamie McCarron	Red Bank, NJ
Richard Normyle	Brick, NJ
Anthony Nunez Fernandez	Andover, NJ
Ernest Pozzi	Towanda, Pa

Mariano Rivera-Figueroa	Woodbury, NJ
Dawyn Sandi Nunez	Wharton, NJ
Robert Siegfried	Bangor, Pa
Thomas Taylor	Palmyra, NJ
Ruben Morales	North Brunswick, NJ

Motion to approve by J. Greipp, seconded by M. Goggin. Motion passed.

c. Compliance with Law/rules – Update with Numbers:

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

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. Compliance Inspector Report:

The Board received the Compliance Inspectors report with number of NOV's sent to date, locations and types of violations.

f. Review of Applications and Approvals:

16 Businesses up for approval. LTCO Reciprocity
Mike Hall – approved pending signed letters of recommendation

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

g. Other:

J. Greipp requested that "signed letters of recommendation" be substituted for "letters of recommendation" on exam and reciprocity applications. The CTE-LTE application should be removed. "2018" should be removed from the reciprocity applications. P Zipse suggested that we list and update CEU opportunities and if a change can be made on website of her status as a Board member, eliminate "nominee".

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

None

XI. Adjournment:

Motion to adjourn made by P. Zipse, seconded by B. Emens . Motion passed.