

Board of Tree Experts

Minutes

September 19, 2017

The Board of Tree Experts met on this date at Jackson Township Municipal Building, 95 W Veterans Hwy, Jackson, NJ 08527, at 9:30 am, to discuss the business of the Board.

Those present were:

Steve Chisholm, Sr, President
Rich Wolowicz, Vice President/ Treasurer
Barry Emens
Pam Zipse
Mark Goggin
Michael D'Errico, Program Director
P. Aufiero, Recording Secretary

Joe Greipp
Kevin Downes
Gary Lovallo
Carrie Sargeant
Michael Schuit, DAG

No Public in attendance.

Meeting called to order 9:35am

I. Open Public Meeting Act:

Open Public Meeting Act was read by M. D'Errico.

II. Approval of the Agenda

Motion to approve by B. Emens, second by R. Wolowicz - Motion Passed

III. Minutes of August 15, 2017 Meeting:

R. Wolowicz made a motion to approve the minutes of the August 15, 2017 meeting. Second by B. Emens. Motion passed.

Comments: P. Zipse add P. Aufiero to Agenda as recording secretary

IV. Administrator's Report and Correspondence:

- P. Stockman from Forestry has been helpful with setting up the Board's W.B. Mason Account. W.B. Mason is the state contract supplier for office supplies, etc.
- The Board received tax exempt status from Staples for purchases such as coping exams.
- The Board's Committee list was updated and handed out, S. Chisholm discussed the creation and purpose of the new Recruitment Committee that will review resumes and advise the Board on new hires to the staff.
- Board President, S Chisholm sent a letter to the Division of Wage and Hour Compliance's Director Robert Gaines on questions and concerns the Board has received regarding the requirements to the New Jersey Prevailing Wage Act.

- The Board was copied on a letter Senator Robert Gordon of Bergen County sent to the Governor’s Appointment Office in support of P Zipse’s appointment to the Board.
- Electrical training by PSE&G and a question and answer session by the Board will be featured at an event hosted by Downes Tree Service and sponsored by NJAISA, CAA and the Board on September 28, 2017. CEU’s will be offered.
- S Chisholm spoke with attorney for Hazlet, walked him through the law. Municipalities are now sending businesses to register with the Board before any permits are issued.
- Two copies of the signed office lease were given to DAG M. Schuit for his follow up with the DEP for execution.
- The deadline of September 14, 2017 has passed for businesses to be registered. A notice was added to web site stating the deadline was Sept 14th and the penalty matrix was added. Registering with the Board is the first requirement to be met or a possible penalty may be issued.

V. Treasurer’s Report:

The Treasurer’s Reports for September 19, 2017 was provided by R. Wolowicz. Motion to approve the Treasurer’s report as written was made by M. Goggin, second by J. Greipp. Motion passed, with one abstention, by C. Sargeant.

September 19, 2017

Balance 7/01/2017.....	\$57,702.15
Disbursements.....	\$12,597.00
Receipts.....	\$53,100.00
Checking Account Balance.....	\$98,205.07
Asset Balance as of September 19, 2017.....	\$98,205.07

Discussion:

G Lovallo asked if the checks received are categorized? Answer: Checks received for all Board fees are copied, bundled and categorized on a deposit memo that is sent to Division of Revenue within the Department of Treasury.

The Board discussed creating an NJEMS work station at the office. The Board was asked to approve the purchase of a new desktop computer for use in accessing the NJEMS web-site and for data input.

Motion by J Greipp to spend up to \$1,500.00 on new computer was seconded by B Emens. Motion Passed.

VI. General Public Comment:

None

VII. Old Business:

A. Audit Resolution - conference call with DEP Comptroller S. Matis -

S Chisholm opened the discussion of audit resolution by noting the letter the Board received from the DEP concerning moving the Board's off-line account to a NJ Comprehensive Financial System (NJCFS) account. S. Chisholm called DEP Comptroller Steve Matis and discussed moving forward with regards to the off-line account. Several concerns of the Board were discussed such as: keeping the staff in place, keeping the Board's web master, keeping the Board's internet, phone and fax from being interrupted, keeping in place the lease for the Board's office, and a time frame on keeping the off-line account open to pay expenditures.

A call to Steve Matis, DEP Comptroller was made and placed on speaker: DEP Comptroller discussed with the Board moving the off-line account into the NJCFS. Several questions were raised to Mr. Matis:

- G Lovallo asked about the timeline for the Account: concerning purchasing, and hiring
S Matis: Eventually all revenues will be deposited in the state account keeping some funds for expenses for 2 or 3 months. The current Staff will not stop (terminate) but will come in line with state policies. Mr Matis will check on time frame for purchasing and purchasing threshold which may be \$40,000.
- P Zipse asked about hourly position reaching max of 944 hrs.
S Matis: Will then switch to temp service to fulfill the remaining hours needed
- M D'Errico asked will the Board get monthly statements of the accounting
S Matis: No but he can send screen shot of the financial statement.
- R Wolowicz asked how long does it take to have a vendor paid?
S Matis: Within 30 days - M Schuit stated that the Treasurer can always call or email M. Matis with any questions
- M D'Errico asked how the Board could request full-time equivalents (FTE) from the DEP?
S Matis: I will ask the Commissioner.

Mr. Matis stated that he will be the direct contact for the Board and President S. Chisholm to go to for any and all question concerning the Board's account and the Board's use of its funds to implement the law. Mr. Matis provided his email for any further questions or concerns: Stephen.matis@dep.nj.gov

The Board thanked Mr. Matis and the phone call ended.

R Wolowicz made the following motion to move forward on Audit Resolution:

Motion to move forward on the audit recommendations for Year 2013-2014 with regard to transfer funds from the off-line account into an account in the New Jersey Comprehensive Financial System or NJCFS system titled "NJ Board of Tree Experts" less expenses needed to maintain the Board's current workload needs. Those needs include maintaining current staff, website manager, phone, FAX and Internet services, rent, office supplies, postage and equipment. This audit resolution, based upon the request from Assistant Commissioner

Boornazian's letter dated September 14, 2017 is meant to allow for a smooth transition without disruption to the program already in progress.

Motion was second by B. Emens. C. Sargeant asked for a Roll Call vote:

K Downes - Yes
G Lovallo - Yes
M Goggin - Yes
C Sargeant - Yes
B Emens - Yes
R Wolowicz - Yes
S Chisholm - Yes
Motion Passed

B. Enforcement DAG – DAG M. Schuit discussed the request from the Board that a second DAG be assigned to assist with enforcement. The Division of Law will assign another DAG to the Board for enforcement duties. More discussion on enforcement will be attained in the closed session.

C. Business Registration deadline has passed, what is next – The Board had a discussion on the Business Registration deadline passing. Discussion concerned the issuing of a Notice of Violation (NOV). Samples will be obtained and distributed to the Board's Compliance and Violation Committee and the Outreach Committee for review and comment.

D. NJEMS update – The Board is working with DEP's Licensing and Registration Unit to complete the updated needed to make the NJEMS function for the Board. The NJEMS program issues license and business registration numbers and license cards and business certificates. Delays have caused a back log of cards and certificates. The system should be upgraded in October with cards and certificates mailed in November.

E. LTE/LTCO Exam September 26 at Meadow Lakes – The next LTE/LTCO exam is scheduled for September 26, 2017 at Meadow Lakes. 26 applications have been received.

F. Badge purchase for Board Members – The Board was provided with two examples of badges and badge holders for purchase from a NJ START vendor. The Board members chose the silver badge with bifold case. The Board members and staff also discussed and approved purchasing business cards for Board members and staff. Motion by G. Lovallo to purchase the silver badge and holder as well as business cards, seconded by J. Greipp. Motion passed.

G. Other - The Board had a discussion on the monthly minutes being more simplified. Motion to simplify without audio was made by R Wolowicz, was seconded by B Emens. Motion passed, with one abstention.

VIII. New Business

A. LTE Exam Review Committee – The LTE Exam Review Committee will review the upcoming version of the LTE Exam to be used September 26th. P Zipse and J. Greipp supports using the evaluation by a third party for the Board’s Exams, to better clarify some questions.

B. Compliance with the Law/Rules - Update with Numbers – A Copy of the updated “Compliance with the Law/Rules listing” was provided to each Board Member, DAG, Program Manager and Recording Secretary.

C. Review of Applications and Approval -

A. Review of applications and approvals. Copy to each Board member, DAG, Program Administrator and Recording Secretary.

1. LTE Reciprocity and the Checklist – LTE Reciprocity Committee will update the LTE Reciprocity Checklist with the suggestions of the DAG and provide it to the staff for posting on the web-site.

2. CTE to LTE

21 Applications up for approval

Motion by J. Greipp, seconded by R. Wolowicz. Motion passed. G. Lovallo abstaining

3. Grandfathering (LTCO) – LTCO Grandfathering Committee

15 Applications up for approval

Motion by B. Emens, seconded R. Wolowicz. Motion passed

4. LTE or LTCO Reciprocity

None

5. Business Registrations

46 applications up for approval

Motion to approve by K. Downes, seconded by R. Wolowicz. Motion passed G. Lovallo abstaining

The Board had a discussion on businesses that don’t use PPE that are already approved with a business registration. The Board was informed that a packet will be sent with the Business’s registration number that will include the code of ethics and code of conduct.

D. Other: C. Sargeant informed the Board that she did not have the software to do the ethics training and will reschedule for next month.

IX. General Public Comments (3 minutes/person)

None

X. Closed Session – Ethics Training

G Lovallo made a motion to go into closed session, seconded by R Wolowicz
Motion passed.

G. Lovallo made a motion to come out of closed session, seconded by B. Emens, Motion passed.

XI. Adjournment - Motion to adjourn by R. Wolowicz, seconded by J. Greipp. Motion passed.
Adjournment: 12:10pm