

# Board of Tree Experts

# Minutes

# September 17, 2019

The Board of Tree Experts met on this date at the office of NJ Board of Tree Experts, 101 West Veterans Hwy, Jackson, NJ 08527

Those present were:

Steve Chisholm, Sr, President  
Rich Wolowicz, V. President/Treasurer  
Joe Greipp  
Pamela Zipse  
Barry Emens

Gary Lovallo  
Kevin Downes  
Mark Goggin

Michael Schuit, DAG  
Chloe Gogo, DAG

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

Public in Attendance: None

Meeting called to 9:40 am

- I. **Open Public Meeting Act:** Read by M. D’Errico, signed by S. Chisholm, President and R. Wolowicz, VP/Treasurer.
- II. **Agenda:** Motion to approve agenda with changes by B. Emens, seconded by J. Greipp. Motion Passed.
- III. **Minutes of August 20, 2019:** Motion to approve minutes with changes by P. Zipse, seconded by R. Wolowicz. Motion Passed.
- IV. **Administrative Report and Correspondence:**
  - a. Introduction of Zamayra Rivera, newest Administrative Assistant for Spanish translation.
  - b. Exams – LTE & LTCO are scheduled tomorrow 9/18/19 at Meadow Lakes.

54 – LTCO, 15 LTE Field and 6 LTE written are scheduled to take the exams

- c. Memorandum of Agreement (MOA) between Solid Waste and the Board should be ready soon.
- d. Staff is working on RFP for Database contract.
- e. We are waiting on John Smith from DEP for a meeting to gain access to Secretary of State Database. M. Schuit will reach out to him.
- f. Website Directory has been updated to have a “show all” sort. Businesses will also be listed by county; an e-mail blast was sent to registered businesses to state what county(s) they service.

v. **Treasurer’s Report:**

**September 17, 2019 NJBTE Checking Account:**

Balance Beginning July 01, 2019.....	\$	7,254.66
Disbursements.....	\$	8,220.45
Receipts.....	\$	<u>7,962.50</u>
Checking Account Balance.....	\$	6,996.71

**September 17, 2019 NJBTE Comprehensive Financial System Account:**

Balance Beginning July 01, 2019.....	\$	15,861.47
Disbursements.....	\$	0.00
Receipts.....	\$	<u>67,287.54</u>
NJCFS Account Balance .....	\$	83,140.01

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

Checking Account Balance.....	\$	6,996.71
NJCFS Account Balance .....	\$	<u>83,140.01</u>
<b>Total Assets</b>	<b>\$</b>	<b>90,136.72</b>

<b>Purchase Orders: Staff</b>	<b>\$89,391.75</b>
<b>Compliance Inspectors</b>	<b>\$40,000.00</b>
<b>Mail System</b>	<b>\$ 511.56</b>

Motion to approve Treasurer’s Report as submitted by B. Emens, seconded by M. Goggin. Motion Passed. Discussion: G. Lovallo commented on cost of ACRO/22<sup>nd</sup> Century. Robin’s Landscape was given a refund of Business Registration and License as per vote by the Board.

VI. **General Public Comment:** None

VII. **Closed Session:**

Motion to go into closed session at 10:10 am by G. Lovallo seconded by R. Wolowicz. Motion Passed.

11:10 am return to regular session from closed session.

VIII. **Old Business:**

- a. Brochures for the Law: Z. Rivera has been working on the brochure with new layout and picture. There will be one for business and one for municipalities. The Board was provided a draft copy of the business brochure and asked to review and provide comment.
- b. Safety Policy notifications will be sent allowing businesses at least 90 days to submit a Comprehensive Safety Policy to the Board.
- c. Business will be required to submit their mandatory training records for 2019 no later than January 31, 2020.

IX. **New Business**

- a. LTE/LTCO Renewals: 640 LTE and LTCO renewal were sent out. Business registration renewals were due September 14, with a one-month grace period of October 14, 2014 for the Business Registration not to lapse. Late fee of \$25.00 is now in effect. Five LTCO's were sent in with no CEUs listed. Six LTCO applications are complete. Seven Renewals for LTE Emeritus were also received. A Monthly Compliance Inspection Report will be on the agenda. Discussion: J. Greipp requested that the Board have Inspectors in South Jersey for at least one day before the next meeting.
- 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.

Business

802 Complete

72 Incomplete

8 up for Approval

55 Complete, awaiting licensee

Business Renewals

331 Submitted

273 Complete

58 Incomplete

LTE Renewals

238 Sent  
29 Submitted  
28 Incomplete  
1 Complete

LTCO Renewals

429 Sent  
11 Submitted  
6 Complete  
5 Incomplete

- c. 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.

- d. Review of Applications and Approval:

Motion to approve Business Registrations by J. Greipp, seconded by B. Emens. Motion Passed.

Angel Tree Service	Trenton, NJ
Jay's Yard Maintenance & Tree Services	Hillsborough
Boettcher Tree Service LLC	Millburn, NJ
Down 2 Earth Tree Service	Saddle Brook, NJ
JH Tree Service	Dover, NJ
Keith Brummer Tree Svc & Firewood LLC	Oceanport, NJ
Red Tail Tree Service	Milmay, NJ
White Birch Tree Exp LLC	Andover, NJ

LTE Reciprocity: Timothy Daley. Incomplete and the Board staff will request missing items.

- e. Other: The Board and Staff discusses in-coming calls and messages left on the Board's phone. All calls coming into office to be answered on a timely basis and messages left on the answering machine should also be answered same day or next morning. The Board asked about a copy of available training for CEUs. A copy of available training was given to the board members and it is posted on website.

X. **General Public Comment:** None

XI. **Adjournment:**

Motion to adjourn at 12:15 pm by R. Wolowicz, seconded by B. Emens.  
Motion Passed.