

NJ BOARD OF TREE EXPERTS MINUTES

August 16, 2022

The Board of Tree Experts met on this date at the NJBTE Office, 101 W. Veterans Hwy, Jackson, NJ 08527

Those present were:

S. Chisholm, Sr., President
R. Wolowicz, VP (remote)
J. Greipp
P. Zipse
M. Goggin (remote)
B. Emens
G. Lovallo
T. Wyckoff (remote)

Bruce Velzy, DAG (remote)

Patricia Aufiero, Recording Secretary
Linda Herrera, Administrative Assistant
Arlene Dietz, Administrative Assistant

Meeting called to order at 9:35 am

- I. **Open Public Meeting Act:** Read by S. Chisholm and G. Lovallo for R. Wolowicz.
- II. **Approval of Agenda:** Motion to approve Agenda by G. Lovallo, seconded by P. Zipse. Motion passed, with changes
Note; Sad news of the passing of Assemblyman Ron Dancer who was a friend to the NJBTE, a statesman and a gentleman.
- III. **Minutes** Motion to approve minutes of July 19, 2022 by P. Zipse, seconded by T. Wyckoff. Motion passed with changes, abstaining, M. Goggin.
- IV. **Administrative Report**
 - A. Phone & Wifi
 - B. By the Numbers
 1. LTE total incorrect, change will be made
 2. LTE Written Reciprocity for Josephine (Jamie) Collins Approved
 3. NOV-NVOS Report – will include paid and unpaid NVOS, AONOCAPA and payment plans as well as breakdown of NOV's by each Compliance Inspector including #of B&L, PPE, Numbers, Ads, Standards by county. Template for inspectors will be made up and sent for them to either fill-in by computer or hand write.

A Chief Inspector position will be re-instated. Erik Jones was recommended. A meeting with Erik will be arranged as well as with the other inspectors.

C Vendor Update:

Microsoft for Database is being paid through T. Wyckoff's P-Card.

WB Mason is NJStart vendor. Some items that the Board uses are not available on the NJStart account.

Phone and Internet Service not resolved.

Postage meter rental has been paid on state account but postage was paid by e-check from Wells Fargo.

V. Treasurer's Report

Review of the State Account sent to us by Steve Matis. Will reach out to Elaine Silvestri for clarification of the statement. A copy of all deposit statements and check copies from the Board office will be sent to Laura Lovallo to enter into a Quickbooks program to use as the Treasurer's Report. The pending audit information will be combined with the Quickbooks results for the next meeting if both are available.

VI. Public in Attendance

1. Neil Hendricks

VII. Exam application for Amanda Lamb – a letter of denial for the exam application submitted by Amanda Lamb will be sent to her describing the 2 deficiencies, i.e. 3-year experience requirement was not met and letters of recommendation were not from people in the industry or related fields.

VIII. Business Renewal – forms were ordered through Minute Man Press in Freehold, NJ and will be mailed out the end of this month

Motion to go into Executive Session by G. Lovallo, seconded by P. Zipse, Motion Passed.

BOARD OF TREE EXPERTS

Closed Session Minutes

July 19, 2022

Approval of Closed Session Minutes – June 22, 2022

Amanda Lamb – Exam application

The applicant did not fulfill all requirements to take the LTCO exam. She has less than 3 years experience and letters of recommendation did not come from people in the industry or related fields. E-mail was sent to bunkerhilltree@gmail.com describing these deficiencies. Email response from Derek Miller. He reports that the application fulfills all the requirements on the exam application.

Candice McLaughlin, DAG recommends a letter from the Board, on Board letterhead, detailing the insufficiencies be mailed to Amanda Lamb. Board members were in agreement that the submitted information and documentation does not fulfill the requirements. Emails to and from Bunker Hill will be sent to Candace.

ANSI Standards – can be enforced in regulations since the NJ code allows “incorporation by reference” as supplemented & amended. N.J.A.C. 1:30-2.2

Total Lawn & Tree – The company has ignored multiple notifications and violations to register his business and obtain a license. The Board staff will submit all documentation available regarding this company to Candice for review and determination of penalties.

Motion to Open Session by B. Emens, seconded by P. Zipse

- IX. Amanda Lamb** – Letter detailing deficiencies in the exam application will be sent to Amanda Lamb on Board Letterhead. Motion to pass J. Greipp, seconded by G. Lovallo. Motion passed.
- X.** Discussion regarding hiring for project manager's position. Review of 22nd Century existing job titles, will attempt to get state descriptions of available titles and possibly advertise with ISA, STF and DEP.
- XI.** Discussion of adding benefits for staff. Bruce Velzy will look into other small agencies and commissions to see what is available.
- XII.** A corrected copy of last months minutes will be sent to Candice in a WORD document.