

MEETING
JULY 21, 2026

Attendees:

Present: Steve Chisholm, Chairman, Gary Lovallo, Vice Chairman, Jo Greipp, Shari Spero, Brian McDonald

Zoom: Rich Wolowicz, Kevin Downs

Bruce Velzy, DAG

Staff: Amy Cramer, Arlene Dietz, Debra Jones

Public: Robert Wolf

- I. Open Public Meetings Act read by A. Cramer
- II. Approval of the Agenda
- III. Approval of Minutes of June 2026 Meeting. Motion to approve with corrections made by S. Spero, seconded by J. Greipp. Motion approved unanimously.
- IV. Administrative Report: Monthly Stats were reviewed

New Legislation- The new legislation has been codified and a copy of the “pamphlet law”, which is what the Office of Legislative Services called it, is in your packet. A. Cramer also got in touch with the Municipal Violations Bureau or Division of Municipal Court Services. They have a database called the “statute table” or the “violations list”. We need to get our violations entered so that the municipal courts can verify that our violations are legitimate. A. Cramer uploaded the list to the Bureau and it is being reviewed at this time. They said it would be on the statute table fairly soon. When it is, we can start issuing violations.

A. Cramer thanked C. McLaughlin for supplying the information that made it possible to get this far with the process.

The next step would be getting a “special form of complaint” which is called a “Ticket” book but they are not conventional tickets. The inspectors would fill out a complaint in ticket form and file it with the municipal court and they issue the summons and set up the court date, etc.

Amy Cramer would like to get the “complaint books” ordered. There is a manual online that gives instructions on setting up the tickets. She would like to get some guidance first before setting up the tickets. She would also like to have more face-to-face time with the inspectors going forward with the new process.

S. Chisholm offered to help set up meetings with code enforcement and the court in Jackson to find out more information on how this new process works.

There was a discussion of the current process of enforcement and how to integrate the new process. The old administrative track can still be used. Determination on how to use them will be decided going forward.

- V. Financial Report: Steve Matis has agreed to cover our shortfall for FY2026 and we were given a smaller amount for the next fiscal year.

FY2027 Projection: Funding is \$200,000. We can’t cut personnel expenses any further. S. Chisholm offered that if we can regain the lost businesses, we should bring the income up. The new legislation should also bring up the income.

- VI. Compliance Inspectors Report was reviewed.

- VIII. Translation of Exams – Confidentiality notice sent to panel on the translation committee and they were signed and sent back. There are 5 members and the first meeting is July 27, 2026. Christina Best has been great with organization, etc.

IX. New Business

A. Recommended Changes / Interpretations to Regulations

There are many locations where the references to our website need to be updated.

7:3A-9.1(b)&(c) needs distinction between field inspections and records inspections. 24-hour notice is not required by the statute, but is in the regs. No definition is needed to clarify the word “inspection”. Changes can be made as “administrative corrections” by rearranging current wording for clarification.

Fee Increases – agreed with some changes and will be implemented through the administrative process.

Reference to 7:3A-1.5 needs to be changed to 7:3A-1.3

The following questions of regulatory interpretation were considered:

Does the holder of a Pesticide Applicator License need also to be a LTE for Treatment of Trees, or can an LTCO apply pesticides to trees as long as they hold a Pesticide Applicator License. After discussion, it was the consensus of the Board that this question can remain unresolved.

Cable & Bracing: LTE vs LTCO. Based on the definitions of LTE and LTCO in the law and rules cabling and bracing is a preventive activity that is reserved for LTEs.

- B. KZ Tree accident in Upper Saddle River- discussion of the information regarding this accident on 7/7/2026. The tree failed and fell and the climber had a broken leg and difficulty breathing. Report sent to the office by Lyle Garcia.

- C. Forever Green Landscaping – Accident on 3/24/2026. Climber using a ladder and 25 ft up in the tree. He fell and hit his head and died instantly. Information initially given to the office by a tree company owner. Subsequently, it was discovered that Jeff Cramer, Inspector had seen this company working four days prior to the accident and had spoken to them about not doing tree work without being registered with the Board and they assured him they were only doing clean-up. An NVOS will be issued to the company for not being registered and licensed.
 - D. A. Cramer requested a new laptop to be purchased through the State offices which will allow access to the GSN and will allow her to access and make changes to our website as needed. The Board voted unanimously in favor.
 - E. Record retention policy. The tree board does not have a record retention policy. The Board needs to come up with a length of time that each document should be retained for both paper and electronic documents. Emails sent through the dep.gov email are not discarded. A. Cramer will have one ready for the September meeting.
- X. Review of Applications
- A. Business Registrations
 - Arbor Wise – approved
 - B. Exams Passed- Tyler Rodda, LTCO; Emily Farschon, LTE; Ryan Bansky, LTE; Timothy Ifill, LTE were approved.
 - C. LTCO Reciprocity – Alan Milstein – approved
LTE Reciprocity – Russell Clark – not approved – needs letters on letterhead, not pre-written and signed.

Closed session: moved by Gary Lovallo, seconded by Joe Greipp, all in favor, none opposed.

Bruce Velzy read the OPMA notice for the closed session that it is for the purpose of discussing pending litigation.

Closed session ended, 3:15 PM.

Bruce Velzy summarized the closed session. The Tree Bd discussed pending litigation, and the July 9th closed session meeting. No decisions were made during the closed session.

Adjournment: Gary moved; Joe seconded; all approved.

Adjourned at 3:21 PM