

# **MINUTES**

## **LANDSCAPE IRRIGATION CONTRACTORS EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting on January 26, 2010. George McCarthy called the meeting to order. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| George McCarthy | Spring Irrigation    |
| Patric LiSanti  | Growing Concern Inc  |
| Robert Dobson   | Middletown Sprinkler |

Randy Pease, DAG, Knute Jensen, and members of the public were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Bob Dobson motioned that the Board enters into a closed session in order to discuss enforcement matters. Rick Lisanti seconded the motion. There was a unanimous Board affirmative vote.

The Board returned to open session.

A discussion of the Board's licensing practices was held following several communications from an individual who has an issue with an irrigation contractor. It appears that the application forms may not be consistent with our 2006 regulations, so that an applicant could comply with the application, but not with the regulation. The regulations do not reflect the Board's intent and would not in line with ongoing policies where experience is concerned. The applications and exam results after November 20, 2006 will need to be re-evaluated in order to determine who and how many others may be effected before an appropriate course of action can be determined.

The Board reviewed and discussed the Treasurer's report. The Board was informed that administrative salaries were not being taken from the funds. Bob Dobson motioned to accept the report. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote

Bob Dobson motioned to approve the results from the December 2009 examination; 9 passed, 8 failed. Rick LiSanti seconded the motion. It was noted that this approval is conditional pending verification of the applicant's experience. There was a unanimous Board affirmative vote.

Bob Dobson motioned to approve the applications for the April 2010 examination, 4 approved, 2 conditionally approved pending additional information in order to verify irrigation experience, and 1 denied for lack of experience based on the current and pending legislation recently enacted. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote.

Bob Dobson motioned to approve the minutes from the November 12, 2009 meeting. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote. Bob Dobson motioned to approve the closed session minutes from the November 12, 2009 meeting. There was a unanimous Board affirmative vote.

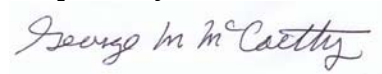
The Board was informed that the Acting Governor signed S2745 last Saturday. As a result a discussion was held on the upcoming continuing education unit (CEU) process. A policy will need to be implemented. An inquiry was made regarding how other Boards are managing this process and how specific the policy needs to be. The Board would like to utilize the National Irrigation Association's existing process in an attempt to avoid an additional burden on the Exams & Licensing Unit.

A discussion was held concerning moving forward with the application process in order to obtain EPA WaterSense recognition.

Public comments were taken.

There being no further business to discuss, the meeting was adjourned. The next meeting is scheduled for March 18, 2010

Respectfully Submitted,

A handwritten signature in cursive script that reads "George McCarthy". The signature is written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

# **MINUTES**

## **LANDSCAPE IRRIGATION CONTRACTORS EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting on March 16, 2010. George McCarthy called the meeting to order. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| George McCarthy | Spring Irrigation    |
| Patric LiSanti  | Growing Concern Inc  |
| Robert Dobson   | Middletown Sprinkler |

Randy Pease, DAG, Gene Rosenblum, DAG, Amy Telford, Knute Jensen, Sarah Ritchie, Chrissy Gerstnicker, NJDEP, and Deborah Hamlin and Sherrie Schulte, Irrigation Association.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Amy Telford provided the Board members with an overview of the proposed web site for the landscape irrigation program. A discussion was held. Board members inquired whether the site could contain announcements, a link to the EPA WaterSense program, FAQ's for the upcoming continuing education credits (CEC), and a link to the data miner site for reports. The group was informed that the Irrigation Association is looking into offering online exams. A discussion was held concerning the upcoming legislation changes and whether or not the web site should include both the existing and the upcoming changes. The members were informed that the Department could issue an advisory notification concerning the upcoming changes. Bob Dobson indicated that the NJ Irrigation Association also has the ability to send out notifications. Ms. Telford indicated that the Board members should review the link and provide her with any additional comments within the next couple of weeks. It is anticipated that the site could be up and running within the next few months. Amy Telford left the meeting,

Bob Dobson motioned to approve the minutes from the January 26, 2010 meeting pending two spelling corrections on page 1 in paragraph 3. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote. Rick LiSanti motioned to approve the closed session minutes from the January 26, 2010 meeting. Linda Cantwell seconded the motion. There was a unanimous Board affirmative vote.

The Board reviewed and discussed the Treasurer's report. Bob Dobson motioned to accept the report. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote

The Board determined that there was a discrepancy between the regulations, the application form, and the practice of the Board. The Board determined that it was appropriate that no action be taken concerning those applicants who complied with the application form. In addition, even though pre-1997 experience may have been accepted, only those passing the examination were approved for certification. The Board was informed that the results from the December 2009 examination were recently mailed to the applicants. In addition, an insert has been created and attached to applications for examination clarifying the experience requirements. Experience will be evaluated based on the current legislation until the new legislation takes effect on July 15, 2010.

Based on the new requirement that experience must be within the past fifteen years, it was agreed that the fifteen-year requirement would be calculated from the date the complete application was received in the Exams & Licensing Unit

The Board members were reminded that they were recently emailed the updated draft of the business firm application. The draft should include a place where the certificate holder can use their irrigation stamp to seal the application. The Board needs to work towards finalizing the application as soon as possible.

A discussion was held concerning the best way to evaluate out of state experience. There is concern that NJ applicants are required to demonstrate more than someone from out of state. Can the out of state requirements be a policy or should it be by regulation? It was suggested that the Board come up with a functional equivalent in order to evaluate out of state experience. A suggestion would be to require 3 years of field experience within the last 15 years and substantiation documentation. It was also suggested that other states with a certificate program be contacted in order to determine how they evaluate out of state experience. More discussion will be needed.

Rick LiSanti motioned to approve additional applications for the April 2010 examination, 1 approved, 1 conditionally approved pending additional information in order to verify irrigation experience. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote.

George McCarthy asked for public comment. No public was in attendance.

Rick LiSanti motioned that the Board enters into a closed session in order to discuss enforcement matters. Linda Cantwell seconded the motion. There was a unanimous Board affirmative vote.

The Board returned to open session.

Randy Pease, Gene Rosenblum, and Knute Jensen left the meeting. Deborah Hamlin, Sherrie Schulte, and Chrissy Gerstnicker arrived.

As a result of the upcoming changes to the legislation to include a renewal requirement for continuing education credits, Deborah Hamlin and Sherrie Schulte from the Irrigation Association (IA) attended the meeting. A general discussion was held concerning the proposed process for tracking continuing education credits and the application process for NJ irrigation contractor to become a WaterSense partner.

The Board has submitted an application to the EPA in order to become a WaterSense certifying partner. Irrigation contractors have the option to apply to EPA to become recognized as a WaterSense partner. Irrigation contractors certified in NJ on or after January 1, 2009 are eligible for WaterSense partnership immediately, however those contractors certified before January 1, 2009 must provide proof of 10 CECs earned on or after January 1, 2008 in order to become eligible. EPA may contact the Exams & Licensing Unit in order to verify information from WaterSense applicants. Based on discussions it does not appear that the EPA would be willing to use our data miner reports in order to verify any information. There is currently no mechanism to get CEC information to WaterSense staff.

NJ Irrigation Contractors will require CECs in order to renew their certification. The following was discussed:

Renewal invoices would be sent out to everyone. Renewal fees along with proof of CECs would be sent to the Exams & Licensing Unit for processing. The renewal fee would be processed or the applicant would be notified that they do not have sufficient CECs.

There is no way to stop certificate holders from sending renewal payment directly to Treasury for processing or from paying renewal invoices online whether or not they have sufficient CECs. Renewal payments must be sent directly to Treasury for processing. In addition, the Department is encouraging payment of renewal fees online. The Exams & Licensing Unit recently started tracking training for one of the licensing programs. While the process has some issues, it appears that it might be possible to incorporate the irrigation contractors into this existing process. However, It has not been thoroughly investigated. All training information would need to be entered into the Department's database prior to the running of renewals. Only certificate holders, having sufficient CECs (based on the Department's records) would be issued a renewal bill. A report would need to be created in order to identify those individuals not receiving a invoice, so that they could be notified. Those providing CEC information after the invoices are run would require manual intervention in order to receive a invoice. Please be aware that this manual process is done outside of the Exams & Licensing Unit.

Irrigation Contractors would select a link listed on the DEP web site so those irrigation contractors could enter their CEC information into the Irrigation Association's web site reporting system. It is anticipated that the link could be accessed by August 1. This CEC information would be stored in the IA's CEC tracking database. On a regular basis (to be determined) the IA would send a file to DEP of those NJ contractor's that have fulfilled their CEC requirement. With proper formatting this information could be imported into the Department's database rather than entered manually

The Board would randomly request CEC documentation and audit a certain percentage of those contractors renewing their certification. A mechanism for identifying these individuals and then randomly selected them will be required.

Bob Dobson motioned to approve the results from the December 2009 examination; 9 passed, 8 failed. Rick LiSanti seconded the motion. It was noted that this approval is conditional pending verification of the applicant's experience. There was a unanimous Board affirmative vote.

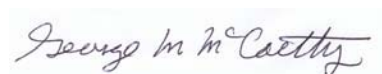
A discussion was held on the upcoming continuing education unit (CEU) process. A policy will need to be implemented. An inquiry was made regarding how other Boards are managing this process and how specific the policy needs to be. The Board would like to utilize the National Irrigation Association's existing process in an attempt to avoid an additional burden on the Exams & Licensing Unit.

A discussion was held concerning moving forward with the application process in order to obtain EPA WaterSense recognition.

Public comments were taken.

There being no further business to discuss, the meeting was adjourned. The next meeting is scheduled for May 11, 2010

Respectfully Submitted,

A handwritten signature in cursive script that reads "George McCarthy". The signature is written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**MINUTES**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting on May 11, 2010. George McCarthy called the meeting to order. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| George McCarthy | Spring Irrigation    |
| Patric LiSanti  | Growing Concern Inc  |
| Robert Dobson   | Middletown Sprinkler |

Randy Pease, DAG, Gene Rosenblum, DAG, and Knute Jensen were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Rick LiSanti motioned to approve the minutes from the March 16, 2010 meeting pending the revisions discussed regarding the subject of experience. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote. Bob Dobson motioned to approve the closed session minutes from the March 16, 2010 meeting Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote.

The Board reviewed and discussed the Treasurer's report. Rick LiSanti motioned to accept the report. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote

Kate Norum (from CIT) had inquired as to whether the Board would consider eliminating the requirement that exam applications achieve a minimum of 50 % in each of the testing categories as one of the requirements for passing the exam. A discussion was held and as a result, Kate will be notified that the requirement would not be changed.

As a result of a recent enforcement assignment, it was discovered that the contract had expired. Since the original agreement allowed for up to an additional two years, staff is currently working on resolving this matter. The new contract should be in effect shortly.

The examination results from the April 2010 examination were reviewed. Bob Dobson motioned to approve the results: 1 passed 15 failed.

A discussion was held concerning the upcoming changes to the legislation. Since the upcoming legislation is not specific as to how many continuing education credits (CECs) are required or what type of CEC, the rules and regulations will require amendments in order to proceed with the CEC process.

A discussion was held concerning the need for tracking CECs in order for contractors to be eligible for WaterSense:

- Pre-approved courses with assigned CECs would be required
- Proof that they did or didn't get the training
- Auditing 20 percent of those obtaining the training
- sign in sheets or some type of code could be used as proof
- those that had the training would get a renewal invoice
- those that did not would receive some type of letter

The Board was updated regarding the ability to utilize the National Irrigation Association's database for tracking of CECs. A \$10,000 one-time setup fee would be required. In addition, a \$25 annual per person charge would be required. The contractor would have the ability to enter approved CECs directly into the IA's database.

As a result of an inquiry by the Board, Pro-metrics contacted the Exams & Licensing Unit concerning tracking CECs. This organization is currently being utilized by Consumer Affairs to track CECs for licensing. It was difficult to provide Pro-Metrics with enough information in order to determine whether or not they could provide the services required by the Board.

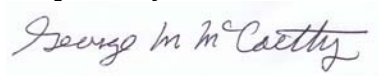
Bob Dobson motioned that the Board enters into a closed session in order to discuss enforcement matters. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote.

The Board returned to open session.

George McCarthy asked for public comment. No public was in attendance.

There being no further business to discuss, the meeting was adjourned. The next meeting is scheduled for July 14, 2010

Respectfully Submitted,

A handwritten signature in cursive script that reads "George McCarthy". The signature is written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

# **MINUTES**

## **LANDSCAPE IRRIGATION CONTRACTORS EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting on July 23, 2010. George McCarthy called the meeting to order. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| George McCarthy | Spring Irrigation    |
| Patric LiSanti  | Growing Concern Inc  |
| Robert Dobson   | Middletown Sprinkler |

Randy Pease, DAG, Gene Rosenblum, DAG, and Tim Martin (New Jersey Irrigation Association) were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Rick LiSanti motioned to approve the minutes from the May 11, 2010 meeting. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote. Rick LiSanti motioned to approve the closed session minutes from the May 11, 2010 meeting. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote.

The Board reviewed and discussed the Treasurer's report. Bob Dobson motioned to accept the report. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote.

Linda Cantwell informed the Board that due to a scheduling conflict the Board meeting would need to be changed from September 14 to September 15. The Board agreed to change the date.

Bob Dobson indicated that the new legislation became effective on July 15, 2010. As a result, the rules and regulations will need to be re-promulgated. Now might be a good time to review the rules and regulations to insure other changes are not needed.

Tim Martin arrived

A discussion was held concerning the new legislation and the need to re-promulgate the rules and regulations. An inquiry was made as to whether or not an employee working for a plumber that is doing irrigation work would be eligible to apply for the examination. Since the experience requirements can go back no more than 15 years, an applicant would not be able to obtain three years of experience unless they had some experience under a certified irrigation contractor.

Bob Dobson provided copies of a draft outlining the continuing education credit (CEC) process. Since the legislation does not provide enough information with regard to CECs (what kind, how many), the rules and regulations must be updated and re-published before we can require CECs for certificate holders. Mr. Dobson was concerned because Sustainable NJ is moving forward with the Model Water Efficiency Ordinance. Municipalities adopting this ordinance would require irrigation contractors to be recognized by WaterSense. A discussion was

held as to how NJ contractors could become WaterSense recognized. Since the legislation gives the Board the authority to take administrative actions necessary for implementation the Board could begin collecting CEC information in anticipation of the regulations. A mechanism to maintain any information submitted will be necessary. We can collect CECs that comply with the National Irrigation Associations requirement until we can re-adopt our regulations with the CEC requirements. Since WaterSense will accept five CECs from NJ contractors, when contacted we can tell WaterSense how many CECs the contractor has.

Bob Dobson motioned that the Board enters into a closed session in order to discuss enforcement matters. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote.

The Board returned to open session.

After reviewing the investigation report and supporting documentation provided by the enforcement contractor, will the Board proceed with an enforcement action against Scott Meyer (Fairway Estates Landscaping)?

|                 |    |
|-----------------|----|
| George McCarthy | No |
| Bob Dobson      | No |
| Rick LiSanti    | No |
| Linda Cantwell  | No |

Based on the information provided by the Atlantic City Special Improvement District should this case be closed?

|                 |     |
|-----------------|-----|
| George McCarthy | Yes |
| Bob Dobson      | Yes |
| Rick LiSanti    | Yes |
| Linda Cantwell  | Yes |

Rick LiSanti motioned to approve two initial applications for the October 2010 exam. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote.

A discussion was held concerning the enforcement contract. The current contract expires in September 2010. Arrangements will be made to renew this contract for the final year. The Board should start working on the enforcement contract process at the beginning of 2011 to avoid a lapse in services.

There being no further business to discuss, the meeting was adjourned. The next meeting is scheduled for September 15, 2010

Respectfully Submitted,



George McCarthy, Chairman  
Landscape Irrigation Contractors Board

# **MINUTES**

## **LANDSCAPE IRRIGATION CONTRACTORS EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting on November 9, 2010. George McCarthy called the meeting to order. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>  |
|-----------------|---------------------|
| Linda Cantwell  | NJDEP               |
| Patric LiSanti  | Growing Concern Inc |
| George McCarthy | Spring Irrigation   |

Via Telephone conference:

|               |                      |
|---------------|----------------------|
| Robert Dobson | Middletown Sprinkler |
|---------------|----------------------|

Gene Rosenblum, DAG and Randy Pease, DAG, were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Rick LiSanti motioned to approve the minutes from the September 15, 2010 meeting. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote. Rick LiSanti motioned to approve the closed session minutes from the September 15, 2010 meeting. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote.

The Board reviewed the exam results from the October 2010 examination. A discussion was held. It appears that changes have been made in the way the exams are being scored and this being the first exam administered solely administered through the Irrigation Association (IA). As a result of the Board's concerns, Bob Dobson contacted the IA during the meeting. Mr. Dobson informed the Board that the exam questions are weighted and now have a cutscore. The cutscore will vary from exam to exam. As a result, a passing score of 70 % with a minimum of 50 % correct in each category will no longer apply. A discussion was held. The Board members were unaware of these changes; applicants have been informed of the scoring process; the applicants scoring 70% with a minimum of 50% correct in each category would have passed this exam if these changes had not been implemented. As a result, Rick motioned to approve the exam results, 3 passed, 3 received a score of 70% or higher with a minimum of 50% correct in each category and 22 failed.

The Board reviewed and accepted the Treasurer's report..

Bob Dobson reported that Tim Martin had informed him that S482 had been released from Committee. If passed, this legislation would allow irrigation contractors to install back flow preventers.

George McCarthy inquired as to whether or not Board members could report those violating the irrigation legislation. A discussion was held. A Board member can refer them to the Board, which may refer them to the enforcement contractor. The Board member should seek guidance from the Board's legal counsel as to whether the Board member should recuse himself from related Board action.

George McCarthy asked for public comment. No members from the public were in attendance.

Rick LiSanti motioned that the Board enters into a closed session in order to discuss enforcement matters. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote.

The Board returned to open session.

The Board agreed it was time to start working on the regulations, formulate guidelines/rules of what is required for out of state applicants, and to include a penalty matrix as part of the rules and regulations rather than a guideline. The 2011 calendar will be sent to the Board members. Members should contact the Exams & Licensing Unit with any conflicts as soon as possible.

There being no further business to discuss, the meeting was adjourned. at 12:10 p.m. The next meeting is scheduled for January 19, 2011.

Respectfully Submitted,

A handwritten signature in cursive script that reads "George McCarthy". The signature is written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**January 19, 2011 MINUTES**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 10:00 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| Patric LiSanti  | Growing Concern Inc  |
| George McCarthy | Spring Irrigation    |
| Robert Dobson   | Middletown Sprinkler |

Charlie Maack, DEP was also in attendance. Gene Rosenblum, DAG attended via a telephone conference.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Both sets of minutes from the November 9, 2010 meeting were approved as presented.

The Board reviewed and accepted the Treasurer's report.

An individual from North Carolina submitted an application in order to obtain a certification through reciprocity. This is the Board's first request for reciprocity. The applicant included a copy of North Carolina's rules and regulations governing their irrigation certification. Based on this information, North Carolina would allow reciprocity for New Jersey contractors and their experience requirements for certification appear to be comparable to ours. Bob Dobson indicated that New York is in the process of establishing a certification program that could result in additional requests for reciprocity. As a result, it was agreed that a policy/process needs to be established in order to insure consistency with future requests. Examinations taken by New Jersey contractors contain questions specific to New Jersey. The Board members agreed that this part of the exam might be important even for those seeking reciprocity. A discussion was held as to whether or not a mini exam should be created containing codes and business information specific to New Jersey. Mr. Dobson agreed to pursue this matter with the Irrigation Association. It was agreed that this mini exam should be offered online. The applicant will be contacted, updated on the process and given the option to take the upcoming full examination.

A discussion was also held concerning the changes that were recently made to the exam scoring process. These changes were discovered upon review of the October 2010 examination results. It was agreed that the Board will reach out to the Irrigation Association indicating their preference to return to a passing score of 70 % with a minimum of 50 % correct in each category.

Motion approved to go into a closed session.

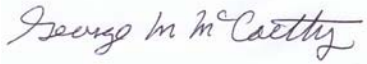
As a result of a conflict with the March 10, 2011 meeting, Board members will be contacted this week in order to reschedule this date.

Bob Dobson provided the Board members with copies of his suggested changes to the regulations. George McCarthy indicated that he had been comparing the law with the regulations to insure that there was consistency and that it was as clear as possible. As a result, some definitions required modification and some of the new requirements required additional definitions. A discussion was held. DAG Rosenblum recommended that definitions are not necessarily the best way to accomplish this. Shall or shall not should be included as part of the requirement. When someone violates the regulations you need to have something showing them what was violated. (who is being held accountable and what are you going to do to them).

George McCarthy asked for public comment. No members from the public were in attendance.

There being no further business to discuss, the meeting was adjourned. at 1:30 p.m. The next meeting is scheduled for March, 2011.

Respectfully Submitted,

A handwritten signature in cursive script, reading "George McCarthy", written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**March 11, 2011 MINUTES**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 10:35 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| Patric LiSanti  | Growing Concern Inc  |
| George McCarthy | Spring Irrigation    |
| Robert Dobson   | Middletown Sprinkler |

Gene Rosenblum, DAG, Charlie Maack, DEP, Tim Martin and Michael Petruzzelli , representing NJIA, were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Board members were given CEC submissions that were recently received.

Tim Martin indicated that he is aware that the Board is currently in the rule making process as a result of the business permit and continuing education credits (CECs) requirements. The New Jersey Irrigation Association (NJIA) is concerned with the timing. As a result, Mr. Martin requested a pre-proposal meeting with the NJIA and the Board in an effort to insure a swift re-adoption process and to address any concerns they may have with the proposed changes. Also, a discussion was held regarding irrigation contractor concerns regarding the appearance of lack of enforcement, advertising by non-certified contractors, and incomplete complaint submissions.

Both sets of minutes from the January 19, 2011 meeting were approved as presented.

The Board reviewed and approved the Treasurer's report.

Board members were recently provided with the draft agreement in order continue with the purchase and scoring of exams through the Irrigation Association and asked for comments or concerns as soon as possible.

Members were informed that the agreement with their enforcement contractor will expire in early September. Board members requested that the process be started in an effort to avoid a lapse in enforcement capabilities. The Board agreed to solicit bids from contractors previously contacted by the Board.

Motion approved to go into a closed session.

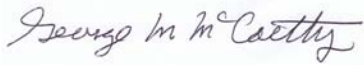
The Board returned to open session.

The Board was informed that three candidates had previously requested to be rescheduled to the April examination. To date, 12 repeat applicants have submitted their exam fees in order to take the April exam. The motion was approved to accept 10 initial/re-applications and conditionally approve two applications pending further verification of employment while doing irrigation work.

A brief discussion was held concerning the rules. Board members will reach out to DAG Randy Pease concerning Tim Martin's request for a pre-proposal meeting. It was agreed that if a meeting would be held, it should be scheduled shortly.

There being no further business to discuss, the meeting was adjourned. at 2:30 p.m. The next meeting is scheduled for May 17, 2011

Respectfully Submitted,

A handwritten signature in cursive script that reads "George McCarthy". The signature is written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**April 29, 2011**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 9:55 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>  |
|-----------------|---------------------|
| Linda Cantwell  | NJDEP               |
| Patric LiSanti  | Growing Concern Inc |
| George McCarthy | Spring Irrigation   |

Attended via telephone conference:

|               |                      |
|---------------|----------------------|
| Robert Dobson | Middletown Sprinkler |
|---------------|----------------------|

Randy Pease, DAG, Gene Rosenblum, DAG, Charlie Maack, DEP, Tim Martin and Michael Petruzzelli , representing NJIA, were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Both sets of minutes from the March 11, 2011 meeting were approved as presented.

The Board reviewed and discussed changes to the rules and regulations.

There being no further business to discuss, the meeting was adjourned. at 2:50 p.m.

Respectfully Submitted,



George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**May 17, 2011**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 10:10 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| Patric LiSanti  | Growing Concern Inc  |
| George McCarthy | Spring Irrigation    |
| Robert Dobson   | Middletown Sprinkler |

Randy Pease, DAG and Charlie Maack, DEP, were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The minutes from the April 29, 2011 meeting were approved as presented.

The Treasurer's report was accepted. The Board was informed that money would be encumbered for the exam/exam scoring expenses.

The Board reviewed the results from the April 2011 examination. Bob Dobson motioned to accept revised exam results pending further analysis provided the candidate achieved a minimum score of 70 percent with a minimum of 50 percent in each category. Rick LiSanti seconded the motion. The Board was informed that the individual applying for reciprocity from North Carolina had passed the NJ specific of the exam. He will be contacted and requested to send in an exam fee along with his certification fee.

The Board was informed that six bids for solicitations were sent out to private investigators that might be interested in becoming an investigative agent for the Board. It was agreed to solicit bids from contractors previously contacted by the Board. The Board was informed that two responses were received, one package was returned by the post office, and one investigator had contacted the office for additional information but had not submitted a written response. The Board members reviewed the responses that were submitted. A discussion was held. Both of the bids submitted were similar. By combining the Agent 1 and Agent 2 bids, it was determined that Investigative Solutions was the lowest bidder in year 1 and year 2. In year 3 the bids were identical. Bob Dobson motioned to re-engage Investigative Solutions, Verona, NJ as their enforcement contractor. Rick LiSanti seconded the motion. The remainder of the Board approved.

Charlie Maack arrived

The Board went into a closed session in order to discuss enforcement matters and review reports as of result of recent investigations.

The Board returned to open session.

Five cases had been referred to the enforcement contractor for investigation. As a result of the investigation, two cases were closed, additional information will be sent concerning 2 of the cases, and the Board voted to issue a penalty for advertising without a certification, pending the DAG's recommendations. Three new cases will be referred to the enforcement contractor for investigation.

The Board continued their discussion on changes to the rules and regulations.

There being no further business to discuss, the meeting was adjourned. at 1:50 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "George McCarthy". The signature is written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board



**June 29, 2011**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 10:10 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| Patric LiSanti  | Growing Concern Inc  |
| George McCarthy | Spring Irrigation    |
| Robert Dobson   | Middletown Sprinkler |

Mike Schuit, DAG, Gene Rosenblum, DAG, Charlie Maack, DEP, and Tim Martin, representing NJIA, were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The Board reviewed the opened session minutes from the May 17, 2011 meeting and approved as presented.

The Board reviewed the closed session minutes from the May 17, 2011 meeting. DAG Rosenblum had some questions concerning the enforcement action voted on at the last meeting. They were approved as presented. The Board reviewed and discussed changes to the rules and regulations.

There being no further business to discuss, the meeting was adjourned. at 5:55 p.m.

Respectfully Submitted,



George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**August 3, 2011**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 10:50 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| Patric LiSanti  | Growing Concern Inc  |
| George McCarthy | Spring Irrigation    |
| Robert Dobson   | Middletown Sprinkler |

Mike Schuit, DAG, Gene Rosenblum, DAG, and Charlie Maack, DEP were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The minutes from the June 29, 2011 meeting were approved as presented.

Correspondence from the Irrigation Association concerning the exam and exam content were reviewed and discussed. These changes will take place beginning in October 2011. The Board agreed that that passing score will remain 70% with 50% in each category.

An application for reciprocity with a Texas license was received. Board members were informed that Texas does not use the same exam as New Jersey. Linda Cantwell offered to contact Texas to obtain additional information concerning their exam.

The Board was informed that an exam applicant recently denied, was appealing their decision. Members were informed that the department was recommending that the Board accept this application due to the fact that it was acceptable prior to regulatory changes. A discussion was held and it was recommended that the Board enter into a closed session in order to discuss this matter further.

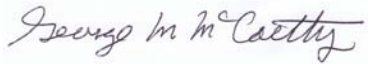
The Board returned to open session.

Rick LiSanti motioned to contact the Office of Dispute Resolution informing them that the Board will participate in mediation as a result of an appeal concerning an exam application. George McCarthy will be their representative; finalize and send a settlement offer letter to case #456 for advertising without a certification; close case #457, refer case #458 to the investigator; send letter of inquiry to various companies advertising irrigation work. Bob Dobson seconded the motion. The remainder of the Board approved.

The Board reviewed and discussed the most recent draft of rules and regulations. Additional changes were made.

There being no further business to discuss, the meeting was adjourned. at 3:50 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "George McCarthy". The signature is written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**September 14, 2011**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 9:45 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| Patric LiSanti  | Growing Concern Inc  |
| George McCarthy | Spring Irrigation    |
| Robert Dobson   | Middletown Sprinkler |

Mike Schuit, DAG, Gene Rosenblum, DAG, and Charlie Maack, DEP were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The open and closed session minutes from the August 3, 2011 meeting were approved as presented.

The Board accepted the Treasurer's report as presented.

Members were reminded that the 2012 meeting schedule was recently sent out. After reviewing the schedule, they should contact the Exams & Licensing Unit with any discrepancies.

As a result of recent inquiries, copies of the employment verification page of the application were distributed. The form will be reviewed along with the application to determine whether or not changes are required.

The Board received correspondence from an applicant that had taken the exam in April 2010. The applicant was inquiring why they had achieved a 70% with 50 % in each of the categories, but still failed the exam. A discussion was held. It appears that this was the first exam given, where the cut-scores had changed. The Board was not aware of the change at the time. The applicant will be contacted and issued a certificate upon receipt of the appropriate fees.

Members were provided with a draft "warning letter" prepared as a result of case 460. A discussion was held. The Board members agreed to refer this case to the enforcement contractor rather than sending out further correspondence

A copy of draft correspondence to be used when it appears a company is advertising irrigation work without registering a certificate holder was reviewed and discussed. The letter was approved and will be sent.

The Board reviewed applications on file for the October 2011 examination. Motion made and approved to accept 8 initial/re-applications, conditionally approve 2 pending additional information, deny 3 based on insufficient documentation. Rick LiSanti seconded the motion, the remainder of the Board approved. The Board was informed that 17 applicants were already scheduled for the upcoming exam.

As a result of additional information obtained since their last meeting, the Board reviewed an application for reciprocity. A discussion was held. Correspondence will be sent to the applicant requesting third party verification that he has three years of irrigation experience. In addition, it appears that Texas does not have reciprocity with New Jersey. Correspondence from the Texas Commission of Environmental Quality will be required indicating that they recognize New Jersey's certification program.

The Board motioned to enter into a closed session in order to discuss enforcement matters.

The Board returned to open session.

Motion made and approved to close cases 456, 082/154, and refer cases 461 and 083 to the enforcement contractor for investigation.

The Board reviewed and discussed modification to the enforcement section of the pending rules and regulations.

There being no further business to discuss, the meeting was adjourned. at 3:05 p.m. The next meeting is scheduled for November 15, 2011.

Respectfully Submitted,

A handwritten signature in cursive script, reading "George McCarthy", is displayed on a light blue rectangular background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**NOVEMBER 15, 2011**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 10:10 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| Robert Dobson   | Middletown Sprinkler |
| Patric LiSanti  | Growing Concern Inc  |
| George McCarthy | Spring Irrigation    |

Mike Schuit, DAG, Gene Rosenblum, DAG, Charlie Maack, DEP, and Tim Martin were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The open and closed session minutes from the September 14, 2011 meeting were approved as presented.

The Board accepted the Treasurer's report as presented.

The Board motioned to enter into a closed session in order to discuss enforcement matters.

The Board returned to open session.

DAG's Rosenblum and Schuit left the meeting. Tim Martin arrived.

A discussion was held concerning the rules and regulations. It was agreed that the penalty matrix must be finalized. The Board would like to see the entire process completed before the end of 2012.

As a result of a discussion concerning individuals waiting to be appointed to the Board, Tim Martin agreed to pursue this matter.

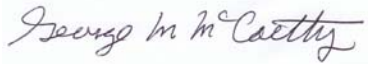
The Board reviewed additional information received on behalf of a certificate holder from Texas. Based on the application submitted, the Board agreed to grant reciprocity to the applicant provided that he passes the New Jersey specific examination. The applicant will be notified.

The Board reviewed the results from the October 2011 examination. A discussion was held as a result of the recent changes to the exam. Motion made and approved to pass 5 applicants and fail 22 applicants. It was noted that a majority of the applicants had passed the New Jersey section of the exam.

Motion made and approved to close cases 458, 461, 464, 467, 469, and 472 and refer cases 019, 083, 471 to the enforcement contractor for investigation.

There being no further business to discuss, the meeting was adjourned. at 2:00 p.m. The next meeting is scheduled for January 18, 2012.

Respectfully Submitted,

A handwritten signature in cursive script, reading "George McCarthy", written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**January 20, 2012**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 10:05 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| Robert Dobson   | Middletown Sprinkler |
| Patric LiSanti  | Growing Concern Inc  |
| George McCarthy | Spring Irrigation    |

Mike Schuit, DAG, Gene Rosenblum, DAG, and Charlie Maack, DEP, and were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The open and closed session minutes from the November 15, 2011 meeting were approved as presented.

A Treasurer's report was not available. Members will be sent an electronic copy once it becomes available.

Changes to the exam application were discussed. Comments included modifying instructions, verifying citations, and reiterating certain language. Members will be sent an electronic version of the application in order to review and make necessary changes.

Members were provided with a draft approval letter that will be sent to course providers as courses are approved. A discussion was held and changes were made to the letter.

Bob Dobson informed the members that he had recently met with Katie Barnett (from DEP) concerning the irrigation program. As a result of their discussion, Mr. Dobson prepared draft legislative changes to remove the plumber's exemption.

Members were provided with information from North Carolina's website regarding their irrigation certification process. A discussion was held and some of their ideas may be incorporated into NJ's exam application.

The Board reviewed, discussed, and approved revisions to a new penalty matrix.

The Board motioned to enter into a closed session in order to discuss enforcement matters.

The Board returned to open session.

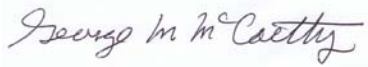
The Board voted to approve penalties for cases 083 (\$2,000), 019 (\$2,000), 391 (\$1,000), and 460 (\$2,000) for installations without a certified contractor.

The Board voted to approve and send correspondence prepared for an exam applicant requiring special accommodations for the April 2012 examination.

The Board reviewed and approved results from an applicant applying for reciprocity and passing the NJ portion of the exam.

There being no further business to discuss, the meeting was adjourned. at 1:55 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "George McCarthy", written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**February 29, 2012**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building (Station Plaza 5) Trenton, NJ. George McCarthy called the meeting to order at 10:30 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| Robert Dobson   | Middletown Sprinkler |
| Patric LiSanti  | Growing Concern Inc  |
| George McCarthy | Spring Irrigation    |

Edith Brower, DAG, and Charlie Maack, DEP, were also in attendance. Gene Rosenblum, DAG attended via a telephone conference during the enforcement discussions pertaining to the rules & regulations

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The Board reviewed correspondence from a recipient of an inquiry letter pertaining to advertising irrigation without a certification. It was agreed that this issue would be tabled until the next meeting.

Correspondence was received from a course provider expressing concerns with the Board's assignment of continuing education credits. A brief discussion was held. It was agreed to table this matter until the next meeting.

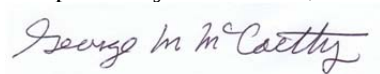
Correspondence was received from a certificate holder requesting that the Board refund his renewal payment. He indicated it was renewed in error. A discussion was held. The individual will be notified that his payment cannot be refunded.

Correspondence was received from an individual that failed to renew their certification within the two year grace period. The individual indicated that due to a financial hardship, they were not able to renew their certification within the required time frame. A brief discussion was held. This matter will be tabled until the next meeting so that additional information can be obtained.

The Board reviewed, discussed, and made additional changes to the rules and regulations.

The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,



George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**March 16, 2012**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 10:10 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| Robert Dobson   | Middletown Sprinkler |
| Patric LiSanti  | Growing Concern Inc  |
| George McCarthy | Spring Irrigation    |

Edith Brower, DAG, Gene Rosenblum, DAG, Charlie Maack, DEP, and members of the public were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Bob Dobson motioned to enter into a closed session in order to complete the application review. Rick LiSanti seconded the motion. The remainder of the Board approved.

The Board returned from their closed session.

Members of the public arrived.

Correspondence was received from an irrigation contractor who had recently become ineligible to renew due to failure to make his renewal payment. The individual was requesting that the Board reinstate the certificate due to a financial hardship. A discussion was held. It was agreed that nothing in the statute or the rules and regulations would permit this request. The individual will be notified.

Correspondence was received from an individual as a result of the Board's inquiry as to whether or not they were advertising irrigation work without an irrigation certification. A discussion was held. The individual will be notified that unless they have an irrigation certification, they cannot advertise.

Eric Nelson, NJ Irrigation Association (IANJ) addressed the Board. Mr. Nelson expressed concerns with inconsistent communications between the IANJ and the Board. In addition, Mr. Nelson is requesting that the Board provide the IANJ with communications being sent to irrigation contractors. Mr. Nelson informed the Board that there is some tension between the IANJ and distributors offering continuing education credits, due to the differences in the credit hours being assigned. The IANJ courses receive more credit than those offered by distributors. Mr. Nelson was seeking additional information on the Water Sense partnership suspension.

A discussion was held with Mr. Nelson regarding his concerns and comments.

Bob Dobson motioned to enter into a closed session in order to discuss enforcement matters. Rick LiSanti seconded the motion. The remainder of the Board approved.

The open and closed session minutes from the January 20, 2012 and February 29, 2012 meetings were approved as presented.

A Treasurer's report was not available. Members will be sent an electronic copy once it becomes available.

The Board reviewed copies of the revised rules and regulations recently emailed to the Board members. A discussion was held. Bob Dobson motioned to establish a sub-committee with George McCarthy in an effort to have a finalized copy for the Board to review. Rick LiSanti seconded the motion. The remainder of the Board approved.

Bob Dobson informed the members that the EPA is considering eliminating the Water Sense partnership. A discussion was held.

Bob Dobson motioned to approve 15 applications and conditionally approve two pending additional information. Rick LiSanti seconded the motion. The remainder of the Board approved.

The Board was informed that the department had made an inquiry concerning the Board vacancies. It was requested that all the resumes previously submitted be resubmitted. In addition, the Board would need to provide a recommendation in order to fill the vacancies.

There being no further business to discuss, the meeting was adjourned at 3:00 p.m. The next meeting is scheduled for May 16, 2012.

Respectfully Submitted,

A handwritten signature in cursive script that reads "George McCarthy". The signature is written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**May 16, 2012**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 10:10 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| Robert Dobson   | Middletown Sprinkler |
| Patric LiSanti  | Growing Concern Inc  |
| George McCarthy | Spring Irrigation    |

Edith Brower, DAG, Gene Rosenblum, DAG, Charlie Maack, DEP, and members of the public were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The open and closed session minutes from the March 16, 2012 meeting were approved as presented.

A Treasurer's report was reviewed, discussed and accepted.

The examination results from the April 2012 examination were reviewed, discussed and accepted as follows: 8 passed, 18 failed.

Draft changes to the rules and regulations were reviewed, discussed, modified, and accepted. The DAG's agreed to research the plumber exemption further as a result of questions arising during the discussions.

Bob Dobson motioned to enter into a closed session in order to discuss enforcement matters. Rick LiSanti seconded the motion. The remainder of the Board approved.

The Board returned from their closed session.

There being no further business to discuss, the meeting was adjourned at 3:00 p.m. Members will be contacted in order to schedule the next meeting date.

Respectfully Submitted,



George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**June 12, 2012**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. via a telephone conference in order to approve the enforcement actions discussed at their May 16, 2012 meeting. George McCarthy called the meeting to order at 10:10 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| Robert Dobson   | Middletown Sprinkler |
| Patric LiSanti  | Growing Concern Inc  |
| George McCarthy | Spring Irrigation    |

Gene Rosenblum, DAG, and Charlie Maack, DEP.

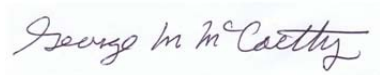
Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Rick Lisanti motioned to approve \$1,000 fines with a settlement offer of \$500 for advertising without a certification for cases: 513, 525, 466, 523, 499, and 555; \$1,000 fine without a settlement offer for advertising without a certification for case 209; and \$1,000 fine without a settlement offer for doing irrigation work without a certification for case 097. Bob Dobson seconded the motion. The remainder of the Board approved.

George McCarthy asked for public comment and was informed that no member of the public were in attendance.

There being no further business to discuss, the meeting was adjourned at 10:35 a.m.

Respectfully Submitted,



George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**August 1, 2012**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 10:10 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>   |
|-----------------|----------------------|
| Linda Cantwell  | NJDEP                |
| Robert Dobson   | Middletown Sprinkler |
| Patric LiSanti  | Growing Concern Inc  |
| George McCarthy | Spring Irrigation    |

Gene Rosenblum, DAG, Michael Schuit, DAG, Tim Martin, member of the public.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Tim Martin informed the Board that the Irrigation Association would like to offer their assistance in an effort to move the rules and regulations changes forward. In addition, members of the irrigation community will be in Atlantic City on December 5 in order to attend the Association's annual meeting. As a result, a request was being made that the Board hold their meeting at the time giving members of the irrigation community an opportunity to attend. Mr. Martin informed the Board that the Board member nominations are in the queue

Tim Martin left the meeting.

The Board reviewed and approved the minutes from the May 16 and June 12 meetings as presented.

The Board reviewed, discussed, and made additional changes to the rules and regulations.

DAGs Rosenblum and Schuit left the meeting.

Members reviewed correspondence recently received.

The Board voted to approve the rules and regulations as amended earlier in the meeting.

There being no further business to discuss, the meeting was adjourned at 1:00 p.m.

Respectfully Submitted,



George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**September 19, 2012**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 10:10 a.m. The following members were in attendance:

| <b>MEMBER</b>          | <b>AFFILIATION</b>                     |
|------------------------|----------------------------------------|
| Linda Cantwell         | NJDEP                                  |
| Robert Dobson          | Middletown Sprinkler                   |
| George McCarthy        | Spring Irrigation                      |
| William Frederick Rapp | Atlantic Irrigation Specialists        |
| Gaetano Virone         | Environmental Designers Irrigation Inc |

Michael Schuit, DAG and Charles Maack, DEP were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The new members were welcomed to the Board.

The Board reviewed and accepted the Treasurer's report as presented.

Minutes from the August 1, 2012 meeting were reviewed and approved as presented.

Members were informed that the agreement to purchase examinations from the Irrigation Association will expire at the end of the year. A new agreement is being reviewed and changes will be required. Members will be emailed a copy of the agreement.

The new members will be emailed copies of the exam application that require review and modifications.

Guy Virone motioned to approve nine initial applications and six reapplications for the October 17, 2012 examination. Fred Rapp seconded the motion and the remainder of the members approved.

At 10:50 a.m., Fred Rapp motioned to enter into a closed session in order to discuss enforcement matters. Guy Virone seconded the motion and the remainder of the members approved.

The Board returned to open session at 12:50 p.m.

The Board approved closing the following cases: 082/154, 603 and 606.

The Board reviewed and discussed the draft statements required for re-adoption.

There being no further business to discuss, the meeting was adjourned at 2:00 p.m.

Respectfully Submitted,



George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**November 20, 2012**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 10:00 a.m. The following members were in attendance:

| <b>MEMBER</b>          | <b>AFFILIATION</b>              |
|------------------------|---------------------------------|
| Linda Cantwell         | NJDEP                           |
| Robert Dobson          | Middletown Sprinkler            |
| George McCarthy        | Spring Irrigation               |
| William Frederick Rapp | Atlantic Irrigation Specialists |

Michael Schuit, DAG and Trish Conti, DEP were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Minutes from the September 19, 2012 meeting were reviewed and approved as presented.

The Board members were informed that the budget was not available. It will be emailed or presented at the December 5, 2012 meeting.

The Board was informed that a course submitted by Cape May County Vo-Tech appears not to have been reviewed.

The Board entered into a closed session to discuss enforcement matters at 10:10.

The Board returned to open session at 10:30 a.m.

The Board reviewed and discussed the draft statements required for re-adoption.

The Board motioned and approved to accept the rules and regulations with the summary statements to be completed and to move forward for review by the Governor's office.

There being no further business to discuss, the meeting was adjourned at 4:10 p.m.

Respectfully Submitted,



George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**DECEMBER 5, 2012**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the Taj Mahal, Diamond Ballroom in Atlantic City NJ. George McCarthy called the meeting to order at 3:06 p.m. The following members were in attendance:

| <b>MEMBER</b>          | <b>AFFILIATION</b>                 |
|------------------------|------------------------------------|
| Linda Cantwell         | NJDEP                              |
| Robert Dobson          | Middletown Sprinkler               |
| George McCarthy        | Spring Irrigation                  |
| William Frederick Rapp | Atlantic Irrigation Specialists    |
| Gaetano Virone         | Environmental Designers Irrigation |

Michael Schuit, DAG, Gene Rosenblum, DAG (via telephone conference) and members of the public were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Open and closed session minutes from the November 20, 2012 meeting were reviewed and approved as presented.

The Board reviewed and approved a course submitted by Cape May County Vo-Tech. Cape May will be notified of the Board decision.

As a result of inquires with regard to some confusion while filling out the Irrigation Experience section of the application for examination, the Board reviewed the application. Based on the discussion, it was agreed that provided the form would identify the name of the business and the name they incorporated or registered under in the State, the employer/business areas could be combined together. It addition it was suggested that members review the instructions on that same page since of the text may no longer be applicable.

The 2013 meeting schedule was provided to the Boards. It was requested that members identify conflicts as soon as possible.

Members were provided with a copy of the insert being included with the renewal invoices for those contractors expiring on January 31, 2013. The insert provided contractors with updated information on the status of continuing education credit process. A copy of the insert will be emailed to Tim Martin for publication on the Irrigation Association's website. In addition the Board was informed that an insert would be needed for those contractors whose certification expired in 2011. This insert will inform those contractors that their certification will not be eligible for renewal after January 31, 2013.

Guy Virone arrived at 3:45 p.m.

The Board received comments from members of the public in attendance as follows:

When submitting a complaint, contractors should be able to provide a license plate number and DEP should contact NJ Motor Vehicles in order to get a corresponding name and an address. Why should the contractor submitting the complaint to all the work?

Many comments were made with regard to better enforcement of non-licensed contractors.

Some contractors felt that the irrigation certification does not have the same respect/recognition as other professional licenses.

Data miner reports should be in alpha order by last name.

DEP staff should be onsite to monitoring training courses given for continuing education credits and Checking in attendees. The commenter indicated the pesticides training in given in this manner.

The Board members requested and were provided with copies of a draft form to be used when reviewing enforcement cases and templates currently use when violations are issues.

The Board reviewed and approved exam results as presented: 3 passed, 17 failed.

There being no further business to discuss, the meeting was adjourned at 5:02 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "George McCarthy". The signature is written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**February 11, 2013**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP Building, Trenton, NJ. George McCarthy called the meeting to order at 10:00 a.m. The following members were in attendance:

| <b>MEMBER</b>          | <b>AFFILIATION</b>                 |
|------------------------|------------------------------------|
| Linda Cantwell         | NJDEP                              |
| Robert Dobson          | Middletown Sprinkler               |
| George McCarthy        | Spring Irrigation Co Inc           |
| William Frederick Rapp | Atlantic Irrigation Specialties    |
| Ken Scherer            | Hillsborough Irrigation            |
| Gaetano Virone         | Environmental Designers Irrigation |

Michael Schuit, DAG, Gene Rosenblum, DAG, Patricia Conti, Annie Loh, and Chrissy Gerstnicker were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Open session minutes from the December 5, 2012 meeting were reviewed and approved as presented.  
Ken Scherer abstained.

The treasurer's report was accepted as presented.

A discussion was held concerning changes that should be made to the exam application. It was agreed that once the draft rules and regulations are adopted, the application will be changed.

Discussions were held with regard to setting up various sub-committees in order to assist in resolving pending matters.  
Forward

Guy Virone informed the Board that he recently had a discussion with a liaison to the Plumbing Board who confirmed that a plumber cannot use their license for more than 1 business. It was suggested that two Board members meet with the Plumbing Board for an informal discussion concerning this matter. Guy and Bob expressed an interest in pursuing this.

The Board entered into a closed session to discuss enforcement matters at 10:40 a.m.

The Board returned to open session at 12:30 p.m.

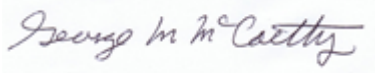
Based on a review of the case file, the Board motioned and approved the closing of cases: 525, 499, 066, and 442.

The Board reviewed and discussed the draft rules and regulations.

The Board motioned to accept and approve the changes to the rules and regulations.

The meeting was adjourned at 4:50 p.m.

Respectfully Submitted,

A handwritten signature in dark ink, reading "George McCarthy", written in a cursive style.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**March 14, 2013**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP Building, Trenton, NJ. George McCarthy called the meeting to order at 10:05 a.m. The following members were in attendance:

**MEMBER**

**AFFILIATION**

|                        |                                    |
|------------------------|------------------------------------|
| Linda Cantwell         | NJDEP                              |
| Robert Dobson          | Middletown Sprinkler               |
| George McCarthy        | Spring Irrigation Co Inc           |
| William Frederick Rapp | Atlantic Irrigation Specialties    |
| Gaetano Virone         | Environmental Designers Irrigation |

**ABSENT**

|             |                         |
|-------------|-------------------------|
| Ken Scherer | Hillsborough Irrigation |
|-------------|-------------------------|

Michael Schuit, DAG, Gene Rosenblum, DAG, Patricia Conti, and Annie Loh, were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The Board voted to enter into a closed session. Whereas the Open Public Meeting Act provides that a public body such as the Landscape Irrigation Contractors Examining Board may meet in closed session to discuss “any investigations of possible violations of law” and any pending or anticipated litigation; Whereas the Board desires to retire to closed session to discuss possible violations of law and litigation matters; Now therefore, be it resolved that the Board shall at this time meet in closed session to discuss the above mentioned matters. The substance of the closed session will be disclosed publicly only when it will not impede the State’s ability to investigate the possible violation of law in question or participate in the litigation or breach an attorney-client privilege.

The Board entered into a closed session to discuss enforcement matters at 10:08 a.m.

The Board returned to open session at 2:15 p.m.

The Board voted to approve the following:

Case 097 and case will be issued AONOCAPA.

Case 490 – Refer to the enforcement contractor for additional information. Issue a settlement for \$500 if the additional information does not resolve the matter.

Case 607 – Issue a settlement offer letter in the amount of \$500 for irrigation maintenance

Once verified by the inspector, issue settlements letters in the amount of \$500 for advertising to cases 445, 604, 547, 508, 509, 502, and 532.

Based on a review of the case file, the Board motioned and approved the closing of case 564.

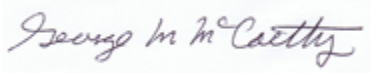
The Board was informed that staff had not been provided with a Treasurer’s report.

The open and closed session minutes were approved as presented.

Applications were reviewed and approved for the April 11, 2013 examination; 1 application was conditionally approved pending additional information and 16 initial/re-applications applications were approved

The meeting was adjourned at 2:40 p.m.

Respectfully Submitted,

A handwritten signature in dark ink, reading "George McCarthy", written in a cursive style.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**May 15, 2013**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP Building, Trenton, NJ. George McCarthy called the meeting to order at 10:05 a.m. The following members were in attendance:

**MEMBER**

**AFFILIATION**

|                        |                                    |
|------------------------|------------------------------------|
| Linda Cantwell         | NJDEP                              |
| Robert Dobson          | Middletown Sprinkler               |
| Ken Scherer            | Hillsborough Irrigation            |
| William Frederick Rapp | Atlantic Irrigation Specialties    |
| Gaetano Virone         | Environmental Designers Irrigation |

**ABSENT**

|                 |                          |
|-----------------|--------------------------|
| George McCarthy | Spring Irrigation Co Inc |
|-----------------|--------------------------|

Michael Schuit, DAG, Gene Rosenblum, DAG, Patricia Conti, and Annie Loh, were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The open and closed session minutes were approved as presented.

The Board reviewed the Treasurer's report. An inquiry was made as to what charges were made against the official reception line item. Staff will contact the appropriate office and members will be notified via email.

The Board reviewed and approved the results from the April 2013 examination; 4 passed and 21 failed.

Correspondence was received from an individual employed by a public school district. He indicated that he has prepared, designed and installed all school and athletic irrigation and is responsible for the maintenance. Since school districts are exempted from the requirement of having to employ a certified irrigation contractor, the individual was inquiring as to whether or not he would be eligible to take the examination. A discussion was held. The existing regulations are clear in that irrigation experience must be obtained under a certified contractor. The individual will be notified that he must be able to show he meets this requirement.

DAG Schuit informed the Board that their rules and regulations were submitted to the Governor's office. As a result, some minor recommended changes were made. In addition, since the statute does not include synthetic artificial surfaces, references pertaining to this will need to be removed from the rules. A discussion was held and it was agreed that synthetic surfaces should be addressed in the future. The Governor's office also raised concerns with regard to advertising. They wanted assurances that a company publishing an advertisement could not be held responsible. The intention was to catch illegal landscape irrigation contracting not those publishing the advertisements. A discussion was held and changes were made to clarify that the publisher of an advertisement would not be held liable.

The Board motioned and approved to move forward with the recommended changes made by the Governor's office. Corresponding changes were made to the summary document.

DAG Rosenblum informed the Board that due to increased demands in her work load, she would not be able to continue as the Board's DAG for enforcement.

The Board voted to enter into a closed session in order to discuss enforcement matters.. Whereas the Open Public Meeting Act provides that a public body such as the Landscape Irrigation Contractors Examining Board may meet in closed session to discuss “any investigations of possible violations of law” and any pending or anticipated litigation; Whereas the Board desires to retire to closed session to discuss possible violations of law and litigation matters; Now therefore, be it resolved that the Board shall at this time meet in closed session to discuss the above mentioned matters. The substance of the closed session will be disclosed publicly only when it will not impede the State’s ability to investigate the possible violation of law in question or participate in the litigation or breach an attorney-client privilege. The Board entered into a closed session at 12:55 p.m.

The Board returned to open session at 1:10 p.m.

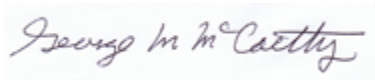
Trish Conti expressed concerns about staffing with regard to the increase in enforcement activities along with the changes made to the process. In addition the proposed rules and regulations will create a continuing education process, and a requirement to issue business permits. A discussion was held and members inquired as to whether or not they would be able to hire a part time person in order to assist.

Based on a review of the case file, the Board motioned and approved the closing of case 445, 508, and 490. These were submitted as advertising complaints.

The Board was informed that a total of 53 advertising inquiry letters had been sent out. Currently 21 of them have been closed as a result of updating their websites and agreeing to discontinue advertising. In addition, 23 additional complaints were reviewed and closed due to the fact that they had registered a certificate holder. Members were informed that tracking complaints for statistical purposes is a very manual process.

The meeting was adjourned at 1:30 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "George McCarthy". The signature is written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**July 17, 2013**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP Complex, Trenton, NJ. George McCarthy called the meeting to order at 10:05 a.m. The following members were in attendance:

| <b>MEMBER</b>          | <b>AFFILIATION</b>              |
|------------------------|---------------------------------|
| Linda Cantwell         | NJDEP                           |
| Robert Dobson          | Middletown Sprinkler            |
| George McCarthy        | Spring Irrigation Co Inc        |
| Ken Scherer            | Hillsborough Irrigation         |
| William Frederick Rapp | Atlantic Irrigation Specialties |

**ABSENT**

|                |                                    |
|----------------|------------------------------------|
| Gaetano Virone | Environmental Designers Irrigation |
|----------------|------------------------------------|

Michael Schuit, DAG, Gene Rosenblum, DAG, Patricia Conti, and Annie Loh, were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Both the open and closed session minutes from the May 15, 2013 meeting were approved as presented. George McCarthy abstained.

The Board reviewed and accepted the Treasurer's report.

DAG Schuit reported that the proposed rule is in the Governor's office but has not been released for publication. A discussion was held. George McCarthy will contact Tim Martin. Based on an email, Mr. Martin and Mike Edminson from the NJ Irrigation Association had previously met with a representative from the Governor's office concerning the rule changes.

A discussion was held concerning the hiring of temporary staff in order to assist with Board functions. Fred Rapp offered to reach out to someone he knows for guidance regarding the use of employment agencies. George McCarthy agreed to prepare a list of proposed job duties.

Members were informed that the five settlement offer letters previously approved for issuance have been mailed. To date 102 advertising inquires have been sent; 71 have been resolved and staff is currently working with six companies in an attempt to resolve them. These counts do not include complaints that were submitted, reviewed, and determined to have a registered certificate holder. In addition, many case files have been uploaded and are currently pending.

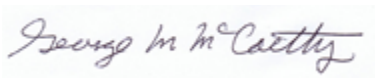
The Board voted to enter into a closed session in order to discuss enforcement matters at 10:40 a.m. Whereas the Open Public Meeting Act provides that a public body such as the Landscape Irrigation Contractors Examining Board may meet in closed session to discuss “any investigations of possible violations of law” and any pending or anticipated litigation; Whereas the Board desires to retire to closed session to discuss possible violations of law and litigation matters; Now therefore, be it resolved that the Board shall at this time meet in closed session to discuss the above mentioned matters. The substance of the closed session will be disclosed publicly only when it will not impede the State’s ability to investigate the possible violation of law in question or participate in the litigation or breach an attorney-client privilege. .

The Board returned to open session at 12:20 p.m.

Bob Dobson and Fred Rapp will prepare a final draft outlining the enforcement process in order to utilize a collection agency when fines are issued but not paid.

The meeting was adjourned at 12:50 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "George McCarthy", written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**September 17, 2013**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP Complex, Trenton, NJ. George McCarthy called the meeting to order at 10:05 a.m. The following members were in attendance:

| <b>MEMBER</b>          | <b>AFFILIATION</b>                 |
|------------------------|------------------------------------|
| Linda Cantwell         | NJDEP                              |
| Robert Dobson          | Middletown Sprinkler               |
| George McCarthy        | Spring Irrigation Co Inc           |
| William Frederick Rapp | Atlantic Irrigation Specialties    |
| Ken Scherer            | Hillsborough Irrigation            |
| Gaetano Virone         | Environmental Designers Irrigation |

Gene Rosenblum, DAG, Patricia Conti, Annie Loh, and Tim Martin were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Both the open and closed session minutes from the July 17, 2013 meeting were approved as presented. Guy Virone abstained.

The Board discussed a communication received with regard to their Water Sense provider status. The communication informed the Board that until New Jersey has an established continuing education program they are no longer eligible to be a Water Sense provider.

The Board was informed that staff was recently contacted by the Irrigation Association of New Jersey (IANJ). The IANJ was requesting specific information along with answers to questions in order to prepare for an upcoming exam preparatory course. Staff has not received these types of inquiries in the past and the IANJ provided very little notice in order to obtain what was needed.

The Board reviewed and accepted the Treasurer's report.

George McCarthy informed the Board that he had recently seen a notification at a supply house. The notification was informing individuals of the pesticide licensing requirement. Mr. McCarthy was inquiring as to whether or not the Board could do something similar with regard to the irrigation certification requirement. A discussion was held. Bob Dobson agreed to prepare a draft notification and the other members offered to reach out to their suppliers in order to see if it could be posted.

Tim Martin (IANJ) arrived. Mr. Martin informed the Board that he has heard that the proposed rules should be moving forward. Based on recommendations from the Governor's office, the business permit will not require a fee. In addition, the rules will establish a continuing education process.

The Governor's office recommended several changes to the proposed rules and regulations. A discussion was held. The members agreed to these minor changes. In reviewing the document further, concerns were expressed with regard to the January 31, 2014 date indicated in the proposal. This date was specific to the CEC requirement. Should the adoption process be complete before that date, contractors expiring on that date would be required to meet the CEC requirement for renewal. DAG Schuit was contacted via a telephone conference in an attempt to clarify the re-adoption with amendments process.

The Board motioned to remove the January 31, 2014 date from the proposal provided the Governor's office agreed. Further discussion was held. The Board rescinded this motion and motioned to approve the proposed rule with the changes recommended by the Governor's office. The Board should have the ability to work with this date should an issue arise.

The Board voted to enter into a closed session in order to discuss enforcement matters at 11:25 a.m. Whereas the Open Public Meeting Act provides that a public body such as the Landscape Irrigation Contractors Examining Board may meet in closed session to discuss "any investigations of possible violations of law" and any pending or anticipated litigation; Whereas the Board desires to retire to closed session to discuss possible violations of law and litigation matters; Now therefore, be it resolved that the Board shall at this time meet in closed session to discuss the above mentioned matters. The substance of the closed session will be disclosed publicly only when it will not impede the State's ability to investigate the possible violation of law in question or participate in the litigation or breach an attorney-client privilege.

The Board returned to open session at 1:05 p.m.

Fred Rapp provided members with a copy of a draft enforcement activities flow chart he recently prepared. Mr. Rapp is currently working on the format so that it will print out properly.

A discussion was held with regard to hiring a temporary staff member to assist the Board with various activities. George McCarthy indicated that they would like the temporary staff member to send out acknowledgment letters to complainants, maintain a continuing education credit database, send out notifications to contractors deemed deficient in continuing education credits, and possibly scanning enforcement cases for the Board's review. Mr. McCarthy inquired as to whether or not the Board could purchase a laptop to be utilized by the temporary staff member and at Board meetings. The Board held discussions about hiring the staff member one day a week or possibly one day every other week.

Nine initial exam applications and three re-applications were submitted to the Board for review. Members agreed to approve these applications for the October 2013 examination. Guy Virone voted no to Application 616032 based on the information reflected in the applicant's W2 forms. Mr. Virone requested that the topic of experience be added to the next meeting agenda under Old Business.

The Board voted to issue an Administrative Order and Notice of Civil Administrative Penalty Assessment (AONCAPA) in the amount of \$1000.00 to cases 097, 513, 509, 604, 502. The ANOCAPA's were issued for failing to respond to the notices of violation previously issued and/or take the corrective action necessary to resolve the violation: cases

The meeting was adjourned at 2:20 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "George McCarthy".

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**November 20, 2013**

**LANDSCAPE IRRIGATION CONTRACTORS  
EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP Complex, Trenton, NJ. George McCarthy called the meeting to order at 10:10 a.m. The following members were in attendance:

| <b>MEMBER</b>          | <b>AFFILIATION</b>                 |
|------------------------|------------------------------------|
| Linda Cantwell         | NJDEP                              |
| Robert Dobson          | Middletown Sprinkler               |
| George McCarthy        | Spring Irrigation Co Inc.          |
| William Frederick Rapp | Atlantic Irrigation Specialties    |
| Ken Scherer            | Hillsborough Irrigation            |
| Gaetano Virone         | Environmental Designers Irrigation |

Gene Rosenblum, DAG, Michael Schuit, DAG, and Patricia Conti were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Both the open and closed session minutes from the September 17, 2013 meeting were approved as presented.

The Board reviewed and accepted the Treasurer's report as presented.

Staff reminded members to review the 2014 schedule previously provided. In addition, the RFP process for an enforcement contractor will need to begin in the spring. Based on recent emails that have been received, it appears that there could be some movement with filling the remaining vacancy on the Board. A request was received from a provider interested in offering CECs. The provider is awaiting a response.

George McCarthy informed members that he recently attended a WaterSense webinar outlining upcoming changes that would take effect sometime in July. The changes would significantly increase the number of individuals recognized by the program, by automatically recognizing all NJ irrigation contractors. In the past, a NJ contractor interested in recognition would need to apply and attest to certain requirements. It was noted that only a small number of NJ contractors had applied. In addition once the changes are in place, the Water Sense recognition would not distinguish an irrigation contractor from other professional licenses recognized by WaterSense. A discussion was held and the Board motioned and approved to send a letter to EPA opposing the changes to the program. It was suggested that other statutory bodies be cc'd in the letter.

A discussion was held concerning the next meeting scheduled for December 11 in Atlantic City. Due to the number of contractors attending the meeting last year, concerns were expressed concerning the fact that the rules have been published and are in the comment period. It was agreed that the public would be informed that the rules have been published and are available for review on <http://www.nj.gov/dep/rules>. In addition, all comments must be submitted in writing. The Notice Proposal provides a direct link to both the amendment proposal and the online comment submission. Instructions on submitting comments through the mail are also included in the Notice Proposal.

Bob Dobson provided members with a copy of a notice prepared by/for the Louisiana Department of Agriculture and Forestry informing Louisiana homeowners to hire only licensed landscape contractors. A discussion was held as to whether or not the Board would do something similar. Mr. Dobson offered to prepare a draft notification for the members to review. It was agreed that the notification would be published in spring/fall irrigation type publications. The Board inquired as to whether or not DEP would also publish the notification. Trish Conti agreed to follow up on the inquiry once a finalized draft has been received. Mr. Dobson noted that July is Smart Irrigation month in New Jersey.

As a result of an applicant including W2 forms as part of his supporting documentation for experience, a discussion was held as to how much time/money constitutes one year of experience. The discussion included dollars verses hours, minimum hours, what constitutes a season, time cards verses actual records, pay stubs verses W2 forms. The Board will develop a certification type statement where the applicant or the employer states that the applicant worked "X" number of hours a week from "X" to "X".

The Board members discussed the need to secure a method for tracking continuing education credits taken by irrigation contractors. Members had previously contacted the Irrigation Association, but the cost of having them track credits was excessive. The Board agreed to contact them again. Members inquired as to whether or not the method utilized to track credits for pesticide applicators might be an option. They were informed that the system used by pesticides is unique and specific to them. Members were reminded that previous discussions included the possibility of irrigation contractors tracking their own credits and then being randomly audited.

The Board reviewed and approved the results from the October 2013 examination; six passed, 20 failed.

The Board voted to enter into a closed session in order to discuss enforcement matters at 12:05 p.m. Whereas the Open Public Meeting Act provides that a public body such as the Landscape Irrigation Contractors Examining Board may meet in closed session to discuss "any investigations of possible violations of law" and any pending or anticipated litigation; Whereas the Board desires to retire to closed session to discuss possible violations of law and litigation matters; Now therefore, be it resolved that the Board shall at this time meet in closed session to discuss the above mentioned matters. The substance of the closed session will be disclosed publicly only when it will not impede the State's ability to investigate the possible violation of law in question or participate in the litigation or breach an attorney-client privilege.

The Board returned to open session at 2:05 p.m.

The Board voted as follows:

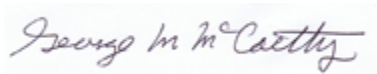
close case 613 based on an investigation

issue case 532 an Administrative Order and Notice of Civil Administrative Penalty Assessment in the amount of \$1000.00 for advertising without a certificate

refer case 598 to the Plumbing Board; it appears to be violating N.J.S.A.45:14C-2.

The meeting was adjourned at 2:10 pm.

Respectfully Submitted,

A handwritten signature in cursive script, reading "George McCarthy". The signature is written in dark ink on a light-colored background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**December 11, 2013**

**LANDSCAPE IRRIGATION CONTRACTORS  
EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the NJ Turf Grass Expo, Trump Taj Mahal, Atlantic City, NJ. George McCarthy called the meeting to order at 3:05 p.m. The following members were in attendance:

**MEMBER**

**AFFILIATION**

|                        |                                    |
|------------------------|------------------------------------|
| Robert Dobson          | Middletown Sprinkler               |
| George McCarthy        | Spring Irrigation Co Inc.          |
| William Frederick Rapp | Atlantic Irrigation Specialties    |
| Ken Scherer            | Hillsborough Irrigation            |
| Gaetano Virone         | Environmental Designers Irrigation |

Michael Schuit, DAG was also in attendance.

George McCarthy read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Both the open and closed session minutes from the November 20, 2013 meeting were previously reviewed and approved by the board.

Art Elmers from Netafim asked when the public comment period is over, Michal Schuit responded with the details.

John Raffiani asked what penalties are being issued to multiple offenders. George McCarthy responded that if a person is found in violation once, its handled as a 1<sup>st</sup> time violation, if the same person is found in violation for multiple offenses, than the penalty is stepped up.

John Raffiani commented that websites are not being taken down. Michal Schuit replied that 75% of the violators that have been notified have taken them down, and that is considered exceptional. George McCarthy added that all known website violators are sent notices requesting them to take down their websites.

John Raffiani asked what the most severe penalty possible is? Robert Dobson replied the worst penalty in recent history is approx. \$1000, however, Robert Dobson says he has seen fines assessed for much higher than this in the history of the board's existence.

Eric from Central Jersey Irrigation asked if he could volunteer to be an inspector. George McCarthy replied that he could not officially volunteer as an inspector, but taking action and sending in notices is in effect a form of being a volunteer inspector.

Gaetano Virone commented that the board does not receive too many videos or photo's as proof of violations.

George McCarthy added the NJIA form is only the minimum required info needed for the board to take action.

Wade Slover, from NJIA Board commented that the NJIA is taking note, and that additional info can be added to the current form.

Eric from Central Jersey Irrigation asked if anything can be done to track and report violators by vehicle license plates? George McCarthy replied No.

Phil Hays, Evergreen Lawn Sprinkler, asked if the board had a way to cross reference licensed individuals by Company or Employer?

George McCarthy responded that the future business permit will do that because each business permit holder has to list their license holder by name.

Robert Dobson added that additional strengths of the pending Act have not yet been able to be utilized because the new rules and regs. are not officially adopted as of yet.

Phil Hays then asked if the business permit is going to be renewed every year. George McCarthy replied, No, it will be renewed every 2 years.

George McCarthy mentioned that the 2010 law required CEC's, However, logistics for them are part of the new rules and regs. As a result, anyone renewing in Jan 2014 will not have to submit CEC's. Robert Dobson then added if CEC's have been previously submitted that they are still on file, and will count towards future renewals.

George McCarthy mentioned that the new rules are close to acceptance, and what's left are just formalities and they will be accepted soon. Robert Dobson added that these are the most scrutinized rules and regs to date in the history of the Board. Michael Schuit mentioned that the October 21, 2013 proposed rules comment period is still in effect and that everyone should please review and comment.

Phil Hays asked for the website, Michael Schuit offered the web address for the LICEB site.

Robert Dobson added that part of the process is that the board will have to review and approve any comments that come in during the comment period.

Art Elmers asked if the look back period on CEC's for individuals having more than required will be carried over? George McCarthy responded that some of these can be carried over.

John Eiger from Northern Rain Irrigation asked who keeps track of the CEC's?

George McCarthy replied that it is the applicants responsibility to keep track, not the board's, however, they must be submitted to the board as proof, so keep your certificates organized in a file.

Eric from Central Jersey Irrigation asked How many violations were issued in 2013? George McCarthy responded that the bulk of the 2013 complaints were advertising, and that the board only reviewed a couple of actual practice cases.

John Raffiani asked how long a period does it take for the board to review and act on between 1<sup>st</sup> and 2<sup>nd</sup> violations for repeat offenders? Gaetano Virone responded that recently the board has taken longer than normal because so much time was dedicated to reviewing and updating the rules and regs, and it will definitely be quicker going forward once the new rules are adopted. George McCarthy added that based on the board's meeting schedule the quickest it would be is 60 days, and could take up to 6 months.

John Raffiani asked if anyone new if violators were charging sales tax? He wonders if there was a way to track that as proof. George McCarthy replied that the board has no way of tracking that.

Joe from Quench Irrigation mentioned that he had a Landscaper using a link to his website address without his permission. George McCarthy followed that if someone gets turned in, the board investigates the situation, and sometimes it's just a reference to irrigation, not actually advertising irrigation services, and that would not be a violation.

Gary Amos, John Deere Landscapes, brought up that he knows lots of Landscapers who cannot get their licenses because they own their own businesses and have no way to get the required 3 year internship experience. George McCarthy replied that any Landscaper can hire a licensed person as an employee, and comply, and they could intern under that person for 3 years. Robert Dobson responded saying that doing otherwise means they are in violation and ignoring the law.

Sam Bello – Bello Irrigation stated that he thought at one point in the past it had to be the business owner who held the license. George McCarthy replied that one does not have to be the owner and that a licensed employee would count.

George Ley, or George E Ley Irrigation, Pennsylvania, commented that he works in many states, and that in Rhode Island

they have a license law, but someone from out of state can apply to be an apprentice for one year, and then when that period is up, they can take the test, so there is a way for a company to get licensed without having an employee on staff. Robert Dobson added that he thought Rhode Island's license was administered through the Plumbers. George Ley responded yes, it is a plumbing license, but it's not so restrictive.

George McCarthy mentioned that out of 26 recent NJ applicants who sat for the exam, that only 6 actually passed.

Eric at Central Jersey Irrigation mentioned a situation he was familiar with where a curb contractor ripped out existing irrigation in the process of installing new curbing. The curb contractor was retained by the owner to repair the irrigation. George McCarthy commented that the contractor would need a license to make these kinds of repairs.

Gary Amos mentioned that many Town inspectors are not aware of the license requirement, and how can the Board get more exposure on this with Towns? George McCarthy responded that it's better for the Board to deal with DCA and have them promote the requirements.

Sam Bello, Bello Irrigation suggested the Board make a motion to have letters sent to DCA and every municipality in the State.

Gary Amos asked if LICEB can work towards standardizing municipal permit process. George McCarthy responded that the board has no power to do that.

Gary Stafford asked how plumbers can be licensed to do irrigation if they don't know a thing about irrigation and are never tested. George McCarthy explained that any plumber can install irrigation with a valid plumber's license. Gary Stafford replied that permits are being taken out for backflow devices and rain sensors, but there is no permits required for irrigation itself. Robert Dobson mentioned that years ago there was some discussion with DEP about removing the plumber's exemption, and he thought that may still be a bargaining point that could be investigated.

Gary Stafford asked if there is a procedure to investigate violators. George McCarthy responded that the Board doesn't investigate anyone until there is a formal complaint filed, and that the Board's investigators are only dispatched if further information is needed to confirm a case.

Joe from Quench Irrigation asked how does the irrigation industry fight plumbers? There are 600 irrigation contractors in NJ and over 10,000 plumbers.

Eric from Central Jersey Irrigation mentioned that plumbers are not exempt from low voltage electric permits (like irrigation contractors) if a Town requires an electric permit for that. If that happens, a plumber cannot install irrigation. George McCarthy replied that is correct.

Robert Dobson asked the audience how many of them were listed on "Angie's List"? Members of the audience replied that Angie's list does not check for licenses, and the general consensus was that it discredits the service.

George McCarthy stated that the 2015 CEC Requirement will be in effect by January 2015.

Eric from Central Jersey said the Board really needs the ability to track violators by license plates. He felt that would be a much more effective way of catching violators. Robert Dobson stated that the Board is not a police force, and that we have no authority to enforce like other entities in DEP, like Pesticide's. Robert Dobson also added that LICEB is "of" the DEP, but not "in" the DEP.

A motion to adjourn the meeting was made by Ken Scherer and seconded by Fred Rapp @ 4:42pm.

Respectfully Submitted,



George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**February 19, 2014**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP Complex, Trenton, NJ. George McCarthy called the meeting to order at 10:05 a.m. The following members were in attendance:

| <b>MEMBER</b>          | <b>AFFILIATION</b>              |
|------------------------|---------------------------------|
| Linda Cantwell         | NJDEP                           |
| Robert Dobson          | Middletown Sprinkler            |
| George McCarthy        | Spring Irrigation Co Inc.       |
| William Frederick Rapp | Atlantic Irrigation Specialties |
| Ken Scherer            | Hillsborough Irrigation         |

Absent

|                |                                    |
|----------------|------------------------------------|
| Gaetano Virone | Environmental Designers Irrigation |
|----------------|------------------------------------|

Gene Rosenblum, DAG Michael Schuit, DAG, Trish Conti and Annie Loh, NJDEP, Jon Gallant, Investigative Solutions, Patricia Koziol and Tim Martin (IANJ) were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The minutes from December 11, 2013 meeting were reviewed and accepted as presented.

The Board reviewed and accepted the Treasurer's report as presented.

Correspondence was received from a contractor who indicated he was short 2 water conservation credits for his 2015 renewal. He was interested in taking an online course but has been unable to determine which of the available courses were considered water conservation related. Board members will review the list of courses in order to assist him.

A contractor submitted correspondence inquiring whether or not the Monmouth County Water Supply & Irrigation Summit was acceptable for continuing education credits. Bob Dobson informed the Board that this course was previously approved for credit.

Correspondence was received from a contractor who wanted verification that he had sufficient credits for his 2015 renewal and how many of his excess credits would be carried forward to his 2017 renewal.

George McCarthy indicated that the December Board in Atlantic City went well. Members of the public participated in the discussions and provided the Board with suggestions.

Bob Dobson motioned to accept the rules and regulations as submitted to the Governor's office. Fred Rapp seconded the motion. The remainder of the Board approved. DAG Schuit informed the members that they would be published in the register on March 17, 2014.

Mr. Dobson provided the members with a draft press release. The Board inquired as to whether or not it could be released by DEP. A discussion was held. Trish Conti informed the Board that she did not believe the Department would be involved in a press release on behalf of the Board. Members suggested advertising in garden sections of magazines and newspapers. It was suggested that a public relations firm be hired in order to assist with this. Pat Koziol offered the assistance of the Irrigation Association of NJ.

George McCarthy provided members with a copy of a draft letter to EPA WaterSense. The letter was requesting that EPA lift the Board's suspension as a WaterSense partner as a result of regulation changes that will include a continuing education requirement as of March 17, 2014.

George McCarthy provided members with a copy of a draft business permit application. A discussion was held. Comments included changing "company name" to "entity name"; whether or not the trade name should be listed on the application; whether it is necessary to track both the entity and trade names; the data base used for tracking limits the name to 45 characters; the application should include an email address; whether proof of insurance should be submitted with the application or a certification statement attesting to insurance coverage be included as part of the application; even though the form requests both liability and worker's compensation insurance information only liability insurance would be tracked. An instruction page should be included as part of the business permit application.

Tim Martin suggested that the Board design a logo to be used as an indicator of course approvals.. Mr. Martin indicated that the Irrigation Association would summarize the continuing education credit process for publication/distribution to their members. The summary would be reviewed by the Board prior to distribution.

The Board voted to enter into a closed session in order to discuss enforcement matters. Whereas the Open Public Meeting Act provides that a public body such as the Landscape Irrigation Contractors Examining Board may meet in closed session to discuss "any investigations of possible violations of law" and any pending or anticipated litigation; Whereas the Board desires to retire to closed session to discuss possible violations of law and litigation matters; Now therefore, be it resolved that the Board shall at this time meet in closed session to discuss the above mentioned matters. The substance of the closed session will be disclosed publicly only when it will not impede the State's ability to investigate the possible violation of law in question or participate in the litigation or breach an attorney-client privilege.

The Board returned to open session.

The Board voted as follows:

Close case 064 based on the investigation

Issue case 735 a violation in the amount of \$1000.00 for advertising without a certificate. The Board with accept a settlement of \$500.00

George McCarthy nominated Bob Dobson and Guy Virone (if he is willing) to participate in meetings with Consumer Affairs along with DAG Rosenblum and the enforcement contractor (Jon or Ken).

The meeting was adjourned at 2:30 pm.

Respectfully Submitted,

A rectangular box with a thin black border, intended for a signature.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**March 27, 2014**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP Complex, Trenton, NJ. George McCarthy called the meeting to order at 10:00 a.m. The following members were in attendance:

| <b>MEMBER</b>          | <b>AFFILIATION</b>                 |
|------------------------|------------------------------------|
| Linda Cantwell         | NJDEP                              |
| Robert Dobson          | Middletown Sprinkler               |
| George McCarthy        | Spring Irrigation Co Inc.          |
| William Frederick Rapp | Atlantic Irrigation Specialties    |
| Absent                 |                                    |
| Ken Scherer            | Hillsborough Irrigation            |
| Gaetano Virone         | Environmental Designers Irrigation |

Gene Rosenblum, DAG Michael Schuit, DAG, Matthew Orsini, Esq., Division of Law, Trish Conti and Annie Loh, NJDEP, were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The open and closed session minutes from February 19, 2014 meeting were reviewed and accepted as presented.

The Board reviewed and accepted the Treasurer's report as presented.

Veronica Blette, Chief, EPA WaterSense Program, responded to the Board's correspondence concerning their WaterSense Program suspension. Ms. Blette informed the Board that their suspension will be lifted as of March 17, 2014. As a result, NJ landscape irrigation contractors will now be eligible to apply to become an EPA WaterSense partner.

A discussion was held concerning proceeding with hiring a temporary employee (temp) to assist with supporting the Board. The temp would be responsible for assisting with the business permit process. This assignment would last between three and six months. The temp would work two days each week. If time permits, the temp would be assigned other duties in order to support the Board. The Board voted to pursue this matter.

The Board voted to enter into a closed session in order to discuss enforcement matters at 10:40 a.m. Whereas the Open Public Meeting Act provides that a public body such as the Landscape Irrigation Contractors Examining Board may meet in closed session to discuss "any investigations of possible violations of law" and any pending or anticipated litigation; Whereas the Board desires to retire to closed session to discuss possible violations of law and litigation matters; Now therefore, be it resolved that the Board shall at this time meet in closed session to discuss the above mentioned matters. The substance of the closed session will be disclosed publicly only when it will not impede the State's ability to investigate the possible violation of law in question or participate in the litigation or breach an attorney-client privilege.

The Board returned to open session at 11:05 a.m.

DAG Schuit informed the Board that he had been in contact with the DEP press office. The press office has agreed to assist the Board with any press releases. In addition, Bob Dobson informed the Board that he has sent a draft press release to Fred Sickles, DEP-Water Supply, to review and possibly issue.

The Board voted as follows:

Close case 749 – the Board determined that this company is not advertising irrigation

Bob Dobson left the meeting along with DAG Schuit, DAG Rosenblum, and Matthew Orsini, Esq.

The remaining Board reviewed business permit applications as follows:

13 initial applications were approved

3 initial applications are pending guidance concerning worker's compensation insurance.

The Board reviewed applications for the April examination as follows:

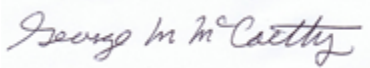
7 initial applications were approved

2 initial applications were conditionally approved pending confirmation of irrigation work under a designated certificate holder

3 re-applications were approved

The meeting was adjourned at 12:45 pm.

Respectfully Submitted,

A handwritten signature in cursive script, reading "George McCarthy".

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**June 3, 2014**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP Complex, Trenton, NJ. George McCarthy called the meeting to order at 9:50 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>                 |
|-----------------|------------------------------------|
| Linda Cantwell  | NJDEP                              |
| Robert Dobson   | Middletown Sprinkler               |
| George McCarthy | Spring Irrigation Co Inc.          |
| Ken Scherer     | Hillsborough Irrigation            |
| Gaetano Virone  | Environmental Designers Irrigation |

Absent

|                        |                                 |
|------------------------|---------------------------------|
| William Frederick Rapp | Atlantic Irrigation Specialties |
|------------------------|---------------------------------|

Gene Rosenblum, DAG Michael Schuit, DAG, Christine Baker, DAG, Maria Ryden, Division of Law, and Annie Loh, NJDEP, were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

A discussion was held concerning the agreement prepared by the Irrigation Association in an attempt to secure them for both software upgrades and tracking continuing education credits for landscape irrigation contractors. The Board was advised to pursue three telephone quotes in order to move forward with this matter. Guy Virone offered to obtain the telephone quotes.

The Board reviewed and accepted the Treasurer's report as presented.

The open and closed session minutes from March 27, 2014 meeting were reviewed and accepted as presented. Guy Virone and Ken Scherer abstained.

The Board was informed that staff will begin interviewing for a temporary employee to assist with Board matters.

The Board voted to authorize staff to review and approve business permits.

Correspondence was received from a contractor inquiring as to whether or not he would be required to obtain eight credits in water conservation. Bob Dobson agreed to prepare a response.

Correspondence had been received from an individual recently receiving an advertising inquiry. The correspondence indicated that it cost \$45 to update the website and that we should have more important things to do.

The Board reviewed and approved exam results from the April 2014 examination as follows 4 passed, 18 failed.

The Board voted to enter into a closed session in order to discuss enforcement matters at 12:00 p.m. Whereas the Open Public Meeting Act provides that a public body such as the Landscape Irrigation Contractors Examining Board may meet in closed session to discuss “any investigations of possible violations of law” and any pending or anticipated litigation; Whereas the Board desires to retire to closed session to discuss possible violations of law and litigation matters; Now therefore, be it resolved that the Board shall at this time meet in closed session to discuss the above mentioned matters. The substance of the closed session will be disclosed publicly only when it will not impede the State’s ability to investigate the possible violation of law in question or participate in the litigation or breach an attorney-client privilege.

The Board returned to open session at 12:30. Since there was no further business to discuss, the meeting was adjourned.

Respectfully Submitted,

A handwritten signature in dark ink, reading "George McCarthy", is displayed on a light blue rectangular background.

George McCarthy, Chairman  
Landscape Irrigation Contractors Board

**July 23, 2014**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP Complex, Trenton, NJ. George McCarthy called the meeting to order at 9:50 a.m. The following members were in attendance:

| <b>MEMBER</b>          | <b>AFFILIATION</b>                 |
|------------------------|------------------------------------|
| Linda Cantwell         | NJDEP                              |
| George McCarthy        | Spring Irrigation Co Inc.          |
| William Frederick Rapp | Atlantic Irrigation Specialties    |
| Ken Scherer            | Hillsborough Irrigation            |
| Gaetano Virone         | Environmental Designers Irrigation |

**Absent**

|               |                      |
|---------------|----------------------|
| Robert Dobson | Middletown Sprinkler |
|---------------|----------------------|

Bid packages were sent to Intrepid Investigations, Excel Investigations, Dylan Group LLC, and Investigative Solutions LLC. Excel Investigations and Dylan Group LLC were returned as undeliverable. Staff contacted both companies via email. Excel Investigations provided updated contact information and indicated that they were interested in responding to the bid. As a result the bid package was resent via email. Dylan Group LLC did not respond to the email. On September 15, 2014 DiJoseph Investigations contacted staff via email indicating that they were interested in submitting a bid. The bid package was emailed to them.

The Board reviewed the responses to their bid solicitation for an enforcement contractor (Investigative Solutions LLC and DiJoseph Investigations.) Based on a review of the information submitted, the members agreed to accept the lowest bidder. As a result, Investigative Solutions LLC was awarded to contract.

Trish Conti and Annie Loh, NJDEP, was also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The open and closed session minutes from June 3, 2014 meeting were reviewed and accepted as presented.

The Board was informed that a Treasurer's report was requested but not received. Once it is received, it will be emailed to the members.

George McCarthy informed the Board that the Irrigation Association of NJ (IANJ) sent out their Summer Technical Bulletin. The Bulletin included a backflow course which indicated that this course was eligible for water conversation credits. It was noted that this course did not go through the Board's approval process. As a result of telephone conversations with Mr. McCarthy, Guy Virone contacted Roy Nau (IANJ) and the water conservation credits have been retracted.

A discussion was held with regard to a Board member becoming a liaison with the IANJ's Board. Guy Virone will follow up with the IANJ.

Bob Dobson emailed a new EPA WaterSense application. The email indicated that the Board would need to re-apply for WaterSense recognition. The Board will follow up on this matter.

Staff informed the Board that approximately 135 business permit applications have been received. Lena, the temporary employee hired to process these business permits has completed entering most of them. The permits are about ready to be mailed. However, the computer system is generating the business permits with three year expiration dates rather than two year expiration dates. The Board was previously informed that this could be an issue/limitation of the system. While a request has been submitted to modify the system, it is unknown when this request will be completed. A discussion was held concerning whether or not to issue the business permits as created by the system. The members were informed that the actual business permits could be edited in order to change the expiration date. However, the system would not recognize this "new date" for reporting purposes and during the renewal process. The Board agreed to issue the business permit, as created by the system, until the request modifying the system has been completed. In addition, the Board will prepare a cover letter to be included with the business permit. The cover letter will remind business permit holders what they will need to do.

The members were informed that staff is currently working on updating their website.

The Board voted to enter into a closed session in order to discuss enforcement matters at 10:50 a.m. Whereas the Open Public Meeting Act provides that a public body such as the Landscape Irrigation Contractors Examining Board may meet in closed session to discuss "any investigations of possible violations of law" and any pending or anticipated litigation; Whereas the Board desires to retire to closed session to discuss possible violations of law and litigation matters; Now therefore, be it resolved that the Board shall at this time meet in closed session to discuss the above mentioned matters. The substance of the closed session will be disclosed publicly only when it will not impede the State's ability to investigate the possible violation of law in question or participate in the litigation or breach an attorney-client privilege.

The Board returned to open session at 11:30.

A brief discussion was held concerning the continuing education credit process. The Board agreed that the topic should be included on agenda for the September meeting.

It was agreed that the November meeting would be changed due to conflicts with the Irrigation Association's upcoming show.

Since there was no further business to discuss, the meeting was adjourned at 12:10 p.m.

Respectfully Submitted,

George M. McCarthy, Chairman  
Landscape Irrigation Contractors Board

**September 23, 2014**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP Complex, Trenton, NJ. George McCarthy called the meeting to order at 10:45 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>                 |
|-----------------|------------------------------------|
| Linda Cantwell  | NJDEP                              |
| Robert Dobson   | Middletown Sprinkler               |
| George McCarthy | Spring Irrigation Co Inc.          |
| Ken Scherer     | Hillsborough Irrigation            |
| Gaetano Virone  | Environmental Designers Irrigation |

**Absent**

|                        |                                 |
|------------------------|---------------------------------|
| William Frederick Rapp | Atlantic Irrigation Specialties |
|------------------------|---------------------------------|

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

A discussion was held concerning the continuing education credit (CEC) process. There are many contractors due to expire on January 31, 2015 that have not submitted CECs. In addition, there are contractors due to expire that do not have sufficient credits to renew their certification. Staff will prepare correspondence to contractors expiring in January 2105 that have not submitted CECs. Once a list has been compiled, individuals expiring in 2015 that do not have sufficient credits to renewal of their certificate should also be notified.

The Board was informed that 145 business permit applications have been received and issued. A discussion was held and it was agreed to send out a second notice reminding contractors of this requirement.

Bob Dobson suggested that an audit be done of the courses previously for consistency purposes. At that time it will be determined whether or not attendees will receive credits in water conservation.

A discussion was held with regard to canvassing areas looking for uncertified contractors. Since uncertified individuals may be in the process of closing irrigation systems, this would be a good time to investigate.

Bob Dobson reported that the CEC tracking software should be available in about 45 days

The IANJ has offered to post a list of the audit we have done. The Board motioned and approved to publish a list of all credits with the IANJ.

Staff have identified contractors with expired certifications that are still eligible to renew their certificate but have not provided CEC information.

The Board should encourage course providers to submit proof of CECs as the classes are completed. This will allow for the review of one class with many attendees.

As discussion was held concerning whether or not water conservation (WC) credits should be given to courses previously approved. It was agreed that the backflow courses would be given no WC credit. A discussion was held concerning basic courses verses advanced courses and whether or not basic course should be assigned any WC credits. Courses will be evaluated for WC credits as 0-50 percent; 100 percent. The Contractor Review Course should fall in the 50 percent category.

Bob Dobson left at 11:00

Annie Loh arrived at 11:11

Bid packages were sent to Intrepid Investigations, Excel Investigations, Dylan Group LLC, and Investigative Solutions LLC. Excel Investigations and Dylan Group LLC were returned as undeliverable. Staff contacted both companies via email. Excel Investigations provided updated contact information and indicated that they were interested in responding to the bid. As a result the bid package was resent via email. Dylan Group LLC did not respond to the email. On September 15, 2014 DiJoseph Investigations contacted staff via email indicating that they were interested in submitting a bid. The bid package was emailed to them.

The Board reviewed the responses to their bid solicitation for an enforcement contractor (Investigative Solutions LLC and DiJoseph Investigations.) Based on a review of the information submitted, the members motioned and accepted the lowest bidder. As a result, Investigative Solutions LLC was awarded to contract.

A discussion was held with regard to assigning the enforcement contractor areas to canvass in search of uncertified individuals closing irrigation system. A sub- committee would meet with the enforcement contractor to communicate the process and discuss the locations to be investigated. The members were reminded that the enforcement contract would not be in effect until it has been signed. The anticipated date would be September 30<sup>th</sup>.

The open and closed session minutes July 23, 2014 meeting were reviewed and accepted as presented.

The treasurer's report was reviewed and accepted as presented

The Board was informed that 623 reminder notices were sent concerning the business permit process. In addition 145 business permits have been issued and one application is pending.

The Board voted to enter into a closed session in order to discuss enforcement matters at 10:50 a.m. Whereas the Open Public Meeting Act provides that a public body such as the Landscape Irrigation Contractors Examining Board may meet in closed session to discuss "any investigations of possible violations of law" and any pending or anticipated litigation; Whereas the Board desires to retire to closed session to discuss possible violations of law and litigation matters; Now therefore, be it resolved that the Board shall at this time meet in closed session to discuss the above mentioned matters. The substance of the closed session will be disclosed publicly only when it will not impede the State's ability to investigate the possible violation of law in question or participate in the litigation or breach an attorney-client privilege.

George McCarthy informed the Board that the Irrigation Association of NJ (IANJ) sent out their Summer Technical Bulletin. The Bulletin included a backflow course which indicated that this course was eligible for water conversation credits. It was noted that this course did not go through the Board's approval process. As a result of telephone conversations with Mr. McCarthy, Guy Virone contacted Roy Nau (IANJ) and the water conservation credits have been retracted.

A discussion was held with regard to a Board member becoming a liaison with the IANJ's Board. Guy Virone will follow up with the IANJ.

Based on an investigation, the Board agreed to close cases 614, 747, 657, 717 and 692A. Settlement offer letters will be issued to cases 700, 508, and 445 for advertising without a business permit. A settlement offer letter will be issued to case 740 for working without a business permit.

The Board was informed that a report of the business permits has been developed, but is currently not available to the public. Staff has expressed concerns that due to the fact that only 145 business permits have been issued, and influx of complaints could be received due to the fact the a business permit has not yet been applied for.

The Board reviewed and approved applications for the October 2014 examination as follows:

14 repeats, 4 reapplications and 10 initials

There being no further business to discuss, the meeting was adjourned at 2:50 pm.

Respectfully Submitted,

George M. McCarthy, Chairman  
Landscape Irrigation Contractors Board

**November 14, 2014**

**LANDSCAPE IRRIGATION CONTRACTORS  
EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP Complex, Trenton, NJ. George McCarthy called the meeting to order at 11:10 a.m. The following members were in attendance:

**MEMBER**

**AFFILIATION**

|                 |                                    |
|-----------------|------------------------------------|
| Linda Cantwell  | NJDEP                              |
| Robert Dobson   | Middletown Sprinkler               |
| George McCarthy | Spring Irrigation Co Inc.          |
| Ken Scherer     | Hillsborough Irrigation            |
| Gaetano Virone  | Environmental Designers Irrigation |

**Absent**

|                        |                                 |
|------------------------|---------------------------------|
| William Frederick Rapp | Atlantic Irrigation Specialties |
|------------------------|---------------------------------|

DAG Michael Schuit, DAG Gene Rosenblum, Michael Kukol, Irrigation Association of NJ representative, and Annie Loh were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

The open and closed session minutes from September 23, 2014 meeting were reviewed and accepted as presented.

After a brief discussion, the treasurer's reports was reviewed and accepted as presented.

Correspondence was received from a contractor requesting a waiver from the continuing education requirement due to an existing disability which has created a financial hardship. A discussion was held. Staff will contact the contractor in order to determine whether or not he has the ability to attend and participate in any free educational courses. The Board will be updated once the information has been obtained.

Guy Virone informed the Board, that due to a conflict, his was unable to attend the last IANJ meeting. Mr. Virone requested that IANJ updates be added to future agendas.

A discussion was held concerning the upcoming Irrigation Association of NJ (IANJ) conference. Guy Virone or George McCarthy along with Bob Dobson will represent the Board at the conference. The enforcement contractor will not be attending the conference.

The Board was informed that correspondence has been sent to contractors who have not submitting continuing education credits for review. It was noted that there has been a tremendous response.

The Board was informed that all of the business permits have been re-issued with a two year expiration date. It appears that a significant number of contractors have still not applied for a business permit. In addition, as a result of a mailing correspondence was returned by the post office due to the fact that the contractor moved to Arizona. Staff happened to recall that this particular contactor was designated a certificate holder (DCH) for an irrigation company located in NJ. A discussion was held. Since the DCH is responsible for supervision and inspection of landscape irrigation contracting work to be performed by the permittee concerns were expressed. Staff indicated that there may be others not including the Pennsylvania, New York, and Delaware areas. The Board will prepare correspondence

to this company. Staff will review business permits in order to determine whether or not there are other contractors in this situation.

A discussion was held concerning the new Irrigation Association agreement, specific to the costs associated with the actual exam/scoring. The Board will contact the Irrigation Association in order to determine if these costs can be reduced.

Bob Dobson informed the Board that the CEC tracking system should be available by December 1. A discussion was held concerning the process of getting the CEC information to the vendor. While it appears the Board agreed that course providers could streamline the process by submitting a roster of contractor attending each course, including a copy of their course certificate, DAG Schuit informed the Board that the rules are clear the each contractor was responsible for submitting their own CECs. DAG Schuit will investigate whether the following approach would resolve his concerns: naming the course roster "CEC Submission Form" and including the following statement on the form: "By signing this form, I authorize the course provider to submit this training information on my behalf."

The Board motioned and approved to accept the exam results; 3 passed 21 failed.

Mike Kukol inquired as to the status of A3397 which would abolish the Landscape Irrigation Contractors Examining Board, currently in the Department of Environmental Protection, and transfers all of the functions of the board to the Department of Community Affairs. The Board informed Mr. Kukol that the bill was out of the committees.

Mr. Kukol also inquired as to the upcoming renewal process, specific to the CEC requirement. Renewals will be sent to those contractors that have submitted sufficient CECs. Contractors with insufficient CECs will be sent a letter.

The Board voted to enter into a closed session in order to discuss enforcement matters at 3:28 pm. Whereas the Open Public Meeting Act provides that a public body such as the Landscape Irrigation Contractors Examining Board may meet in closed session to discuss "any investigations of possible violations of law" and any pending or anticipated litigation; Whereas the Board desires to retire to closed session to discuss possible violations of law and litigation matters; Now therefore, be it resolved that the Board shall at this time meet in closed session to discuss the above mentioned matters. The substance of the closed session will be disclosed publicly only when it will not impede the State's ability to investigate the possible violation of law in question or participate in the litigation or breach an attorney-client privilege.

The Board returned to open session at 3:44 pm.

Since there was no further business to discuss, the meeting was adjourned at 3:45 p.m.

Respectfully Submitted,

George M. McCarthy, Chairman  
Landscape Irrigation Contractors Board

Minutes LICEB February 5, 2015  
Minutes Taker-Joanne Taroco  
Start Time: 10:12  
End Time: 4:06

## LANDSCAPE IRRIGATION CONTRACTORS EXAMINING BOARD

**Meeting Location:** DEP Carol Building  
428 East State Street  
Trenton, NJ 08625  
First Floor Conference Room

### Attendees:

| <u>Board Members</u> | <u>Affiliation</u>                 |
|----------------------|------------------------------------|
| Robert Dobson        | Middletown Sprinkler               |
| George M. McCarthy   | Spring Irrigation Co. Inc.         |
| Ken Scherer          | Hillsborough Irrigation            |
| Gaetano Virone       | Environmental Designers Irrigation |

### Legal Council

|                |     |
|----------------|-----|
| Gene Rosenblum | DAG |
| Michael Shuit  | DAG |

### DEP Staff

|                     |                                                                    |
|---------------------|--------------------------------------------------------------------|
| Tirsh Conti         | Bureau of Licensing and Pesticide Operations-NJDEP                 |
| Chrissy Gerstnicker | Bureau of Licensing and Pesticide Operations-NJDEP                 |
| Sarah Simmons       | Bureau of Licensing and Pesticide Operations (Temp hired by board) |
| Joanne Taroco       | Bureau of Licensing and Pesticide Operations-NJDEP                 |

### Public

|            |               |
|------------|---------------|
| Tim Martin | MBI♦Gluckshaw |
|------------|---------------|

### Absent:

|                        |          |
|------------------------|----------|
| William Frederick Rapp | Atlantic |
|------------------------|----------|

### Official Start Time: 10:12

Joanne Taroco read aloud the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announce that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers as well as posted in DEP. (Department of Environmental Protection)

The open and closed session minutes from the November 14, 2014 meetings were reviewed. **Ken Scherer Motioned to accept the minutes and Robert Dobson second the motion. Unanimous vote to proceed.**

The treasurer's report was discussed, with clarification made to expenditure lines 3620-Technical/Professional and 3624 Temporary Personal. Technical/Professional is the expenditure for the inspector utilized by the board to perform investigative work and Temporary Personal is the expenditure utilized by the board to pay salary of former temp Lena Bennet who due to medical reasons was replaced by Sarah Simmons. **Ken Scherer motioned to approve treasurer's report and on Gaetano Virone seconded the motion. Unanimous approval of the treasurer's report.**

Minutes LICEB February 5, 2015

Minutes Taker-Joanne Taroco

Start Time: 10:12

End Time: 4:06

**Robert Dobson motioned to move on to next item on the Agenda, seconded by George McCarthy. Unanimous approval to move on to Communications.**

It was noted that Gene Rosenblum would not be present until 1 p.m. and that Tim Martin lobbyist from the LIANJ (Landscape Irrigation Association New Jersey) had expressed interest in attending the meeting and may be stopping in to say a few things.

DAG Michael Shuitt questioned if the attendance of Tim Martin was to discuss the bills on Governor Christie's desk to move the Landscape Irrigation Contractors Examining Board from the Department of Environmental Protection (DEP) to the Division of Community Affairs (DCA); it was noted that a potential transfer date of 7/1 or 7/31. Suggestions were made to include a staff member from DCA at future Board meetings in case the Governor Christie signs the bills.

Chrissy Gerstnicker proposed a question regarding where on the agenda "Letters about licensing, and continuing education credits (CEC's)" belonged on the agenda. George McCarthy stated that letters belonged under communications on the agenda this prompted the review of two letters:

1. **Cornelius Lindenmulder requesting exemption from the CEC requirement.** -The board determined that there were ample opportunities to receive continuing education credits and an exemption would not be granted. Mr. Lindenmulder must obtain the appropriate continuing education credits if he wishes to renew his license. (see action items below)
2. **Edward Woolf requesting certification for licensing despite not obtaining appropriate scores on exams.** *Mr. Woolf's justification for the request was that he previous held a landscape irrigation contractor license that lapsed due to financial hardship in 2001 and that he scored the required overall score 70% considered passing but failed the subject matter passing score of 50% -* The board determined 70% competency on the exam was the bare minimal, and that they would have the Irrigation Association re-score the exam by hand. Pending the outcome of the hand score a letter would be sent. (see action items below)

Chrissy Gerstnicker posed question about what to do for businesses who had applied for the business permits but the certifying individual had not met the requirements to renew their license? (As of date of meeting 2/5/2015 there were 2 people who applied for the business permits that fell under this circumstance) – The board determined that the permit applications should be returned to the applicant with a cover letter stating why the application was being returned and a method for tracking returned applications should be created. Joanne Taroco suggested creating an internal database to log the returned business permit applications. (See actions)

George McCarthy brought up the volume of phone calls that Joanne Taroco and Chrissy Gerstnicker received in response to the CEC submittal letter sent out on 12/19/2014. Stated that they were appeased with the way that we handled the volume of calls and that there were limited amounts of angry patrons. The board determined that the staff of NJDEP were permitted to forward irate callers to the board to handle. Suggestions for handling future communications concerning CEC submittal letters were:

1. Ensure that licensing expiring on the next cycle be filtered out from the document merge.
2. Include the IANJ in future correspondence regarding CEC submittals

Robert Dobson stated that he, George McCarthy and Gaetano Virone all attended the IANJ annual meeting held in December as a result of the meeting and that once the contractors who attended understood how the CEC

Minutes LICEB February 5, 2015

Minutes Taker-Joanne Taroco

Start Time: 10:12

End Time: 4:06

requirements worked they were supportive of the education requirements. It was also noted that as a result of the Boards' December letter the IANJ classes were full in January.

Gaetano Virone noted that he was liaison between the Board and the IANJ and that he was communicating with the IANJ regarding any needs they had. He had a phone meeting with the IANJ on 1/27/2015 and at that time there was no correspondence or phone call about any needs. The IANJ will contact Gaetano with any needs that they have. Robert Dobson volunteered to sit in attendance if Gaetano was not available.

George McCarthy posed a question about a spot on the website for posting minutes related to CEC's? Joanne Taroco began discussion about the website not being very informative and that there may be a need to update the Frequently Asked Questions (FAQ's)

1. Update questions to include CEC's, Business Permits, how to obtain certification. FAQ's should be more detailed about certification processes – (see action)

**\*\*updates to NJDEP website have to go to the NJDEP Commissioner's office for approval**

Gaetano Virone proposed that a list of business permit holder currently license to also be added to the website. Chrissy Gerstnicker stated that she would see if a data miner report could be written to post on the website. She suggested that Gaetano review the currently listed UST (underground storage tank) firm report posted currently posted on NJDEP website to see if a similar report would suffice for the business permits. (see action items below)

**11:15** Chrissy Gerstnicker and Sarah Simmons excuse themselves to return to DEP offices.

Robert Dobson begins discussion about the current status of CEC's key points from this discussion are as follows:

- Licenses expired as 01/31/2015; 425 contractors with that expiration date of that number 296 had submitted CEC's (69.6%)
- There are 170 contractors whose license expire on 1/31/2016; 67 of those individuals have submitted CEC's (39.4%)
- Letters that were sent in December notifying contractors who were deficient on CEC requirements **\*\*some** contractors whose license expire 1/31/2016 received the letters in error.
- George McCarthy and Bob Dobson are currently working on master list of courses approved and CEC values to provide to IA for electronic file maintenance.
- CEC submissions for courses not on master list will still come to DEP  
IA will track the amount of CEC's obtained by individuals, however the DEP will retain paper copies of submissions according to the DEP's record retention guidelines established at the time the program was developed.
- IA needs all contractors' email addresses. (see action items)
- IA website is live as of 2/5/2015

Minutes LICEB February 5, 2015

Minutes Taker-Joanne Taroco

Start Time: 10:12

End Time: 4:06

**11:45** Timothy J. Martin joins the meeting and the discussion switches from CEC's to questions or concerns about the proposed legislation which would move the LICEB from the NJDEP (New Jersey Department of Environmental Protection) to DCA (Department of Community Affairs)

Timothy Martin begins the change in discussion by asking if the board if there were questions or opinions regarding the legislation and how/will the change impact current operations?

Michael Shuitt seeks clarification on changes to the regulations besides changing governing organization from DEP to DCA.

Timothy Martin states the regulations should basically remain as is and would fall under the State Agency Transfer Act of 1971.

Trish Conti expressed a concern about transferring information to DCA (Electronic Records)

Robert Dobson expressed a concern about have a representative from DCA to sit in on the scheduled board meeting in case the legislation is signed to make it easier for the transfer from DEP to DCA.

George McCarthy was concerned about the transferring of the finances and budgetary needs. (Does the board still maintain financial control, or would financial control be relinquished to DCA, and how do other boards in DDCA handle finances) **Timothy Martin was not familiar with the way that financial and budgetary needs are handled but believes that they are addressed in the State Agency Transfer Act**

Gaetano Virone expressed an interest in meeting with DCA to discuss transferring from DEP to DCA if the legislation is signed. He also was concerned about notifying the public of the transfer.

Robert Dobson was concerned about contractual agreements specifically those previously established between the LICEB and the IA for maintenance of CEC's

Ken Scherer expressed a concern for the Administrative support the board currently employees specifically whether or not the administrative staff currently working on behalf of the Board would also be included in the transfer to DCA?.**(DEP staff member Joanne Taroco would stay within DEP because she is employed by DEP. Sarah Simmons would go to DCA as she is a temporary employee paid through funding on the LICB budget.)**

Timothy Martin stated that if the Boards are the Boss when the board is transferred same should apply and that the transfer should take a affect 45 days from passage (possible to occur in March)

Robert Dobson was concerned about how the transfer would affect CEC's? Currently working on new CEC submittal forms to include email addresses because the IA will be utilizing the email addresses as a means for the licensed contractors to

George McCarthy stated that the IA was working on the database and needed to know where to place the links so that contractors will be able to log on and view CEC's.

Timothy Martin questioned whether or not the contractors going to the site would understand how to utilize the site.

Minutes LICEB February 5, 2015

Minutes Taker-Joanne Taroco

Start Time: 10:12

End Time: 4:06

Gaetano Virone stated that once the list of email addresses were gathered a notice would be sent with the link and directions how access CEC's

Robert Dobson stated that currently it was the individual's responsibility to maintain and submit certificates to the LICEB. The LICEB was sorting through and reviewing all submissions.

George McCarthy added that they created a database of course approvals that streamlined the registry and maintained the CEC values for the courses.

Robert Dobson stated that the IANJ had issued certificates with inaccurate CEC's and for the initial phase the LICEB had honored the inaccurate CEC's labelled on the certificates however moving forward inaccurate CEC values would not be accepted.

Gaetano Virone suggested that once the LICEB had completed the master list he would provide a copy of the master list of approved courses and CEC values to the IANJ. Any issues would be discussed and filtered out.

Timothy Martin questioned the integrity of CEC values, and certificates once a document (certificate) was submitted how the board was verifying that the CEC values were accurate, and what processes were developed to ensure that no falsification of documents occurred?

Robert Dobson stated that the LICEB was currently developing processes to assign CEC values and water conservation values.

George McCarthy stated that the LICEB was currently locating and working on corresponding documents to formalize process.

Timothy Martin question if there were any identifiers for courses? Answer was no

Timothy Martin also questioned if the board had talked with other boards to see how they manage their approved courses?

Joanne Taroco stated that there was correspondence between her and George McCarthy to mainstream the process and assign course numbers and to possibly utilize the same format that Pesticide Operations currently uses. (Pre-approval for courses with assigned course numbers and credit values- copies of letter and application to provide instruction were provided to George McCarthy electronically)

George McCarthy stated that both the Watersense Program and IA use a program where they audit 10% courses and those course providers would have to supply a roster of attendees. (sign in sheet)

Timothy Martin requested a schedule of Board Meeting for the upcoming year and asked if the complaint resolutions were public info

Gaetano Virone stated that he will be the liaison between IANJ and will provide information pertaining to complaint resolution to IANJ

Michael Shuitt stated that once the board issued a document it public and there's no redacting information it would be up to the board to release names.

Gaetano Virone stated that the impression was not have the information made public

Minutes LICEB February 5, 2015

Minutes Taker-Joanne Taroco

Start Time: 10:12

End Time: 4:06

Timothy Martin recommended that the information be made available to the public if it's an NOV (Notice of Violation) and the Department's final findings

Michael Shuit stated that if it's adjudicated and the decision is final than publicize the name.

Timothy Martin stated if it's not a final decision then don't publicize the name.

Trish Conti posed the question about publicizing the names if an OPRA requests comes in requesting details of NOV's where a final decision has not been made

Michael Shuit stated that if it is an OPRA request that then it is ok to release the name.

Timothy Martin summed up that the public has expressed an interest in having access to more public information such as complaints filed and against whom? He understands that if a company is under investigation that the information is not publicized. However he will and can provide the number of complaints received, and resolved. He also summarized that the Legislation passed was approved by both houses on 1/29/2015 and that the Governor would have to sign the bill by 3/15/15. The IA board meets the last Tuesday of every month, and he will provide some information about the number of complaints.

**12:33** Timothy Martin Exits

**12:40-** Board Breaks until 1:00 pm

**1:08** Meeting Resumes

Gaetano Virone provided a new updated email

The board moves onto the next portion of the agenda (New Business)

Robert Dobson begins with the CECs and the tier structure. As was adopted and modeled after the IA's tier chart.

- Courses taken at an Association or University=1 CEC per hour of instruction
- Courses taken at a distributor where the course is the same and the instructor is the same =.5 CEC per hour of instruction

Robert Dobson stated that he believes that if the same instructor and same course is being given at a distributor that the course should also qualify as 1 CEC.

He also believes that his is unfair to the individuals who have taken the same course at the distributor, and believes that individuals affected by the CEC tier should be given the full CEC.

- 20 individuals initially affected by the tier structure for the same courses
- 7 have already submitted additional CECs and would qualify for renewal
- 11 individuals who would meet CEC requirements if the change was permitted
- 3 individuals would still be short on CEC and would not meet the renewal requirement.

Gaetano Virone stated that it's not advisable to change things retrospectively but moving forward it would makes sense to assign a full CEC versus half a CEC. In doing so, the full CEC assignment should be assigned starting from a certain

Minutes LICEB February 5, 2015

Minutes Taker-Joanne Taroco

Start Time: 10:12

End Time: 4:06

date. He also stated that there should be standardization for applying CEC values and assigning values. He stated that maintaining a Database of courses and CEC values would be beneficial in assisting the board with sorting out CEC values.

There was Discussion of creating a system to assign course numbers and values.

**Ken Scherer motioned that as of February 1, 2015 to amend credit value so that is no longer depend on where a course is given but by the content of the course and the instructor.**

**Gaetano Virone seconded the motion all members of the board in favor.**

Robert Dobson also brought up the difference in tier structure for CEC and the difference between the LICEB's and IA's.

He suggested to model the IA's and add Certified Irrigation Tech for 10 CECs

**Gaetano Virone motioned this suggestion**

**Kens Scherer Seconded the motion all in favor.**

Robert Dobson brought up questionable CEC submissions and wanted to know how the board felt that the CEC's submittal should be handled. Should the board send letters to the individuals or the course providers?

The board opted to send letters to the course provider requesting additional information verify the integrity of the certificates supplied by the individuals. Letter should request the following pieces of information:

- Course Sign in Sheets (rosters)
- Full name of the course instructor
- Full course syllabus
- Date and length of course (how many hours)
- Any other information which clarifies the course activities

(See Action Items below)

Robert Dobson also proposed amendments to the CEC submittal form and asked the board to review copy of CEC submittal form. The board liked the amendments but suggested adding course number in the field labelled Title Description Course and to make corrections to some typos.

Robert Dobson also suggested that the board look into obtaining an email address for the LICEB so that DEP staff inboxes are not flooded with communications about the Landscape Irrigation Contractor Examining Board from the public. (See Action Items)

Robert Dobson explained the copy of the excel spreadsheet he brought to the meeting

1. Any person whose name was green had met CEC requirements and were good to renew
2. Any person whose name was yellow had not met CEC requirements and were not good to renew
3. Any person whose name was white had not submitted any CECs

Asked should the board send out letters notifying individuals that their license had expired, and that renewals were not send because CEC requirements have not been met and that they are currently in violation if working?

Minutes LICEB February 5, 2015

Minutes Taker-Joanne Taroco

Start Time: 10:12

End Time: 4:06

The board decided to send out letters stating that there are insufficient CECs provided to meet license renewal requirements. (See Action Items)

### **Gene Rosenblum Joined the meeting**

George McCartney poses a question to Gene Rosenblum

“If issuing a fine is it OK to release the name of the person/company to the IA?”

Gene responded that she believed that it is public in both Open Public Records Act (OPRA) and general law.

George also inquires about whether or not Settlement Offer Letters (SOL) and closed minutes can be released?

Fines can be published, closed session minutes are reviewed by an attorney, and are not publicized unless requested and reviewed. Any information that needs to be redacted must occur prior to release.

Resolutions are OK to release, ongoing investigations are not OK to be release (SOL OK if the party has signed and agreed to Settlement)

Patricia Conti stated that she would follow up with the DEP’s OPRA Office (Matt Coefer)

Discussions moves onto Business permits. It was noted that the responsible entity for the Business must be able to supervise the operations of the business and it was questioned how a responsible entity from out of state could supervise the operations of a business? Does the board send letters to the responsible certified contractor asking them to provide details about how they are overseeing and supervising the operations of the business? Does the board send the letter to both the certificate holder and business permit holder?

Gene Rosenblum stated that the board needs to take a position; Business needs a new certificate holder and if the business disagrees they write a letter within a XX amount of days otherwise if there’s no certificate holder then the business is not entitled to work.

Ken Scherer suggested to Gaetano Virone to write a paragraph or statement for the IA newsletter stating that there are new regulations regarding business permits and that the permit holder needs to inspect and supervise and that retirees can no longer be the business permit holder unless they are actively supervising and inspecting jobs.

Joanne Taroco posed the question regarding the enforcement of advertising on Social Media such as Houzza, Manta, Facebook and so forth.

Discussion goes back and forth Gaetano Virone stated that advertising no matter where it’s posting is advertising and that the person/company is benefiting from the ad regardless of the site. He suggests that the NOV letter continue to go out asking them to remove the post, and that the responsibility lie on the individual to contact the social media site to have the ads removed.

Gaetano Virone motioned to move to close session, Ken Scherer seconded motion

Whereas the Open Public Meeting Act provides that a public body such as the Landscape Irrigation Contractors Examining Board may meet in closed session to discuss “any investigations of possible violations of law” and any pending or anticipated litigation; Whereas the Board desires to retire to closed session to discuss possible violations of

Minutes LICEB February 5, 2015

Minutes Taker-Joanne Taroco

Start Time: 10:12

End Time: 4:06

law and litigation matters; Now therefore, be it resolved that the Board shall at this time meet in closed session to discuss the above mentioned matters. The substance of the closed session will be disclosed publicly only when it will not impede the State's ability to investigate the possible violation of law in question or participate in the litigation or breach an attorney-client privilege.

**4:00 PM-** Ken Scherer motioned to return to Open Session Robert Dobson Seconded the motion

Returned to Open Session

Motion Made by Ken Scherer and Seconded by Gaetano Virone to take the following actions regarding closed session discussions:

Cases 510, 787 800, 803- Are to be sent SOL letters

Cases 615, 778, 779- Are to be closed

Casted 789, 793- Are to receive a second copy of the initial NOV letter

Board unanimously approved.

George McCarthy motions to end session and Gaetano Virone seconded the motion

Meeting concluded at 4:06 PM

Action Items:

1. Send Letter to Cornelius Lindenmulder that CECs are required to renew license- Joanne Taroco on behalf of George McCarthy
2. Request IA to hand score Edward Woolf's exam and then sent letter after results reviewed- Joanne Taroco on Behalf of George McCarthy
3. Update the FAQ's on the website to include questions about CEC's and Business permits. FAQs should provide more detail about licensing process- Joanne Taroco/Chrissy Gerstnicker
4. Check with DEP IT group to see if a report can be written and posted on the Website that provides a list of Business permit holders – Chrissy Gerstnicker
5. Formulate a method to collect email addresses from contractors ( possibly a letter to collect email addresses) - Unknown
6. Contact NJDEP OPRA Office to seek clarification on making information available to the public for NOV's- Patricia Conti
7. Beginning February 1, 2015 tier 2 courses taught by the same instructor and matching the same content of a tier 1 course will now be assigned 1 CEC unit per hour of instruction- Robert Dobson
8. Develop a method to assign and track courses approved and CEC numbers assigned.- Joanne Taroco
9. Begin using new and updated CEC submittal form.- Robert Dobson/ Joanne Taroco
10. Create a new email account for correspondence from the public to the LICEB – Patricia Conti
11. Send out second batch of renewal letters for individuals who have not yet submitted CECs and those who still need to submit additional CECs-Joanne Taroco
12. Send a Statement to IANJ to publish in News Letter about new regulations regarding business permits- Gaetano Virone
13. Close the following Enforcement Cases- 615, 778, 779
14. Draft and send SOL letters for the following Enforcement Cases- 510, 787, 800, 803- DEP staff to Gene Rosenblum
15. Re-send original NOV letters for the following cases 789, 793- Joanne Taroco

Minutes LICEB February 17, 2015

Minutes Taker- Joanne Taroco

Start Time: 12:00 pm

End Time: 3:45 pm

## **LANDSCAPE IRRIGATION CONTRACTORS EXAMINING BOARD**

**Meeting Location:** DEP Building  
401 E. State Street  
4<sup>th</sup> Floor Conference Room (4E005)  
Trenton, NJ

### **Attendees:**

#### Board Members

George M. McCarthy  
William Frederick Rapp  
Ken Scherer  
Gaetano Virone

#### Affiliation

Spring Irrigation Co. Inc.  
Atlantic  
Hillsborough Irrigation  
Environmental Designers Irrigation

#### DEP Staff

Trish Conti Bureau of Licensing and Pesticide Operations-NJDEP  
Joanne Taroco Bureau of Licensing and Pesticide Operations-NJDEP

#### Teleconference:

Robert Dobson Middletown Sprinkler

### **Official Start Time: 12:00 PM**

Joanne Taroco read aloud the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board (LICEB) and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in Department of Environmental Protection (DEP)

The minutes from the 2/5/2015 were not reviewed or approved because the timeframe between the 2/5 meeting and present meeting was not ample to finalize a draft. (See Action Items)

Treasurer's report was not reviewed because there were no additional expenses since the 2/5/2015 meeting.

Discussion began with conversation about completed items that were considered Actions Items from the previous Board Meeting held on 2/5/2015.

1. Letter to Cornelius Lindenmulder -completed on 2/17/2015
2. Letter to Bernardo Luciano- completed on 2/13/2015
3. Questionable CEC letters to course providers (1 of 2 letters completed 2/13/2015)
4. LICEB email - Completed 2/14/2015
5. Contact NJDEP OPRA Office to seek clarification on making information available to the public for NOV's- completed email sent on 2/9, response received 2/10
6. Closed Cases 615, 778, 791 on 02/5/2015
7. Issue SOLs-
  - Case 508-Issue date 2/12/2012 (response required by 6/2/2015)
  - Case 510-Referred to DAG 2/11/2015
  - Case 700- Referred to DAG 1/29/2015 draft and 2/11/2015 final
  - Case 787-Referred to DAG 2/13/2015
  - Case 800- Referred to DAG 2/12/2015

Minutes LICEB February 17, 2015

Minutes Taker- Joanne Taroco

Start Time: 12:00 pm

End Time: 3:45 pm

Case 803-Referred to DAG 2/12/2015

8. Resend NOV's

Case 789- sent 2/12/2015, response required by 3/6/2015

Case 793- sent 2/12/2015, response required by 3/6/2015

9. Began using new and updated CEC submittal form- completed 2/8/2015

Trish Conti has drafted a template letter for NOV's for both Advertising and working without permit or license complaints.

Discussion moved to the NOV processes

1. NOV comes in, DEP sends out NOV on behalf of the LICEB
2. No response received after 14 days, SOL drafted and sent to DAG
3. No response to SOL, need to issue AONOCAPA

Discussion ensued about AONOCAPA and the need to prepare a template utilizing a previously drafted version and Gene Rosenblum should draft the AONOCAPA.

Guy Virone motioned to go into closed session; Ken Scherer seconded motion Closed Session began at 1:18 P.M.

2:00 PM Bob Dobson phones in. Closed session is paused and conversation shifted to Continuing Education Credits.

Phil Horowitz instructor for Rain Bird requested credits for water conservation LICEB votes that Mr. Horowitz would need to submit evidence of 8 water conservation credits- **Action Item: Joanne to send letter to Mr. Horowitz notifying him of the need to submit proof of water conservation credits.**

Salvatore Assante previously submitted certificate for the same class for six years he is now OK to receive renewal invoice

There are questions about the validity of John Beresford's certificates from Central Irrigation **Action Item: Joanne send same letter to Central Irrigation that was sent to Bernardo Luciano.**

Fred Oppmann has administered courses but there is not enough information to assign CEC's. **Action Item George McCarthy will put a letter together requesting additional information so that proper CEC values can be assigned to individuals who had attended one of Mr. Oppmann's courses.**

The LICEB decides to send out additional letters to individuals who are still short on Continuing Education Credits.

Bob Dobson left meeting via telephone at 2:45 PM.

Guy Virone motioned to return to closed session, Ken Scherer seconded motion

Minutes LICEB February 17, 2015

Minutes Taker- Joanne Taroco

Start Time: 12:00 pm

End Time: 3:45 pm

4:01 PM Ken Scherer motioned to return to Open Session

Fred Rapp Seconded motion

Guy Virone motioned to accept all actions discussed during closed session as follows:

Issue 9 SOLs

Close 3 cases

Issue 3 AOs

Refer 2 cases to Investigator

Resend 1 NOV letter

Ken Scherer seconded motion unanimous approval for actions.

Fred Rapp motioned to adjourn.

George McCarthy seconded motion to adjourn.

Minutes LICEB March 20 2015  
Minutes Taker- Joanne Taroco  
Start Time: 11:35 AM  
End Time: 2:22 PM

## LANDSCAPE IRRIGATION CONTRACTORS EXAMINING BOARD

**Meeting Location:** DEP Building  
401 E. State Street  
4<sup>th</sup> Floor Conference Room (4E005)  
Trenton, NJ

### Attendees:

#### Board Members

Robert Dobson  
George M. McCarthy  
William Frederick Rapp  
Ken Scherer

#### Affiliation

Middletown Sprinkler (left early)  
Spring Irrigation Co. Inc.  
Atlantic  
Hillsborough Irrigation

#### Legal Council

Gene Rosenblum

Deputy Attorney General (arrived late)

#### DEP Staff

Trish Conti  
Joanne Taroco

Bureau of Licensing and Pesticide Operations-NJDEP  
Bureau of Licensing and Pesticide Operations-NJDEP

#### Absent

Gaetano Virone

### Official Start Time: 11:35 AM

Joanne Taroco read aloud the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board (LICEB) and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in Department of Environmental Protection (DEP).

The minutes from the 2/5/2015 were reviewed. Ken Scherer Motioned to accept minutes Bob Dobson seconded the motion. Unanimous vote to accept meeting notes.

Treasurer's report was not reviewed for this meeting.

Discussion began with conversation about Continuing Education Credits (CEC) and correspondence received about CEC's:

1. **Phil Horowitz**- Sent a letter stating that he disagreed with the Board's assessment of CECs he sent in for review. Send Letter to Mr. Horowitz stating that he provided no evidence of Water Conservation and that he must do so or that he should take additional courses that are related to Water Conservation.
2. **Rocco Incorvaia**- Requested an extension to complete CECs due to hardships. - Send invoice with letter. (George McCarthy to write letter)
3. **Jeffrey Silet**- Requested an extension to complete CECs due to hardship - Send invoice with letter.

Determination to send letters was based on the hardships as defined in the regulations. It was determined that conditionally approval of hardship allowed for invoices to be sent, however the CECs must be completed by a given date.

Minutes LICEB March 20 2015

Minutes Taker- Joanne Taroco

Start Time: 11:35 AM

End Time: 2:22 PM

For future: Waiver Requests should be received at least 30 days prior to expiration of the license, and include the application to renew as defined by the regulations.

4. There are currently 107 individuals who have not submitted CECs- the LICEB ultimately decided that they will enlist the Investigator contracted by the board to reach out and call each individual and inform them that they are not eligible to renew their license.

Bob Dobson excused himself from the board meeting at 12:30

Exam Application Review:

There are 15 applicants requesting re-examination.

There are 11 applicants submitting initial application.

The board conditionally approved the 15 re-examinations contingent on the receipt of the examination fee.

The board reviewed and discussed all 11 initial applications.

-9 applicants were approved for the examination, pending receipt of examination fee.

- 2 applicants were rejected because the applicant failed to provide adequate support of work experience demonstrating a minimal of 3 years working with a licensed Landscape Irrigation Contractor as is defined in the regulations.

Ken Scherer motioned to accept determinations made by the LICEB

Fred Rapp Seconded the motion.

Ken Scherer motioned to move to close session

Fred Rapp seconded the motion.

Closed session began 1:25 P.M.

Open Session Resumed 2:20 P.M

Fred Rapp motioned to adjourn meeting.

Ken Scherer seconded the motion.

Unanimous approval to adjourn at 2:22 P.M.

Minutes LICEB June 3, 2015  
Minutes Taker-Joanne Taroco  
Start Time: 12:39 PM  
End Time: 4:05

## LANDSCAPE IRRIGATION CONTRACTORS EXAMINING BOARD

**Meeting Location:** DEP Building  
401 E State Street  
Trenton, NJ 08625  
4<sup>th</sup> Floor Large Conference 4E002 Room

### Attendees:

| <u>Board Members</u>   | <u>Affiliation</u>         |
|------------------------|----------------------------|
| Robert Dobson          | Middletown Sprinkler       |
| George M. McCarthy     | Spring Irrigation Co. Inc. |
| William Frederick Rapp | Atlantic                   |
| Ken Scherer            | Hillsborough Irrigation    |

### Legal Council

|                |     |
|----------------|-----|
| Elspath Hans   | DAG |
| Gene Rosenblum | DAG |
| Michael Shuit  | DAG |

### DEP Staff

|                 |                                                     |
|-----------------|-----------------------------------------------------|
| Tirsh Conti     | Bureau of Licensing and Pesticide Operations-NJDEP  |
| Alexandra Roman | Bureau of Licensing and Pesticide Operations (Temp) |
| Joanne Taroco   | Bureau of Licensing and Pesticide Operations-NJDEP  |

### Public

|                   |     |
|-------------------|-----|
| Matthew D. Orsini | DAG |
|-------------------|-----|

### Absent:

|                |                                    |
|----------------|------------------------------------|
| Gaetano Virone | Environmental Designers Irrigation |
|----------------|------------------------------------|

### Official Start Time: 12:39 PM

Joanne Taroco read aloud the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers as well as posted in the Department of Environmental Protection(DEP)

The open and closed session minutes from the March 20, 2015 meetings were reviewed. **Ken Scherer Motioned to accept the minutes and Robert Dobson seconded the motion. Unanimous vote to proceed.**

The treasurer's report was reviewed and Invoice from Irrigation Association in the amount of \$23,700 for CEC maintenance was discussed. **Fred Rapp motioned to accept Ken Scherer seconded the motion. Unanimous vote to accept treasurer's report and pay invoice.**

**Robert Dobson motioned to move on to next item on the Agenda, seconded by Ken Scherer. Unanimous approval to move on to Communications.**

Minutes LICEB June 3, 2015  
Minutes Taker-Joanne Taroco  
Start Time: 12:39 PM  
End Time: 4:05

Steven Fisher request for exemption on .5 credit for water conservation; Board decides to draft letter with information on how to obtain additional credits. (George McCarthy to draft letter)

Investigator John Gallant has sent out or contacted 120 individuals regarding lack of CECs.

- Several individuals who stated they would not comply
- Large number of individuals unable to be reached by investigator

Question: How do you enforce the CEC's and when do you start enforcing the need for Business Permits?

Send guidelines to investigator

1. Verify if individual is advertising
2. If advertising is occurring send NOV

**Motion: That the board will investigate people who have not met the CEC requirements to see if they are advertising. If those individuals are advertising; those individuals should receive NOV letter. Begin looking for advertising for the individuals on John Gallant's list.**

**Ken Scherer moved the motion Fred Rapp seconded the motion. Unanimous approval.**

Matt Orsini DAG speaks regarding what can be publicized or released to trade groups such as Irrigation Association of New Jersey.

1. Advises not to release information pertaining to settled NOVs and AOs because of concerns regarding law suits for defamation
2. If OPRA (Open Public Records Act) requested, the trade group is entitled to information; yet there are still concerns:
  - NOV's –information cannot be released until settled
  - AO's- information cannot not be released until settled
3. Recommends that the Board not supply information regarding settled NOVs and AO until the trade group wishing to publicize the information files OPRA request for information.

Matt Orsini exits meeting 1:54 P.M.

**Bob Dobson motions to enter closed session Fred Rapp Seconded motion Board goes to closed session 1:56 P.M.**

**Ken Scherer motions to return open session 2:55 P.M. Fred Rapp seconded motion.**

**Ken Scherer motioned to accept closed session actions Fred Rapp seconded motion. Unanimous approval**

- Send investigator 3 cases
- Issue NOV 1 case
- Issue SOL 5 cases
- Sent letter requesting business permit for 1 case

Minutes LICEB June 3, 2015

Minutes Taker-Joanne Taroco

Start Time: 12:39 PM

End Time: 4:05

Currently there are 219 business permits; when does the Board start enforcing business permits? The Board will begin enforcing business permits in July. Decision was made because the rule adoption was 3/17 and 90 days from adoption was in June 2015.

Board will send letters to contractors regarding the Business Permits.

**Ken Scherer motioned to adjourn at 4:05 P.M. Fred Rapp Seconded the motion.**

**September 23, 2014**  
**LANDSCAPE IRRIGATION CONTRACTORS**  
**EXAMINING BOARD**

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP Complex, Trenton, NJ. George McCarthy called the meeting to order at 10:45 a.m. The following members were in attendance:

| <b>MEMBER</b>   | <b>AFFILIATION</b>                 |
|-----------------|------------------------------------|
| Linda Cantwell  | NJDEP                              |
| Robert Dobson   | Middletown Sprinkler               |
| George McCarthy | Spring Irrigation Co Inc.          |
| Ken Scherer     | Hillsborough Irrigation            |
| Gaetano Virone  | Environmental Designers Irrigation |

**Absent**

|                        |                                 |
|------------------------|---------------------------------|
| William Frederick Rapp | Atlantic Irrigation Specialties |
|------------------------|---------------------------------|

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

A discussion was held concerning the continuing education credit (CEC) process. There are many contractors due to expire on January 31, 2015 that have not submitted CECs. In addition, there are contractors due to expire that do not have sufficient credits to renew their certification. Staff will prepare correspondence to contractors expiring in January 2105 that have not submitted CECs. Once a list has been compiled, individuals expiring in 2015 that do not have sufficient credits to renewal of their certificate should also be notified.

The Board was informed that 145 business permit applications have been received and issued. A discussion was held and it was agreed to send out a second notice reminding contractors of this requirement.

Bob Dobson suggested that an audit be done of the courses previously for consistency purposes. At that time it will be determined whether or not attendees will receive credits in water conservation.

A discussion was held with regard to canvassing areas looking for uncertified contractors. Since uncertified individuals may be in the process of closing irrigation systems, this would be a good time to investigate.

Bob Dobson reported that the CEC tracking software should be available in about 45 days

The IANJ has offered to post a list of the audit we have done. The Board motioned and approved to publish a list of all credits with the IANJ.

Staff have identified contractors with expired certifications that are still eligible to renew their certificate but have not provided CEC information.

The Board should encourage course providers to submit proof of CECs as the classes are completed. This will allow for the review of one class with many attendees.

As discussion was held concerning whether or not water conservation (WC) credits should be given to courses previously approved. It was agreed that the backflow courses would be given no WC credit. A discussion was held concerning basic courses verses advanced courses and whether or not basic course should be assigned any WC credits. Courses will be evaluated for WC credits as 0-50 percent; 100 percent. The Contractor Review Course should fall in the 50 percent category.

Bob Dobson left at 11:00

Annie Loh arrived at 11:11

Bid packages were sent to Intrepid Investigations, Excel Investigations, Dylan Group LLC, and Investigative Solutions LLC. Excel Investigations and Dylan Group LLC were returned as undeliverable. Staff contacted both companies via email. Excel Investigations provided updated contact information and indicated that they were interested in responding to the bid. As a result the bid package was resent via email. Dylan Group LLC did not respond to the email. On September 15, 2014 DiJoseph Investigations contacted staff via email indicating that they were interested in submitting a bid. The bid package was emailed to them.

The Board reviewed the responses to their bid solicitation for an enforcement contractor (Investigative Solutions LLC and DiJoseph Investigations.) Based on a review of the information submitted, the members motioned and accepted the lowest bidder. As a result, Investigative Solutions LLC was awarded to contract.

A discussion was held with regard to assigning the enforcement contractor areas to canvass in search of uncertified individuals closing irrigation system. A sub- committee would meet with the enforcement contractor to communicate the process and discuss the locations to be investigated. The members were reminded that the enforcement contract would not be in effect until it has been signed. The anticipated date would be September 30<sup>th</sup>.

The open and closed session minutes July 23, 2014 meeting were reviewed and accepted as presented.

The treasurer's report was reviewed and accepted as presented

The Board was informed that 623 reminder notices were sent concerning the business permit process. In addition 145 business permits have been issued and one application is pending.

The Board voted to enter into a closed session in order to discuss enforcement matters at 10:50 a.m. Whereas the Open Public Meeting Act provides that a public body such as the Landscape Irrigation Contractors Examining Board may meet in closed session to discuss "any investigations of possible violations of law" and any pending or anticipated litigation; Whereas the Board desires to retire to closed session to discuss possible violations of law and litigation matters; Now therefore, be it resolved that the Board shall at this time meet in closed session to discuss the above mentioned matters. The substance of the closed session will be disclosed publicly only when it will not impede the State's ability to investigate the possible violation of law in question or participate in the litigation or breach an attorney-client privilege.

George McCarthy informed the Board that the Irrigation Association of NJ (IANJ) sent out their Summer Technical Bulletin. The Bulletin included a backflow course which indicated that this course was eligible for water conversation credits. It was noted that this course did not go through the Board's approval process. As a result of telephone conversations with Mr. McCarthy, Guy Virone contacted Roy Nau (IANJ) and the water conservation credits have been retracted.

A discussion was held with regard to a Board member becoming a liaison with the IANJ's Board. Guy Virone will follow up with the IANJ.

Based on an investigation, the Board agreed to close cases 614, 747, 657, 717 and 692A. Settlement offer letters will be issued to cases 700, 508, and 445 for advertising without a business permit. A settlement offer letter will be issued to case 740 for working without a business permit.

The Board was informed that a report of the business permits has been developed, but is currently not available to the public. Staff has expressed concerns that due to the fact that only 145 business permits have been issued, and influx of complaints could be received due to the fact the a business permit has not yet been applied for.

The Board reviewed and approved applications for the October 2014 examination as follows:

14 repeats, 4 reapplications and 10 initials

There being no further business to discuss, the meeting was adjourned at 2:50 pm.

Respectfully Submitted,

George M. McCarthy, Chairman  
Landscape Irrigation Contractors Board

Closed Session Minutes  
September 23, 2014

Mark Fornale (case 747) – After a review of the case file, the Board agreed to close this matter. It appears they may not be doing irrigation work.

Gregory's Landscaping (case 753) – This matter will be referred to the enforcement contractor to verify they have removed the labeling from their truck.

JC Landscape (case 700) – After a review of the case file, the Board agreed to issue a fine \$1000.00 with \$500 settlement offer for advertising without a business permit.

Atlantic Landscapes LLC (case 657) – Based on an investigation and review of the case file, this case will be closed.

Brick by Brick (case 692) – Based on an investigation and review of the case file, this case will be closed.

American Beauty (case 508) – After a review of the case file, the Board agreed to issue a fine \$1000.00 with \$500 settlement offer for advertising without a business permit.

M&D Landscaping (case 717) – Verify that the website has been shut down. If not issue standard fine \$1000.00 with \$500 settlement offer

Ocean Irrigation – (case 740) – After a review of the case file, the Board agreed to issue a fine \$1000.00 with \$500 settlement offer for working without a business permit.

Harold Ornstein – (case 639) – Refer to the enforcement contractor for further investigation.

Montvale – (case 445 ) – After a review of the case file, the Board agreed to issue a fine \$1000.00 with \$500 settlement offer for advertising without a business permit.

Aqua Turf – (case 614) –Based on a review of the case file, the Board agreed to close this case file. They now have had a certified contractor.

Respectfully Submitted,

George M. McCarthy, Chairman  
Landscape Irrigation Contractors Board

Minutes LICEB September 29, 2015

Minutes Taker-Joanne Taroco

Start Time: 11:40 AM

End Time: 4:05 PM

## LANDSCAPE IRRIGATION CONTRACTORS EXAMINING BOARD

**Meeting Location:** DEP Building  
401 E State Street  
Trenton, NJ 08625  
4<sup>th</sup> Floor Large Conference 4E002 Room

### Attendees:

#### Board Members

Robert Dobson

George M. McCarthy

William Frederick Rapp

Ken Scherer

Gaetano Virone

#### Affiliation

Middletown Sprinkler

Spring Irrigation Co. Inc.

Atlantic Irrigation

Hillsborough Irrigation

Environmental Designers Irrigation

#### Legal Council

Elsbeth Hans

DAG

Michael Shuit

DAG

#### DEP Staff

Stacy Andersen

Bureau of Licensing and Pesticide Operations (BL & PO)-NJDEP

Trish Conti

BL & PO -NJDEP

Joanne Taroco

BL & PO -NJDEP

### Official Start Time: 11:40 AM

Joanne Taroco read aloud the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers as well as posted in the Department of Environmental Protection (DEP)

The open and closed session minutes from the June 3, 2015 meetings were reviewed. **Fred Rapp Motioned to accept the minutes and Robert Dobson seconded the motion. Unanimous vote to proceed.**

The treasurer's report was reviewed. **Gaetano Virone motioned to accept and Fred Rapp seconded the motion. Unanimous vote to accept treasurer's report.**

**Robert Dobson motioned to move on to the next item on the Agenda, seconded by Ken Scherer. Unanimous approval to move on to Application Review.**

- There were 9 individuals for re-testing
- 14 Applications that required Board review

The Board approved the 9 applicants re-testing.

The Board Approved 9 out of the 14 applications that were reviewed.

Minutes LICEB September 29, 2015

Minutes Taker-Joanne Taroco

Start Time: 11:40 AM

End Time: 4:05 PM

The Board Denied 2 of the 14 applications due to inadequate proof of work experience.

The Board conditionally approved 3 applications pending additional documentation (2 demonstrating that the companies that the applicant worked for had a Licensed Landscape Irrigation Contractor and 1 that required a letter written on the letterhead from the New Jersey Turnpike Authority stating that the applicant was performing irrigation work as part as their job responsibilities as an employee).

**Ken Scherer motioned to accept the Board's decisions and proceed to the next item on the agenda. Fred Rapp seconded the motion. Unanimous approval by the board.**

The Board revisited older communications regarding CEC waiver requests.

Rocco Incorvaia- Send letter stating that the regulations require everyone to obtain CECs to renew license and that he needs to obtain CECs to renew his license. **(Completed on 11/13/2015)**

Discussion proceeded to Irrigation Association of New Jersey's (IANJ) request to disclose the names of individuals who have settled on Notices of Violation issued by the Board. It was determined that it is best to have anyone seeking this information submit a request to the OPRA office. **(Gaetano Virone will notify the IANJ that the Board is not releasing this information.)**

The Administrative Order Notice of Civil Administration Penalty Assessment (AONOCAPA) has been drafted and final approval is pending from DAG Elspeth Hans's supervisor.

Due to the amount of unresolved complaints received, the Board requested that additional meeting be scheduled for the remainder of calendar year 2015, and for 2016. **(NJDEP was not able to add additional meetings for 2015 due to time constraints for public notices and meeting room availability. Additional meetings for calendar year 2016 were added-schedule attached.)**

The Board decided to draft a No Further Action (NFA) letter as a response to individuals and or Businesses who have responded to the complaints filed against them and want to know whether the response submitted to the Board satisfied the Notice of Violation and/or Settlement Offer Letters.**(Final NFA letter completed October 2015)**

The Board decided to send investigator John Gallant on a sweep looking specifically for individuals and/or companies that are winterizing. Suggested dates to conduct the sweeps are October 15 and November 1.

**Ken Scherer motions to move into closed session, Fred Rapp seconded motion. Unanimous approval to move to close session.**

The board entered closed session at 1:35 P.M.

**Ken Scherer motions to return to open session, Fred Rapp seconded motion. Unanimous approval to return to open session.**

During closed session, the Board decided to issue 2 Administrative Orders, 4 Settlement Offers, 3 Notices of Violation Letter and 1 NFA Letter.

**Robert Dobson motioned to accept the actions discussed during closed session and Gaetano Virone seconded the motion. Unanimous approval to accept closed session actions.**

Minutes LICEB September 29, 2015

Minutes Taker-Joanne Taroco

Start Time: 11:40 AM

End Time: 4:05 PM

**Robert Dobson motioned for adjournment, Gaetano Virone seconded. Meeting commenced at 4:05 pm.**

Minutes LICEB November 17, 2015

Minutes Taker-Joanne Taroco

Start Time: 12:06 PM

End Time: 3:46 PM

## **LANDSCAPE IRRIGATION CONTRACTORS EXAMINING BOARD**

**Meeting Location:** DEP Building  
401 E State Street  
Trenton, NJ 08625  
4<sup>th</sup> Floor Large Conference 4E002 Room

### **Attendees:**

#### Board Members

George M. McCarthy

Ken Scherer

Gaetano Virone

#### Affiliation

Spring Irrigation Co. Inc.

Hillsborough Irrigation

Environmental Designers Irrigation

#### Legal Council

Elspeth Hans

Michael Schuit

DAG

DAG

#### DEP Staff

Stacy Andersen

Trish Conti

Joanne Taroco

Bureau of Licensing and Pesticide Operations (BL & PO)-NJDEP

BL & PO -NJDEP

BL & PO -NJDEP

#### Absent:

Robert Dobson

William Frederick Rapp

Middletown Sprinkler

Atlantic Irrigation

### **Official Start Time: 12:06 PM**

Joanne Taroco read aloud the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers as well as posted in the Department of Environmental Protection (DEP)

Minutes from previous meeting were not reviewed at this time because they had no been completed. **(Completed 12/23/2015)**

Treasurer's report was reviewed at this meeting.

There were no new communications received between the September 29th and the November 17, 2015 board meetings.

The Board began with discussion about Continuing Education Credit (CEC) verification letters. Letters were originally prepared to go out in October but were not mailed for two reasons; (1) verbiage in the letter might lead to confusion amongst the licensed contractors regarding the difference between the Irrigation Association of New Jersey (IANJ) and the Irrigation Association (IA), and (2) the appearance of the Irrigation Association's (IA) webpage mimicked DEP's webpage. There was concern that the IA hosted webpage may be misleading to the user because it appeared as if they were on an official State of New Jersey webpage.

Minutes LICEB November 17, 2015

Minutes Taker-Joanne Taroco

Start Time: 12:06 PM

End Time: 3:46 PM

Joanne Taroco created and presented a mock up version of a suggested appearance for the CEC verification logon page and CEC verification pages that addressed the concerns about the appearance of the two pages. The Board reviewed the mock up and agreed that the proposal would rectify the appearance issues. It was suggested that the language on the CEC verification page be changed to layman terms with only references to the regulations. Joanne Taroco will provide a copy of revised language to Chairman George McCarthy for review and approval. Both DAGs Elspeth Hans and Michael Schuit will review the language once approved by the chairman.

DAG Michael Schuit brought to the attention of the Board some concerns regarding the negotiated contract between the Board and the IA, to maintain the CEC database and website. The Board clarified that the contract was negotiated the IA because they were identified as being a sole provider for providing these services. [The Board believes the contract should be discussed during closed session.]

DAG Elspeth Hans informed the board that the final approval for AONOCAPA letter was still pending the approval of her supervisor and that it should be approved shortly.

Joanne Taroco informed the Board that the IA had not yet provided the exam results from the October examination date and that there was no communication from the IA regarding when the exam results would be available. George McCarthy telephoned Robert Dobson who stated that he would reach out to the IA regarding the exam results and would contact the Board during the meeting to provide information regarding the exam results.

DAG Michael Schuit brought to the attention of the board some concerns regarding the negotiated contract between the Board and the IA to maintain the CEC database and website. The Board believes the contract should be discussed during closed session.

**Gaetano Virone motioned to go into close session, Ken Scherer seconded motion. Unanimous approval to proceed to close session.**

**Ken Scherer Motioned to return to open session, Gaetano Virone seconded motion. Unanimous approval to return to open session**

During closed session, the Board decided to proceed with issuing 2 SOL 2 AO, and 2 NFA letters. The Board also decided to have 2 complaints sent to the investigator. The Board decided to offer a 5 day extension to remove and advertisement and after 5<sup>th</sup> day to issue AO if advertisement is still present. The Board decided to close one complaint.

**Gaetano Virone motioned to accept the decisions made during closed session and Ken Scherer seconded the motion. Unanimous approval to accept decisions made during closed session.**

During closed session the IA was sent the exam results from the October 21, 2015 exam. The exam results showed that there were 5 individuals that passed the exam and 12 individuals that failed the exam. One out of the 12 individuals that failed the exam had challenged one answer to one of the questions. The IA will need to review the challenged question and pending the outcome of the IA's review it will be determine a to whether the individual passed the exam. The Board decided that they will accept the 5 passing scores, and the 11 failures. The Board decide once the IA notifies them of the outcome of the review, the Board will host a Teleconference to review and accept amended score.

**Ken Scherer motioned to accept the exam scores as they currently stand and to host a teleconference to accept amended scores pending the IA's determination of investigation Gaetnao Virone motioned seconded the motion. Unanimous approval.**

Minutes LICEB November 17, 2015

Minutes Taker-Joanne Taroco

Start Time: 12:06 PM

End Time: 3:46 PM

**Gaetano Virone motioned to adjourn meeting, Ken Scherer seconded motion. Unanimous approval. The meeting adjourned at 3:46 PM.**

Minutes LICEB January 19, 2016

Minutes Taker-Stacy Andersen

Start Time: 10:15 am

End Time: 1:18 pm

## **LANDSCAPE IRRIGATION CONTRACTORS EXAMINING BOARD**

**Meeting Location:** DEP Building  
401 E State Street  
Trenton, NJ 08625  
4<sup>th</sup> Floor Large Conference 4E002 Room

### **Attendees:**

#### Board Members

|                    |                                    |
|--------------------|------------------------------------|
| George M. McCarthy | Spring Irrigation Co. Inc.         |
| Ken Scherer        | Hillsborough Irrigation            |
| Gaetano Virone     | Environmental Designers Irrigation |

#### Affiliation

#### Legal Council

|               |     |
|---------------|-----|
| Elspeth Hans  | DAG |
| Michael Shuit | DAG |

#### DEP Staff

|                |                                                              |
|----------------|--------------------------------------------------------------|
| Stacy Andersen | Bureau of Licensing and Pesticide Operations (BL & PO)-NJDEP |
| Trish Conti    | BL & PO -NJDEP                                               |
| Joanne Taroco  | BL & PO -NJDEP                                               |

#### Absent:

|                        |                      |
|------------------------|----------------------|
| William Frederick Rapp | Atlantic Irrigation  |
| Joan Scatton           | DAG                  |
| Robert Dobson          | Middletown Sprinkler |

### **Official Start Time: 12:06 PM**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers as well as posted in the Department of Environmental Protection (DEP)

Minutes from previous meeting were not reviewed due to the shortened length of time between the January 5, 2016 board meeting and January 19, 2016 board meeting.

Treasurer's report was not reviewed at this meeting because the most recent treasurer report was supplied at the previous meeting held on January 5, 2016.

There were no new communications between the January 5, 2016 meeting and January 19, 2016 board meeting.

New Business – Todd Hodgins a resident of Maryland who is also a member of the Irrigation Association telephoned in regarding obtaining licensure in New Jersey. The primary concern raised was how does a non-resident of New Jersey provide proof of experience working for a licensed landscape contractor if they reside in a state which does not require licensure, and would the membership to the IA be sufficient proof of experience to permit an individual to sit for the Landscape Irrigation Contractors exam in New Jersey. The board determined that providing proof of membership to the IA along with any contracts obtained, or agreements to install irrigation systems would be sufficient for an out state

Minutes LICEB January 19, 2016  
Minutes Taker-Stacy Andersen  
Start Time: 10:15 am  
End Time: 1:18 pm

individual to prove experience. Joanne Taroco will follow up with Todd to inform him of the board's stance on providing proof of experience.

Conversation progresses to Continuing Education Credits (CECs) and the contractors concern for not being able to locate where courses are available to take. It was suggested to possibly post the course providers up on the Landscape Irrigation Contractors Examining Board's webpage the board opted not to do this because they had a master list of already approved contractors and due to the upcoming transfer from the Department of Environmental Protection (DEP) to the Department of Community Affairs (DCA) that this task was less of a priority and could be addressed after the move from DEP to DCA.

During the conversation about CECs it was also mentioned that there were issues with the Landscape Irrigation Contractors who expressed concern that they were short on credits although they submitted proof attending enough courses to the meet the CEC requirements. It was determined that those who were complaining had all taken courses with Central Irrigation, and anyone who took classes with Central Irrigation were not assigned those credits because Central Irrigation did not provide the course rosters, and did not obtain credit approval from the Board. The Board sent Central Irrigation a letter on February 13, 2015 requesting information about the courses and copies of attendee rosters. To this date Central Irrigation has not provided the attendee rosters and as a result no credit values have been assigned. The Board recommends that individuals who took classes with Central Irrigation to do one of two things: contact Central Irrigation and have Central Irrigation send over course rosters, or individuals can make up the missing CECs by attending courses through a different provider.

Gaetano Virone mentioned that after the last meeting he received complaints from Irrigation Association of New Jersey (IANJ) about their members expressing concerns that complaints pertaining to advertising or working without being licensed were not being addressed. It was noted that yes, the complaints are addressed and that the problem lies within the Boards inability to publish or discuss open violations with the public. Another complaint that the IANJ brought up was that letter sent providing directions for creating an account on the Irrigation Association (IA) webpage and accessing the CEC verification webpage was confusing. Roy from IANJ would like to be included as a reviewer of Board issued correspondence prior to sending out letters to ensure that they are not confusing to the contractors receiving the letter. It was determined by the Board that it was inappropriate to have a board member from an interest group such as the IANJ to provide input on letters issued by the Board

**Ken Scherer motioned to go into closed session, Gaetono Virone seconded motion. Unanimous approval to proceed to closed session.**

**Ken Scherer Motioned to return to open session, Gaetano Virone seconded motion. Unanimous approval to return to open session**

During closed session, the Board decided to proceed with issuing 1 SOL 1 AO, 2 NOV and 1 NFA letter. The Board also decided to have 2 complaints sent to the investigator.

**Ken Scherer motioned to accept the decisions made during closed session and Gaetono Virone seconded the motion. Unanimous approval to accept decisions made during closed session.**

Minutes LICEB January 19, 2016

Minutes Taker-Stacy Andersen

Start Time: 10:15 am

End Time: 1:18 pm

**Gaetano Virone motioned to adjourn meeting, Ken Scherer seconded motion. Unanimous approval. The meeting adjourned at 3:46 PM.**

Minutes LICEB February 5, 2016

Minutes Taker-Stacy Andersen

Start Time: 10:46 AM

End Time: 2:26 PM

## **LANDSCAPE IRRIGATION CONTRACTORS EXAMINING BOARD**

**Meeting Location:** DEP Building  
401 E State Street  
Trenton, NJ 08625  
4<sup>th</sup> Floor Large Conference 4E002 Room

### **Attendees:**

#### Board Members

Robert Dobson

George M. McCarthy

Ken Scherer

Gaetano Virone

#### Affiliation

Middletown Sprinkler

Spring Irrigation Co. Inc.

Hillsborough Irrigation

Environmental Designers Irrigation

#### Legal Council

Elspeth Hans

DAG

#### DEP Staff

Stacy Andersen

Joanne Taroco

Bureau of Licensing and Pesticide Operations (BL & PO)-NJDEP

BL & PO -NJDEP

#### Absent:

William Frederick Rapp

Trish Conti

Atlantic Irrigation

BL & PO -NJDEP

### **Official Start Time: 10:46**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers as well as posted in the Department of Environmental Protection (DEP)

Minutes from previous meeting were not reviewed at this time.

Treasurer's report was reviewed at the January 5, 2016 meeting.

Email communications from two contractors Geri Reidy and Joe Gere

Geri Reidy's email was in response to the what the continuing education requirements were going to be now that the Landscape Irrigation Contractors Examining Board was slated to move from the Department of Environmental Protection to the Department of Community affairs. The Board decided to respond to Mr. Reidy's email communication informing him that according to the transfer act there were currently no new changes. That Board will remain intact, and the regulatory functions of the Board would stay the same.

Joe Gere's email concern whether or not some job functions that he performs as a landscaper were permissible to do without being in violation of the regulations. Specifically changing the type of head on an existing zone, adding additional heads to a zone and adding an additional zone to a customer's existing system. The Board response was that none of those job functions were permissible without holding the Landscape Irrigation Contractor License and that he could look this up in the regulations.

Minutes LICEB February 5, 2016  
Minutes Taker-Stacy Andersen  
Start Time: 10:46 AM  
End Time: 2:26 PM

Gaetano Virone began the meeting discussing the Board's decision to send out letters to course providers concerning the need to use and submit course roster. As was discussed in the January 5<sup>th</sup>, 2016 meeting course providers were not utilizing and or submitting the course attendee rosters to the board. Robert Dobson had drafted the letter however the letter had been sent to the course providers as of the January 19, 2016 because the final verbiage of the document had not been approved.

Robert Dobson also noted at this time that there was a concern with the amount of Continuing Education Credits (CECs) that the Irrigation Association of New Jersey (IANJ) was advertising or placing on their certificates that they were issuing to individuals versus the amount of technical credits approved by the Board. Licensed landscape irrigation contractors were upset by the difference in CEC values and not knowing why the credits were not assigned the value written on the certificates issued by the course provider. Robert Dobson noted that if the IANJ and all course providers were utilizing the exam rosters and checking photo IDs as is was outlined in the regulations it would be easier to locate and communicate with the contractors receiving lesser amount of credits and the reasons why.

Conversation moved in the direction of assigning course numbers to courses to eliminate the errors occurring when a course provider states that courses were valued for a higher CEC value than what was approved by the Board. The Board as a whole believes this to be beneficial but would like to hold off on finalizing a process to do this until after the transfer of the board.

**Gaetano Virone motioned to go into close session, Ken Scherer seconded motion. Unanimous approval to proceed to closed session. Close session begins at 11:40**

**Ken Scherer Motioned to return to open session, Gaetano Virone seconded motion. Unanimous approval to return to open session Return to Open session at 1:58**

During closed session, the Board decided to proceed with issuing 2 Settlement Offer Letters 2 Administrative Orders, and 2 No Further Action letters. The Board also decided to send 2 complaints to the investigator. The Board decided to offer a 5 day extension to remove an advertisement and after 5<sup>th</sup> day if advertising was still posted then an Administrative Order would be issued. The Board decided to close one complaint.

**Gaetano Virone motioned to accept the decisions made during closed session and Robert Dobson seconded the motion Unanimous approval was not met Ken Scherer did not approve to accept the close session decisions.**

**Ken Scherer disapproved of the close session actions. It was determined that one of the cases that Ken Scherer referred to the Board for review was closed do age of case; however Ken was able to show the board through electronic media that the particular case he referred was indeed still actively advertising.**

**Gaetano Virone motioned to return to close session and Robert Dobson seconded the motion. Unanimous approval to return to closed session. Ken Scherer excused himself. Close session resumed at 2:14**

**Gaetano Virone motioned to return to Open session at 2:22 Robert Dobson Seconded the motion. Unanimous approval to return to Open session**

Minutes LICEB February 5, 2016

Minutes Taker-Stacy Andersen

Start Time: 10:46 AM

End Time: 2:26 PM

**Gaetano Virone motion to accept the amended decisions of closed session. Kens Scherer seconded the motion. Unanimous approval to accept the amended decision from closed session.**

**Ken Scherer motioned to adjourn meeting, Gaetano Virone seconded motion. Unanimous approval to adjourn. The meeting adjourned at 2:26 PM.**

Minutes LICEB May 24, 2016  
Minutes Taker-Stacy Andersen  
Start Time: 11:42 AM  
End Time: 4:00 PM

## **LANDSCAPE IRRIGATION CONTRACTORS EXAMINING BOARD**

**Meeting Location:** DEP Building  
401 E State Street  
Trenton, NJ 08625  
4<sup>th</sup> Floor Large Conference 4E002 Room

### **Attendees:**

#### Board Members

George M. McCarthy  
Bob Dobson  
Fred Rapp  
Gaetano Virone

#### Affiliation

Spring Irrigation Co. Inc.  
Middletown Sprinklers  
Phoned In – 1:15PM  
Environmental Designers Irrigation (phoned in) 1:15PM

#### Legal Council

Elsbeth Hans

DAG

#### DEP Staff

Stacy Andersen  
Joanne Taroco  
Trish Conti

Bureau of Licensing and Pesticide Operations (BL & PO)-NJDEP  
BL & PO -NJDEP  
BL & PO –NJDEP

#### DCA Staff

John Delesandro  
Kevin Luckie

Supervisor of Licensing & Education  
Assistant Director

#### Absent

Ken Scherer

Hillsborough Irrigation

#### Investigators

Earl Anderson  
Jon Gallant

### **Official Start Time: 11:42 AM**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers as well as posted in the Department of Environmental Protection (DEP)

**Minutes** - Previous meeting minutes were not reviewed at this time because they had not been completed.

**Treasurer's Report** - was read by George McCarthy. Bob Dobson motioned to accept treasurers report, Fred Rapp seconded, unanimous approval.

Minutes LICEB May 24, 2016  
Minutes Taker-Stacy Andersen  
Start Time: 11:42 AM  
End Time: 4:00 PM

**Communications – None**

**New Business –** Exam results were reviewed. 16 Failures and 3 passed. The people who passed will receive letters from DCA along with invoices. **Motion to accept the exam results Fred Rapp, seconded by Gaetano Virone all unanimous.**

**Gaetano Virone motioned to go into close session at 11:44 AM, George McCarthy seconded motion. Unanimous approval to proceed to close session.**

**Gaetano Virone motioned to return to open session 3:41 PM, Fred Rapp seconded motion. Unanimous approval to return to open session**

During closed session, the Board to proceed with issuing 4 AO and 1 NFA letter. The Board decided to close 3 complaints.

**Gaetano Virone motioned to accept the decisions made during closed session and Fred Rapp seconded the motion. Unanimous approval to accept decisions made during closed session.**

**Bob Dobson motioned to adjourn meeting, Fred Rapp seconded motion. Unanimous approval. The meeting adjourned at 4:00 PM.**

Minutes BLIC June 23,, 2016  
Minutes Taker-Stacy Andersen  
Start Time: 10:26 AM  
End Time: 12:31 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Large Conference 129 Room

### **Attendees:**

| <u>Board Members</u> | <u>Affiliation</u>         |
|----------------------|----------------------------|
| Robert Dobson        | Middletown Sprinkler       |
| George M. McCarthy   | Spring Irrigation Co. Inc. |
| Ken Scherer          | Hillsborough Irrigation    |
| Kevin Luckie         | Assistant Director DCA     |

### Legal Counsel

|                   |     |
|-------------------|-----|
| Valentina DiPippo | DAG |
| Susan Scott       | DAG |

### DCA Staff

|                     |                                     |
|---------------------|-------------------------------------|
| Stacy Andersen      | Licensing & Education DCA           |
| John Delesandro     | Supervisor of Codes & Standards DCA |
| Gabrielle Gallagher | Regulatory Affairs DCA              |

### Absent:

|                |                                    |
|----------------|------------------------------------|
| Gaetano Virone | Environmental Designers Irrigation |
| Fred Rapp      |                                    |

### **Official Start Time: 10:26**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

Minutes from previous meeting were not reviewed at this time.

Treasurer's report showed that the Board's account was transferred from DEP to DCA and a screen shot of the account was reviewed.

**Kevin Luckie motioned to accept Treasurer's Report, Bob Dobson seconded. Unanimous approval of Treasurer's Report.**

At this time everyone introduced themselves and Kevin Luckie is appointed as a new member of the Board of Landscape Irrigation Contractors.

**Bob Dobson motioned to go into closed session, Ken Scherer seconded motion. Unanimous approval to proceed to closed session. Closed session began at 10:36.**

Minutes BLIC June 23,, 2016  
Minutes Taker-Stacy Andersen  
Start Time: 10:26 AM  
End Time: 12:31 PM

**Bob Dobson motioned to return to Open session at 12:18 Ken Scherer Seconded the motion. Unanimous approval to return to open session**

John Delesandro will be the appointed to have the go ahead to be in charge of the enforcement cases.

**Ken Scherer motioned to accept, Bob Dobson seconded. Unanimous approval.**

All future meetings will be held at the Department of Community Affairs at 101 S. Broad Street with a 10AM start time.

**Ken Scherer motioned to accept, Bob Dobson seconded. Unanimous approval.**

Future meetings need to be set up with dates. Next Board meeting is scheduled for September 13, 2016 for exam applications.

**Ken Scherer motioned to accept, Bob Dobson seconded. Unanimous approval.**

**Ken Scherer motioned to adjourn meeting, Bob Dobson seconded motion. Unanimous approval to adjourn. The meeting adjourned at 12:31 PM.**

Minutes BLIC September 20, 2016

Minutes Taker-Stacy Andersen

Start Time: 10:21 AM

End Time: 1:14 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Large Conference 129 Room

### **Attendees:**

#### Board Members

Robert Dobson

George M. McCarthy

Gaetano Virone

Fred Rapp

Kevin Luckie

#### Affiliation

Middletown Sprinkler

Spring Irrigation Co. Inc.

Environmental Designers Irrigation

Assistant Director DCA

#### Legal Counsel

Valentina DiPippo

DAG

Susan Scott

DAG

#### DCA Staff

Stacy Andersen

Licensing & Education DCA

John Delesandro

Supervisor of Codes & Standards DCA

#### Absent:

Ken Scherer

Hillsborough Irrigation

### **Official Start Time: 10:21**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

Minutes from previous meeting were reviewed at this time. Gaetano Virone motioned to accept January 19, 2016, February 5, 2016 and May 24, 2016 meeting minutes, Bob Dobson seconded. Unanimous approval.

Treasurer's report showed that the Board's account was transferred from DEP to DCA and a screen shot of the account was reviewed.

**Gaetano Virone motioned to accept Treasurer's Report, Kevin Luckie seconded. Unanimous approval of Treasurer's Report.**

At 10:22 AM Jesse Ehnert spoke to the Board on behalf of Scott Mortensen.

**Bob Dobson motioned to approve exam applicants, Gaetano Virone seconded. Unanimous approval to accept exam applicants.**

Minutes BLIC September 20, 2016

Minutes Taker-Stacy Andersen

Start Time: 10:21 AM

End Time: 1:14 PM

**Bob Dobson motioned to go into closed session, Gaetano Virone seconded motion. Unanimous approval to proceed to closed session. Closed session began at 11:42.**

**Gaetano Virone motioned to return to Open session at 12:57 Kevin Luckie Seconded the motion. Unanimous approval to return to open session**

Department of Community Affairs to take over letters and violations.

**Gaetano Virone motioned to accept, Fred Rapp seconded. Unanimous approval.**

John Martel is denied to sit for exam.

**Gaetano Virone motioned to deny, Fred Rapp seconded. Unanimous approval.**

Scott Mortensen to sit for the exam.

**Gaetano Virone motioned to accept, Kevin Luckie seconded. Unanimous approval. Fred Rapp opposed and Bob Dobson recused himself.**

**Fred Rapp motioned to adjourn meeting, Kevin Luckie seconded motion. Unanimous approval to adjourn. The meeting adjourned at 1:14 PM.**

Minutes BLIC November 29, 2016

Minutes Taker-Stacy Andersen

Start Time: 10:24 AM

End Time: 12:34 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
7<sup>th</sup> Floor Conference Room 737

### **Attendees:**

#### Board Members

George M. McCarthy

Gaetano Virone

Fred Rapp

Kevin Luckie

#### Affiliation

Spring Irrigation Co. Inc.

Environmental Designers Irrigation

(Called for Closed Session)

Assistant Director DCA

#### Legal Counsel

Valentina DiPippo

DAG

#### DCA Staff

Stacy Andersen

John Delesandro

Licensing & Education DCA

Supervisor of Codes & Standards DCA

#### Absent:

Ken Scherer

Robert Dobson

Hillsborough Irrigation

Middletown Sprinkler

### **Official Start Time: 10:24**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

Minutes from previous meetings were reviewed at this time. George McCarthy motioned to accept June 23, 2016 meeting minutes, Gaetano Virone seconded, all unanimous. Kevin Luckie motioned to accept the September 20, 2016 meeting minutes, George McCarthy seconded. Gaetano Virone abstained. Unanimous approval.

Treasurer's report was reviewed.

**Gaetano Virone motioned to accept Treasurer's Report, George McCarthy seconded. Unanimous approval of Treasurer's Report.**

Contract with the Irrigation Association will be extended for another year.

Gaetano Virone asked about the Enforcement Contract. John Delesandro said that he hopes to be getting Building Officials to look into investigating. Kevin Luckie said the Enforcement Contract will be extended for another year as there is still discussion about the officials going out. Discussion about updating the website to encourage people to take pictures of any individuals who are working without an irrigation license, to have more proof and to eliminate the need for someone to go out and investigate.

Minutes BLIC November 29, 2016

Minutes Taker-Stacy Andersen

Start Time: 10:24 AM

End Time: 12:34 PM

**October 20, 2016 Exam 26 takers 5 passed. Kevin Luckie motioned to accept the exam results, Gaetano Virone seconded. Unanimous approval to accept the exam results.**

**Gaetano Virone motioned to go into closed session, Fred Rapp seconded motion. Unanimous approval to proceed to closed session. Closed session began at 11:55.**

**Gaetano Virone motioned to return to Open session at 12:32 Fred Rapp Seconded the motion. Unanimous approval to return to open session**

Deny CEC (Continuing Education Credits) waiver request for Paul Riemann. Waiver was denied because it was not supported by sufficient documentation, was untimely and was not merited based upon the information submitted to the Board inasmuch as the certificate holder did not indicate a desire to comply with the continuing education requirements in the future.

**Gaetano Virone motioned to accept, Fred Rapp seconded. Unanimous approval. Bob Dobson abstained.**

**Gaetano Virone motioned to adjourn meeting, Fred Rapp seconded motion. Unanimous approval to adjourn. The meeting adjourned at 12:34 PM.**

Minutes BLIC February 14, 2017  
Minutes Taker-Stacy Andersen  
Start Time: 10:11 AM  
End Time: 12:56 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Conference Room 129

### **Attendees:**

#### Board Members

George M. McCarthy  
Gaetano Virone  
Robert Dobson  
Kevin Luckie  
Ken Scherer

#### Affiliation

Spring Irrigation Co. Inc.  
Environmental Designers Irrigation (telephone conferenced 10:12AM)  
Middletown Sprinkler  
Assistant Director DCA  
Hillsborough Irrigation

#### Legal Counsel

Valentina DiPippo DAG

#### DCA Staff

Stacy Andersen Licensing & Education DCA  
John Delesandro Supervisor of Codes & Standards DCA

#### Absent:

Fred Rapp Atlantic Irrigation

### **Official Start Time: 10:11 AM**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

Meeting minutes for November 29, 2016 meeting were reviewed with Ken Scherer and Robert Dobson recusing themselves.

**Kevin Luckie motioned to accept November 29, 2016 meeting minutes, George McCarthy seconded. Unanimous approval of November 29, 2016 meeting minutes.**

Treasurer's report was reviewed.

**Ken Scherer motioned to accept Treasurer's Report, Robert Dobson seconded. Unanimous approval of Treasurer's Report.**

Communications – Building Safety Conference in May is a two day conference for Code Officials. Crackerbarrel event will include the continuing education course scheduled for Thursday May 4, 2017. Instructor is going to be Craig Borland and the topic is Electrical Trouble Shooting.

Kevin Luckie talked about a long term solution for the database which should be operational by January 2018.

Minutes BLIC February 14, 2017  
Minutes Taker-Stacy Andersen  
Start Time: 10:11 AM  
End Time: 12:56 PM

New Business – Backflow Law. Testing new systems now. How about the old one? Commercial annual test, single family homes exempt. Kevin Luckie will investigate and get back.

Renewals – 366 Total for the 2017 Cycle, 202 renewed and 41 in process. Stacy Andersen to prepare a list of expired contractors and John Delesandro to draft letter to go out to all who are expired. DCA to prepare a list of licensed contractors in a PDF form for the website and a list of expired/suspended contractors.

**Ken Scherer motioned to go into closed session, Kevin Luckie seconded motion. Unanimous approval to proceed to closed session. Closed session began at 11:43, Gaetano Virone telephone conference ended at 12:15.**

**Ken Scherer motioned to return to Open session at 12:50 Kevin Luckie Seconded the motion. Unanimous approval to return to open session**

**Ken Scherer motioned to accept closed session, Robert Dobson seconded. Unanimous approval.**

**Ken Scherer motioned to adjourn meeting, Kevin Luckie seconded motion. Unanimous approval to adjourn. The meeting adjourned at 12:56 PM.**

Minutes BLIC March 21, 2017  
Minutes Taker-Stacy Andersen  
Start Time: 10:25 AM  
End Time: 12:45 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Conference Room 129

### **Attendees:**

#### Board Members

George M. McCarthy  
Gaetano Virone  
Robert Dobson  
Kevin Luckie  
Ken Scherer

#### Affiliation

Spring Irrigation Co. Inc.  
Environmental Designers Irrigation  
Middletown Sprinkler  
Assistant Director DCA  
Hillsborough Irrigation

#### Legal Counsel

Valentina DiPippo

DAG

#### DCA Staff

Stacy Andersen  
John Delesandro

Licensing & Education DCA  
Supervisor of Codes & Standards DCA

#### Absent:

Fred Rapp

Atlantic Irrigation

### **Official Start Time: 10:25**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

Minutes were not available for review at this time.

Treasurer's report was reviewed.

**Ken Scherer motioned to accept Treasurer's Report, Robert Dobson seconded. Unanimous approval of Treasurer's Report.**

Building Safety Conference email Pat Kozial and Roy Nau on minimums.

Exam applications need to be listed with "new" or "re-applying" in the future.

Stacy Andersen to get PDF on the website with the list of current contractors and business permits.

Minutes BLIC March 21, 2017  
Minutes Taker-Stacy Andersen  
Start Time: 10:25 AM  
End Time: 12:45 PM

**Gaetano Virone motioned to go into closed session, Kevin Luckie seconded motion. Unanimous approval to proceed to closed session. Closed session began at 11:26.**

**Ken Scherer motioned to return to Open session at 12:44 Gaetano Virone Seconded the motion. Unanimous approval to return to open session**

**Gaetano Virone motioned to accept closed session, Ken Scherer seconded. Unanimous approval.**

**Kevin Luckie motioned to adjourn meeting, Ken Scherer seconded motion. Unanimous approval to adjourn. The meeting adjourned at 12:45 PM.**

Minutes BLIC June 13, 2017  
Minutes Taker-Stacy Andersen  
Start Time: 10:19 AM  
End Time: 11:24 AM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Conference Room 129

### **Attendees:**

#### Board Members

George M. McCarthy  
Gaetano Virone  
Robert Dobson  
Kevin Luckie  
Ken Scherer  
Fred Rapp

#### Affiliation

Spring Irrigation Co. Inc.  
Environmental Designers Irrigation  
Middletown Sprinkler  
Assistant Director DCA  
Hillsborough Irrigation  
Atlantic Irrigation

#### Legal Counsel

Valentina DiPippo

DAG

#### DCA Staff

Stacy Andersen  
John Delesandro

Licensing & Education DCA  
Supervisor of Codes & Standards DCA

### **Official Start Time: 10:19**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

Minutes were reviewed for February 14, 2017 meeting.

**Ken Scherer motioned to accept February 14, 2017 meeting minutes, Kevin Luckie seconded. Unanimous approval of February 14, 2017 meeting minutes.**

Treasurer's report was reviewed.

**Ken Scherer motioned to accept Treasurer's Report, Gaetano Virone seconded. Unanimous approval of Treasurer's Report.**

Board is okay with John Delesandro holding off on the Invoice for the IA since their website was not up and running to access database.

Gaetano Virone was looking to get contact information for Licensed Contractors so the IANJ can send out information to the licensed contractors. Board determined that the list wouldn't work due to the fact some of the contractors might or might not use their home address for their contractors license. We are going to look into when database goes live, can we check boxes whether or not the address they have listed is their home or business.

Minutes BLIC June 13, 2017  
Minutes Taker-Stacy Andersen  
Start Time: 10:19 AM  
End Time: 11:24 AM

Kevin Luckie wanted to know what the members of the Board thought about Building Safety Week. Robert Dobson thought it was a very well run seminar. The Crackerbarrel was a success and that he got a lot of feedback from inspectors. One recommendation is to try to get the information out in the Communicator.

There was some discussion regarding enforcement. Kevin Luckie stated that with lack of staff we can't force inspectors to do enforcement.

Robert Dobson wants to get some information in the Communicator out of the packet he had prepared for the Building Safety Conference. John Delesandro to look into getting the information into the next Communicator or the fall issue.

April 26, 2017 Exam Results

**Kevin Luckie motioned to accept Exam Results, Gaetano Virone seconded. Unanimous approval of April 26, 2017 Exam**

**Gaetano Virone motioned to go into closed session, Kevin Luckie seconded motion. Unanimous approval to proceed to closed session. Closed session began at 11:02.**

**Fred Rapp motioned to return to Open session at 11:23 Gaetano Virone Seconded the motion. Unanimous approval to return to open session**

**Gaetano Virone motioned to accept closed session, Ken Scherer seconded. Unanimous approval.**

**Kevin Luckie motioned to adjourn meeting, Fred Rapp seconded motion. Unanimous approval to adjourn. The meeting adjourned at 11:24AM.**

Minutes BLIC September 19, 2017

Minutes Taker-Stacy Andersen

Start Time: 10:11 AM

End Time: 12:01 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Conference Room 129

### **Attendees:**

#### Board Members

George M. McCarthy

Gaetano Virone

Robert Dobson

Kevin Luckie

Ken Scherer

#### Affiliation

Spring Irrigation Co. Inc.

Environmental Designers Irrigation

Middletown Sprinkler

Assistant Director DCA

Hillsborough Irrigation

#### Legal Counsel

Valentina DiPippo

DAG

#### DCA Staff

Stacy Andersen

John Delesandro

Licensing & Education DCA

Supervisor of Codes & Standards DCA

#### Absent

Fred Rapp

Atlantic Irrigation

### **Official Start Time: 10:11**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

Revised minutes were reviewed for February 14, 2017 meeting.

**Ken Scherer motioned to accept revised February 14, 2017 meeting minutes, George McCarthy seconded. Unanimous approval of February 14, 2017 meeting minutes.**

Minutes for March 21, 2017 meeting.

**Ken Scherer motioned to accept March 21, 2017 meeting minutes, Bob Dobson seconded. Unanimous approval of March 21, 2017 meeting minutes.**

Minutes for June 13, 2017 meeting.

**Kevin Luckie motioned to accept June 13, 2017 meeting minutes, Ken Scherer seconded. Unanimous approval of June 13, 2017 meeting minutes.**

Minutes BLIC September 19, 2017

Minutes Taker-Stacy Andersen

Start Time: 10:11 AM

End Time: 12:01 PM

Treasurer's report was reviewed.

**Ken Scherer motioned to accept Treasurer's Report, Bob Dobson seconded. Unanimous approval of Treasurer's Report.**

Stacy Andersen to add how many times a person has taken the exam to the Exam roster in the Spring of 2018.

Gaetano Virone will work on getting us on the mail list from the Irrigation Association. There have been a lot of complaints regarding landscapers who are not licensed who are advertising without noting a licensed irrigation contractors.

Stacy Andersen – 32 contractors from 2017 still need to renew. 31 contractors from 2016 still need to renew. 460 current contractors and 359 business permits that are current.

Kevin Luckie – DCA to see if we can email a list or look in to getting information out to Associations for landscapers stating that they need to have an irrigation license or an irrigation licensed holder to install/advertise irrigation work. Board members to forward Stacy Andersen information on the Associations so we can get information about the irrigation license and rules. We need to let people know Home Improvement means no irrigation work.

Bob Dobson on exams – Irrigation Association got exams accredited about 8 years ago. Bob Dobson served on exam update committee, new content next year or so.

**Ken Scherer motioned to accept Exam Application, Gaetano Virone seconded. Unanimous approval of October 24, 2017 Exam Applicants.**

**Kevin Luckie motioned to go into closed session, Bob Dobson seconded motion. Unanimous approval to proceed to closed session. Closed session began at 10:54 AM.**

**Kevin Luckie motioned to return to Open session at 11:58 AM, Ken Scherer Seconded the motion. Unanimous approval to return to open session**

**Ken Scherer motioned to accept closed session, Gaetano Virone seconded. Unanimous approval.**

**Ken Scherer motioned to adjourn meeting, Bob Dobson seconded motion. Unanimous approval to adjourn. The meeting adjourned at 12:01 close.**

Minutes BLIC November 28, 2017

Minutes Taker-Stacy Andersen

Start Time: 10:11 AM

End Time: 12:44 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Conference Room 129

### **Attendees:**

#### Board Members

George M. McCarthy

Gaetano Virone

Robert Dobson

Kevin Luckie

#### Affiliation

Spring Irrigation Co. Inc.

Environmental Designers Irrigation

Middletown Sprinkler

Assistant Director DCA

#### Legal Counsel

Valentina DiPippo

DAG

#### DCA Staff

Stacy Andersen

John Delesandro

Licensing & Education DCA

Supervisor of Codes & Standards DCA

#### Absent

Fred Rapp

Ken Scherer

Atlantic Irrigation

Hillsborough Irrigation

### **Official Start Time: 10:11**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

### **Public Comment**

Gregg Rogers from Garden Irrigation attended the meeting as well as Tim Martin from the IANJ. Gregg Rogers discussed his concern regarding unlicensed landscapers performing irrigation work. He suggested that we look into alerting supply houses and require that they ask to see a current irrigation license before they sell any sort of irrigation supplies to them. Gaetano Virone said that distributors would rather not because they make more money on the unlicensed irrigation contractors.

John Delesandro discussed the process of enforcement. All violations should come to the Department of Community Affairs rather than sending them to the IANJ. Gregg Rogers asked there was a way to make information about enforcement cases public on the Department of Community Affairs website. Stacy Andersen had asked Gregg Rogers to keep a list of his complaints that he sends so when he would like to know the status of a complaint it would be easier to locate. Stacy Andersen also advised Gregg Rogers to complete the complaint form for each complaint.

Minutes BLIC November 28, 2017

Minutes Taker-Stacy Andersen

Start Time: 10:11 AM

End Time: 12:44 PM

Gregg Rogers asked if it was possible to get inspectors out to issue stop orders and complaints. Kevin Luckie said that right now it is just not feasible. We are a work in progress and hopefully in the future we can have stop work orders and be able to send out inspectors but right now their staffing is just not what it used to be. Gregg Rogers thanked the Board for their time and left the meeting at 10:46 AM.

Tim Martin from the IANJ also attended the meeting and said that a meeting was held on December 8, 2017 with the IANJ and a discussion came up about Building Safety Conference. Tim Martin said that the IANJ would like to see some sort of education to the inspectors regarding irrigation. Another way of getting the word out to the inspectors and code officials about irrigation would be an article in the Communicator as well as the information regarding Building Safety Conference.

Tim Martin suggested that the Board should make the complaint form more noticeable on the Depart of Community Affairs website so it is easier for people to find. Tim Martin then asked who the complaint form should go to. George McCarthy recommended that if the IANJ receives any complaints that they should be referred to the Depart of Community Affairs.

John Delesandro discussed with Tim Martin an issue with the IANJ Member Directory stating that they should require irrigation contractors be current and also list their license numbers.

Tim Martin thanks the Board for their time and left the meeting at 11:06 AM.

Minutes were reviewed for September 19, 2017 meeting.

**Bob Dobson motioned to accept September 19, 2017 meeting minutes, Kevin Luckie seconded. Unanimous approval of February 14, 2017 meeting minutes.**

Treasurer's report was reviewed.

**Gaetano Virone motioned to accept Treasurer's Report, Bob Dobson seconded. Unanimous approval of Treasurer's Report.**

**Gaetano Virone motioned to go into closed session, Kevin Luckie seconded motion. Unanimous approval to proceed to closed session. Closed session began at 11:15 AM.**

**Kevin Luckie motioned to return to Open session at 12:39 PM, Gaetano Virone seconded the motion. Unanimous approval to return to open session**

**Gaetano Virone motioned to pass anyone with a 68% and above including Dan Smith during closed session, Kevin Luckie seconded. Unanimous approval.**

**Gaetano Virone motioned to adjourn meeting, George Dobson seconded motion. Unanimous approval to adjourn. The meeting adjourned at 12:44 close.**

Minutes BLIC January 23, 2018  
Minutes Taker-Stacy Andersen  
Start Time: 10:20 AM  
End Time: 12:47 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Conference Room 129

### **Attendees:**

#### Board Members

|                    |                                    |
|--------------------|------------------------------------|
| George M. McCarthy | Spring Irrigation Co. Inc.         |
| Gaetano Virone     | Environmental Designers Irrigation |
| Robert Dobson      | Middletown Sprinkler               |
| Kevin Luckie       | Assistant Director DCA             |
| Fred Rapp          | Atlantic Irrigation                |
| Ken Scherer        | Hillsborough Irrigation            |

#### Affiliation

#### Legal Counsel

|                   |     |
|-------------------|-----|
| Valentina DiPippo | DAG |
| Domenic Giova     | DAG |

#### DCA Staff

|                 |                                     |
|-----------------|-------------------------------------|
| Stacy Andersen  | Licensing & Education DCA           |
| John Delesandro | Supervisor of Codes & Standards DCA |

#### Irrigation Association

|                |    |
|----------------|----|
| Clover Belluz  | IA |
| Corrine Butler | IA |

### **Official Start Time: 10:20**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

Minutes were reviewed for November 28, 2017 meeting.

**Gaetano Virone motioned to accept November 28, 2017 meeting minutes, Kevin Luckie seconded. Unanimous approval of November 28, 2017 meeting minutes.**

Treasurer's report was reviewed.

**Ken Scherer motioned to accept Treasurer's Report, Gaetano Virone seconded. Unanimous approval of Treasurer's Report.**

**Ken Scherer motioned to go into closed session, Kevin Luckie seconded motion. Unanimous approval to proceed to closed session. Closed session began at 10:22 AM.**

Minutes BLIC January 23, 2018  
Minutes Taker-Stacy Andersen  
Start Time: 10:20 AM  
End Time: 12:47 PM

**Ken Scherer motioned to return to Open session at 12:08 PM, Gaetano Virone seconded the motion. Unanimous approval to return to open session.**

George McCarthy stepping down as Chairman. Kevin Luckie to appoint Gaetano Virone as Chairman and Ken Scherer as Vice Chairman. George McCarthy said he would ask Michael Kukol if he wants to be on the Board. One opening still, DCA will pursue appointments.

**Kevin Luckie motioned to accept Gaetano Virone as Chairman and Ken Scherer as Vice Chairman, Fred Rapp seconded. Unanimous approval.**

George McCarthy and Gaetano Virone to meet with John Delesandro to go over regulations on February 7, 2018 at 10AM at the Department of Community Affairs. Regulations Sub Committee will be George McCarthy, Gaetano Virone and John Delesandro.

The Board discussed a newly licensed contractors request to change the date of his certification, due to the regulations the date of the contractor's license will remain the same.

**Ken Scherer motion to accept Regulations Sub Committee, Fred Rapp seconded. Unanimous approval.**

**Ken Scherer motioned to adjourn meeting, Kevin Luckie seconded motion. Unanimous approval to adjourn. The meeting adjourned at 12:44 close.**

Minutes BLIC March 20, 2018  
Minutes Taker-Stacy Andersen  
Start Time: 10:16 AM  
End Time: 12:20 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Conference Room 129

### **Attendees:**

| <u>Board Members</u> | <u>Affiliation</u>         |
|----------------------|----------------------------|
| George M. McCarthy   | Spring Irrigation Co. Inc. |
| Robert Dobson        | Middletown Sprinkler       |
| Kevin Luckie         | Assistant Director DCA     |
| Ken Scherer          | Hillsborough Irrigation    |

| <u>Legal Counsel</u> |     |
|----------------------|-----|
| Domenic Giova        | DAG |

| <u>DCA Staff</u> |                                     |
|------------------|-------------------------------------|
| Stacy Andersen   | Licensing & Education DCA           |
| John Delesandro  | Supervisor of Codes & Standards DCA |
| Patrick Ryan     | Licensing & Education               |

| <u>Absent</u>  |                                 |
|----------------|---------------------------------|
| Fred Rapp      | Atlantic Irrigation             |
| Gaetano Virone | Environmental Design Irrigation |

### **Official Start Time: 10:20**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

Minutes were reviewed for January 23, 2018 meeting.

**George McCarthy motioned to accept January 23, 2018 meeting minutes, Bob Dobson seconded. Unanimous approval of January 23, 2018 meeting minutes.**

Treasurer's report was reviewed.

**George McCarthy motioned to accept Treasurer's Report, Bob Dobson seconded. Unanimous approval of Treasurer's Report.**

Tom Pitcherello and Michael Baier from The Department of Community Affairs, Code Assistance discussed adding Rain Sensor to Plumbing Tech Section and modify to include license number for that work either two tech sections or two seals.

The Department of Community Affairs to put out a Consumer Alert to send to the IANJ and to put on our website.

Minutes BLIC March 20, 2018  
Minutes Taker-Stacy Andersen  
Start Time: 10:16 AM  
End Time: 12:20 PM

**Bob Dobson motioned to accept Consumer Alert, George McCarthy seconded the motion. Unanimous approval to accept the Consumer Alert.**

**Kevin Luckie motioned to go into closed session, George McCarthy seconded motion. Unanimous approval to proceed to closed session. Closed session began at 10:56 AM.**

Exam Applicants:

Justin Tal – Denied, Israel Ramirez – Denied and NOV to Deans Greens, Steve Moss – Denied and NOV pending more information.

Reg changes – Bob Dobson objected to CIC recognition. The whole Board email changes, deadline for comment and notice for action at June meeting.

**George McCarthy motioned to return to Open session at 12:08 PM, Bob Dobson seconded the motion. Unanimous approval to return to open session.**

**George McCarthy motioned to deny 3 applicants for Exam, Kevin Luckie seconded. Unanimous approval.**

**George McCarthy motioned to go back to close session 12:17 PM, Kevin Luckie seconded. Unanimous approval.**

Public information on Violations and Judgments

**George McCarthy motioned to return to open session at 12:19 PM, Kevin Luckie seconded. Unanimous approval.**

**George McCarthy motioned to adjourn meeting, Kevin Luckie seconded motion. Unanimous approval to adjourn. The meeting adjourned at 12:20 close.**

Minutes BLIC June 19, 2018  
Minutes Taker-Stacy Andersen  
Start Time: 10:15 AM  
End Time: 12:47 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Conference Room 129

### **Attendees:**

| <u>Board Members</u> | <u>Affiliation</u>              |
|----------------------|---------------------------------|
| George M. McCarthy   | Spring Irrigation Co. Inc.      |
| Robert Dobson        | Middletown Sprinkler            |
| Kevin Luckie         | Assistant Director DCA          |
| Gaetano Virone       | Environmental Design Irrigation |

### Legal Counsel

|               |     |
|---------------|-----|
| Domenic Giova | DAG |
|---------------|-----|

### DCA Staff

|                 |                                     |
|-----------------|-------------------------------------|
| Stacy Andersen  | Licensing & Education DCA           |
| John Delesandro | Supervisor of Codes & Standards DCA |

### Absent

|             |                         |
|-------------|-------------------------|
| Fred Rapp   | Atlantic Irrigation     |
| Ken Scherer | Hillsborough Irrigation |

### **Official Start Time: 10:15 AM**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

Minutes were reviewed for March 20, 2018 meeting.

**George McCarthy motioned to accept January 23, 2018 meeting minutes, Kevin Luckie seconded. Unanimous approval of March 20, 2018 meeting minutes.**

Treasurer's report was reviewed.

**George McCarthy motioned to accept Treasurer's Report, Bob Dobson seconded. Unanimous approval of Treasurer's Report.**

### **Communications**

Commissioner's Office issued a press release regarding non-certified contractors.

Michael Kukol submitted a resume to sit on the Board and his resume was sent up to the commissioner's office for approval.

Minutes BLIC June 19, 2018  
Minutes Taker-Stacy Andersen  
Start Time: 10:15 AM  
End Time: 12:47 PM

### **Unfinished Business**

Gaetano Virone brought up the progress of the new software that will be used for the Board of Landscape Irrigation Contractors. Kevin Luckie explained the progress and suggested that the Board pay for the developers to move up the launch date.

John Delesandro suggested that the Board not renew the IA contract when it expires on December 31, 2018

George McCarthy made a motion to start a subcommittee on tech improvements and expenses.

Gaetano Virone suggested that the Department of Community Affairs puts together a list of pending items. John Delesandro suggested that a log be created like the Code Advisory Board.

Gaetano Virone would like to get together a list of the contractors who expired to see who is still working. John Delesandro to put together a notice to the expired contractors. Stacy Andersen to get a list to Bob Dobson of people that are expired by date to verify. Bob Dobson will put together a list of people to companies.

Gaetano Virone would like the Department of Community Affairs to focus on the 2017 contractors/companies and threaten with a fine to bring contractors into compliance. New Letter for 2018 contractors to renew. Stacy Andersen to put together a list of contractors by expiration date, a list of retired contractors and a list of deceased contractors.

**George McCarthy motioned to accept subcommittee, Gaetano Virone seconded the motion. Unanimous approval to accept the subcommittee.**

### **New Business**

Renewals – Stacy Andersen to work with IT for combining Business Permits and License Irrigation Contractors.

**Kevin Luckie motioned to go into closed session, Bob Dobson seconded motion. Unanimous approval to proceed to closed session. Closed session began at 11:22 AM.**

**Kevin Luckie motioned to return to Open session at 12:37 PM, Bob Dobson seconded the motion. Unanimous approval to return to open session.**

**Kevin Luckie motioned to go to closed session at 12:38 PM, George McCarthy seconded the motion. Unanimous approval to return to closed session.**

**George McCarthy motioned to go back to open session 12:45 PM, Bob Dobson seconded. Unanimous approval to return to open session.**

**Bob Dobson motioned to accept exam results, Kevin Luckie seconded. Unanimous approval to accept exams results.**

**George McCarthy motion to accept cut scores from IA and misses one section by less than 50% now and moving forward pass, Kevin Luckie seconded. Unanimous approval.**

**George McCarthy motioned to check all Docketed Judgements and issue second penalty and daily fine if still in violation, Kevin Luckie seconded. Unanimous approval.**

**George McCarthy motioned to adjourn meeting, Bob Dobson seconded motion. Unanimous approval to adjourn. The meeting adjourned at 12:47 close.**

Minutes BLIC October 2, 2018  
Minutes Taker-Stacy Andersen  
Start Time: 11:20 AM  
End Time: 1:08 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Conference Room 129

### **Attendees:**

| <u>Board Members</u> | <u>Affiliation</u>         |
|----------------------|----------------------------|
| George M. McCarthy   | Spring Irrigation Co. Inc. |
| Robert Dobson        | Middletown Sprinkler       |
| Kevin Luckie         | Assistant Director DCA     |
| Ken Scherer          | Hillsborough Irrigation    |

| <u>Legal Counsel</u> |     |
|----------------------|-----|
| Domenic Giova        | DAG |

| <u>DCA Staff</u> |                                     |
|------------------|-------------------------------------|
| Stacy Andersen   | Licensing & Education DCA           |
| John Delesandro  | Supervisor of Codes & Standards DCA |
| Patrick Ryan     | Licensing & Education               |

| <u>Absent</u> |                     |
|---------------|---------------------|
| Fred Rapp     | Atlantic Irrigation |

### **Official Start Time: 11:20 AM**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

Minutes were not reviewed at this meeting.

Treasurer's report was reviewed.

**George McCarthy motioned to accept Treasurer's Report, Ken Scherer seconded. Unanimous approval of Treasurer's Report.**

### **Public Comment**

Tim Martin from the Irrigation Association of New Jersey (IANJ) was present as well as Nathan Simcox. Tim Martin discussed the December 5, 2018 conference in Atlantic City. Tim Martin also discussed Legislation S2805 uses a fee for municipal water. Tim Martin asked that the Board to look at and possibly comment IANJ position is irrigation should be exempt. The Bill establishes as a fund at Department of Environmental Protection (DEP) for infrastructure improvements. Two meters one for domestic and the other irrigation. Domenica Giova to review the Legislation.

Minutes BLIC October 2, 2018  
Minutes Taker-Stacy Andersen  
Start Time: 11:20 AM  
End Time: 1:08 PM

### **New Business**

**Bob Dobson motioned to accept the Exam applicants, George McCarthy seconded. Unanimous approval to accept Exam applicants.**

Updates on Certifications and Business Permits List given to Bob Dobson of people out of business and who passed away. Sending out notices to expired contractors and cease and desist orders to be sent out.

Gaetano Virone discussed an unlicensed contractor who was being sued for a workplace injury. Gaetano Virone will issue the complaint after the conflict is closed. Domenic Giova to look into allowability of his complaint.

John Delesandro UCC Cooperation he explained Blackflow preventers certifications, towns are not inspecting residential.

**Ken Scherer motioned to go into closed session, George McCarthy seconded motion. Unanimous approval to proceed to closed session. Closed session began at 11:58 AM.**

**Ken Scherer motioned to return to Open session at 1:05 PM, George McCarthy seconded the motion. Unanimous approval to return to open session.**

Fred Rapp officially resigned as a Board Member.

**Ken Scherer motion to allow DCA to spend up to \$65,000 on the new computer system, George McCarthy seconded. Unanimous approval.**

**George McCarthy motioned to verify Docketed Judgements to proceed 30 day notice to satisfy or send new penalties, Kevin Luckie seconded. Unanimous approval.**

**George McCarthy motioned to adjourn meeting, Ken Scherer seconded motion. Unanimous approval to adjourn. The meeting adjourned at 1:08 close.**

Minutes BLIC November 13, 2018

Minutes Taker-Stacy Andersen

Start Time: 10:16 AM

End Time: 12:14 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Conference Room 129

### **Attendees:**

#### Board Members

George M. McCarthy  
Robert Dobson  
Kevin Luckie  
Ken Scherer

#### Affiliation

Spring Irrigation Co. Inc.  
Middletown Sprinkler  
Assistant Director DCA  
Hillsborough Irrigation

#### Legal Counsel

Domenic Giova

DAG

#### DCA Staff

Stacy Andersen  
John Delesandro

Licensing & Education DCA  
Supervisor of Codes & Standards DCA

### **Official Start Time: 10:16 AM**

Stacy Andersen read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

Minutes for June 19, 2018 were reviewed and approved.

**June 19, 2018 meeting minutes were approved by Bob Dobson, Kevin Luckie seconded. Unanimous approval of June 19, 2018 meeting minutes.**

Treasurer's report was reviewed.

**George McCarthy motioned to accept Treasurer's Report, Kevin Luckie seconded. Unanimous approval of Treasurer's Report.**

Ken Scherer – Any word on any new Board Members. Bob Dobson said that Gus DeBlasio would be a good candidate.

Irrigation Association contract will be renewed for one year instead the usual two years.

Stacy Andersen to make a list of pending items. List of unlicensed contractors who are working. Check on the licensed contractors who expired to see if they are doing any sort of advertising. Anyone who has expired and is advertising are to be sent a violation.

The list of judgments needs to be checked to see if those who were fined for advertising are still advertising. Make a group of the worst cases that do have judgments.

Minutes BLIC November 13, 2018

Minutes Taker-Stacy Andersen

Start Time: 10:16 AM

End Time: 12:14 PM

Discussion about bringing on a temp for 6 months to help with the list of judgments and the expired list.

**George McCarthy motioned to hire a temp, Ken Scherer approved. Unanimous approval to hire a temp.**

#### **Exam Results**

**George McCarthy motioned to approve the exam results, Bob Dobson seconded. Unanimous approval to accept the exam results.**

**Kevin Luckie motioned to go into closed session, Ken Scherer seconded motion. Unanimous approval to proceed to closed session. Closed session began at 11:28 AM.**

**Ken Scherer motioned to return to Open session at 12:14 PM, George McCarthy seconded the motion. Unanimous approval to return to open session.**

**Ken Scherer motioned to adjourn meeting, George McCarthy seconded motion. Unanimous approval to adjourn. The meeting adjourned at 12:14 close.**

Minutes BLIC March 22, 2019

Minutes Taker-Dan Cao

Start Time: 11:15 AM

End Time: 2:02 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Large Conference 129 Room

### **Attendees:**

| <u>Board Members</u> | <u>Affiliation</u>      |
|----------------------|-------------------------|
| George McCarty       | Spring Irrigation       |
| Robert Dobson        | Middletown Sprinkler    |
| Kenneth Scherer      | Hillsborough Irrigation |
| Kevin Luckie         | Assistant Director DCA  |

| <u>Legal Counsel</u> |     |
|----------------------|-----|
| Domenic Giova        | DAG |

| <u>DCA Staff</u> |                                     |
|------------------|-------------------------------------|
| John Delesandro  | Supervisor of Codes & Standards DCA |

| <u>Absent</u>  |                                    |
|----------------|------------------------------------|
| Gaetano Virone | Environmental Designers Irrigation |

### **Official Start Time: 11:15**

John Delesandro read aloud the Open Public Meetings act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

John Delesandro apologized for staff being out.

Minutes from previous meeting were not provided. It will be held at the June meeting.

John Delesandro reviewed the Treasurer's report and balance.

Kevin Luckie discussed a staff member's salary and benefits.

The Irrigation Association's 2018 contract was unspent.

Kevin Luckie explained pay.

Kevin Luckie discussed database delays. The information was updated for June 18, 2019 meeting.

Kenneth Scherer questioned tying up money for the Irrigation Association's contract for another year. There were no perks at this time.

**George McCarthy motioned to pay 50% of another staff member's salary, Robert Dobson seconded. Motion carried unanimously.**

Minutes BLIC March 22, 2019

Minutes Taker-Dan Cao

Start Time: 11:15 AM

End Time: 2:02 PM

**George McCarthy motioned to accept Treasurer's Report, Robert Dobson seconded. Unanimous approval of Treasurer's Report.**

Gaetano Virone mentioned that he and George McCarthy along with John Delesandro attended the Winter Tech event back in January and it was well received.

**George McCarthy motioned to pay Gaetano Virone for materials, Robert Dobson seconded. Motion carried unanimously.**

There was no unfinished business.

Robert Dobson discussed sign in sheets and noted that no blank course completion certifications would be accepted.

**George McCarthy motioned for landscape light CEC's to be invalid unless it is related to low voltage wiring, Kevin Luckie seconded. Motion carried unanimously.**

There was a discussion of qualifiers to sit in for the exam.

There are 375 active Business Permits and 395 certificates.

There is 90 left for 2019.

John Delesandro reviewed open cases.

There was no public comment.

**Kevin Luckie motioned to go into closed session, George McCarthy seconded. Unanimous approval to proceed to closed session.**

**Kevin Luckie motioned to return to Open session, George McCarthy seconded motion. Unanimous approval to return to Open session.**

**George McCarthy motioned to allow Tim Flanagan to take exam with one abstention, Kevin Luckie seconded. Motion carried unanimously.**

**George McCarthy motioned to go into closed session, Robert Dobson seconded motion. Unanimous approval to proceed to closed session. Closed session began at 12:50 PM.**

**Robert Dobson motioned to return to Open session at 2:00 PM, George McCarthy seconded. Unanimous approval to return to Open session.**

**Kevin Luckie motioned to adjourn meeting, George McCarthy seconded motion. Unanimous approval to adjourn. The meeting adjourned at 2:02 PM.**

Minutes BLIC June 18, 2019

Start Time: 10:00 AM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
6<sup>th</sup> Floor Conference Room 616

### **Attendees:**

#### Board Members

Kevin Luckie

Gaetano Virone

George McCarthy

Robert Dobson

#### Affiliation

Assistant Director Division of Codes & Standards

Environmental Designers Irrigation

Spring Irrigation Co. Inc.

Middletown Sprinkler

#### Legal Counsel

Dominic Giova

DAG

#### DCA Staff

John Delesandro

Supervisor of Codes & Standards DCA

**Official Start Time: 10:00 AM**

**Public Meetings Notice Given**

**Roll Call taken**

**Previous meeting minutes:** Minutes of the November 13, 2018 meeting were approved on a motion made by Kevin Luckie and seconded Robert Dobson.

**Treasurer's report:** George McCarthy motioned to accept Treasurer's Report, Robert Dobson seconded.

**Communications:** Closed session

**Unfinished Business:** Regulation changes to be discussed in closed session. IT update from Kevin Luckie on database project. Information by mid-July on cost to be within board approved amount. Project could be completed by next meeting.

Gaetano Virone- Website for violations. Dealt with in closed session by Dominic Giova.

Gaetano Virone- Judgement checks status. John Delesandro said in progress. Robert Dobson said 54 contractors haven't renewed for CEC's, more on payment side. John Delesandro said another notice will be sent referencing not working with an expired certification.

George McCarthy- Spanish test maybe a requirement for apprenticeship for public works projects.

Robert Dobson and George McCarthy believe irrigation is exempt. Discussion followed on public contracts.

**New Business:**

Gaetano Virone- Stated Medford Lakes is not requiring rain sensors. John Delesandro stated the Department will investigate

Renewals- Reviewed Notices of Violation to be sent to 2018's

Enforcement- Need to add settlements to summary

Gaetano Virone- Asked that there be follow up to persons making a complaint on uncertified contractors

A standard response will be instituted to indicate invest Initiated or if person is certified.

Robert Dobson- Gave new cases to John Delesandro. BORAB, GREEN GROVE OUTDOORS, CRA Site Development, ALL SHORE IRRIGATION

Gaetano Virone- Elite Landscaping Referral , Department will investigate and send Notices of Violation, if needed.

No public comment

**Robert Dobson and George McCarthy motioned to go into closed session.**

**Robert Dobson and George McCarthy motioned to return to open session.**

**Kevin Luckie motioned to adjourn meeting, seconded by Robert Dobson.**

Minutes BLIC Special Meeting July 16, 2019

Minutes Taker-John Delesandro

Start Time: 10:20 AM

End Time: 10:47 AM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
Conference Room 616 and Via Telephone Conference

### **Attendees:**

| <u>Board Members</u> | <u>Affiliation</u>         |
|----------------------|----------------------------|
| George M. McCarthy   | Spring Irrigation Co. Inc. |
| Robert Dobson        | Middletown Sprinkler       |
| Kevin Luckie         | Assistant Director DCA     |
| Ken Scherer          | Hillsborough Irrigation    |

### Board Members-Excused

|                |                                    |
|----------------|------------------------------------|
| Gaetano Virone | Environmental Designers Irrigation |
|----------------|------------------------------------|

### Legal Counsel

|               |     |
|---------------|-----|
| Dominic Giova | DAG |
|---------------|-----|

### DCA Staff

|                 |                                     |
|-----------------|-------------------------------------|
| John Delesandro | Supervisor of Codes & Standards DCA |
| Marie Daniels   | Codes & Standards, Code Development |

### **Official Start Time: 10:20**

John Delesandro read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

John Delesandro reviewed the proposed changes to the regulations reviewed at the June 18, 2019 meeting and amended at same. Experience requirements, business permit requirement and fees being the central points of the changes. There was some discussion on the particulars, but members of the Board stated that the changes made at the last meeting were properly recorded. Vice Chair Ken Scherer asked for a motion to accept and move the regulations to the Office of Administrative Law.

**George McCarthy made that motion to accept the changes to the regulations reviewed and amended at the June 18, 2019 Board meeting and move them to the Office of Administrative Law, Robert Dobson seconded. Motion Carried, unanimously.**

There was also some discussion regarding franchisees and business permit requirements. No formal action taken as this was a special meeting for regulation changes. The topic would be added to the agenda for the September meeting.

**Robert Dobson motioned to adjourn meeting, George McCarthy seconded the motion. Unanimous approval to adjourn. The meeting adjourned at 10:29 A.M.**

Minutes BLIC September 17, 2019

Minutes Taker-Dan Cao

Start Time: 10:00 AM

End Time: 11:40 AM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Large Conference 129 Room

### **Attendees:**

| <u>Board Members</u> | <u>Affiliation</u>                 |
|----------------------|------------------------------------|
| Gaetano Virone       | Environmental Designers Irrigation |
| George M. McCarthy   | Spring Irrigation                  |
| Kenneth Scherer      | Hillsborough Irrigation            |
| Robert Dobson        | Middletown Sprinkler               |
| Kevin Luckie         | Assistant Director DCA             |

### Legal Counsel

|                  |     |
|------------------|-----|
| Jonathan Sussman | DAG |
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### DCA Staff

|                 |                                     |
|-----------------|-------------------------------------|
| John Delesandro | Supervisor of Codes & Standards DCA |
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### **Official Start Time: 10:00**

John Delesandro read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

There were no minutes from previous meeting.

There was no Treasurer's report to be reviewed. Treasurer's report to be emailed information only to the Board.

There were no communications.

There was no unfinished business.

No Board review was needed for exam applicants.

There was a discussion regarding the number of applicants being lower this time out, exam preparation and problem with the IANJ webpage.

Robert Dobson discussed Spanish speaking exam because of the high number of Hispanic exam applicants.

Discussion was opened regarding the CEC list versus Department of Community Affairs' database. There was one person from January 31, 2017 being looked into.

There was a talk of not discussing individual applicants and Business Permit holders.

John Delesandro asked about disclosing names of people sending complaints. Jonathan Sussman advised that they are confidential.

Minutes BLIC September 17, 2019

Minutes Taker-Dan Cao

Start Time: 10:00 AM

End Time: 11:40 AM

John Delesandro stated that another expired letter will be sent to the 2018's and 2019's.

Robert Dobson will research and issue penalties.

Kenneth Scherer asked about late renewals and paying fees for two cycles. The answer was yes and pay for both.

Gaetano Virone discussed Kasheema's research on advertisements for 2018 and 2019 companies. Letters need to be modified to indicate advertisement.

There was a database update via Kevin Luckie. There was nothing new to report, but \$50,000 was received for project.

There was no public comment.

**Kenneth Scherer motioned to go into closed session, George McCarthy seconded motion.**

**Kenneth Scherer motioned to return to Open session, Robert Dobson seconded motion.**

On record, franchisees are being treated as individuals. There is one business permit per company.

Kevin Luckie motioned to adjourn meeting, Kenneth Scherer seconded motion.

Minutes BLIC November 19, 2019

Minutes Taker-Dan Cao

Start Time: 10:15 AM

End Time: 11:26 AM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Large Conference 129 Room

### **Attendees:**

| <u>Board Members</u> | <u>Affiliation</u>      |
|----------------------|-------------------------|
| George M. McCarthy   | Spring Irrigation       |
| Kenneth Scherer      | Hillsborough Irrigation |
| Robert Dobson        | Middletown Sprinkler    |
| Kevin Luckie         | Assistant Director DCA  |

### Legal Counsel

|               |     |
|---------------|-----|
| Domenic Giova | DAG |
|---------------|-----|

### DCA Staff

|                 |                                     |
|-----------------|-------------------------------------|
| John Delesandro | Supervisor of Codes & Standards DCA |
| Dan Cao         | Administrative Assistant            |

### Absent

|                |                                    |
|----------------|------------------------------------|
| Gaetano Virone | Environmental Designers Irrigation |
|----------------|------------------------------------|

### **Official Start Time: 10:15**

John Delesandro read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers.

There were minutes from four previous meetings. They were reviewed at the end of the meeting.

The Treasurer's report was reviewed. John Delesandro announced the ending balance for Fiscal Year 19 to be \$219,651.59 and the ending balance for Fiscal Year 20 as of November 1, 2019 is \$200,364.12.

**Kevin Luckie motioned to accept Treasurer's Report, George McCarthy seconded. Motion carried, unanimously.**

### **Communications**

There was discussion about a letter from Jason Anderson regarding a complaint. John Delesandro stated that he will respond to Jason Anderson's complaint letter.

Discussion was opened regarding promotional or informational flyers that should be sent out to supply houses to check homeowners and that the help of the police departments should be enlisted.

Minutes BLIC November 19, 2019

Minutes Taker-Dan Cao

Start Time: 10:15 AM

End Time: 11:26 AM

There was also a reference made regarding a tree board and John Delesandro stated that he will look into the tree board.

There was a conversation regarding strengthening the fines for enforcement cases.

George McCarthy questioned who was going to check for sensors and if the form has been sent out.

John Delesandro answered that plumbers will fill it out and there is a section for the landscape irrigation contractor.

Kevin Luckie questioned if it has been issued.

John Delesandro answered that Robert Austin will send it out.

John Delesandro also offered to write a Construction Code Communicator article on license enforcement by code officials.

### **Unfinished Business**

Gaetano Virone sent George McCarthy an email asking about the update on the new software package.

Kevin Luckie stated that there are none and that there is \$50,000 tied up, waiting on movement of the moving parts. The agency is taking lead on software and if there are any updates, he will send emails to everyone.

George McCarthy asked regarding the status of regulations.

Kevin Luckie answered that it is sitting on the Chief's desk, waiting to be reviewed. There are about six or seven rule changes pending.

Robert Dobson questioned regarding bids.

Kevin Luckie said the bid is \$40,000.

Robert Dobson questioned if it would be a useful tool other than putting the documents together and requests for proposals, would it be beneficial?

Kevin Luckie questioned if anyone has old copies of the RFP's?

Robert Dobson stated that he might possibly have them.

John Delesandro stated that if a complaint is received then we would go out and verify that work is being done.

Kenneth Scherer said that we do not have anyone to put the RFP together.

Minutes BLIC November 19, 2019

Minutes Taker-Dan Cao

Start Time: 10:15 AM

End Time: 11:26 AM

Robert Dobson questioned if it can be looked into.

Kevin Luckie said he will look into the old RFP and we will take a look at it.

John Delesandro brought up the fact that the agency has the ability to look up license plates now.

### **New Business**

Regarding the exam results, John Delesandro stated that there were 12 people who took the exam. Two people passed the exam.

DAG noticed that two people just missed the passing score.

**George McCarthy motioned to accept the exam results, Kevin Luckie seconded. Motion carried, unanimously.**

John Delesandro made the Irrigation Association aware of the regulation change. He only received the exam packets and no communication.

Robert Dobson reached out to the Executive Director regarding new rules and regulations.

John Delesandro stated that the contract ends at the end of the year.

Robert Dobson ran a report from his CEC database on January 21, 2019 for the number of contractors that submitted sufficient CEC's. For the Fiscal Year 2019, 289 submitted sufficient CEC's for renewals and 42 have not. For the Fiscal Year 2020, 38 have submitted sufficient CEC's for renewal and 116 have not.

Robert Dobson questioned water conservation CEC's and has not looked at backflow as those being eligible for water conservation. He questioned, if backflow is eligible for water conservation qualified?

George McCarthy stated that he saw the courses and it is not the same.

Robert Dobson brought up the annual educational sessions in Atlantic City.

Kenneth Scherer questioned, does backflow education class count toward any CEC's?

Robert Dobson answered, yes, they have a different way of calculating the CEC's. He added that the Irrigation Association Board tried a different direction.

George McCarthy picked up that Jason Anderson could be confused regarding backflow preventer and irrigation, if so, then he needs to go to the municipality's plumbing inspector.

John Delesandro has sent out two or three additional violations but have not taken NOV's to penalty. He will hopefully get the orders out the in next week to get better information to share at the next meeting.

Minutes BLIC November 19, 2019

Minutes Taker-Dan Cao

Start Time: 10:15 AM

End Time: 11:26 AM

George McCarthy questioned if complaints have been coming in.

John Delesandro answered that they have been trickling in.

John Delesandro provided the proposed dates for the 2020 schedule.

**George McCarthy motioned to approve the 2020 schedule, Kevin Luckie seconded. Motion carried, unanimously.**

There was no public comment.

**Robert Dobson motioned to go into Closed session, Kevin Luckie seconded. Motion carried, unanimously.**

**Kevin Luckie motioned to return to Open session at 11:17, George McCarthy seconded. Motion carried, unanimously.**

Going back to the 2020 schedule, Kevin Luckie asked if it is okay for the start time to be moved to 11:00 am instead of 10:00 am because of a schedule conflict with an executive meeting.

**George McCarthy motioned to move the start time of the board meetings from 10:00 am to 11:00 am, Kevin Luckie seconded. Motion carried, unanimously.**

DAG stated that there is a New Jersey Board of Tree Experts in regard to communications.

### **Minutes of Previous Meetings**

Minutes were reviewed for March 22, 2019 meeting.

**George McCarthy motioned to accept March 22, 2019 meeting minutes, Robert Dobson seconded. Motion carried, unanimously.**

Minutes were reviewed for June 18, 2019 meeting.

**George McCarthy motioned to accept June 18, 2019 meeting minutes, Robert Dobson seconded. Motion carried, unanimously.**

Minutes were reviewed for July 16, 2019 meeting.

**Robert Dobson motioned to accept July 16, 2019 meeting minutes, Kevin Luckie seconded. Motion carried, unanimously.**

Minutes were reviewed for September 17, 2019 meeting.

Minutes BLIC November 19, 2019

Minutes Taker-Dan Cao

Start Time: 10:15 AM

End Time: 11:26 AM

**George McCarthy motioned to accept September 17, 2019 meeting minutes, Robert Dobson seconded. Motion carried, unanimously.**

**Kevin Luckie motioned to adjourn meeting, Robert Dobson seconded. Unanimous approval to adjourn. The meeting adjourned at 11:26 am.**

Minutes BLIC January 14, 2020

Minutes Taker-Dan Cao

Start Time: 11:10 AM

End Time: 12:08 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** DCA Building  
101 S. Broad Street  
Trenton, NJ 08625  
1<sup>st</sup> Floor Large Conference 129 Room

### **Attendees:**

| <u>Board Members</u> | <u>Affiliation</u>                 |
|----------------------|------------------------------------|
| Gaetano Virone       | Environmental Designers Irrigation |
| Kenneth Scherer      | Hillsborough Irrigation            |
| George M. McCarthy   | Spring Irrigation                  |
| Robert Dobson        | Middletown Sprinkler               |
| Kevin Luckie         | Assistant Director DCA             |

### Legal Counsel

|              |     |
|--------------|-----|
| Craig Keiser | DAG |
|--------------|-----|

### DCA Staff

|                 |                                     |
|-----------------|-------------------------------------|
| John Delesandro | Supervisor of Codes & Standards DCA |
|-----------------|-------------------------------------|

### **Official Start Time: 11:10 AM**

John Delesandro read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers on January 9, 2020.

### **Minutes of Previous Meetings**

Minutes were reviewed for November 19, 2019 meeting.

**Kevin Luckie motioned to accept November 19, 2019 meeting minutes, George McCarthy seconded. Motion carried, unanimously.**

### **Treasurer's Report**

Treasurer's report was read by John Delesandro. He stated that under expenditures, it is an encumbrance amount and not actual expenses; it is reserved out of the fund. There have not been much done regarding penalty enforcement, so that is the same number for revenue. The bulk of revenue represents the certification renewal fees that has been received thus far for the 2020 expiration period.

**George McCarthy motioned to accept Treasurer's Report, Kevin Luckie seconded. Motion carried, unanimously.**

### **Communications**

John Delesandro stated that there are no communications.

Minutes BLIC January 14, 2020

Minutes Taker-Dan Cao

Start Time: 11:10 AM

End Time: 12:08 PM

### **Unfinished Business**

John Delesandro stated that the regulation changes have been approved by the Department. It has been sent over to the Governor's Office. There is no official date for the New Jersey register.

George McCarthy asked about the Irrigation Association contract and negotiations.

John Delesandro answered that the last correspondence with the Irrigation Association was via email. He asked what the Irrigation Association wanted to do regarding the contract. The CEO of the Irrigation Association, Deborah, responded back that she was going to have someone contact John and get everything mailed out to renew for an annual contract. John will reach out to them and try to get it straightened out by the next meeting on March 24, 2020.

George McCarthy inquired about looking for an enforcement consultant. He sent John RFPs that were used in the past and stated that it would be practical to have someone to do extra research for ongoing cases.

Gaetano Virone asked if we need multiple bids for it.

Kevin Luckie answered by explain the RFP process and its limitations. He also stated that we can post it on the Department's website and gauge the interest.

Kevin Luckie and John Delesandro will review and update the RFP.

### **New Business**

John Delesandro stated that there are 39 certifications that expired from 2019. He spoke with 3 gentlemen who expired in 2019 and they will be sending the CEC information out. There are 9 who will be going beyond the 2-year grace period at the end of the month. There are 459 active certifications as of right now and 415 active business permits. After Winter Tech, there should be more CECs coming in.

Gaetano Virone asked about the gentlemen that expired in 2019 and if there has been any research to see if they are still working.

John Delesandro responded that there has been research; a final notice will be sent out at the end of the month.

John Delesandro stated that there are about 5 to 10 cases that needs to be initiated. Also, about 10 cases are going to be moved from a notice to a penalty. He will provide a more detailed report in the March 24, 2020 meeting.

### **Public Comment**

There was no public comment.

Minutes BLIC January 14, 2020

Minutes Taker-Dan Cao

Start Time: 11:10 AM

End Time: 12:08 PM

**Kevin Luckie motioned to go into Closed session, Kenneth Scherer seconded. Motion carried, unanimously.**

**Kenneth Scherer motioned to return to Open session at 12:08, Kevin Luckie seconded. Motion carried, unanimously.**

**Kevin Luckie motioned to adjourn meeting, George McCarthy seconded. Unanimous approval to adjourn. The meeting adjourned at 12:08 pm.**

Minutes BLIC September 21, 2020

Minutes Taker – Dan Cao

Start Time: 11:10 AM

End Time: 12:13 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** Via GoToMeeting

### **Attendees:**

#### Board Members

|                    |                                    |
|--------------------|------------------------------------|
| Gaetano Virone     | Environmental Designers Irrigation |
| Kenneth Scherer    | Hillsborough Irrigation            |
| George M. McCarthy | Spring Irrigation                  |
| Robert Dobson      | Middletown Sprinkler               |
| Kevin Luckie       | Assistant Director DCA             |

#### Affiliation

#### Legal Counsel

|           |     |
|-----------|-----|
| Eric Reid | DAG |
|-----------|-----|

#### DCA Staff

|                 |                                     |
|-----------------|-------------------------------------|
| John Delesandro | Supervisor of Codes & Standards DCA |
| Dan Cao         | Administrative Assistant            |

### **Official Start Time: 11:10 AM**

John Delesandro read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers on September 14, 2020.

### **Minutes of Previous Meetings**

Kenneth Scherer asked to move the reading of the January 14, 2020 minutes to the end of the meeting.

Gaetano Virone and John Delesandro agreed to this.

### **Treasurer's Report**

John Delesandro shared the Treasurer's Report and stated that a report was not prepared for Fiscal Year 2021 yet because we are still in Fiscal Year 2020, but it has been closed out.

Kevin Luckie said we are in Fiscal Year 2021, but there was confusion about whether Fiscal Year 2020 would be extended or opening 2021 for three months. Due to the financial system, Fiscal Year 2020 was closed out. We are currently in Fiscal Year 2021 and everything has been delayed because of the nine-month budget that was put in place by the Governor. It would need to be put in place by October 1<sup>st</sup>. He also stated that the ending balance from June was the revenue that was carried over to Fiscal Year 2021. Additionally, we have not had many expenses because we are reduced everywhere, and the ending balance is the current financial situation of the Board as of last week.

**Kenneth Scherer motioned to accept the Treasurer's Report, Kevin Luckie seconded. Motion carried, unanimously.**

Minutes BLIC September 21, 2020

Minutes Taker – Dan Cao

Start Time: 11:10 AM

End Time: 12:13 PM

## **Communications**

John Delesandro stated that there are no communications.

## **Unfinished Business**

Kevin Luckie spoke in regard to the database upgrade. He stated that there was no communication with the IT department however, the money for the database has not been spent. The allocated amount of \$50,000 for the database upgrade from last year is still on the books. Also, he said that he will re-start the conversation this week with the IT Director.

Gaetano Virone asked to be updated on the outcome of that meeting.

Kevin Luckie stated that he will.

John Delesandro stated that we received three (3) comments from one (1) commenter regarding the regulation change. He stated that the first comment and question is a misunderstanding of the regulation change. The commentor's example about working less than 1,100 hours is exactly what the intent of the regulation change is. If you are working less than 1,100 hours, then you can still achieve experience credit toward meeting the three-year requirement. The point of putting the 1,100 hours in the regulation change is to prohibit obtaining extra credit. John provided an example: if you work 3,300 hours in a year, you would not be able to get all three years' worth of experience in one year. The last two comments go beyond the statutory authority and jurisdiction of the Board. The second comment stated that there is still a loophole. However, he stated that the idea of requiring a business permit from Master Plumbers performing irrigation work is to keep track of which ones are performing work. The third comment goes beyond any statutory authority that the Board has.

Gaetano Virone believes that the second comment regarding the loophole is not really a loophole because if a contractor gets a plumber to get a permit on their behalf, then it is illegal.

John Delesandro stated that there is no further regulation that can be added to make it clearer.

Gaetano Virone asked what is the next step with the regulation change proposal?

John Delesandro answered that the comment period for the regulation is over. He suggested a response should be drafted to the commentor and move for adoption. Afterward, it can be sent to the Commissioner's Office to get it adopted.

**Kenneth Scherer motioned to respond to the commentor and move the regulation change proposal to the adoption stage, Robert Dobson seconded. Motion carried, unanimously.**

John Delesandro explained that once the regulation change is approved, then that would provide a direction on how to proceed with the Irrigation Association contract. We have a contract with the Irrigation Association for the web posting of the CECs and also for the exams. The October 23<sup>rd</sup> exam will

Minutes BLIC September 21, 2020

Minutes Taker – Dan Cao

Start Time: 11:10 AM

End Time: 12:13 PM

proceed, but that leaves it open because we are no longer proctoring the exam. He thinks that we are going to remove that portion of the contract. In addition, depending on how the database upgrade works out, there would be no need for the contract at all because the Irrigation Association will not be doing the web posting for CECs.

Gaetano Virone asked if we have a choice in regard to the upcoming year?

John Delesandro answered that the exam portion of the contract would be dropped, and any interested applicants would need to register with the Irrigation Association for their exam. He added that once the regulations are updated, then it would be only a matter of transferring the data over from the Irrigation Association.

Gaetano Virone asked if the wording in the contract about when we go online with the new database is fine for the new contract?

John Delesandro responded that this would be a better conservation for the next Board meeting.

Gaetano Virone states that we can table this discussion until the next meeting. He asked for the opinion of the other Board members.

Kenneth Scherer asked if we are tabling the conversation on amending the Irrigation Association contract?

Gaetano Virone answered yes.

Kenneth Scherer stated he is fine with that and asked if that is John Delesandro's suggestion?

Gaetano Virone stated that is his thinking at the moment until we receive more information regarding the projections and when we are getting the software after Kevin Luckie talks to the IT department regarding this.

Kenneth Scherer asked regarding John Delesandro's thoughts on the discussion?

John Delesandro answered it would be best to discuss at the next meeting after we see how far along the adoption goes and when we receive better context in regard to the database upgrade.

## **New Business**

John Delesandro stated that the April 17<sup>th</sup>, 2020 exam was canceled for practical reasons. We are working with Rutgers University on securing the same testing site with enough room to handle the social distancing guidelines and 25% capacity. He pointed out that most of the individuals on the applicant list are carry overs from the April 17<sup>th</sup>, 2020 exam.

Robert Dobson asked if the registration date is closed for the October 23<sup>rd</sup>, 2020 exam?

Minutes BLIC September 21, 2020

Minutes Taker – Dan Cao

Start Time: 11:10 AM

End Time: 12:13 PM

Dan Cao answered that the registration date is closed; it closed on September 1<sup>st</sup>, 2020. She said that we received one last minute application. The application fee was missing, but it has been received since then. Also, there are two applicants who are missing additional information. One applicant is missing their W2s and the other just needs to send in more information. The one who is missing more information is a New York contractor.

Gaetano Virone asked how much time we are giving the applicants to get their information together?

Dan Cao answered that notice was sent to the applicants asking for more information about a month ago and no response was provided by either applicant.

Gaetano Virone suggested to approve the list of applicants, excluding the two who are missing information.

Robert Dobson pointed out that there is a problem if the two applicants send in the information and the Board has not voted on it. He suggested to conditionally approve the two applicants pending receipt of the requested documentation.

Gaetano Virone suggested we give the two applicants an extra ten days and then we can approve as is.

**Kenneth Scherer motioned to give the two applicants ten more days and approved the rest of the applicants for the exam, Kevin Luckie seconded. Motion carried, unanimously.**

John Delesandro shared that currently there are 439 active certifications. There are 26 certifications that expired in 2019, which will be sent notices that they are close to their grace period. There were five (5) contractors from the 2018 cycle that can no longer renew. There are currently 377 active business permits and that includes the 18 that expired earlier in 2020 but does not include 35 that expired in 2019. The 35 is down from the 58 that was on record at the last Board meeting.

Dan Cao added that another notice will be sent out to the expired 2019 and 2020. She stated that there are some 2020 expired contractors who are sending in their CECs and trying to get renewed. Also, she sent out business permit renewal applications with expiration dates through to the end of the year.

John Delesandro stated to send out the certification renewal applications for contractors expiring in 2021 by October 1<sup>st</sup>.

Dan Cao stated that she will send those out.

Gaetano Virone asked if we should address the 2019 expired business permits or discuss it at the next meeting?

John Delesandro stated that a letter will go out to the permittees who expired in 2019 to get up to date and become compliant.

Minutes BLIC September 21, 2020

Minutes Taker – Dan Cao

Start Time: 11:10 AM

End Time: 12:13 PM

Gaetano Virone stated that the 2019 expired business permittees had time to get renewed. He asked the other Board members' opinions regarding giving them more time to get renewed by the next Board meeting or sending out a notice of violation.

Kenneth Scherer asked if we should prepare notices of violation by the next meeting?

Gaetano Virone would prefer to send out notices of violation now because of extensive delinquency but can wait until next meeting.

John Delesandro stated that he draft a letter to give notice to permittees to get business permit resolved or the next step will be a notice of violation, will give deadline of November 1<sup>st</sup>.

Robert Dobson asked for letter formats that will be sent to expired business permittees and contractors who expired in 2018 to be sent to the Board members.

John Delesandro stated that he will send it over for review.

Gaetano Virone asked if a reminder was sent to the 2019 expired contractors that they are close to grace period and 2020 expired contractors to renew?

Dan Cao answered that a letter will be sent out to the 2019 and 2020 expired contractors. She also pointed out that the majority of the 2019 expired business permits are due to the designated certificate holder's certification being expired.

Gaetano Virone asked if 2018 expired contractors were notified that they expired and will need to re-test?

Dan Cao answered they were not notified yet that they are out of the program.

Gaetano Virone wants to send notification to the 2018 expired contractors that they are expired, asked for everyone's opinion regarding this matter.

John Delesandro stated that the 2018 expired contractors were contacted prior to the end of their grace period and were notified that they would be out of the program if the requirements are not met by January 31<sup>st</sup>, 2020. The number of 2018 expired contractors were higher but was brought down to five (5).

**Kenneth Scherer motioned to notify the five (5) 2018 expired contractors that they are out of the program and will have to re-test to re-enter the program, Kevin Luckie seconded. Motion carried, unanimously.**

John Delesandro stated that we have not received many complaints. The only problem is that we have a lack of responses.

**Public Comment**

Minutes BLIC September 21, 2020

Minutes Taker – Dan Cao

Start Time: 11:10 AM

End Time: 12:13 PM

None

**Kevin Luckie motioned to go into Closed session at 11:51 AM, Kenneth Scherer seconded. Motion carried, unanimously.**

**Kenneth Scherer motioned to return to Open session at 12:05 PM, Kevin Luckie seconded. Motion carried, unanimously.**

#### **Minutes of Previous Meetings**

Board members reviewed January 14<sup>th</sup>, 2020 meeting minutes.

**Kevin Luckie motioned to approve the January 14<sup>th</sup>, 2020 meeting minutes, Kenneth Scherer seconded. Motion carried, unanimously.**

**Robert Dobson motioned to adjourn meeting, Kenneth Scherer seconded. Motion carried, unanimously. The meeting adjourned at 12:13 PM.**

Minutes BLIC December 22, 2020

Minutes Taker – Dan Cao

Start Time: 11:05 AM

End Time: 11: 11 AM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** Via GoToMeeting

### **Attendees:**

#### Board Members

|                    |                        |
|--------------------|------------------------|
| George M. McCarthy | Spring Irrigation      |
| Robert Dobson      | Middletown Sprinkler   |
| Kevin Luckie       | Assistant Director DCA |

#### Affiliation

#### Legal Counsel

|             |     |
|-------------|-----|
| Beau Wilson | DAG |
|-------------|-----|

#### DCA Staff

|                 |                                     |
|-----------------|-------------------------------------|
| John Delesandro | Supervisor of Codes & Standards DCA |
| Dan Cao         | Administrative Assistant            |

#### Absent

|                 |                                    |
|-----------------|------------------------------------|
| Gaetano Virone  | Environmental Designers Irrigation |
| Kenneth Scherer | Hillsborough Irrigation            |

### **Official Start Time: 11:05 AM**

John Delesandro read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers on December 18, 2020.

George M. McCarthy stated that this meeting was called for the re-adoption of the regulations that was recently published and adopted.

John Delesandro stated that the Office of Administrative Law still had the regulations under the Department of Environmental Protection instead of the Department of Community Affairs. The Office of Administrative Law had all of the regulation set to expire on February 20<sup>th</sup> and advised to schedule a meeting to re-adopt the regulation so it can be moved forward.

**Kevin Luckie motioned to adopt the regulations without change and to specify that the regulation is with the Department of Community Affairs instead of the Department of Environmental Protection, Robert Dobson seconded. Motion carried, unanimously.**

**Robert Dobson motioned to adjourn the meeting, Kevin Luckie seconded. Motion carried, unanimously. The meeting adjourned at 11:11 AM.**

Minutes BLIC January 19, 2021

Minutes Taker – Dan Cao

Start Time: 11:05 AM

End Time: 12:52 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** Via GoToMeeting

### **Attendees:**

#### Board Members

|                    |                                    |
|--------------------|------------------------------------|
| Gaetano Virone     | Environmental Designers Irrigation |
| George M. McCarthy | Spring Irrigation                  |
| Robert Dobson      | Middletown Sprinkler               |
| Kevin Luckie       | Assistant Director DCA             |

#### Affiliation

#### Legal Counsel

|               |     |
|---------------|-----|
| Domenic Giova | DAG |
|---------------|-----|

#### DCA Staff

|                 |                                     |
|-----------------|-------------------------------------|
| John Delesandro | Supervisor of Codes & Standards DCA |
| Dan Cao         | Administrative Assistant DCA        |

#### Absent

|                 |                         |
|-----------------|-------------------------|
| Kenneth Scherer | Hillsborough Irrigation |
|-----------------|-------------------------|

### **Official Start Time: 11:05 AM**

John Delesandro read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers on January 14, 2021.

### **Minutes of Previous Meeting**

Dan Cao stated that the minutes for the previous meetings have not been completed yet.

John Delesandro stated that it can be reviewed at the next meeting.

### **Treasurer's Report**

Kevin Luckie stated that there were no expenses charged to the account as of yet. He also went over the collected revenue since July and the current ending balance. Also, he stated that Treasury put some funds back in reserve and that it was a system-wide issue. He expects Treasury will put the funds back before all the balances are carried forward. On another note, he stated that an employee's salary will be charged back and later there will be discussion about the software replacement later on.

### **Communications**

None

Minutes BLIC January 19, 2021

Minutes Taker – Dan Cao

Start Time: 11:05 AM

End Time: 12:52 PM

**Unfinished Business**

*Readoption of Regulations – Update*

John Delesandro stated that the re-adoption of all the rules are up in the Commissioner's Office. Afterward, it will be moved to the Governor's Office within the next few days without interruption to the regulations.

Gaetano Virone asked if the regulations will be signed off this week?

John Delesandro answered that it might not be signed off this week but should be signed off in the Governor's Office by the next couple of weeks. Afterward, it will go to the Office of Administrative Law. He stated that we have time and the regulations does not sunset until next month.

Kevin Luckie stated that it is delayed because of the COVID-19 pandemic.

George McCarthy asked in regard to the new rule, specifically about the 2 CECs for business law and the late fee, is 2022 when the changes will take effect?

John Delesandro answered yes, no contractors' renewals will be held up until the 2022 renewal cycle. Notices have been sent out and it specifies that changes will not take effect until 2022.

Gaetano Virone said that there is a winter tech with the Irrigation Association of New Jersey coming up. He will make sure that the rule change be addressed there and contractors be made aware. Also, he noted that distributors, manufacturers, and the Irrigation Association of New Jersey already require business law CECs.

*Database Creation – Update*

John Delesandro had a meeting with the software developer and the IT team about ten (10) days ago. He wanted to have the proposal for this meeting however, he does not have the proposal as of yet. He was told that the cost of the new system will not be different than the first estimate and is not to exceed \$50,000. Also, the original proposal was supposed to be done in Microsoft Dynamics, but there is another software package. This software package is also a Microsoft product, is supposed to be more amendable to the landscape irrigation program, and easier to develop. He stated that by the next meeting there should be more detail on it. He told the software developer and the IT team that the main objective is to have a forward-facing payment option to renew certifications and a way to track the CECs. He was told that it should be about an 18-week project.

Kevin Luckie stated we are dealing with a different vendor than the Microsoft Dynamics vendor.

Gaetano Virone asked 16 to 18 weeks from when?

Kevin Luckie answered that it would be 16 to 18 weeks from the acceptance of the proposal, by around June 1<sup>st</sup>.

Minutes BLIC January 19, 2021

Minutes Taker – Dan Cao

Start Time: 11:05 AM

End Time: 12:52 PM

John Delesandro added that was the timeframe that the software developer and the IT team was talking about in the meeting. He also wanted the team to wrap this up in time for the next renewal cycle.

Gaetano Virone would like for this to be done by the middle or end of the summer to be able to catch any bugs, if any. He would like for it to be reasonably working in time for next year.

John Delesandro also added that in the planning stages that took place last year, everything was mapped out.

### *IA Contractor for 2021 – Update*

John Delesandro stated that he tried to get in contact with the Irrigation Association (IA) to sort out what the contract looks like. Currently, the IA is doing the web posting for the CECs and the exam. The regulation change is pointing individuals to the IA's Certified Irrigation Contractor (CIC) exam. After they pass that exam, they can obtain the New Jersey certification. He was talking to the IA about arranging the contract so that applicants from New Jersey will get the member pricing for the exam instead of the non-member pricing. He added that since the database is not developed yet, the part of the contract for the web posting will continue into part of 2021.

Gaetano Virone asked if we are continuing the contract with what we had?

John Delesandro answered yes, except for the exam part of the contract.

### **New Business**

#### *2021 License Renewals*

John Delesandro stated that there are contractors who are completing last minute requirements. He stated that Dan Cao and Robert Dobson are being bombarded with emails and CECs submissions. In addition, he added that there is still about 200 people to renew. He is hoping that the 2021 contractors get their CECs and fees in on time. He deferred to Dan Cao for further information.

Dan Cao added that a majority of the contractors are waiting on their CECs. She also stated that due to the Irrigation Association of New Jersey's Winter Tech taking place this week and next week, some of the CECs will be cutting it close to their renewal date of January 31<sup>st</sup>.

Gaetano Virone asked in regard to the status of the number of renewals compared to last year at around the same time.

John Delesandro believes that it is about the same as last year.

Gaetano Virone stated that the distributors and manufacturers are conducting numerous online classes now, so it should be easier to take courses for the required number of CECs.

Minutes BLIC January 19, 2021

Minutes Taker – Dan Cao

Start Time: 11:05 AM

End Time: 12:52 PM

John Delesandro added that with the virtual training, there were some contractors who asked about a grace period during the COVID-19 pandemic. However, there were many contractors who have been sending in numerous CECs.

Robert Dobson also added that there is an abundance of online courses, free ones and ones that have to be paid for. He stated that he has a concern regarding the handful of contractors who expired back in 2019 and they only have until January 31<sup>st</sup> to get in their requirements before they have to re-test.

Dan Cao stated that she sent out a notice back in February 2020 and another one this month to the 2019 expired contractors, stating that if they do not complete their requirements then they will have to re-test. She is currently in contact with five (5) 2019 expired contractors who are trying to complete their requirement as soon as possible.

Robert Dobson said that he believes the notices have had an effect, because the last few sets of CECs and renewals sent in were 2019 expired contractors.

Gaetano Virone asked what kind of increase is there on the pre-approvals of the virtual classes and what kind of protocol is in place for them?

Robert Dobson answered that the classes would go to Dan Cao first, then to George McCarthy for review and approval.

George McCarthy added that places that usually have many in-person courses are essentially providing the same courses, just in an online setting. He also stated that the biggest change is that courses have changed into virtual tech courses, but the total number of courses being given is about the same.

Robert Dobson stated that the challenge is how these courses are documented, because there are some sponsors who provide certificates while other do not. Also, he made a statement that if online courses continue then there needs to be a standard set in place to document and verify the contractors' attendance.

Gaetano Virone is concerned about how the online classes are conducted, because he wants to be sure that the contractor is the one actually attending the virtual course.

Robert Dobson also added that once virtual events take place, there needs to be a way for the contractors to document being at them.

Gaetano Virone said that we should figure out a minimum documentation to obtain credits and verify attendance in the courses and events.

John Delesandro stated that people are getting used to the virtual training compared to the past and it is easier for most people to take it from home. He also believes that the virtual training will improve as accountability measures are put in place by the providers who do not have it yet.

Gaetano Virone made the suggestion of having a committee to put together the minimum requirements for the virtual classes as a way to document the experience. He asked the Board for their input.

Minutes BLIC January 19, 2021

Minutes Taker – Dan Cao

Start Time: 11:05 AM

End Time: 12:52 PM

George McCarthy agreed with putting together standards for the courses. Also, he stated that he will speak to some providers about how they go about their virtual classes and keeping accountability. Afterward, he will come up with some ideas on implementing a set standard.

Gaetano Virone also added that we can make changes to the standards later on based on the information collected.

#### *Business Permit Status*

John Delesandro stated that there are about 350 active business permits currently.

#### *Enforcement Case Summary*

John Delesandro stated that there were no updates on the enforcement case summary and there were not many complaints during the COVID-19 pandemic shutdown.

George McCarthy moved to the topic of filling additional Board member seats and asked if anyone will be added.

Kevin Luckie answered that a few names were submitted for review, which are awaiting review and approval from the Commissioner's Office.

Robert Dobson asked if there is any benefit to the Irrigation Association of New Jersey's lobbying firm reaching out to the Governor's Office to speed up the process?

Kevin Luckie answered that it will help if the names of the potential members are with the Governor's Office. He stated that he will see the status and get back to the Board regarding the matter.

Gaetano Virone asked in regard to the timeline on this matter.

Kevin Luckie stated to allow him about a week and then he will send an email with the status update.

Gaetano Virone stated that he has someone in mind.

Kevin Luckie said that their resume is needed to provide to the Commissioner's Office and the Governor's Office.

#### *Continuing Education Approvals – Virtual Training*

There was previous discussion in the meeting and there were no further comments regarding this matter.

#### *Public Comment*

None

Minutes BLIC January 19, 2021

Minutes Taker – Dan Cao

Start Time: 11:05 AM

End Time: 12:52 PM

**George McCarthy motioned to go into Closed Session at 11:48 AM, Robert Dobson seconded. Motion carried, unanimously.**

**Robert Dobson motioned to return to Open Session at 12:49 PM, George McCarthy seconded. Motion carried, unanimously.**

**Robert Dobson motioned to approve the following future meeting dates: February 17<sup>th</sup>, March 17<sup>th</sup>, June 16<sup>th</sup>, September 15<sup>th</sup>, October 13<sup>th</sup>, and November 17<sup>th</sup>, George McCarthy seconded. Motion carried, unanimously.**

**George McCarthy motioned to adjourn meeting, Robert Dobson seconded. Motion carried, unanimously. The meeting adjourned at 12:52 PM.**

Minutes BLIC February 17, 2021

Minutes Taker – Dan Cao

Start Time: 11:04 AM

End Time: 12:54 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** Via GoToMeeting

### **Attendees:**

#### Board Members

|                    |                                    |
|--------------------|------------------------------------|
| Gaetano Virone     | Environmental Designers Irrigation |
| George M. McCarthy | Spring Irrigation                  |
| Kenneth Scherer    | Hillsborough Irrigation            |
| Robert Dobson      | Middletown Sprinkler               |
| Kevin Luckie       | Assistant Director DCA             |

#### Affiliation

#### Legal Counsel

|               |     |
|---------------|-----|
| Dominic Giova | DAG |
|---------------|-----|

#### DCA Staff

|                 |                                     |
|-----------------|-------------------------------------|
| John Delesandro | Supervisor of Codes & Standards DCA |
| Dan Cao         | Administrative Assistant DCA        |

### **Official Start Time: 11:04 AM**

John Delesandro read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers on February 3, 2021.

### **Minutes of Previous Meetings**

Minutes were reviewed for September 21, 2020 meeting.

**Kevin Luckie motioned to accept September 21, 2020 meeting minutes, Robert Dobson seconded. Motion carried, unanimously.**

Minutes were reviewed for December 22, 2020 minutes.

**Robert Dobson motioned to accept December 22, 2020 minutes, Kevin Luckie seconded. Gaetano Virone and Kenneth Scherer abstained due to their absence at the meeting. Motion carried.**

### **Treasurer's Report**

John Delesandro went over the Treasurer's Report.

Kevin Luckie explained the OMB reserve within the Treasurer's Report and the process.

**George McCarthy motioned to accept the Treasurer's Report, Kenneth Scherer seconded. Motion carried, unanimously.**

Minutes BLIC February 17, 2021

Minutes Taker – Dan Cao

Start Time: 11:04 AM

End Time: 12:54 PM

**Communications**

None

**Unfinished Business**

*Readoption of Regulations – Update*

John Delesandro stated that the readoption of the regulations will be in the New Jersey Register next month as being fully readopted.

*Database Creation – Update*

John Delesandro stated that he had a conversation with IT, but there is no update on the database.

Kevin Luckie added that the Department is going through major changes with Microsoft Dynamics. He added that has a meeting with the IT Director tomorrow and will bring the subject up with him.

*IA Contract for 2021 – Update*

John Delesandro stated that he has still not received the contract from the Irrigation Association and does not have any further information on the matter.

Gaetano Virone asked if it matters that we have a contract or not as long as we continue to pay the bill from the Irrigation Association.

John Delesandro stated that the only issue he is concerned about is the Irrigation Association providing individuals from New Jersey the member price versus the non-member price for taking the CIC exam.

George McCarthy moved to the topic of potential new Board members and asked if anyone has thoughts on this matter.

Gaetano Virone stated that he spoke with seven (7) individuals and still could not find anyone to fill the spots.

Kevin Luckie stated that there are two (2) spots open.

**New Business**

*2021 Certification Renewal Status/Current Certifications*

Dan Cao stated that so far, 176 irrigation contractors have renewed their certifications up to the 2023 renewal cycle.

There was a discussion regarding the new NJ laws/building codes CEC requirement.

Minutes BLIC February 17, 2021

Minutes Taker – Dan Cao

Start Time: 11:04 AM

End Time: 12:54 PM

Dan Cao updated the Board on the 2019 expired contractors and their current statuses.

George McCarthy brought up a problem with the description of CECs and course providers advertising the course and its description before getting the Board's approval.

Gaetano Virone asked who the courses were sent to for approval.

Robert Dobson answered that George McCarthy reviews the course outlines.

Gaetano Virone suggested sending a letter to the course providers regarding course approvals and clarifying the new NJ laws/building codes CEC requirement.

#### *Business Permit Status*

Dan Cao stated that there are 341 active business permits. She broke down that 25 business permits expired in 2018, 32 expired in 2019, and 44 expired in 2020.

Gaetano Virone asked in regard to how are the companies with expired business permits being handled.

John Delesandro answered that we will send out a courtesy letter to remind the businesses to get renewed, then send out a notice of violation. He added that we will do a search to make sure those businesses are still in business.

#### *Enforcement Case Summary*

John Delesandro stated that there is not much information or an update to provide.

#### *Posting Violations on the Webpage*

John Delesandro stated that he and Dominic Giova are still coordinating on when and how to post violations on the LIC webpage. An update should be expected at the next meeting.

#### *Dismissal/Settlement Process*

This matter was discussed in closed session.

#### *Continuing Education Approvals*

##### *Virtual Training*

Gaetano Virone brought up a concern regarding how to verify if the contractors are sitting in for the virtual training.

John Delesandro suggested a procedure to send to the course providers that the Licensing and Education Unit implemented for code officials and inspectors for their virtual classes. Class attendees must certify that they are actually taking the course or action can be taken against their license.

Minutes BLIC February 17, 2021

Minutes Taker – Dan Cao

Start Time: 11:04 AM

End Time: 12:54 PM

Dan Cao brought up a situation to make sure that course providers do not send out certificates of completion until the course is completed and mentioned that this occurred with SiteOne.

Gaetano Virone stated that he will speak with Frank from SiteOne and have him send John Delesandro and Dan Cao an explanation regarding what happened.

#### **Public Comment**

There was no public comment.

#### **Closed Session**

**Kevin Luckie motioned to go into Closed session at 12:19 PM, Kenneth Scherer seconded. Motion carried, unanimously.**

**Kevin Luckie motioned to return to Open session at 12:52 PM, Kenneth Scherer seconded. Motion carried, unanimously.**

**Kenneth Scherer motioned to adjourn meeting, Kevin Luckie seconded. Motion carried, unanimously. The meeting adjourned at 12:54 PM.**

Minutes BLIC March 17, 2021

Minutes Taker – Dan Cao

Start Time: 11:02 AM

End Time: 12:27 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** Via GoToMeeting

### **Attendees:**

#### Board Members

Gaetano Virone

George M. McCarthy

Kenneth Scherer

Robert Dobson

Kevin Luckie

#### Affiliation

Environmental Designers Irrigation

Spring Irrigation

Hillsborough Irrigation

Middletown Sprinkler

Assistant Director DCA

#### Legal Counsel

Dominic Giova

DAG

#### DCA Staff

John Delesandro

Dan Cao

Supervisor of Codes & Standards DCA

Administrative Assistant DCA

#### Member of the Public

Anthony Jay Gray

### **Official Start Time: 11:02 AM**

John Delesandro read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers on March 11, 2021.

### **Minutes of Previous Meetings**

Minutes for the previous meetings have not been completed yet, held off for next meeting.

### **Treasurer's Report**

Kevin Luckie went over the Treasurer's report. He added that reserves were added by the Department of the Treasury, an incumbent number was put aside for the Irrigation Association contract, and some was expended for office supplies.

### **Communications**

None

### **Unfinished Business**

*Database Development Contract*

Minutes BLIC March 17, 2021

Minutes Taker – Dan Cao

Start Time: 11:02 AM

End Time: 12:27 PM

Kevin Luckie stated that we received the scope of work from the software developer for the database. He added that the price for the software is more than the budgeted amount. However, many aspects of the software that was not needed will be done by the Department's IT staff, which brought down the final amount. He recommended taking the entire amount of the cost of the software from the program, then credit back about 25% of the cost.

George McCarthy asked in regard to the timeframe of the new software.

Kevin Luckie answered that the software developer stated about a 16-week turnaround time.

#### *IA Contractor for 2021*

John Delesandro stated that he did receive and sign the contract with the Irrigation Association. He added that the contract goes to the end of the fiscal year on June 30<sup>th</sup> for only the web posting of the CECs. Also, the Irrigation Association was supposed to send a MOU regarding the CIC exam to him before the meeting, but he still does not have it.

#### *NJ Business Law/Building Code CEC's FAQ on Webpage*

John Delesandro stated that he and George are working on details to put on the LIC webpage, but it has not been finalized yet.

Robert Dobson stated that he spoke with a representative from IrriTech about some courses being listed as business courses when they are not. He added that it has been corrected on their end.

#### *Landscape Technician Apprenticeship – Irrigation Work*

Gaetano Virone came across the landscape technician apprenticeship program that is offered by the New Jersey Landscape Contractors Association, which has irrigation requirements to enter the program. He has a concern that the Association is requiring the landscape technician to have irrigation experience, however the technician may receive it from an unlicensed company.

George McCarthy stated that their experience would not count as credit if they tried to obtain their irrigation certification.

Robert Dobson added that he looked at the apprenticeship program on the Association's webpage and stated that most of the requirements are exempt from having a license except for one section. Also, he found verbiage on the webpage that the apprenticeship program does not replace the New Jersey Irrigation Contractor licensing requirements. He found a PDF of the requirements for the apprenticeship and will send to everyone for review. In addition, he recommended adding this item to the next meeting agenda.

Dominic Giova stated that he will look further into this matter for the Board.

#### **New Business**

Minutes BLIC March 17, 2021  
Minutes Taker – Dan Cao  
Start Time: 11:02 AM  
End Time: 12:27 PM  
*New Candidates for Certification*

John Delesandro stated that there are four candidates for review by the Board, each that are a special case and should be reviewed in Closed session and then take a vote.

**One candidate with golf course experience, George McCarthy, Robert Dobson, and Kevin Luckie voted yes; Gaetano Virone voted no. Candidate was approved to sit for the exam.**

**One candidate that took and passed the CIC exam back in 2018, the Board voted yes unanimously. Candidate is approved to proceed with the certification process.**

#### *2021 Certification Renewal Status/Current Certifications*

Dan Cao stated that 228 contractors renewed for the 2021 renewal period. Also, she stated that 94 contractors in the 2021 renewal period still need to renew. She added that for the 2020 renewal period, there are still 20 contractors who still have to renew. For the 2019 contractors, 13 contractors can no longer renew. One contractor is missing their application and fee, one is missing one CEC, one sent in CECs without the submission form, two were not interested in renewing. The remaining eight contractors were sent violations.

#### *Business Permit Status*

Dan Cao stated that there are 353 current business permits in total. There are 164 business permits in 2021, 168 in 2022, and 21 in 2023.

#### *Enforcement Cases*

No updates on enforcement cases.

#### *Posting Violations on the Webpage*

Dominic Giova stated he is continuing to look into this matter.

#### **Public Comment**

Anthony Jay Gray stated that he will be the first applicant to qualify through the Certified Irrigation Contractor (CIC) exam through the Irrigation Association. He wanted to attend the meeting to answer any questions, if any, about his qualifications and/or application.

Gaetano Virone asked him if the process was smooth.

Anthony Jay Gray answered that yes it was a smooth process and it is the same process in North Carolina.

Gaetano Virone asked if he is licensed in North Carolina.

Minutes BLIC March 17, 2021

Minutes Taker – Dan Cao

Start Time: 11:02 AM

End Time: 12:27 PM

Anthony Jay Gray answered that he is licensed in North Carolina, California, Florida, Virginia, and Connecticut.

Gaetano Virone asked if he is aware that in NJ there are required CECs that must be obtained to renew his certification.

Anthony Jay Gray answered yes.

### **Closed Session**

**George McCarthy motioned to go into Closed session at 11:47 AM, Robert Dobson seconded. Motion carried, unanimously.**

**Robert Dobson motioned to return to Open session at 12:20 PM, Kevin Luckie seconded. Motion carried, unanimously.**

**Robert Dobson motioned to adjourn meeting, George McCarthy seconded. Motion carried, unanimously. The meeting adjourned at 12:27 PM.**

Minutes BLIC June 16, 2021  
Minutes Taker – Dan McFarland  
Start Time: 11:03 AM  
End Time: 11:41 AM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** Via GoToMeeting

### **Attendees:**

| <u>Board Members</u> | <u>Affiliation</u>                 |
|----------------------|------------------------------------|
| Gaetano Virone       | Environmental Designers Irrigation |
| George M. McCarthy   | Spring Irrigation                  |
| Robert Dobson        | Middletown Sprinkler               |
| Kevin Luckie         | Assistant Director DCA             |

### Legal Counsel

|               |     |
|---------------|-----|
| Dominic Giova | DAG |
|---------------|-----|

### DCA Staff

|                 |                                     |
|-----------------|-------------------------------------|
| John Delesandro | Supervisor of Codes & Standards DCA |
| Dan McFarland   | Administrative Assistant DCA        |

### Absent

|                 |                         |
|-----------------|-------------------------|
| Kenneth Scherer | Hillsborough Irrigation |
|-----------------|-------------------------|

### **Official Start Time: 11:03 AM**

John Delesandro read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers on June 10, 2021.

### **Minutes of Previous Meetings**

Minutes for January's Board meeting was sent out but were not reviewed as of yet. The minutes will be reviewed and approved at the next Board meeting.

### **Treasurer's Report**

John Delesandro went over the Treasurer's report.

**George McCarthy motioned to accept the Treasurer's report, Robert Dobson seconded. Motion carried, unanimously.**

### **Communications**

None

### **Unfinished Business**

*Database Development Update*

Minutes BLIC June 16, 2021

Minutes Taker – Dan McFarland

Start Time: 11:03 AM

End Time: 11:41 AM

Kevin Luckie stated that we have contracted with a software developer that are knowledgeable in Microsoft Dynamics software. There was a kickoff meeting between DCA and the software developer, and information was shared between the two on how to proceed with developing the new database. He added that there will be another meeting to review the development documentation. Also, he provided a go live date for the software for mid-September.

Robert Dobson added that he was impressed with the developer's organization and how much has been finished with the database thus far.

#### *IA Contract for CEC's and Exams – Ending June 30, 2021*

John Delesandro stated that the contract with the Irrigation Association will end on June 30, 2021. He was asked if there is a request for an extension of the contract. Since the database development is progressing smoothly and the pertinent information was given to the software developer by Robert Dobson, he told them that an extension of the contract is not needed.

#### *NJ Business Law/Building Code CEC's FAQ on Webpage*

John Delesandro stated that the NJ business law/building code FAQs have not been posted on the webpage yet. He asked if there have been any questions regarding the new CEC requirement.

Both Gaetano Virone and George McCarthy answered that no questions or inquiries have been brought to their attention.

#### **New Business**

##### *Board Vacancies*

John Delesandro stated that there are three Board vacancies at the moment. He added that if anyone knows someone who is interested to please forward their names to the Department of Community Affairs.

Gaetano Virone asked if there was any progress on individuals who have been submitted.

Kevin Luckie stated that one individual backed out and another individual's paperwork is still being reviewed. He added that he will follow up and send an email update on the matter.

##### *Farewell to Vice Chairman Kenneth Scherer*

The Board thanks Vice Chairman Kenneth Scherer for his dedication throughout the years.

##### *2021 Certification Renewal Status/Current Certifications*

Dan McFarland stated that in the 2021 renewal period, 243 contractors have renewed. There are still 81 contractors in 2021 who still need to renew. Some individuals have sent in CEC and she is waiting upon Robert Dobson for a CEC update to make sure they have a sufficient number of CECs before approving

Minutes BLIC June 16, 2021  
Minutes Taker – Dan McFarland  
Start Time: 11:03 AM  
End Time: 11:41 AM

their renewal applications. She added that there are 20 contractors who expired on January 31<sup>st</sup>, 2020 and still need to renew. Currently, there are a total of 384 active certified irrigation contractors. She is hoping that the Irrigation Association of New Jersey's Summer Tech will get most of the contractors up to date with their CECs.

#### *Business Permit Status*

Dan McFarland stated that there are 367 current and active business permits compared to the 341 current and active business permits discussed during February's Board meeting.

#### *Enforcement Cases*

There is no update regarding enforcement cases.

#### *Posting Violations on the Webpage*

This matter was discussed in Closed session.

#### *Violations Issued to Expired Business Permittees*

John Delesandro stated that expired business permittees were issued notice of violations, which pushed some businesses to get their business permits renewed.

Dan McFarland provided an update on the business permit renewal numbers compared to February's Board meeting update. For the business permits that expired in 2018, the number went down from 25 to 17 business permits, ones that expired in 2019, the number went down from 32 to 31, and ones that expired in 2020, the number went down from 44 to 32. The failure to renew notices have made a dent in the business permit renewals.

#### **Public Comment**

There was no public comment.

**George McCarthy motioned to go into Closed session at 11:26 AM, Gaetano Virone seconded. Motion carried, unanimously.**

**Kevin Luckie motioned to return to Open session at 11:39 AM, George McCarthy seconded. Motion carried, unanimously.**

**Kevin Luckie motioned to adjourn meeting, George McCarthy seconded. Motion carried, unanimously. The meeting adjourned at 11:41 AM.**

Minutes BLIC October 13, 2021  
Minutes Taker – Dan McFarland  
Start Time: 11:25 AM  
End Time: 12:35 PM

## **BOARD OF LANDSCAPE IRRIGATION CONTRACTORS**

**Meeting Location:** Via GoToMeeting

### **Attendees:**

#### Board Members

|                    |                                    |
|--------------------|------------------------------------|
| Gaetano Virone     | Environmental Designers Irrigation |
| George M. McCarthy | Spring Irrigation                  |
| Robert Dobson      | Middletown Sprinkler               |
| Kevin Luckie       | Assistant Director DCA             |

#### Affiliation

#### Legal Counsel

|               |     |
|---------------|-----|
| Dominic Giova | DAG |
| Eric Reid     | DAG |

#### DCA Staff

|                 |                                     |
|-----------------|-------------------------------------|
| John Delesandro | Supervisor of Codes & Standards DCA |
| Dan McFarland   | Administrative Assistant DCA        |

#### Members of the Public

|               |                                           |
|---------------|-------------------------------------------|
| Lauren Caputo | Technical Lead, Beringer Technology Group |
| Erica Foley   | Project Lead, Beringer Technology Group   |

### **Official Start Time: 11:25 AM**

John Delesandro read aloud the Open Public Meetings Act statement for the Board of Landscape Irrigation Contractors and announced that adequate notice of this meeting had been provided to the Secretary of State, and designated newspapers on October 6, 2021.

### **Minutes of Previous Meetings**

#### **Treasurer's Report**

**Robert Dobson motioned to table the Minutes of Previous Meetings and the Treasurer's Report to the next meeting, Kevin Luckie seconded. Motion carried, unanimously.**

### **Communications**

None

### **Unfinished Business**

#### *Database Upgrade Status – Demonstration*

Lauren Caputo provided a demonstration of the new Landscape Irrigation Contractor portal.

#### *Board Vacancies*

Minutes BLIC October 13, 2021  
Minutes Taker – Dan McFarland  
Start Time: 11:25 AM  
End Time: 12:35 PM

John Delesandro stated that the Board has three vacancies. He added that if anyone has individuals in mind, please have them contact the DCA so we can send them over to the Governor's Office for review.

Robert Dobson asked if there is a way to speed up the process. He noticed that it takes years to review individuals who are sent over there.

Kevin Luckie responded that every attempt will be made. He will request that the Commissioner's Office follow up after it is sent to the Governor's Office.

### **New Business**

#### *New Certifications Issued/Applications*

John Delesandro stated that one new certification was issued based on the passing of the Irrigation Association's Certified Irrigation Contractor (CIC) exam and two certifications were issued based on the individual previously passing the CIC exam.

#### *Renewal Statuses – Certifications & Business Permits*

John Delesandro stated that only a few renewals have come in.

Robert Dobson added that we have been trying to get the contractors who have expired on January 31<sup>st</sup>, 2021 to renew.

Dan McFarland stated that she will send out a notice to the contractors who have expired on January 31<sup>st</sup>, 2020 to inform them that they must renew before January 31<sup>st</sup>, 2022 or they must re-take the exam to re-obtain their certification.

#### *Enforcement Case Summary*

John Delesandro said that we have received about two dozen complaints and that Dan McFarland has been working on those cases.

#### *Courses Qualifying for NJ Business Law/Codes*

Robert Dobson brought up a subject matter in regard to new business. He stated that there have been some specific courses that the Irrigation Association of New Jersey have provided, which qualify for the New Jersey laws/building codes CEC. However, there are existing courses out there that might qualify for the new CEC requirement. His thinking was to ask the course providers for the syllabus for the courses and check if the material is related to New Jersey laws and/or building codes, then allow the courses to qualify for the new requirement.

John Delesandro and George McCarthy agreed on this.

Minutes BLIC October 13, 2021

Minutes Taker – Dan McFarland

Start Time: 11:25 AM

End Time: 12:35 PM

John Delesandro brought up that the tough part is to backtrack all the existing courses but wants to get that information updated.

Robert Dobson suggested that contractors can forward any courses they believe would qualify for the new CEC requirement to either Dan McFarland or himself. He wants to start putting together a library of education opportunities for the new CEC requirement.

#### **Public Comment**

There was no public comment.

#### **Closed Session**

**George McCarthy motioned to go into Closed session at 12:04 PM, Kevin Luckie seconded. Motion carried, unanimously.**

**George McCarthy motioned to return to Open session at 12:33 PM, Kevin Luckie seconded. Motion carried, unanimously.**

**Robert Dobson motioned to adjourn meeting, George McCarthy seconded. Motion carried, unanimously. The meeting adjourned at 12:35 PM.**

## **November 17, 2021 Meeting of the Board of Landscape Irrigation Contractors**

**Start Time: 11:06 AM**

**End Time: 12:27 PM**

### **Attendees:**

Dan McFarland, DCA

John Delesandro, DCA

Kevin Luckie, Board Member/DCA

George McCarthy, Board Member

Robert Dobson, Board Member

Gaetano Virone, Chair of the Board

Dominic Giova, DAG

**John Delesandro read public notice**

**John Delesandro took roll call**

### **Minutes of Previous Meetings**

**George McCarthy with Robert Dobson seconding, motioned to approve January 19, 2021 open session meeting minutes- Motion CARRIED**

Kevin Luckie, seconded by George McCarthy motioned to approve January 19, 2021 Closed session meeting minutes- Motion CARRIED.

Kevin Luckie, seconded by George McCarthy, motioned to approve February 2021, open session- Motion CARRIED.

George McCarthy, seconded by Kevin Luckie, motioned to approve February 2021, closed session- Motion CARRIED.

Kevin Luckie, seconded by George McCarthy, motioned to approve March 2021, open session- Motion CARRIED.

Kevin Luckie, seconded by George McCarthy, motioned to approve March 2021, closed session- Motion CARRIED.

George McCarthy, seconded by Kevin Luckie, motioned to approve June 2021, open session- Motion CARRIED.

George McCarthy, seconded by Kevin Luckie, motioned to approve June 2021, closed session- Motion CARRIED.

### **Treasurer's Report**

John Delesandro presented the treasurer's report.

Kevin Luckie stated that reserves were released from the Department of Treasury.

Robert Dobson, seconded by George McCarthy, motioned to approve treasurer's report- Motion CARRIED.

### **Communications**

None

### **Unfinished Business**

#### *Database Upgrade Status*

John Delesandro stated there will be another demonstration next month, since we will be involved in user acceptance training (UAT), no need to provide demo, had brief meeting for status update on project, Beringer can go into UAT after Thanksgiving.

#### *Board Vacancies*

Gaetano Virone asked where the applications are at in the process.

Kevin Luckie stated that one individual was submitted, but we never heard back about his application, will follow up with his application.

John Delesandro stated that it was Michael Kukol.

Gaetano Virone stated that he tried to get 3 architects and 3 engineers to submit application without success.

### **New Business**

#### *New Certifications Issued/Applications*

#### *Renewal Statuses/Certifications & BPs*

#### *Board Meeting Dates for 2022*

### **Public Comment**

None

