

BOARD OF LANDSCAPE IRRIGATION CONTRACTORS

MEETING AGENDA

September 10, 2024

11:00AM-12:30PM

Via Microsoft Team

Attendees:

Pat Ryan, DCA

Andrew Baranowski, DCA

Kevin Luckie, Board Member - DCA

Dinea Bramonte, DCA

Anthony Menafo, DCA

George McCarthy, Board Member

Robert Dobson, Board Member

Guy Verone, Board Member

Brian Ragunan, DAG

- I. **Public Notice**-Pat Ryan
- II. **Roll Call**-Pat Ryan
- III. **Minutes of Previous Meetings**-Minutes approved unanimously
- IV. **Treasurer's Report** – Kevin Luckie
- V. **Communications** – System Upgrades were completed
 - a. Checking for a date for when the unique web address for licensing system will be functioning
 - b. Updates were made to Business Permit section and internal corrections were made to make navigation of the system more user friendly and adjusted based on common issues the Unit was dealing with.
 - c. Bob Dobson offered thanks and support for all the work George Semple has done working with the LIC system, all board members concurred

VI. Unfinished Business

- a. Board Vacancies – No follow up/updates

VII. New Business

1. Certification Renewal Status/Current Certifications
 - a. 13 Pending Submission
 - b. Initial 85 Pending contractors (maybe duplicates), 3 Submitted
 - c. 384 Licensed Contractors
 - d. 184 Business Permits – up 20 from last meeting on June 11, 2024 – reminder email was sent.
2. Business Permit Status
 - a. 2 Submitted 77 Pending Submission- Pat explained duplicates are likely happening because people are opening new applications when they are already certificate holders. He suggested giving people a time frame to complete pending submissions. Guy V suggested cleaning up pending submissions to make it easier to see what's going on. Will be checking with IT Staff to check if this would be possible.
3. Enforcement Cases – Andy stated there are 54 total docketed judgments and 41 open. He also stated \$9,000 has been collected on judgments
4. Irrigation – UCC Connection – Anthony Menafo – Code Assistance-Anthony is going to find out the origins for the cited codes and what that would mean for the Construction Office and their responsibility for permitting irrigation system. DCA staff will meet on this issue and report back at the next meeting

VIII. Public Comment-None

- IX. Closed Session**-Pat made motion to close while Bob Dobson asked to open with 2 more questions, Pat made another motion to close followed by no other questions
- X. Adjournment**- Bob Dobson made motion to adjourn, seconded by Guy Verone, motion carried

June 11, 2024 Meeting of the Board of Landscape Irrigation Contractors

Meeting held Via Microsoft Teams

Start Time: 11:00 AM

End Time: 11:50 AM

Attendees:

Pat Ryan, DCA

Dinea Bramonte, DCA

Andrew Baranowski, DCA

George McCarthy, Board Member

Robert Dobson, Board Member

Brian Ragunan, DAG

Guy Verone, Board Member

Roshni Raji, intern from Law and Public Safety

Kevin Walsh, intern from Law and Public Safety

Pat Ryan read public notice.

Pat Ryan took roll call.

Minutes of Previous Meetings – Minutes approved unanimously.

Treasurer's Report

Pat Ryan presented a copy of the treasurer's report stating that \$213,961.01 is the beginning balance of fiscal year 2024 with a year end balance of \$280,000.00

George McCarthy, seconded by Robert Dobson, motioned to approve treasurer's report- Motion carried.

Communications

New upgrades have been made to system. A web domain lic.dca.nj.gov is preferred. Updates to business permits and contractors have been made as well as updates on course providers. A meeting with George McCarthy will be set up in future with staff on more information.

Unfinished Business

- A. Board vacancies- Pat Ryan will find out if there are any updates.

New Business

1. Certification Renewal Status/Current Certifications-1 submitted, 12 pending, 87 open pending applications with 2 submitted. 382 contractors and 164 business permits.
2. Business Permit Status- 2 submitted, 70 pending
3. Enforcement Cases- Andy Baranowski working on. There are 56 open cases
4. Questions were raised about requiring a Uniform Construction Code Permit to install an irrigation system

Public Comment- None

Closed Session- Guy Verone made motion to close followed by no other questions.

Adjournment- Bob Dobson made motion to adjourn, seconded by Guy Verone. Motion carried.

March 12, 2024 Meeting of the Board of Landscape Irrigation Contractors

Meeting held in Conference Room 616

Start Time: 11:00 AM

End Time: 12:30 PM

Attendees:

Pat Ryan, DCA

Kevin Luckie, DCA

Dinea Bramonte, DCA

Andrew Baranowski, DCA

George McCarthy, Board Member

Robert Dobson, Board Member

Brian Ragunan, DAG

Pat Ryan read public notice.

Pat Ryan took roll call.

Minutes of Previous Meetings Approved

Treasurer's Report

Kevin Luckie presented the treasurer's report \$213,961.01 as the beginning balance of fiscal year 2024.

George McCarthy, seconded by Robert Dobson, motioned to approve treasurer's report- Motion carried.

Communications

Quick discussion of how everything is online and there have been no major problems.

Unfinished Business

- A. Board vacancies- IANJ individual asking if there was a connection between the new plumbing subcode and irrigation contractors. There is not. Board not updated. Need to check on that. Pat Ryan will check to see that a link will be sent to the board.

New Business

Certification Renewal Status/Current Certifications-

It has been a smoother process overall, but there have been some reoccurring issues. Contractors continue to open multiple accounts and not add CECs in correctly. Andy Baranowski has been in touch with Denise Downing who is taking the place of Candy from IA. There is also currently no information telling people their classes are completed. We are working through that issue. There are currently 19 pending certifications.

Business Permit Status- 61 are still pending. Kevin Luckie suggested a 4th category be added to the status for the business permits.

Public Comment- None

Closed Session- Pat made motion to close. Kevin Luckie made motion to reopen for another question. Robert Dobson brought up discussion on the need for 3 years' experience before taking the exam to become a license contractor.

Adjournment- Pat Ryan made motion to adjourn, seconded by Kevin Luckie. Motion carried.

January 9, 2024 Meeting of the Board of Landscape Irrigation Contractors

Meeting held via Teams

Start Time: 11:00 AM

End Time: 12:00 PM

Attendees:

Pat Ryan, DCA

Elizabeth DosAnjos, DCA

Andrew Baranowski, DCA

Kevin Luckie, Board Member/DCA

George McCarthy, Board Member

Robert Dobson, Board Member

Brian Ragunan, DAG

Pat Ryan read public notice

Pat Ryan took roll call

Minutes of Previous Meetings

Robert Dobson with George McCarthy seconding, motioned to approve the September 19, 2023 open session meeting minutes- Motion CARRIED

Treasurer's Report

Kevin Luckie presented the treasurer's report \$213,961.01.

Robert Dobson, seconded by George McCarthy, motioned to approve treasurer's report- Motion CARRIED.

Communications

Pat Ryan revisited complaint form requirement stating we have had no issues and no push backs. If all are in favor to require complaint form, we would like to move forward. George McCarthy has no issue with using form, all are in favor. We will keep as an informal form no need to adopt form. Pat Ryan also introduced Andrew Baranowski as a new member to our team for licensing. Pat Ryan discussed online portal, stating we are reaching a point where all constituents will be online no need for CEC paper files. Robert Dobson stated he has about 5 boxes of files that can be disposed.

Unfinished Business

Board Vacancies

Pat Ryan stated Greg Rogers was in fact interested in getting on board and was in contact with lobbyist but was advised time has run out. The IINJ will reach out to the lobbyist. Robert Dobson stated that Mike Kukol might have been interested. Kevin Luckie stated he will ask our liaison in the commissioner's office. Robert stated he will get in contact with the legislator's office for IINJ. Hopefully we can get approved and move forward. Kevin Luckie stated he will send a link for the website showing members and availability to anyone interested.

New Business

Certification Renewal Status/Current Certifications

There are currently 393 active certifications, that include 27 expired in 2022 and 52 expired in 2021. Currently we have 9 submitted renewals and 27 pending renewals. This is our second round in renewal process with our online portal. Our staff is much more equipped with directing our licensee's. The biggest issue currently with the system is for new applications. George McCarthy asked what can we do to get more contractors to renew? He feels there is a disconnect. Pat Ryan agrees, he suggested an email or letter to constituents going over business permit requirements. George McCarthy thinks it's a great idea. Bob Dobson stated IINJ has an updated list of constituents to help with mailings.

Business Permits

There are currently 166 active business permits 177 expired and 12 pending. Pat Ryan asked if the board could lessen the amount of experience required to get a license. Robert Dobson discussed IINJ is looking at liability education can take place of experience in the future as other states have already implemented.

Enforcement Cases

George McCarthy discussed our numbers for outstanding judgements at the seminar. All were happy to see enforcements posted on our website. Brian Ragunan introduced himself as the new DAG. He will look into helping us with hearing requests on our enforcement cases.

Board Meeting Dates for 2024

March 12, 2024

June 11, 2024

September 10, 2024

December 10, 2024

Public Comment

None

Closed Session

Kevin Luckie made a motion to go into closed session, seconded by George McCarthy. Motion CARRIED. George McCarthy made a motion to return to open session, seconded by Pat Ryan. Motion CARRIED

Adjournment

There being no further business, Pat Ryan made a motion to adjourn, seconded by Kevin Luckie. Motion CARRIED.

