

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

George M. McCarthy

Robert Dobson

Kevin Luckie

#### Affiliation

Environmental Designers Irrigation

Spring Irrigation

Middletown Sprinkler

Assistant Director DCA

#### Legal Counsel

Domenic Giova

DAG

#### DCA Staff

John Delesandro

Dan Cao

Supervisor of Codes & Standards DCA

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

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

### **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

<u>Legal Counsel</u>	
Dominic Giova	DAG

<u>DCA Staff</u>	
John Delesandro	Supervisor of Codes & Standards DCA
Dan McFarland	Administrative Assistant DCA

<u>Absent</u>	
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:**

<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
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

