

# Home Inspection Advisory Committee

Minutes of October 9, 2001

## Public Session

### CALL TO ORDER

The meeting of the Home Inspection Advisory Committee was called to order by Chairman Robert Corrado at 9:30am in the Union Conference Room, 3rd Floor, 124 Halsey Street, Newark, New Jersey. All parties were duly notified of the time, date and place and all pertinent material had been provided.

### SUNSHINE LAW ANNOUNCEMENT

Joseph Grabowy, Accountant/Auditor Assistant, read the statement required by Chapter 231, Laws of 1975 known as the Open Public Meetings Act, and announced that notice of the meeting was prepared in the Office of the Committee and mailed to the Secretary of State, the Star Ledger, the Courier Post, the Bergen Record and the Atlantic City Press.

### ROLL CALL

#### CMs present:

Robert Corrado  
Michael Fitzpatrick  
Thomas Kraeutler

**CMs absent:** Randy Ortiz

**Others present:** Arthur Russo, Executive Director, William Mandeville, Program Development Assistant, Joseph Grabowy, Auditor/Accountant Assistant, Ernest Gonzalez, Senior Clerk Transcriber, and DAG Michelle Albertson.

### APPROVAL OF MINUTES

#### September 13, 2001

On a motion by VC Kraeutler, seconded by CM Fitzpatrick, the Committee unanimously voted to approve the minutes of the September 13, 2001 meeting as written.

### REPORT OF THE EXECUTIVE DIRECTOR

#### General Report

No Report.

#### Incoming Correspondence

**Charles Stillwagon**

**RE: Statistical Information (August 17, 2001)**

In his correspondence, Mr. Stillwagon has requested statistical information regarding the starting salaries of home inspectors and materials on Committee approved courses on home inspection.

In its review of this correspondence, the Committee staff will advise Mr. Stillwagon that his name is contained within the Committee's database of interested individuals and that he will be notified once licensing of home inspectors has commenced and the curriculum is implemented. In addition, the Committee will direct Mr. Stillwagon to contact any of the industry groups, such as ASHI or NAHI, to provide him with the information he is seeking, since the Committee does not compile this data.

## **ARTICLE OF INTEREST**

**"IAQ' Priorities for Mold, Yeast, Bacteria & Spores"**

**by: Bill Rossnagel, P.E., Occupational Health & Safety**

This article was noted for the record.

APPEARANCE BY VICTOR C. MORELLA, ED.S., ACTING MANAGER, BUREAU OF CAREER PREPARATION, NEW JERSEY DEPARTMENT OF EDUCATION

Mr. Morella appeared before the Committee to discuss the implementation of the home inspector curriculum which will be offered at 4 county vocational schools.

Mr. Morella stated that he is the Acting Bureau Manager of the NJDOE having replaced Dr. Martha Huleatte who retired in June 2001. He informed the Committee that he has spoken with the superintendents of the four vocational schools regarding the proposed curriculum. Each school will have a teacher/coordinator who will report to and work with Mr. Morella. Their primary responsibility will be to ensure that the home inspector program gets off the ground in the January/February 2002 time-frame. The decision to fill the position of teacher/coordinator will be made by the respective vocational school. Said individual would also act in a teaching capacity as well.

The coordinator position would be a part-time position. Dr. Thomas Henry has indicated that compensation for this position would include a stipend of \$2,000.00 once approved.

Mr. Morella requested the Committee's assistance in setting instructor qualifications and in identifying potential instructors. Instructors need not be certified as teachers since this program will be offered through the Adult & Continuing Education programs of the DOE. The Committee agreed that potential instructors should possess at least five years of home inspection and/or construction experience, have the ability to teach and communicate with students and have prior supervisory experience.

A memorandum of understanding outlining the responsibilities and charges of each entity will be prepared by the Committee and the NJDOE. DAG Albertson will consult with her supervisor, DAG Sharon Joyce, to determine whether a memorandum of understanding is appropriate and who the assigned Deputy Attorney General would be to contact the NJDOE.

On the subject of school tuition, Mr. Morella stated he needed to assemble all the costs associated with this program to determine a tuition amount for students. He stated that the tuition may range between \$1,000 to \$1,500. In this discussion, the issue of class size came to play. Mr. Morella's suggestion was that the class size would be related to the amount of lecture and hands on education the student would need to grasp the most from the class. Upon further discussion, the Committee stated that the course would consist of

approximately 250 class hours and include 15 inspections. Of the 250 class hours, 60% would be dedicated to lecture and 40% to hands on training. Mr. Morella then suggested that the class size average 15 students, but not more than 20, and that the vocational schools have in place residential dwellings that could be used to fulfill the 15 home inspection requirement.

Mr. Morella further stated that in the future the implemented home inspection courses may be accredited and recognized for college credits.

In addition, he emphasized that students will be required to carry liability insurance in the event of an accident within or outside the school grounds. Mr. Morella said that the vocational schools are aligned with insurance carriers and will provide students the opportunity to apply for insurance.

ED Russo stated that private schools will eventually want to offer these home inspection courses and asked how these schools will be considered for approval. Mr. Morella indicated that the DOE has a department that handles the approval of private schools. At a later date Mr. Morella will inform the Committee of the process by which private schools can seek approval for offering the home inspection curriculum.

## **REVIEW OF DRAFTED APPLICATIONS**

The drafted applications were reviewed by the Committee.

## **REVIEW OF DRAFTED PLACARDS**

The drafted placards were reviewed by the Committee.

## **REVIEW OF DRAFTED ID CARDS**

The drafted ID cards were reviewed by the Committee. It suggested that the IDs be made the same size as a motor vehicle license for the purpose of lamination.

## **MOVE TO EXECUTIVE SESSION**

On a motion by VC Kraeutler, seconded by CM Fitzpatrick, the Committee unanimously voted to enter into Executive Session for the purpose of reviewing Executive Session Minutes.

## **RETURN TO PUBLIC SESSION**

On a motion made in Executive Session, the Committee returned to Public Session for the purpose of adjourning.

## **ADJOURNMENT**

On a motion by CM Fitzpatrick, seconded by CM Kraeutler Fitzpatrick, the Committee unanimously voted to adjourn at 2:00pm.

APPROVED BY:

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Robert Corrado  
Chairman

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Arthur Russo  
Executive Director

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*Posted March 2002*