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**Board of Elevator Examiners**  
**Meeting Minutes**

**Board of Elevator Examiners**  
**This meeting was held remotely via Microsoft Teams**  
**November 5, 2025, at 9:00 a.m.**

**Board Members - Present**

Jeff Halley, Chair  
Edward Sandell  
John Rubyck  
Earle Oliver  
Walter Zalenski  
Michael Morton

**Division of Occupational Licensure**

Peter Kelley  
Jay Ryan  
Anthony Buonopane

**Board Members - Absent**

George Ramian  
Marty Guidod

Meeting called to order: 9:04 a.m.

The Board discussed the following:

1. Roll Call.
2. Review and approval of State Elevator Mechanic's License Schedule for 2026 which includes the Elevator Mechanic's application deadlines, the Board of Elevator Examiners meetings and the Elevator Mechanic's exam dates. **[Exhibit 1]**

Jay Ryan shared his screen which included the suggested State Elevator Mechanic's License Schedule for 2026 dates for either four meetings a year or three meetings a year, for the board's review.



Walter Zalenski moved to accept the suggested State Elevator Mechanic’s License Schedule for 2026, as presented with four dates and to accept those proposed four sets of meeting dates. The motion was seconded by Edward Sandell. **Vote 6-0-0**

Roll Call Vote:

- Jeff Halley, Chairman  aye  nay  abstain
- Edward Sandell  aye  nay  abstain
- John Rubyck  aye  nay  abstain
- Earle Oliver  aye  nay  abstain
- Walter Zalenski  aye  nay  abstain
- Michael Morton  aye  nay  abstain

3. Approval of meeting minutes from May 7, 2025. **[Exhibit 2]**

Walter Zalenski made a motion to accept the meeting minutes for May 7, 2025, as read. The motion was seconded by Edward Sandell. **Vote: 6-0-0**

Roll Call Vote:

- Jeff Halley, Chairman  aye  nay  abstain
- Edward Sandell  aye  nay  abstain
- John Rubyck  aye  nay  abstain
- Earle Oliver  aye  nay  abstain
- Walter Zalenski  aye  nay  abstain
- Michael Morton  aye  nay  abstain

4. Approval of meeting minutes from August 6, 2025. **[Exhibit 3]**

Walter Zalenski made a motion to accept the meeting minutes for August 6, 2025, as read. The motion was seconded by Edward Sandell. **Vote: 6-0-0**

Roll Call Vote:

- Jeff Halley, Chairman  aye  nay  abstain
- Edward Sandell  aye  nay  abstain
- John Rubyck  aye  nay  abstain
- Earle Oliver  aye  nay  abstain
- Walter Zalenski  aye  nay  abstain
- Michael Morton  aye  nay  abstain

5. Approval of applications for State Elevator Mechanic’s License Examination scheduled for November 19, 2025. **[Exhibits 3-15]**

Walter Zalenski moved to vote upon all the presented elevator mechanic exam applications (see Exhibit List 5-13) collectively, following Board review and comment on each, and to vote at the end. The motion was seconded by Edward Sandell. **Vote 6-0-0**

Roll Call Vote:

- Jeff Halley, Chairman  aye  nay  abstain
- Edward Sandell  aye  nay  abstain

- John Rubyck  aye  nay  abstain
- Earle Oliver  aye  nay  abstain
- Walter Zalenski  aye  nay  abstain
- Michael Morton  aye  nay  abstain

The board reviewed the submitted applications, and the Exam Applicant List [Exhibits 4-13]. Walter Zalenski moved to approve the presented elevator exam applications of all applicants [Exhibits 5-13], as read. The motion was seconded by Edward Sandell. **Vote 6-0-0**

Roll Call Vote:

- Jeff Halley, Chairman  aye  nay  abstain
- Edward Sandell  aye  nay  abstain
- John Rubyck  aye  nay  abstain
- Earle Oliver  aye  nay  abstain
- Walter Zalenski  aye  nay  abstain
- Michael Morton  aye  nay  abstain

6. Jeff Halley recognized John Rubyck for “other matters not anticipated within 48 hours”. John Rubyck asked to add disciplinary actions to the next meeting for discussion.

Peter Kelley suggested what the process could be and that this can be added as a discussion item, if it does not pertain to a specific mechanic or specific conduct, as that would be a closed session item. The Board’s general discussion on how to handle discipline when situations occur is allowed in an open session.

7. Walter Zalenski moved to Adjourn the meeting. Motion was seconded by Edward Sandell. **Vote 6-0-0**

Roll Call Vote:

- Jeff Halley, Chairman  aye  nay  abstain
- Edward Sandell  aye  nay  abstain
- John Rubyck  aye  nay  abstain
- Earle Oliver  aye  nay  abstain
- Walter Zalenski  aye  nay  abstain
- Michael Morton  aye  nay  abstain

Meeting adjourned at 9:17 a.m.  
Prepared by: Gayle Richardson

**Exhibit List:**

- Exhibit 1: 2026 suggested schedule for EM app deadlines-Exam Dates-BEE Meetings
- Exhibit 2: Minutes BEE 05.07.25 – to the board
- Exhibit 3: Minutes BEE 08.06.25 – to the board
- Exhibit 4: Applicant List for November 19, 2025, Elevator Mechanic’s Exam

- Exhibit 5: JAMES E BLASE – Application for Elevator Mechanic’s License
- Exhibit 6: JESSE W HORNE – Application for Elevator Mechanic’s License
- Exhibit 7: RYAN IOVINO – Application for Elevator Mechanic’s License
- Exhibit 8: DANIEL R KELLEY – Application for Elevator Mechanic’s License
- Exhibit 9: DAVID A NARDONE – Application for Elevator Mechanic’s License
- Exhibit 10: CHRISTOPHER NUTT – Application for Elevator Mechanic’s License
- Exhibit 11: JOSEPH A RE – Application for Elevator Mechanic’s License
- Exhibit 12: MICHAEL VIZZO – Application for Elevator Mechanic’s License
- Exhibit 13: MATTHEW J WARD – Application for Elevator Mechanic’s License