

BOARD OF TREE EXPERTS**MINUTES****August 19, 2014**

The Board of Tree Experts met on this date at the Jackson Township Municipal Building in Jackson, N.J. at 9:36 a.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President
Joseph Greipp
Rich Wolowicz, Vice President
Michael D'Errico, Program Manager
Don Swaysland

Jennifer Dalia DAG
Gary Lovallo
Kevin Downes
Dave Johnson, Sec/Treasurer
Ted Szczawinski

Open Public Meetings Act:

The open public meetings act was read by D Johnson.

Minutes of the Last Meeting:

J. Greipp made a motion to approve the minutes of the July 29, 2014 with minor corrections identified by the Board. R. Wolowicz seconded the motion which was unanimously approved.

Administrative Report & Correspondence:

M. D'Errico reported to that he spoke with Linda Cantwell of the DEP Licensing and Examinations about the Landscape Irrigation Contractor Board and the pending legislation to move that board out of the DEP and into the Division of Consumer Affairs. Ms. Cantwell also spoke of a report developed by the Governor's Office/DEP from 2011 that recommended that both the Landscape Irrigation Contractor Board and the Board of Tree Experts be moved to the Division of Consumer Affairs. The Board discussed. M. D'Errico reported that 13 phone calls were retrieved off the voice mail from callers asking about the LTE/LTCO licensed.

Treasurers Report:

D. Johnson reported that there is no Treasurers report due to a delay in the bank statement. He will have the updated Treasures' report at the next Board meeting.

D. Johnson handed out a copy of a proposed New Jersey Board of Tree Experts Budget from July 2014 through June 2015 for the purpose of showing adequate funds for the rental of office space. The Board discussed. R. Wolowicz made the motion to accept the budget, G. Lovallo seconded the motion which was unanimously approve.

G. Lovallo asked if the Board could accept "ads" for its annual newsletter. DAG Dalia said she could look into that.

General Public Comments:

NJ Forest Service Chief Don Swaysland discussed scheduling ethics training in October for the Board, citing that the DEP Ethics Officer stated that the Board should have ethics training every three years. The Board's ethics subcommittee will contact the Governor's office to see what policy the state has on this kind of training. The Board asked Mr. Swaysland to provide a description of the training.

Ted Szczawinski asked the Board a number of questions pertaining to the posting of previous meeting minutes and CTE subcommittee exam reports and subcommittee minutes. The Board responded to some of the questions. K. Downes suggested that he list the questions he feels he needs to ask and submit for the Board to review.

Old Business:

A. Draft Rules, Impact and Summary Statements - President S. Chisholm stated that the rules, impact statements and the summary are done and a copy of each will be sent to State Forestry Services for their comment. Hardcopies were provided to Board members.

B. Office discussion – Tabled for closed session.

C. Subcommittee report on LTCO exam/test outline – S. Chisholm discussed with the board TCIA's testing subjects which TCIA said the Board could use for the testing of the LTCO exam. The Board also discussed some details about the development of the LTCO exam

D. Follow up by Consultants - M D'Errico read two emails the Board received from two of the consultants that attended the Board meeting in May. Both emails also contained several attachments of credentials that were discussed at the May meeting. M. D'Errico will compile the attachments and provide to the Board for future reference.

E. Other – None

New Business:

A. Certification of 2014 CTE Exam – M. D'Errico provided a report of the grades for the written and field portions of the exam for each CTE candidate. The following individual names were read into the minutes as having passed the 2014 CTE exam by Board Member R. Wolowicz: Keith Decker, Allan Fix, Andrew Godek, Andrew Hillman, Brial Hotsko, Dominick Pensabene, Hugh Sutton, Ryan Tuck, and Michael Zelenka. R. Wolowicz motioned that the names read into the minutes be certified by the Board, D. Johnson seconded the motion. Motion was approved.

B. Other – None

General Public Comments:

NJ Forest Service Chief, Don Swaysland asked a question about the time frame for comments once the rules/impact statements and summary are received by State Forestry Services. President S. Chisholm stated that the time frame will be in a cover letter send to State Forestry Services. Mr. Swaysland also

informed the Board that the 2014 fourth quarter DAG charges amounted to \$2,720.92. The total fiscal year (July 2013 – June 2104) charges are now \$12,255.77. The Board asked Mr. Swaysland for a breakdown of the charges into rules review and attendance at monthly meetings.

Ted Szczawinski asked Mr. Swaysland about the March 2014 minutes that stated Mr. Swaysland had fielded telephone calls from the public about the Board information. Mr. Swaysland responded.

Closed Session:

The Board went into closed session.

Next Meeting - Tuesday, September 16, 2014 at 9:30 am at Jackson Township Municipal Building, 95 West Veterans Highway, Jackson, NJ

R. Wolowicz moved to adjourn and G. Lovallo seconded the motion. Motion passed

Meeting adjourned at 12:37 p.m.