

The Board of Tree Experts met on this date at the Modern Equipment Building in Edison, N.J. at 9:41 a.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President	Jennifer Dalia, DAG
Joseph Greipp	Barry Emens
David Johnson, Treasurer	Mark Goggin
Richard Wolowicz	Kevin Downes
Michael D'Errico, Program Coordinator	Gary Lovallo

The open public meetings act was read by David Johnson. B. Emens made a motion to approve the minutes of the June 18, 2013. David Johnson seconded the motion which was unanimously approved.

Correspondence/ Administrative Report:

M. D'Errico reported that we had received a request from one of the CTE applicants for assistance during the field exam due to an emergency knee operation the individual had the weekend before the test. D. Johnson discussed with the Board the use by the individual of a golf cart obtained from Rutgers. M D'Errico explained to the Board that all work for the last few weeks have centered on the set up for the CTE Exam.

Treasurers Report:

Dave Johnson reported that there are two Treasurer's reports in July: an end of fiscal year 2013 report and the new 2014 report:

Fiscal Year End - June 2013

Balance 7/01/12 = \$	9,103.59 (FY2013)
Disbursements = \$	14,044.42
Receipts = \$	<u>20,339.48</u>
Checking Account balance = \$	15,398.65

Balance 7/01/13 = \$	15,398.65 (FY2014)
Disbursements = \$	140.00
Receipts = \$	<u>0.00</u>
Checking Account balance = \$	15,288.55

R. Wolowicz moved to accept the Treasurer's report. B. Emens seconded the motion. Motion was approved unanimously. The cost of seals was clarified.

General Public Comments:

None

Old Business:

A. Discussion on Rulemaking – D. Johnson discussed with the Board the preparation of the “unofficial/internal” rule document draft. The board had discussion including LTE for hire, annual training safety document, staff appointment and duties should a vacancy occur and insurance limits as per the law. R. Wolowicz made a motion to adopt the changes discussed at the meeting to the “unofficial/internal” rule document draft, along with the development of a Summary and Impact statement and cover letter from the Board, J. Greipp seconded, which then was unanimously approved.

B. Vote on Submittal of Rules to DEP – R. Wolowicz made a motion to send the final draft of The Board “unofficial/internal” rule document draft to the DEP and the DOL, G. Lovallo seconded, which then was unanimously approved.

C. Exam Review Committee – D. Johnson thanked the Exam Review Committee for their review of the CTE Exam. There were only a few minor typo-errors; otherwise the exam went very well.

D. Line Clearance Certification - D. Johnson reported that he will follow up with the request from CTE Paul May concerning the letter on Line Clearance Certification.

E. Other – G. Lovallo followed up with the Board on sponsorship of the CAA training trailer. Motion was made by K. Downes to sponsor the trailer by the board of Tree Experts for the “Gold sponsorship”, M. Goggin seconded, which then was approved by the board with three members abstaining, G. Lovallo, S. Chisholm, and D. Johnson.

New Business:

A. Exam Re-cap - M. D’Errico reported that 33 individuals signed up, with 29 taking the field portion and 27 taking the written portion. M. D’Errico also stated that each proctor did sign the Examination Proctor Policy and that each CTE applicant read and signed the Examination Test Taking Policy as well.

B. Other – M. Goggin suggested that the CTE booklet be translated into Spanish, adding to the existing booklet in English, not a separate one.

General Public Comments: None

Closed Session: None

Next Meeting - Tuesday, August 20, 2013 at 9:30 am at Forest Tree Nursery, 370 E. Veterans Highway, Jackson, NJ

R. Wolowicz moved to adjourn and J. Greipp seconded the motion.

Meeting adjourned at 12:33 p.m.