

BOARD OF TREE EXPERTS**MINUTES****July 29, 2014**

The Board of Tree Experts met on this date at the Jackson Township Municipal Building in Jackson, N.J. at 9:33 a.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President	Sean Moriarty DAG
Joseph Greipp	Gary Lovallo
Rich Wolowicz, Vice President	Kevin Downes – by phone
Barry Emens – by phone	Mark Goggin
Michael D’Errico, Program Manager	Dave Johnson, Sec/Treasurer
Don Swaysland	Ted Szczawinski
Malcolm McBurney	

Open Public Meetings Act:

The open public meetings act was read by D Johnson.

Minutes of the Last Meeting:

R. Wolowicz made a motion to approve the minutes of the June 17, 2014 with a minor correction identified by the Board. D. Johnson seconded the motion which was unanimously approved.

Administrative Report & Correspondence:

M. D’Errico reported to the Board that the correspondence this month was mainly associated with the CTE exam and that the administrative work was as well centered on the giving of the exam. The Board did receive several change of addresses from the Division of Revenue and one renewal that needed to be sent out.

Treasurers Report:

D. Johnson reported that there is no Treasurers report.

General Public Comments:

NJ Forest Service Chief Don Swaysland asked what the time-line was for the Board’s rule making process. DAG Sean Moriarty described the steps in the rule making process, including the public review period once the rules are published in the state’s Register.

Old Business:

A. Subcommittee recommendation on draft rules - President S. Chisholm commended the subcommittee and DAG Dalia for their hard and long work on the draft rules, impact and summary statements. J. Greipp made a motion that the New Jersey Board of Tree Experts accept the subcommittee’s recommendation on the draft rules and that those draft rules and the impact and

summary statements be submitted to the DEP for initial review. D. Johnson seconded the motion which was unanimously approved. The Board then discussed the comment period once rules are posted to the Register. DAG Sean Moriarty will let DAG Dalia know of the Board's vote and approval of the motion to submit the draft rules to the DEP.

B. Office discussion - President S. Chisholm explained to the Board about the BTE office at 370 E. Veterans Highway being closed for use as a meeting location and office by State Forestry Services. The Board is looking into other office space and an MOU will be discussed at the August meeting. The Board has been given until September to vacate the location at the forest tree nursery.

1. BTE property - President S. Chisholm provided a copy of a Memorandum of Record (MOR) to the Board on the BTE's property and its sole authority and custodial responsibility of the items that the board has acquired. Additionally, the Board has developed a "Listing of Property" that has recorded the property of the Board of Tree Experts on it. As such, each item valued at \$25.00 or more will have a "Property of the Board of Tree Experts" label placed on it. The listing will be kept on file and also submitted to the State of New Jersey. G. Lovallo made the motion to have the President sign the MOR, R. Wolowicz seconded the motion which was unanimously approved. President S. Chisholm signed copies of the Memorandum of Record and provided a copy along with the Listing of Property to NJ Forest Service Chief Don Swaysland for State Forestry records.

C. 2014 CTE Exam update – The Board was provided an update to the CTE Exam held on July 9, 2014. 44 individuals signed up to take the exam. Four individuals were absent on exam day. 40 individuals took the written and 38 individuals took the field portion of the exam. J. Greipp stated that in the past he was concerned that more people didn't pass the field exam - -but as an exam proctor he noticed that individuals in his group during the field exam were not looking at the whole tree – maybe this accounted for missing items on the exam and low scores.

D. Subcommittee report on LTCO exam/test outline – The Board was provided a handout showing the results of their survey on the percentage of subjects that would be found on the LTCO exam. The handout also contained a ranking of additional subjects suggested by members of the board. The Board discussed. The Subcommittee on the LTCO examination will meet to look at the percentages on the handout and the ranking of additional subjects.

E. Shirts – The vendor said the shirts will be available at noon after the meeting.

E. Other – None

New Business:

A. Ethics Subcommittee - DAG oversight – President S. Chisholm informed the board that he wants to create an Ethics Subcommittee with members of the Board and others as follows:

Vice President (LTE member) Rich Wolowicz -Chair

Pubic Member Barry Emens

LTCO member - -Mark Goggin

President Steve Chisholm Sr.

Program Manager - -Mike D'Errico

DAG Jennifer Dalia

President Chisholm identified the following as the first objectives of the Ethics subcommittee:

- Yearly state ethics requirements for the Board and Board Members
- Confirm the board's relationship/partnership with outside organizations such as the CAA, NJ Nursery and Landscape Association, Turfgrass Association, NJ Forestry Association, other environmental, arboricultural and agricultural organizations and agencies.
- Handle any ethics issues that come up during the year – for the Board, and its members
- Ensure that the Board's Code of Ethics is adhered to by Certified Tree Experts and deal with issues related to noncompliance.
- Others

The Board discussed. G. Lovallo made a motion to create the Ethics Subcommittee and follow the initial objectives of the subcommittee as suggested by President Chisholm. J. Greipp seconded the motion which was unanimously approved.

B. Other – G. Lovallo attended the BPU vegetative management rules meeting and reported that he spoke about the CTE credential and wanted it put back into the rules. Deadline is August 15th in writing on any last minute comments to the BPU.

General Public Comments:

NJ Forest Service Chief, Don Swaysland stated that the DEP had comments prepared for the BPU but have not submitted them yet. He said they were very similar to the points made by Board member G. Lovallo. They are waiting for permission from the DEP Commissioner to sit with the BPU on its rules. Mr. Swaysland also stated that the DEP would like to schedule in September or October an ethics training video for the Board to watch along with a representative from DEP to answer questions. He also said the DEP has an ethics questionnaire on outside employment they would like filled out. D. Johnson asked Mr. Swaysland if other licensing programs within the DEP such as the other licensing programs had to also watch the training video and fill out the employment form. President S. Chisholm provided a copy of the employment ethics form to DAG Sean Moriarty for review.

Ted Szczawinski, CTE #340 asked the board if one of the trees on this year's field exam had limited access and the distance that exam takers had to identify the tree. The Board discussed the tree in question. Mr. Szczawinski also asked the Board if the percentage of subject matter on the CTE exam was available as the Board just discussed the percentages of subjects on the LTCO. The Board will email Mr. Szczawinski the percentages of each of the subject matter on the 2014 CTE exam. Mr. Szczawinski also asked for the list of Board members on the CTE exam subcommittee. The board will also email that list to him, once it is obtained from the office. Mr. Szczawinski also asked the Board its position on Z133.1 and A300. The board explained. Finally, Mr. Szczawinski asked how many times the exam was interrupted from questions by the exam takers. The Board discussed.

Malcolm McBurney, CTE # 566 asked the board about the RCA and where does New Jersey and Maryland stand as to its recognition. The Board explained the conversations it's had with Maryland.

Closed Session: None

Next Meeting - Tuesday, August 19, 2014 at 9:30 am at Jackson Township Municipal Building, 95 West Veterans Highway, Jackson, NJ

R. Wolowicz moved to adjourn and M. Goggin seconded the motion.

Meeting adjourned at 10:57 p.m.