

**BOARD OF TREE EXPERTS****MINUTES****November 19, 2013**

The Board of Tree Experts met on this date at the Modern Equipment in Edison, N.J. at 6:45 p.m. to discuss the business of the Board.

Those present were:

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

**Open Public Meetings Act:**

The open public meetings act was read by D. Johnson. G. Lovallo made a motion to approve the minutes of the October 15, 2013 meeting. D. Johnson seconded the motion which was unanimously approved.

**Correspondence/ Administrative Report:**

M. D'Errico reported that the scanner is working very well and that the off-site back up system Carbonite is also functioning very well. CTE Directory changes are coming in. The ten new CTEs were sent their initial payment request. The monthly Verizon bill was received.

**Treasurers Report:**

D. Johnson provided the Treasurer's reports for October and November:

October 2013  
Balance 7/01/13 = \$ 15,398.65 (FY2014)  
Disbursements = \$ 4,483.23  
Receipts= \$ 5,325.00  
Checking Account balance = \$ 16,240.42

November 2013  
Balance 7/01/13 = \$ 15,398.65 (FY2014)  
Disbursements = \$ 4,536.22  
Receipts= \$ 8,600.00  
Checking Account balance = \$ 19,462.43

J. Greipp moved to accept the Treasurer's report as submitted. B. Emens seconded the motion. Motion was approved unanimously.

D. Johnson was provided the bill from the Shade Tree Federation for the attendance of the 10 new CTEs at the Banquet.

### **General Public Comments:**

None

### **Old Business:**

A. Discussion on Rules –The Board discussed the Summary and Impact Statements. M. D’Errico, B. Emens and S. Chisholm reviewed the submitted draft of the impact statements from D. Johnson. D. Johnson spoke to the board about the purpose of the summary section and what those statements should contain. D. Johnson told the Board that a draft of the summary section will be provided to M. D’Errico, B. Emens and S. Chisholm for a first review prior to thanksgiving holiday. A revised version will then be sent out to the entire Board and the DAG by the end of the first week of December. Comments from the full Board will be due by the end of the second week of December so that a final draft of the statements will be developed prior to the next Board meeting.

DAG Dalia notified the Board that she sent a copy of the draft rule document to the Assistant Section Chief for review.

B. LTCO exam discussion – The Board had a discussion on the LTCO exam. D. Johnson went over an outline/overview for the LTCO exam including some proposed sections and questions. G. Lovallo raised the possibility of having questions pertaining to what an LTCO is not permitted to do. The board discussed. S. Chisholm put in a request to Bob Rouse from the TCIA for permission to use information from the tree care specialist exam. J. Greipp asked what the time frame of the exams would be once the rules are passed. The Board discussed possible scenarios. M. Goggin wanted to make sure that the exam focused on arboricultural safety issues. S. Chisholm noted that the Z133 standards should be included in questions within each of the topics of the exam.

The board discussed. The board created an LTCO exam committee. The LTCO exam committee will be comprised of J. Greipp, B. Emens, S. Chisholm, Dave Johnson and M. D’Errico.

C. NJEMS update –M. D’Errico reported that the letter proposed to be sent to the DEP regarding NJEMS was not sent at the suggestion of the contact in the Examinations and Licensing unit. The contact advised M. D’Errico that it would be better if a meeting be called by the Chief of the Forest Service with the NJEMS supervisor to discuss the situation. M. D’Errico will follow up with the Forest Service about that meeting.

D. Other – None

### **New Business:**

A. Dinner Meeting - The Board discussed the annual dinner meeting of CTEs. The Board agreed that it wants to hold the meeting and that an agenda should be set in advance. J. Greipp suggested a question and answer session on the LTE Law. D. Johnson and M. D’Errico will work on the date and location of the meeting, and the agenda.

B. CTE Card– M. D’Errico provided a copy of his card that was just issued and a previous one he had to show the difference of the two. The new card is larger and has no lamination on it. DEP Examinations and Licensing informed us that Treasury will stop providing card lamination services for DEP programs in the future.

C. Alternate Exam Locations – D. Johnson discussed with the board the need to find alternate exam locations for the field exam. The Board should look for sites in southern and northern New Jersey that would have at least 50 different species of trees. The board came up with several possible locations, including Medford Leas, Rowan U., Morris Arboretum, Middlesex County College, Hamilton Park, Atlantis Country Club, Monmouth County parks and locations in Glen rock and Tenafly.

D. New License Certificate Discussion – D. Johnson discussed with the board the need for a new licensing certificate for the LTE and LECO licenses. The board discussed. J. Greipp will provide some possible samples. The board will also reach out to Consumer Affairs for assistance.

E. Other - Two news articles were handed out to the board concerning recent fatalities in Haddonfield and Wall Township. The board discussed. Please note that the next meeting of the board is at 9:30 am on December 17<sup>th</sup> in Jackson. J. Greipp suggested a thank you note from the Board president to Modern Equipment for the use of their facility twice this year.

**General Public Comments:** None

**Closed Session:** None

**Next Meeting** - Tuesday, **December 17, 2013 at 9:30 am at Board of Tree Expert Office, Jackson, NJ**

J. Greipp moved to adjourn and D. Johnson seconded the motion.

Meeting adjourned at 9:10 p.m.