

**BOARD OF TREE EXPERTS****MINUTES****April 18, 2017**

The Board of Tree Experts met on this date at Jackson Township Municipal Building, 95 West Veterans Highway, Jackson N.J. at 9:45 a.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President	
Rich Wolowicz, V. President/Treasurer	Gary Lovallo
Joe Greipp	Kevin Downes
Mark Goggin	Pamela Zipse
Jennifer Moriarty, DAG	Carrie Sargeant
Michael D'Errico, Program Manager	

Public in Attendance:

Brian Hartel Sr.

**Open Public Meetings Act:**

The Open Public Meetings Act was read by M. D'Errico

**Minutes of the Last Meeting:**

R. Wolowicz made a motion to approve the minutes of the March 21, 2017 meeting, K. Downes seconded the motion. The Board had a discussion on the Commissioner's designee and the Board's make-up and balance between LTE's, LTCO's and the "public or neutral" representation. The Board also discussed the fact that 5 votes are needed to pass a motion. The March 21, 2017 minutes will be changed to reflect that the vote on eliminating all references to LTCO's doing support systems resulted in a motion that was short of five votes, thereby did not pass. Minutes passed.

**Administrative Report & Correspondence:**

M. D'Errico reported to the Board on the following: The blower ban passed in the town of Maplewood 5-0 despite the green industry's opposition. Changes in forms will need to occur depending on how individuals use them. The lack of a "city" designated space on the LTE Directory created more work for staff. The Board was informed that the CTE page within the publication, *The Shade Tree* is an opportunity for the Board to raise awareness about the law and the rules. The Board was informed about the process needed when a first year CTE check was not received by Treasury. The Board was provided with a handout with the Board's new phone and fax numbers on it. Staff was starting to contact the 37 individuals who owe past renewals fees and thereby not recognized in good standing with the Board.

## **Treasurers Report:**

The Treasurer's Reports for April 18, 2017 were provided by R. Wolowicz:

### Treasurer's Report – April 2017

Balance 7/01/16	\$ 30,737.54 (FY2017)
Disbursements	\$ 11,182.80
Receipts	<u>\$ 7,565.00</u>
Checking Account Balance	\$ 27,119.74
Asset Balance as of April 18, 2017	\$ 27,119.74

G. Lovallo moved to accept the Treasurer's report for April 2017 as reported, M. Goggin seconded the motion. Motion was approved. The Board discussed the need for office supplies, office equipment and letterhead.

### **General Public Comments:**

None

### **Old Business:**

A. BTE Rules Adoption and N.J.A.C. 7:3-4 repeal – S. Chisholm announced that the Board's rules were posted in the NJ Register on April 17, 2017. S. Chisholm congratulated the Board and DAG J. Moriarty for all the hard work and persistence in getting the Rules finally adopted. The Board was provided with a hardcopy of the adopted rules, and a copy of the certificate of adoption and promulgation. The Board discussed the adoption and what is next for the Board. A handout of the grace periods and deadlines within the Rules were also provided. The Board was provided with a copy of the repeal of N.J.A.C. 7:3-4, Certified Tree Experts and explained about the "old" Board of Tree Experts under the Forestry's rule making and the creation of an independent Board under P.L. 2009, c.237.

B. The "new" Web-site – the required postings – The Board discussed OAL's requirements for Web-site postings which included the Adopted rules and certificate of adoption. The Board discussed other items that will be posted to assist the public and individuals understanding and participating in the law and with the rules.

C. Appointment Update – The Board was updated to the status of Pam Zipse's appointment to the Board. S. Chisholm will reach out to Assemblyman Dancer for help in moving the appointment along.

D. Repairing, a discussion – The Board discussed the word "Repairing" that is found within the law and the Rules. J. Greipp and G. Lovallo will work together to review the meaning and definition of "Repairing" and email to the Board their thoughts. DAG J. Moriarty asked when the law was drafted, if in the files of Dave Johnson would there be notes concerning the interpretation of Repairing and the way it was to be used going forward in the Law. M. D'Errico will look through the board's records.

D. Other – S. Chisholm spoke to the Board about Standards of Practices found within the adopted rules, and the publications they represent. The Board discussed the standards and the need to have

three (3) copies of the publications at the Board's office for reference and review. The Board asked for three copies to be purchased. G. Lovallo noted that with the adoption date of April 17, 2017, the Board's three drafted brochures can be updated and sent to print. G. Lovallo will make the changes and send the final drafts to the Program Manager. P. Zipse mentioned the League of Municipalities has its monthly magazine where an article on the LTE/LTCO Law may be of interest. The League's conference is in November and may be where the Law could be placed on the program agenda and presented.

### **New Business:**

A. Test and Grading Policy – The Board was provided with a draft of the Board's test and grading policy. The Board discussed and made several changes to the document.

B. The 500 Home Improvement Contractors – The Board was provided a copy of the Division of Consumer Affairs' Home Improvement Contractor listing that had the word "Tree" in the business name. The Board will be following up with a mailing of the business brochure to each. The Board discussed the HIC registration and the exemption of licensed individuals by another agency.

C. Forms – The Board discussed all the forms needed to implement the rules and the law. J. Greipp was thanked for his review of the forms that were to be posting on the web-site. More forms are in development such as the Model Tree Safety Training Checklist and the Exam Registration forms.

D. Other – C. Sargeant informed the Board that Forestry's Stewardship rule went out for public comment on April 17, 2017 with comment period ending, June 20<sup>th</sup> and that a webinar on the CSIP application will be available. P. Zipse said that the EAB task force is working with Rutgers' occupational health folks with their grant on the extreme risk of removing ash trees with EAB. There was a reported injury to a Monmouth Battlefield worker removing a dying ash tree.

### **General Public Comments:**

None

### **Closed Session:**

None

**Next Meeting - Tuesday, May 16, 2017, 6:00 am at the Modern Equipment 75 New Street, Edison, NJ**

R. Wolowicz moved to adjourn and K. Downes seconded the motion. Motion passed

**Meeting adjourned at 12:10 p.m.**