

BOARD OF TREE EXPERTS**MINUTES****December 15, 2015**

The Board of Tree Experts met on this date at the Jackson Township Municipal Building 95 W. Veterans Highway, Jackson, NJ at 9:34 a.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President	Barry Emens
Rich Wolowicz, Vice President	Gary Lovallo
Dave Johnson, Treasurer/Secretary	Jennifer Dalia DAG
Joe Greipp	Kevin Downes
Michael D'Errico, Program Manager	Carrie Sargeant
Mark Goggin	Lynn Fleming

Public in Attendance:

Michael LaMana

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 October 20, 2015 meeting, R. Wolowicz seconded the motion which was approved with a minor correction.

Administrative Report & Correspondence:

M. D'Errico reported to the Board: Directory requested have slowed down, but the inquiries from individuals going through the BBB web site has picked up. One of the requested for a directory of CTE's in Sussex County was due to the individual having trouble finding someone with proper Worker's Compensation documents. President Chisholm discussed with the Board the policy and procedures of the Jackson Shade Tree Commission's to verify local tree contractors' worker's compensation and insurance paperwork requirements. Nine new CTE's attended the awards ceremony in Atlantic City to accept their CTE Certificate. A letter was received from the ISA requesting copies of the CTE card and CTE certificate for use in verifying qualifications to take the ISA TRAQ Course. The Board was copied on a letter from the Jackson Shade Tree Commission to K& L Tree Service over violations to the Township's tree ordinance. The Board's web site has been updated with the OPMA schedule for 2016, the listing of the 2016 CTE Exam and CTE exam application deadline: July 13, 2016 and June 13, 2016 respectively. The program manager was working with a CTE that had their check cashed for payment of the 2015 CTE renewal but was still waiting for the CTE card to be sent.

Treasurers Report:

The Treasurer's Report for December 15, 2015 was provided by D. Johnson:

Treasurer's Report – December 2015

Balance 7/01/15	\$ 25,638.07 (FY2016)
Disbursements	\$ 5,130.00
Receipts	<u>\$ 6,690.00</u>
Checking Account Balance	\$ 27,198.07
Federal Grant	<u>\$ 0.00</u>
Asset Balance as of December 15, 2015	\$ 27,198.07

R. Wolowicz moved to accept the Treasurer's report for December 2015 as reported with a small typo change. B. Emens seconded the motion. Motion was approved unanimously.

General Public Comments:

None

Old Business:

A. Draft Rules, Impact and Summary Statements – S. Chisholm reported to the Board that there was no movement yet of the LTE/LTCO rules that are over in the Governor's office. S. Chisholm also reported that Assemblyman Ron Dancer will continue to reach out to the Governor's office for updates on the progress of the rules. A copy of the 2016 New Jersey Register Publication schedule was provided to members of the Board.

B. Computer based exams and test evaluations – The Board was provided with information concerning a computer-based examination hosting and psychometric test evaluation state contract that the Department of Treasury had issued. The Board discussed the process of developing the scope of work for the treasury contract and the time period it will take to get a contract ready for publication.

C. Other – None

New Business:

A. 2016 OPMA and Dates – The Board was provided a copy of the 2016 Board meeting schedule and the OPMA announcement that was sent to the Secretary of State, Star Ledger, Asbury Park Press and the Trenton Times.

B. Fact Sheets – G. Lovallo handed out a copy of a three-fold informational brochure entitled "NJ Tree Expert Law – Are You Registered!". The Board discussed the brochure and the creation of two other three-fold brochures on current tree experts moving to a license and how potential Tree Care Operators can get licensed. R. Wolowicz suggested a spanish translation.

C. CTE Introductory Packet – The Board discussed the CTE Introductory Packet and what items should be included.

D. License and Business Certificates – The Board received drafts of the Tree Expert and Tree Care Operator Certificates and the Business Registration Certificate along with a checklist for potential items that could be included on the documents. The Board discussed each certificate and made recommendations for the items to be used to produce the certificates.

E. Other – C. Sargeant informed the Board that the Forest Service is accepting applications for the Joyce Kilmer Award, which will be given out at the 2016 Arbor Day event in Parsippany-Troy Hills on April 29, 2016. It will be the 40th year for Tree City. C. Sargeant also reported that the Urban Forest Strike Team is coming to New Jersey - -this involves training for tree risk assessments for a community pre and post storm event has occurred. D. Johnson suggested that the Board start to develop a listing of contacts that need to be informed about the LTE/LTCO Law. Contacts such as newspapers, and code enforcement offices in municipalities and counties.

General Public Comments:

None.

Closed Session:

None

Next Meeting - Tuesday, January 19, 2016, 9:30 am at the Jackson Municipal Building, 95 West Veterans Highway, Jackson NJ

R. Wolowicz moved to adjourn and D. Johnson seconded the motion. Motion passed
Meeting adjourned at 11:22 a.m.