

**BOARD OF TREE EXPERTS**

**MINUTES**

**February 21, 2017**

The Board of Tree Experts met on this date at Jackson Township Municipal Building, 95 West Veterans Highway, Jackson N.J. at 9:41 a.m. to discuss the business of the Board.

Those present were:

- |                                       |              |
|---------------------------------------|--------------|
| Steve Chisholm, President             |              |
| Rich Wolowicz, V. President/Treasurer | Gary Lovallo |
| Joe Greipp                            | Lynn Fleming |
| Mark Goggin                           |              |
| Jennifer Moriarty, DAG                |              |
| Michael D’Errico, Program Manager     |              |

Public in Attendance:

None

**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 December 20, 2016 meeting, G. Lovallo seconded the motion which was approved with small typo changes.

**Administrative Report & Correspondence:**

M. D’Errico reported to the Board on the following: The 26<sup>th</sup> fatality occurred to a 24-year-old owner/operator of a tree care service in Warren County. The fatality involved a chipper. The Board was waiting for more details on how the incident occurred. The Board was informed that a free chipper safety class that was advertised statewide was offered at the end of December 2016 by the CAA. The Board was notified by the Better Business Bureau and by Home Advisor seeking to verify the qualifications of three individuals as Certified Tree Experts. The Board followed up with two of the individuals who were not Certified Tree Experts. The Board was informed of a potential ban of gas leaf blowers by commercial operators in the Township of Maplewood.

**Treasurers Report:**

The Treasurer’s Reports for January 17, 2017 and February 21, 2017 were provided by R. Wolowicz:

Treasurer’s Report – **January 2017**

Balance 7/01/16	\$ 30,737.54 (FY2017)
Disbursements	\$ 8,957.80
Receipts	<u>\$ 7,515.00</u>

Checking Account Balance	\$ 29,294.74
Asset Balance as of January 17, 2017	\$ 29,294.74

M. Goggin moved to accept the Treasurer’s report for January 2017 as reported, J. Greipp seconded the motion. Motion was approved. L. Fleming abstained.

Treasurer’s Report – **February 2017**

Balance 7/01/16	\$ 30,737.54 (FY2017)
Disbursements	\$ 9,067.80
Receipts	<u>\$ 7,565.00</u>
Checking Account Balance	\$ 29,234.74
Asset Balance as of February 21, 2017	\$ 29,234.74

M. Goggin moved to accept the Treasurer’s report for January 2017 as reported, J. Greipp seconded the motion. Motion was approved. L. Fleming abstained.

The Board was informed that a CTE renewal report was obtained from the NJEMS System and it showed that 40 Certified Tree Experts still owe for their renewals. The Board discussed notifying the CTEs now so that when the rules are approved, conversion to a Licensed Tree Expert will not be delayed. G. Lovallo suggested a certified letter.

**General Public Comments:**

None

**Old Business:**

A. Rules and BTE Adopted Document - The Board was informed that on January 17, 2017 the rules, Board Memorandum and briefing document were sent from the DEP to the Governor’s office. The email submittal by Janis Hoagland of the DEP stated that while the Board’s Memorandum did not indicate a target filing date for adoption, it was hoped that the filing deadline of February 24<sup>th</sup> for a March 20<sup>th</sup> NJ Register publication would occur. The Board was provided a copy of the email. The Board was also informed that a power point presentation was given at the annual meeting of Certified Tree Experts in January. A copy of the power point was provided to the Board.

B. Office Space – S. Chisholm updated the Board on Jackson Township’s offer to rent for a nominal fee, space within the office trailer located at 101 W. Veterans Highway. The Board was also updated that separate phone and fax service was also available from Optimum for that office space.

G. Lovallo made a motion that the Board enter into a lease agreement with Jackson Township once that agreement has been reviewed and approved by the Board’s DAG. R. Wolowicz seconded the motion. Motion was approved. L. Fleming abstained.

C. Disclaimer – The Board discussed the language of the “Disclaimer” that will be posted for users of the on-line Directory. An addition to the disclaimer will be made to include businesses.

J. Gripp made a motion to accept the language of the disclaimer. M. Goggin seconded the motion. Motion was approved.

D. Brochure – G. Lovallo handed out copies of draft brochure on the Tree Expert and Tree Care Operator Licensing Act. The Board discussed. G. Lovallo also discussed with the Board a brochure to raise the awareness of the law for home owners and municipalities.

E. Other – L. Fleming asked for an update on the Board's move out of the DEP to another agency. S. Chisholm told the Board that the subcommittee was waiting on Assemblyman Dancer to schedule a meeting with the Department of Agriculture which will occur after their annual meeting. J. Greipp asked the status of Pam Zipse's appointment to the Board. S. Chisholm told the board that an appointment packet was submitted to the Governor's Appointment Office and we are awaiting the appointment. S. Chisholm discussed with the Board the letter he sent to DEP Controller concerning the Board's offline account.

### **New Business:**

A. CTE/LTE/LTCO Examinations – The Board discussed the retaking of the CTE exam for the five individuals who had passed the field portion of the 2016 exam but failed the written portion and how they would be treated in 2017 should the rules be approved prior to the next exam date in July. The Board decided that if the rules are in place by the July examination, all exam takers will take the LTE exam given for 2017. The Board was updated to the status of the LTCO exam and discussed the testing time and the number of questions. M. Goggin asked if the LTCO examination would be available in Spanish? The Board discussed. J. Greipp ask if help would be provided once the rules are approved and the work load for the Board increases. S. Chisholm discussed with the Board about the use of volunteers, other CTEs (LTEs) and the use of the funds generated by the fees to run and support the Board's effort.

B. NJEMS and new updates – A meeting was held with the staff of DEP's licensing and registrations to discuss updating the NJEMS system to meet the Board's needs. Current CTE's would need to be converted to LTE's and the LTCO's credential will also need to be added to the database as well as Business Registrations. The NJEMS system will provide the Board with renewals, LTE and LTCO Licensing Cards and the Business Registration Certificates when updated.

C. Forms – The Board was provided with draft copies of the Board's public complaint process and complaint forms for the Licensees and the Business. A listing of forms needed as a result of the rules was provided to the Board and then discussed

B. Other – S. Chisholm told the Board that at the upcoming Garden State Tree Conference in early March Martin Davis, former OSHA employee will present a talk on how a company may go about developing a Safety Policy. The Board had a discussion on the available resources to help tree care businesses develop safety policies. A safety policy is a component for Businesses to develop under the new rules. Also at the conference a presentation will be given on the Tree Expert and Tree Care Operators Licensing Act. The Board discussed using the media, such as "News 12" to kick off and raise awareness of the pending implementation of the Law. J. Greipp discussed with the Board reciprocity to the Board's licenses.

New Jersey Forest Service Report – None

**General Public Comments:**

None

**Closed Session:**

None

**Next Meeting - Tuesday, March 21, 2017, 9:30 am at the Jackson Township Municipal Building  
95 W. Veterans Highway, Jackson, NJ**

R. Wolowicz moved to adjourn and G. Lovallo seconded the motion. Motion passed

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