

**BOARD OF TREE EXPERTS****MINUTES****June 21, 2016**

The Board of Tree Experts met on this date at Jackson Township Municipal Building, 95 West Veterans Highway, Jackson N.J. at 9:43 a.m. to discuss the business of the Board.

Those present were:

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

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 May 17, 2016 meeting, L. Fleming seconded the motion which was approved with two additions and one minor correction.

**Minutes of the Closed Session of May 17, 2016:**

L. Fleming made a motion to approve the minutes of the May 17, 2016 Closed Session. R. Wolowicz seconded the motion which was approved with a minor correction.

**Administrative Report & Correspondence:**

M. D'Errico reported to the Board on the following: The Board was notified of the passing of CTE # 150, Harold Schafer of Dumont, NJ. Directory requests are steady, with EAB service requests up due to a press release sent out by the DEP on EAB that included the Board's email address to request the assistance of a CTE. The Board received correspondence from Christian Plunkett, CTE # 459 concerning the CTE Directory and the Board's web-site. A phone call to Mr. Plunkett was made and all concerns were handled. The Board received 6 returned CTE renewals for "no known address". A list was provided to the Board of their names and former addresses. Treasury informed the Board that one CTE renewal check was returned for lack of funds. Treasury sent a letter to the individual notifying them that a penalty fee of fifty dollars had been added to current renewal fee of twenty-five dollars.

### **Treasurer's Report:**

The Treasurer's Report for June 21, 2016 was provided by R. Wolowicz:

#### Treasurer's Report – June 2016

	Balance 7/01/15	\$ 25,638.07 (FY2016)
	Disbursements	\$ 9,153.04
	Receipts	<u>\$ 9,665.00</u>
Checking Account Balance		\$ 26,150.03
Asset Balance as of June 21, 2016		\$ 26,150.03

B. Emens moved to accept the Treasurer's report for June 2016 as reported, J. Greipp seconded the motion. Motion was approved unanimously.

### **General Public Comments:**

None

### **Old Business:**

A. Rules, NJ Register, Notice of Proposal, Web, Comments – The Rules were posted to the NJ Register on June 20, 2016. The Board was provided with a hand-out and discussed the Seven Types of Notices that OAL requires to be done concerning the Rules. Six of the seven items (notices) were accomplished on Monday June 20<sup>th</sup>. The only exception was the dropping off of copies of the Rule's news release at the State House News Media office. The Web-site had been updated with an unofficial copy of the Rule and a copy of the press release. A portal/comment form was created on the web-site for the public to use to contact the Board with questions and comments on the Rule proposed. The Board discussed and agreed on the following procedure that the Board will use in answering and sharing comments on the Rules. The Sub-committee will review the comments and compose responses. Following the review and responses, the Subcommittee will let the entire Board review and comment. This will occur at the end of the comment period.

B. CTE Examination – The CTE examination is set for July 13, 2016. Total of 46 CTE applications were received by the deadline of June 13, 2016. 42 applications were complete and letters were sent notifying the applicants when and where the exam was to be held. Of the 42 complete applications, 16 are returning from 2015. Seven out of state applicants from 5 states are signed up to take the exam. 4 applications are not complete and notification was sent requesting the missing items.

C. Directory – The Board discussed the status and development of the new on-line LTE, LTCO and Business Directory which will be ready for the web-site uploading in early September. A mailing of the new directory information form will be done to all current Certified Tree Experts. C. Sargeant discussed with the Board several suggested changes to the titles of the list of services offered by an LTE including; Community Forestry/Street Tree Inventory being changed to Community Forest Inventory and Canopy Assessment and Community Forestry Management Plan being changed to State Approved Community Forestry Management Plan. The Board also discussed a qualifying statement, with G. Lovallo and J. Greipp agreeing to develop the statement for board review.

C. Board Vacancy – S. Chisholm asked the three Tree Experts on the Board to form a Subcommittee to review the resumes received for the current Board vacancy. The Board Vacancy Sub-committee will consist of G. Lovallo, R. Wolowicz and J. Greipp. The subcommittee will report back to the Board at the August meeting with their recommendation.

D. Other – S. Chisholm suggested the creation of Subcommittees as the Board moves forward in dealing with the implementation of the Law. A suggested listing of subcommittees will be provided for discussion at the August meeting.

#### **New Business:**

A. Ethics Briefing – The Board was provided with a handout on how to complete the annual ethics briefing required of Special State Officers (non-state Board members). Board members were asked to provide a copy of the receipt form provided at the end of the training for the Board files.

B. Other – S. Chisholm discussed with the Board the use of a drone equipped with a chainsaw in tree work. B. Emens spoke of an outstanding slide series that Rutgers has on the EAB infestation. The slide show centers around a recently found infestation in Cranbury. L. Fleming spoke to the Board about seeing a chipper in use in the evening hours with no safety protection or lights. B. Emens told the Board about a storm in his community that had wind gust of 70 m.p.h. that toppled a tree that crushed a mail delivery truck. G. Lovallo spoke about a Ringwood NJ police officer that was on dash cam getting hurt by a falling tree during a storm event. The scenario could have been worse for the officer had the tree been in contact with the electrical wires.

C. Sargeant provided the following for the NJ Forest Service report: An EAB tool kit was provided to 16 communities, while others will be notified. Rutgers staff came across an EAB Assessment report by a “tree person” that had mistakenly called oak trees as ash trees! Strike Team Nominations are now being accepted, the Board can’t nominate anyone, but if Board members are interested they are welcomed.

#### **General Public Comments:**

None.

#### **Closed Session:**

None

**Next Meeting - Tuesday, August 16, 2016, 9:30 am at the Jackson Municipal Building, 95 West Veterans Highway, Jackson NJ -**

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

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