

**BOARD OF TREE EXPERTS****MINUTES****March 15, 2016**

The Board of Tree Experts met on this date at the Jackson Township Municipal Building 95 W. Veterans Highway, Jackson, NJ at 9:55 a.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President  
Rich Wolowicz, Vice President  
Gary Lovallo  
Michael D'Errico, Program Manager

Carrie Sargeant  
Joe Greipp  
Jennifer Dalia DAG  
Lynn Fleming

Public in Attendance:

None

Flag Salute

**Open Public Meetings Act:**

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

**Minutes of the Last Meeting:**

J. Greipp made a motion to approve the minutes of the January 19, 2016 meeting, R. Wolowicz seconded the motion which was approved with a minor correction.

**Dave Johnson:** S. Chisholm expressed sadness of the untimely death of Board member Dave Johnson. S. Chisholm spoke of Dave's long tenure on the Board and his commitment to the arboriculture profession including his contributions and work in getting the Tree Experts and Tree Care Operators Licensing Act passed. Mr. Johnson was also praised for developing the initial draft of the Act's administrative rules. The Board discussed the vacancy of Treasurer and asked R. Wolowicz if he would consider the position of Vice President/Treasurer. R. Wolowicz agreed.

**Administrative Report & Correspondence:**

M. D'Errico reported to the Board on the following: Information on the 2016 CTE Exam has been posted on the web-site. The deadline for submitting the CTE exam applications is June 13, 2016 and the exam will be given on July 13, 2016 at Rutgers University in New Brunswick. One application has been received. The CTE Prep Classes have been posted by the Society of Certified Tree Experts and that information has been placed on the Board's web site. DAG Dalia was asked to look into if there would be a conflict for Board members participate in the prep course as a teacher/instructor.. Directory requests continue to be provided.

## Treasurer's Report:

The Treasurer's Report for March 15, 2016 was provided by R. Wolowicz:

### Treasurer's Report – March 2016

Balance 7/01/15	\$ 25,638.07 (FY2016)
Disbursements	\$ 5,130.00
Receipts	<u>\$ 6,840.00</u>
Checking Account Balance	\$ 27,348.07
Asset Balance as of March 15, 2016	\$ 27,348.07

J. Greipp moved to accept the Treasurer's report for March 2016 as reported, G. Lovallo seconded the motion. Motion was approved unanimously.

S. Chisholm nominated Richard Wolowicz as Treasurer for the Board of Tree Experts, L. Fleming seconded the motion. Motion was approved unanimously.

### General Public Comments:

None

### Old Business:

A. Draft Rules, Impact and Summary Statements – S. Chisholm reported that the Governor's office requested information from the Board pertaining to the TE/TCO Licensing Act rules. The Board's sub-committee on rules provided the information. The sub-committee is still waiting to hear back if the information sent was adequate or if additional information is needed. G. Lovallo informed the Board that at the annual Arborists/ISA conference at the beginning of March in Atlantic City, there were many questions concerning enforcement, fees and non-compliance. S. Chisholm handed out a document used by Jackson Shade Tree Commission entitled: *Annual Register of Tree Work Companies providing Insurance information to work in Jackson Township*. S. Chisholm discussed the purpose and reason for the list in Jackson and how the list might relate to the information the Board will be collecting. The Board discussed notification of tree care companies, organizations and municipalities to the requirements of the Act. Existing mailing lists and web-sites were discussed.

B. CAMCA Meeting Review – S. Chisholm gave the Board an update to the CAMCA meeting that was attended. The CAMCA is an organization of county and municipal consumer affairs offices and they supported the passage of the LTE/LTCO law in 2010. The CAMCA expressed that they had many tree work complaints statewide and are looking to partner with the Board for enforcement under the TE/TCO Licensing Act. From that meeting the CAMCA provided the following information concerning the number of tree work complaints: Since 2010 when the TE/TCO Licensing Act was signed into law 685 consumer tree work complaints have been received by members of the CAMCA, with many of the complaints occurring during peak storm events. S. Chisholm reported that this information was combined with data received from the New Jersey Department of Health which showed during the same six-year time period that 22 fatalities occurred with workers doing tree work in the state. This information was provided to the Governor's office as justification to have the rules moved and approved.

C. Computer based exams and test evaluations – Treasury Contract – The Board continued its discussion of a computer based examination and test evaluations, with the idea of possibly having two contracts, one for hosting computer based exams and the other to evaluate the Board’s test exams. L. Fleming volunteered to obtain copies of contracts from Treasury to review. J. Greipp suggested a sub-committee on Reciprocity. The role of the sub-committee would be to look at other credentials and how the Board should interpret them for comparison to the LTE and LTCO. J. Greipp informed the Board that the BCMA (ISA’s Board Certified Master Arborists) is back out again after it had been revamped.

D. Fact Sheets - G. Lovallo discussed the fact sheets. Discussion followed concerning whether the Board should wait for the rules to be approved to do the fact sheets or provide a fact sheet now. G. Lovallo will provide a draft for the Board to review.

E. Directory – M. D’Errico explained to the board that the data entry for the on-line directory is on hold as the web-master has to redesign the application (frame work) of the directory to accommodate not only the LTE listing but also the LTCO and business lists also.

C. Other – C. Sargeant informed the board that the CSIP proposals are out and Arbor Day is going to in Parsippany for the 40<sup>th</sup> Anniversary of Tree City. Forestry provided comment on A-2242 and the Strike Team is coming to New Jersey. L. Fleming suggested that a State Forest Service report be on the agenda for each meeting.

**New Business:**

A. Board Vacancy – S. Chisholm informed the Board that the Governor’s Appointment Office was contacted concerning the vacancy on the Board. It was suggested by the Governor’s Appointment Office that the Board solicit the interest of current CTE’s and provide a recommendation to the Appointment Office. The Board after discussion, agreed to send a letter out to all CTE’s requesting a cover letter and resume should they be interested in filling the vacancy.

B. Other – S. Chisholm provided copies he was given of documentation to become U.S. citizens for two Canadian residents seeking to take the 2016 CTE Exam. G. Lovallo inquired about the possibility of a violation fund. This was discussed by the Board, but there may not be the authority to create one.

**General Public Comments:**

None.

**Closed Session:**

None

**Next Meeting - Tuesday, April 15, 2016, 9:30 am at the Jackson Municipal Building, 95 West Veterans Highway, Jackson NJ - was canceled**

R. Wolowicz moved to adjourn and G. Lovallo seconded the motion. Motion passed  
**Meeting adjourned at 11:50 a.m.**