

**BOARD OF TREE EXPERTS**

**MINUTES**

**May 17, 2016**

The Board of Tree Experts met on this date at Modern Equipment Group, 75 New Road, Edison, NJ at 6:33 p.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President	Mark Goggin
Rich Wolowicz, Vice President/Treasurer	Joe Greipp
Gary Lovallo	Jennifer Dalia DAG
Kevin Downes	Barry Emens
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 March 15, 2016 meeting, K. Downes seconded the motion which was approved with a minor correction and update concerning Board member’s participation in the SCTE prep course.

**Administrative Report & Correspondence:**

M. D’Errico reported to the Board on the following: CTE Directory requests continue, but have slowed down. Several CTE renewals were sent to the Board and not Treasury, those renewals were forwarded to Treasury.

**Treasurer's Report:**

The Treasurer’s Report for May 17, 2016 was provided by R. Wolowicz:

Treasurer’s Report – May 2016

	Balance 7/01/15	\$ 25,638.07 (FY2016)
	Disbursements	\$ 9,113.04
	Receipts	\$ 6,940.00
Checking Account Balance		\$ 23,465.03
Asset Balance as of May 17, 2016		\$ 23,465.03

B. Emens moved to accept the Treasurer’s report for May 2016 as reported, M. Goggin seconded the motion. Motion was approved unanimously.

M. D'Errico explained to the Board the several \$25.00 renewal revenue during the months of January, February, March and April as being CTE's who lost their renewal invoices and worked through the Board to submit to Treasury.

**General Public Comments:**

None

**Old Business:**

A. Draft Rules and Motion to Move to OAL – S. Chisholm explained that suggested changes to the rules were sent to the Rules Sub-Committee by L. Fleming. The Board discussed.

R. Wolowicz read the following motion: Motion to transmit the Tree Experts and Tree Care Operators Licensing Act draft rules (Rule #2514) to the Office of Administrative Law (OAL) for approval and publication in the New Jersey Register. Motion was seconded by G. Lovallo. The Board discussed.

G. Lovallo asked what the procedural protocol was once the Rules were received by OAL. The Board also discussed the NJ Register, OAL review and how comments received from the public on the Rules would be handled.

**Closed Session:**

The Board went into Closed Session through a motion made by R. Wolowicz and seconded by G. Lovallo. Motion was approved unanimously.

R. Wolowicz motioned that the Board come out of closed session and L. Fleming seconded the motion. Motion was approved unanimously.

**Old Business Continued:**

S. Chisholm called for a vote on the motion to move the Tree Experts and Tree Care Operators Licensing Act draft rules (Rule #2514) to the Office of Administrative Law (OAL) for approval and publication in the New Jersey Register. Motion was approved unanimously.

B. Directory – The Board discussed the development of the new on-line LTE, LTCO and Business Directory. Included in the discussion was the comparison of the current tree care services to the expanded listing of tree care services under the LTE/LTCO Act and an outline of the contact information which would be displayed for each LTE, LTCO and Business within the Web Directory.

C. Board Vacancy – The Board sent a letter out in the CTE renewal envelopes, requesting a cover letter and four copies of a resume from any interested CTE in good standing to fill the vacancy on the Board. The letter included the deadline of June 1, 2016 for all resumes and cover letter to be submitted.

D. Fact Sheets - G. Lovallo discussed the fact sheets and felt that once the Rules are approved, the fact sheets could be updated, printed and distributed. The Board also discussed an FAQ section on the web-site that could assist the public with clarification on the Act and the rules.

E. Other – J. Greipp discussed the relaunching by ISA of the BCMA exam. An article on the BCMA exam and a white paper written on Licensure Examinations were handed out to Board members.

**New Business:**

A. CTE Renewals – The Board was provided with a handout on the 2016 CTE Renewals. It was noted that there are 375 active Certified Tree Experts and 624 Tree Experts total to date.

B. CTE Exam – Arrangements have been made for the July 13, 2016 Certified Tree Expert Examination. Rutgers University was contacted to reserve the examination room. With construction occurring at the Loree Building, the exam is being moved to Hickman Hall. Parking for the exam has also been secured at the Douglas Parking deck. The Deadline for submitting the exam application is June 13, 2016.

C. Other – L. Fleming provided the following for the NJ Forest Service report: The Strike Team Training will be at Rutgers University, September 21 and 22, 2016 and the new Community Forestry Council Chair is Bill Brash. The Board discussed what Sub-Committees are active and what could be “new” sub-committees going forward once the Rules are approved and the Law is enacted. One potential sub-committee might be on reciprocity and the grandfather clause. S. Chisholm suggested to the Board from a previous discussion the use of outside help on subcommittees but they would not be able to vote. J. Greipp was contacted by a CTE who provided a copy of a superpage “yellow page” statement at the beginning of the tree service section that makes the public aware that the Board certifies tree experts in the State of New Jersey. This section will need to be updated once the rules are approved and the law is enforced.

**General Public Comments:**

None.

**Closed Session:**

See above.

**Next Meeting - Tuesday, June 21, 2016, 9:30 am at the Jackson Municipal Building, 95 West Veterans Highway, Jackson NJ -**

M. Goggin moved to adjourn and B. Emens seconded the motion. Motion passed

**Meeting adjourned at 8:47 p.m.**