

**BOARD OF TREE EXPERTS****MINUTES****September 20, 2016**

The Board of Tree Experts met on this date at Jackson Township Municipal Building, 95 West Veterans Highway, Jackson N.J. at 9:49 a.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President	Kevin Downes
Rich Wolowicz, Vice President/Treasurer	Carrie Sargeant
Gary Lovallo	Joe Greipp
Jennifer Moriarty, DAG	
Michael D'Errico, Program Manager	

Public in Attendance:

Scott Cullen, John Wicks

**Open Public Meetings Act:**

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

**Minutes of the Last Meeting:**

G. Lovallo made a motion to approve the minutes of the August 16, 2016 meeting, R. Wolowicz seconded the motion which was approved with two minor corrections.

**Administrative Report & Correspondence:**

M. D'Errico reported to the Board on the following: The Board continues to receive directory requests. Board letters went out notifying the individuals of the CTE Exam results. A letter was returned to the Board's office concerning a candidate that had passed the CTE Exam. A phone call to the person for his new address revealed he had moved since the exam and was now just down the block. Another individual's directory form was returned because after an address change was made in the database just last month, the individual moved again. The Board discussed a change of address/email/phone number form for the website. All 16 candidates that passed the 2016 exam have now been entered into the state's NJEM system which will create a payment voucher for each of the new CTEs. The Board satisfied an OPRA request from the Bergen Record for copies of comments received on the Board's rules. The request was from a reporter writing an article on the number of fatalities in the tree care industry since the law was passed in 2010. The mystery of the forty dollar dishonored CTE exam fee check was solved. An out of state candidate that did not show for the exam had closed his bank account after moving. A phone call to the individual was made informing them that a replacement check must be sent to the Board.

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

The Treasurer's Report for September 20, 2016 was provided by R. Wolowicz:

#### Treasurer's Report – September 2016

Balance 7/01/16	\$ 30,737.54 (FY2017)
Disbursements	\$ 4,625.00
Receipts	<u>\$ 6,690.00</u>
Checking Account Balance	\$ 32,802.54
Asset Balance as of September 20, 2016	\$ 32,802.54

The origin of the federal grant to the Board was explained.

G. Lovallo moved to accept the Treasurer's report for September 2016 as reported, M. Goggin seconded the motion. Motion was approved unanimously.

### **General Public Comments:**

None

### **Old Business:**

A. Rules and Comments– S. Chisholm reported that the Board received 98 comments from 28 individuals on the rules posted to the NJ Register on June 20, 2016, and closed on August 26, 2016. The Board had a general discussion on the nature of the comments and was informed that the Rules subcommittee had prepared a draft response document to the comments. Board members were sent this document for review. The Board after further discussion on the responses, suggested that the subcommittee meet and expand the responses. Board members were asked to submit any suggested changes to the draft responses at least a week before the October meeting. The Board was informed of what the next steps would be with OAL and the Governor's office once the responses are submitted.

B. CTE Examination – The Board discussed the “anatomy” of a CTE field exam, and how an exam was completed and graded.

C. Directory and Disclaimer – The Board discussed the examples of “Disclaimer of Endorsement” developed by G. Lovallo and J. Greipp. G. Lovallo asked for a closed session later in the meeting to further discuss the disclaimer with the Board's DAG. The Board was informed that the on-line Directory for LTE, LTCO and Businesses has been completed and is hidden in the background of the web-site for data input and posting. The Board was provided with a copy of the Licensed Tree Expert Directory form that was mailed to all current tree experts. One hundred and fifteen have been received already by the Board. The deadline is October 17<sup>th</sup>. The Board made a suggestion that a small change be made to the form.

D. Ethics – The Board was informed that all non-state members completed the 2016 ethics briefing as Special State Officers and copies of the briefing receipts were emailed to Ray Papperman of the DEP.

E. Other – S. Chisholm suggested a thank you letter be sent to the remaining candidates that submitted a resume to fill the vacancy on the Board. S. Chisholm and G. Lovallo, as chair of the vacancy subcommittee will sign. S. Chisholm informed the Board that Pam Zipse has accepted the nomination to fill the vacancy.

#### **New Business:**

A. Sub-committees – S. Chisholm provided an updated subcommittee listing with the addition of a Fiscal and Budget Subcommittee. The role of that subcommittee was discussed. R. Wolowicz has been asked to chair the subcommittee. The Board discussed whether the term committee or subcommittee should be used. S. Chisholm will check Robert's Rules for direction.

B. Other – S. Chisholm handed out the results from the 2015 survey of individuals who have obtained both the Certified Tree Expert and the Certified Arborist credentials and discussed the findings.

New Jersey Forest Service Report – C. Sargeant reported the following: The Urban Forest Strike Team is this week and 27 individuals are signed up for the two-day training. The Fall Forestry Festival is October 4<sup>th</sup>. The Shade Tree Federation conference is October 28<sup>th</sup> and 29<sup>th</sup> in Atlantic City.

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

Scott Cullen, a Certified Licensed Arborist in Connecticut and John Wicks, a Certified Arborist from New York discussed with the Board the following topics: reciprocity, continuing educational credits, timeline for implementing the law, how to apply for reciprocity, the CTE program and the grandfather clause in the law. Both individuals asked the Board for notification when the Rules move forward.

Because the RCA credential came up in discussion during the general public comment section, J. Greipp discussed with the Board the requirements of the RCA (Registered Consulting Arborist). Of note was that an individual does not have to be an “arborist” to be a member.

#### **Closed Session:**

G. Lovallo made a motion to go into Closed Session, R. Wolowicz seconded the motion. Board members were asked to vote in a roll call. Motion passed.

R. Wolowicz made a motion to come out of Closed Session. K. Downes seconded the motion. Motion passed

**Next Meeting - Tuesday, October 18, 2016, 9:30 am at the Jackson Municipal Building, 95 West Veterans Highway, Jackson NJ -**

J. Greipp moved to adjourn and K. Downes seconded the motion. Motion passed

**Meeting adjourned at 1:04 p.m.**