

**BOARD OF TREE EXPERTS**

**MINUTES**

**June 17, 2014**

The Board of Tree Experts met on this date at the Forest Tree Nursery in Jackson, N.J. at 9:40 a.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President	Jennifer Dalia, DAG
Joseph Greipp	Gary Lovallo
Rich Wolowicz, Vice President	Kevin Downes
Barry Emens	Mark Goggin
Michael D’Errico, Program Manager	Dave Johnson, Sec/Treasurer
Don Swaysland	

**Open Public Meetings Act:**

The open public meetings act was read by D Johnson.

**Minutes of the Last Meeting:**

D. Johnson made a motion to approve the minutes of the May 20, 2014 with a few typing corrections identified by the Board. R. Wolowicz seconded the motion which was unanimously approved.

**Administrative Report & Correspondence:**

M. D’Errico reported to the Board that we have had a steady interest in the CTE exam. A list of CTE applicants were handed out to the Board. Fourteen individuals have applied. Of the fourteen, one needs to take only the written exam this year. An email message was received from Dominick Pensabene, thanking the Board for discussing his request and for the feedback on his exam. A couple of license renewals were returned in the mail due to the expired mail forwarding time. Address changes were made and resent except one, which a new address is needed. The Board was notified of the passing of Dan Rotondo a CTE from Oxford, NJ.

**Treasurers Report:**

D. Johnson reported:

Balance 7/01/13 = \$	15,398.65 (FY2014)
Disbursements = \$	16,883.68
Receipts = \$	<u>12,300.00</u>
Checking Account balance = \$	10,814.97
Asset Balance 06/17/14 = \$	10,814.97

G. Lovallo asked if dates can be added to the expenditures. The Board discussed the budget and the current revenue sources.

B. Emens moved to accept the Treasurer’s report as written with J. Greipp seconding the motion. Motion was approved unanimously.

## **General Public Comments:**

NJ Forest Service Chief Don Swaysland discussed with the Board that the bills received from DOL for legal services rendered has “no due date on those bills”. These charges are mainly due to the development and review of the LTE/LTCO rules Mr. Swaysland also discussed the federal grant, the building at the tree nursery, and the Board’s relationship with DEP. The Board discussed the charges from DOL and will reimburse the Forest Service for those charges once the rules are approved and the Law is implemented.

## **Old Business:**

A. Discussion on Rules and the Summary and Impact Statements – DAG Dalia discussed that the Board’s subcommittee on the rules will meet in July and finish the updating of the draft set of rules. With her supervisor finishing his review and comments on the LTE/LTCO drafted rules the board’s subcommittee can now complete their updating. A meeting of the Board will then be called in July to approve the rules as written. DAG Dalia noted that once rules are updated by the subcommittee, and approved by the Board that she will forward them on to State Forestry Services for their review. A meeting will then be set up to discuss. DAG Dalia added that the impact and summary statements are good to go and only may need to have small updates once we see how the draft rules turn out.

B. Consulting Services and LTE – Three emails were received from the three consulting arborists that attended the May meeting. The board reviewed the emails. The Board also discussed out-side credentials. President S. Chisholm asked the Board to review known credentials and the Board will discuss those and other credentials at a future meeting.

C. Subcommittee report on LTCO exam/test outline – A blank master subject listing was handed out to the Board and they were asked to share their thoughts about the percentages they would suggest for each of the major subjects areas of the LTCO exam. The Board was also asked to rank the additional subject areas previously identified by the subcommittee that could also be added to the exam. Results will be discussed at the next Board meeting.

D. Shirts – The vendor is working on the shirts approved by the Board. It is hoped that the shirts will be available by the time the CTE exam is given in July.

E. Other – None

## **New Business:**

A. Emerald Ash Borer (EAB) Update - B. Emens gave the Board an update on the EAB issue. EAB has now been found in Hillsborough Township in addition to the previous find in Bridgewater. He indicated that the find in Hillsborough is about three years old. G. Lovallo asked about unscrupulous tree care companies for take downs, and control of EAB. The Board discussed take downs and control of EAB by unscrupulous tree companies and the moving of firewood. The Board noted in their discussion that the registration of businesses providing tree care services under the Law will assist in getting the word out about the spread of EAB and its movement by firewood.

B. Consumer Affairs & CTE for Home Improvement – A copy of the Home Improvement subchapter 16 - “home improvement practices” were handed out to the Board. The Board discussed and suggested that a link to the subchapter be made available on the website. DAG Dalia also suggested a copy be sent to Lee Gilman who had previously requested it.

C. Business Registration Application – The Board discussed the collection of the social security numbers found on the Board’s forms. D. Johnson said it was for the requirement of the State to monitor child support obligations as a cross reference. The board will continue to collect SS numbers while they investigate how other state license boards handle.

D. Reciprocity Application – The board was asked again to review and make suggestions.

E. Other – S. Chisholm spoke about the Alliance with OSHA and that he will be doing a webinar on July 22, 2014 in Philadelphia for OSHA Regions 2 and 3. J. Greipp suggested that the Board look into a speaker phone for its meetings. K. Downes said that he will look into a conference call connection for the July meeting. D. Johnson discussed a possible purchase of a comb binder for the CTE field exams. D. Johnson made a motion to purchase a comb binder, R. Wolowicz seconded that motion, which was unanimously approved

**General Public Comments:** None

**Closed Session:** None

**Next Meeting - Tuesday, July 29, 2014 at 9:30 am at Jackson Township Municipal Building, 95 West Veterans Highway, Jackson, NJ**

R. Wolowicz moved to adjourn and B. Emens seconded the motion.

Meeting adjourned at 12:24 p.m.