

**BOARD OF TREE EXPERTS****MINUTES****October 28, 2014**

The Board of Tree Experts met on this date at the Jackson Township Municipal Building in Jackson, N.J. at 9:36 a.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President	Jennifer Dalia DAG
Rich Wolowicz, Vice President	Gary Lovallo
Mark Goggin	Barry Emens
Michael D'Errico, Program Manager	Dave Johnson, Sec/Treasurer
Don Swaysland	Laura Foy
	Stephen Matis

**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 September 16, 2014, B. Emens seconded the motion which was unanimously approved with a small change.

**Administrative Report & Correspondence:**

M. D'Errico reported that seven of the nine CTE class of 2014 attended the Shade Tree Federation Banquet and accepted their framed certificate. M. D'Errico also reported on the help from Pat Stockman of the NJ Forest Service in getting all the new CTEs into the state's NJEM system. Pat also did twelve change of addresses and four deceased files. M. D'Errico recognized the help of the Board's web master in making timely changes to the Board's web-site.

**Treasurers Report:**

D. Johnson handed out and reported on the Treasurer's Report of October 28, 2014:

**Treasurer's Report - October 2014**

Balance 7/01/14	\$ 14,789.59 (FY2015)
Disbursements	\$ 4,252.76
Receipts	<u>\$ 4,565.00</u>
Checking Account Balance	\$ 15,101.83
Asset Balance as of October 28, 2014	\$ 15,101.83

G. Lovallo asked about the room rental charge from Rutgers University for the CTE exam. D. Johnson explained

R. Wolowicz moved to accept the Treasurer's report for October 2014. M. Goggin seconded the motion. Motion was approved unanimously.

## **General Public Comments:**

None

## **New Business, Part 1**

A. BTE Audit Discussion – President S. Chisholm Sr. introduced Laura Foy and Stephen Matis of the DEP to discuss the BTE Audit. Ms. Foy and Mr. Matis discussed the requirements, items needed and the time frame of the audit. Ms. Foy also explained to the Board that because the Board’s account is an off line account it must be audited every four years due to a circular from the Department of Treasury, and per the internal controls of the DEP. Due to the small amount of revenue the Board deals with on an annual basis, the audit will only be of Fiscal year 2014. The Board discussed and asked questions of the DEP representatives. Treasurer D. Johnson will follow up with Ms. Foy on the items needed for the audit. DAG Dalia asked for a copy of the Treasury circular and a blank OMB report that is provided to the Board.

## **Old Business:**

A. Draft Rules, Impact and Summary Statements – DAG Dalia reported that she, President S. Chisholm and D. Johnson met with two DEP Forestry Services individuals and a representative from the Assistant Commission’s office to discuss DEP’s comments on the rules. Working through each of the comments, the group had a “good understanding of everything”. DAG Dalia will be making small edits and will send them to the subcommittee for review. G. Lovallo asked DAG Dalia if the rest of the Board could receive a copy of Forestry’s comments. DAG Dalia will provide. B. Emens asked if Forestry had any comments on the Impact and Summary statements. DAG Dalia said they did not.

B. Web Site – listing of law, how to obtain an LTCO. M. D’Errico informed the Board that several changes were made to the Board’s web-site. THE LTE/LTCO law was added along with several administrated details. However the section on how to obtain an LTCO still needs to be developed and be posted.

C. Other – President S. Chisholm discussed the ISA letter that was received concerning a requested meeting with the Board on the development of the rules and ISA credentials. The Board discussed. S. Chisholm will send a letter to the ISA recommending a meeting with the ISA could be held at a future Board meeting once the rules have been posted so they could be openly discussed.

## **New Business Part 2:**

A. Individual and Business Complaint Forms – Copies of the Division of Consumer Affairs individual and business complaint forms were handed out to the board. The Board discussed the use of these forms. B. Emens asked who will follow up once a complaint form is sent in by the public. D. Johnson explained how an investigation into a complaint is handled now by the Board.

B. Business Registration Certificate – Copies of several examples of state business registration certificates were handed out to the Board. The Board discussed.

C. Other – None

**General Public Comments:**

NJ Forest Service Chief, Don Swaysland commented that Forestry appreciated the discussion with the Board members on the rules. Mr. Swaysland also said that the DEP provided the BPU comments on the BPU vegetative management rules. He was contacted by Ray Papperman, the DEP ethics training coordinator saying that he will be reaching out to the Board for ethics training. Mr. Swaysland said that Pat Stockman of his office is always available to the Board with NJEM work. Finally, Mr. Swaysland said the State Forester wanted to attend the meeting but had a conflict, but will be attending in the future. She is waiting to be designated the Commissioner's representative.

**Closed Session:** None

**Next Meeting - Tuesday, November 18, 2014 at 6:00 pm at Modern Equipment, 75 New Road Edison, NJ**

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

**Meeting adjourned at 11:46 a.m.**