

**BOARD OF TREE EXPERTS**

**MINUTES**

**December 20, 2016**

The Board of Tree Experts met on this date at Jackson Township Municipal Building, 95 West Veterans Highway, Jackson N.J. at 9:45 a.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President	
Rich Wolowicz, V. President/Treasurer	Kevin Downes by phone
Barry Emens	Joe Greipp
Mark Goggin by phone	Gary Lovallo
Jennifer Moriarty, DAG	Carrie Sargeant
Michael D’Errico, Program Manager	Lynn Fleming

Public in Attendance:

Brian Hartel Sr., Pennington, NJ

**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 November 15, 2016 meeting, B. Emens seconded the motion which was approved.

**Administrative Report & Correspondence:**

M. D’Errico reported to the Board on the following: The Web-Master has made several changes to the Board’s web site, including the posting of the public meetings for 2017, the updating of the Joomla version, the JCE editor and OSMap app. The Web site was also updated with current minutes, the services key on the Directory was also updated and the calendar subscription was renewed.

**Treasurers Report:**

The Treasurer’s Report for December 20, 2016 was provided by R. Wolowicz:

Treasurer’s Report – December 2016

Balance 7/01/16	\$ 30,737.54 (FY2017)
Disbursements	\$ 8,957.80
Receipts	\$ <u>7,390.00</u>
Checking Account Balance	\$ 29,169.74
Asset Balance as of December 20, 2016	\$ 29,169.74

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

## **General Public Comments:**

None

## **Old Business:**

A. Rules and BTE Adopted Document, Meeting with R. Cantor, Board Account, Contracting and Board Office – S. Chisholm discussed the meeting he and other Board Members had with R. Cantor over the moving of the Board's rules to the governor's office and OAL. Also, discussed at that meeting was the Board's 2014 audit and the Board's office location and arrangements. S. Chisholm informed the board that based on the motion the Board made at the November meeting, The Adopted Document and a cover letter was sent to the governor's legal counsel, Andrew McNally. However, the board was informed that Mr. McNally had left government service. S. Chisholm also sent an email to Mr. Matis, DEP Controller, informing him that the Board will discuss the off-line account at the December 2016 Board meeting. The Board discussed the BTE Adopted Document, the meeting with R. Cantor, the Board's account, and the Board's office.

The Board made the following motions:

R. Wolowicz made the motion to take the three office options provided by DEP's Ray Pappelman and review them and vote on them at the January meeting. L. Fleming seconded the motion. Motion passed.

R. Wolowicz made the motion that the Board will make a request to the DEP to delay the movement of the Board's off-line account to an on-line DEP account until a decision is made to where the Board is assigned. G. Lovallo seconded the motion. Motion passed. L. Fleming abstained.

S. Chisholm discussed with Board his disappointment as to the time it has taken to move the Rules and get approval. S. Chisholm noted that in January 2017 it will be seven years since the LTE/LTCO law was enacted. S. Chisholm also noted that New Jersey has had 25 fatalities over the same period of time. S. Chisholm provided a draft copy of legislation that was developed that would transfer the Board of Tree Experts from the Department of Environmental Protection to the Department of Agriculture and the supplementing of Title 4 of the revised statutes. S. Chisholm also mentioned a similar action the Licensed Irrigation Contractors took in 2016 when they moved from the DEP to the Dept. of Community Affairs. He also brought up a 2010 a DEP report that recommended, that both the Board of Tree Experts and the Licensed Irrigation Contractors be moved out of DEP and into the Dept. of Consumer Affairs. The Board discussed.

The Board made the following motion:

R. Wolowicz made the motion to for the Board to have a subcommittee meet with the Departments of Agriculture, Community Affairs and Consumer Affairs to investigate and discuss moving out of the DEP and then report back to the Board with a recommendation. J. Greipp seconded the motion. Motion passed.

S. Chisholm named the following Board members as the subcommittee to meet with Departments of Agriculture, Community Affairs and Consumer Affairs to investigate and discuss moving out of the DEP - - K. Downes, R. Wolowicz, B. Emens and J. Greipp.

G. Lovallo made a motion to divert from the original agenda to accommodate the schedule of the Board Members and the DAG. R. Wolowicz seconded the motion. Motion passed.

**New Business:**

A. Board's Brochure on the Law – DAG J. Moriarty discussed the Board's brochure on the law with the Board. Changes to the brochure were provided to G. Lovallo. The Board hopes to have the brochure printed and possibly mailed out to tree care companies in January 2017.

G. Lovallo made a motion to resume the original agenda. R. Wolowicz seconded the motion. Motion passed.

**Old Business:**

B. Disclaimer – The Board discussed with the DAG J. Moriarty the draft Disclaimer of Endorsement document. DAG J. Moriarty agreed to work on the language of the Disclaimer and present it to the board at the next meeting.

C. Other – None

**New Business:**

B. Other – J. Moriarty and the Board discussed the required ethics training forms that the state needs completed. The Board also was informed that the Outside Employment form needs to be completed. L. Fleming will provide a listing of completed ethics documents for the Board to review.

New Jersey Forest Service Report – C. Sargeant reported that the Guideline for Community Forestry Management Plans are being re-written

**General Public Comments:**

None

**Closed Session:**

None

**Next Meeting - Tuesday, January 17, 2017, 9:30 am at the Jackson Township Municipal Building  
95 W. Veterans Highway, Jackson, NJ**

J. Greipp moved to adjourn and G. Lovallo seconded the motion. Motion passed

**Meeting adjourned at 11:49 a.m.**