

The Board of Tree Experts met on this date at Jackson Township Municipal Building, 95 W Veterans Hwy, Jackson, NJ 08527.

Those present were:

Steve Chisholm, Sr, President
Rich Wolowicz, Vice President/ Treasurer
Barry Emens
Carrie Sargeant
Joe Greipp
Gary Lovallo
Pam Zipse
Kevin Downes
Michael D'Errico, Program Manager
Michael Schuit, DAG
Chloe Gogo, DAG
P. Aufiero, Recording Secretary
A Dietz, Admin Assistant

Public in attendance:

Michael Wohnus, Terry Stone, Scott D'Amico

Meeting called to order 9:30 am

Badge Etiquette presentation by Bill Campbell, Code Enforcement, Jackson Township, NJ

- I. **Open Public Meeting Act:** signed, S Chisholm & R Wolowicz
Open Public Meeting Act was read by M. D'Errico.

- II. **Approval of Agenda**
Motion to approve made by G Lovallo, seconded by R Wolowicz,
Motion Passed
Comments: On December 7, 2017 @ 9:30 AM the NJ State Senate voted and approved the appointment of Pam Zipse to the Board.

- III. **Minutes of November 21, 2017**
Motion to approve minutes by P Zipse, seconded by R Wolowicz
Motion Passed
Comments: 2 corrections to text

IV. **Administrators Report:**

- The Board Open Public Meeting Act requirement was met with NJBTE meetings date notice for 2018 being sent to the Secretary of State, three newspapers and posted on the website. July meeting will not be on the exam date at Rutgers. Badges and IDs were distributed. The case also has room for the Board’s business cards.

V. **Treasurer’s Report**

December 19, 2017

Balance Beginning July 01, 2017.....	\$57,702.15
Disbursements.....	\$34,152.52
Receipts.....	\$99,625.00
Checking Account Balance.....	\$123,174.63
Asset Balance as of December 19, 2017.....	\$123,174.63

Motion to approve by J Greipp, seconded by K Downes

Motion Passed.

Discussion: C Sargeant asked if account was still offline, answer: yes, we are working with DEP Comptroller Steve Matis, see old business for report

VI. **General Public Comments:**

None

VII. **Old Business**

A. BTE Account update - S Chisholm spoke with Steve Matis, the DEP Comptroller, and we submitted a budget to him. We are waiting to hear back from Mr. Matis with direction on the account and the vendors submitted.

B. NJEMS update – good news to report! NJEMS is now up and running and as of today we have numbers for 140 Business Registrations. Information packets were sent with Business Registration Certificate and instructions. We hope to complete the business registrations in the next 3 weeks and start on entering the licenses into the NJEMS system. Board members received copies of the materials provided in the mailing to businesses and that will be mailed to licensees.

C. Letter of of Non-Compliance/Notice of Violation - Draft of letter/form was reviewed by DAsG M Schuit and C Gogo. These will be streamlined and another draft will be ready for the January meeting.

D. Continuing Education Units – CEU Committee – The Board was informed that the CEU Committee reviews agenda/syllabus and that staff is keeping track of the CEU applications for follow up to the submitting organizations. CEU's will also be posted on the web-site as required by the Rules.

VIII. **New Business:**

A. Badges and ID's for the Board – Badge Etiquette - done at beginning of meeting.

B. Poor practices by municipalities -how should Board handle - The Board discussed an email received from a resident of the city of Bayonne concerned with the way the city was trimming and caring for the city owned trees not using best practices. The resident first notified the Community Forestry Program which then reached out to the City of Bayonne to offer assistance and direction on proper practices. P Zipse will work on a letter detailing best practices and training availability.

C. Compliance with the Law/Rules - Update with Numbers

Business: 396

331 complete
27 for approval
38 incomplete

CTE to LTE: 300

274 complete
21 for approval
5 waiting for app fee
64 have not transferred or paid fee, 2 declined to transfer

LTCO (Grandfathering)

67 complete
30 for approval
13 incomplete

D. Review of Applications and Approval

- 39 Business Registrations for approval: Motion by R Wolowicz, second by K Downes . Motion passed
- 13 CTE to LTE Transfers: Motion by G Lovallo second by J Greipp. Motion passed
- 12 LTCO by Grandfathering: Motion by G Lovallo, second by B Emens Motion passed.

E. Other

Discussion: possibly doing background checks

LTE Reciprocity granted for Max Burton at last meeting. His name is actually Max Burton Warhaftig. Motion to clarify name for Max Burton Warhaftig by R Wolowicz, second by K Downes. Motion passed

IX. **General Public Comment:**

Terry Stone asked about CEU opportunities. The Board informed Mr. Blackburn that CEUs will be accepted from TCIA, Morris County Tree Day, Ohio ISA to name a few, A description of continuing education opportunities are listed on the Board's web-site. Mr. Stone also asked about safety violations and if the inspector will call OSHA? Mr. Stone was informed that enforcement policies are still in the development phase.

X. **Closed Session - LTE Reciprocity**

Motion to go into closed session by G Lovallo, second by R Wolowicz. Motion passed. C Sargeant could not stay for closed session and left the meeting at 12:02 PM

Motion to come out of closed session by R Wolowicz, second by P Zipse. Motion passed

XI. **Adjournment**

Motion to adjourn meeting by R Wolowicz, second by K Downes. Motion passed. The meeting adjourned at 12:47 PM