

BOARD OF TREE EXPERTS**MINUTES****June 16, 2015**

The Board of Tree Experts met on this date at the Board's office 101 W. Veterans Highway, Jackson, N.J. at 9:36 a.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President	Gary Lovallo
Rich Wolowicz, Vice President	Barry Emens
Kevin Downes	Jennifer Dalia DAG
Joe Greipp	Carrie Sargent
Michael D'Errico, Program Manager	Lynn Fleming
Malcolm McBurney	

Open Public Meetings Act:

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

Minutes of the Last Meeting:

J. Greipp made a motion to approve the minutes of the May 19, 2015 meeting, R. Wolowicz seconded the motion which was unanimously approved.

Administrative Report & Correspondence:

S. Chisholm reported that through Administrative Order 2015-06 DEP Commissioner Martin appoints Lynn Fleming to represent himself at the meetings of the Board of Tree Experts.

M. D'Errico reported to the Board: The public continues to call requesting a listing of CTEs in their area. Several individuals called concerning consumer complaints against tree companies. None of the complaints however were against companies that have a CTE or are a CTE themselves. The CTE examination is just weeks away and preparation is on-going. The deadline passed for applications and it looks like 36 individuals will be taking the exam with one person on hold as we are waiting for additional information from that individual. Working with DEP's Licensing and Examinations unit, the NJEMS system was accessed to produce a report that showed 74 CTE's still needed to pay their renewal for 2015. This potential reporting will be helpful when current CTEs will be asked to convert to LTEs. The report will identify individuals who need to pay their renewal and become "in-good-standing" before the LTE certification is offered.

Treasurers Report:

The Treasurer's Report of June 16, 2015 was provided by D. Johnson:
Treasurer's Report – June 2015

Balance 7/01/14	\$ 14,789.59 (FY2015)
Disbursements	\$ 10,773 52

	Receipts	<u>\$ 9,200.00</u>
Checking Account Balance		\$ 13,216.07
Federal Grant		<u>\$ 5,000.00</u>
Asset Balance as of June 16, 2015		\$ 18,216.07

B. Emens moved to accept the Treasurer's report for June 2015 as reported. R. Wolowicz seconded the motion. Motion was approved unanimously.

General Public Comments:

Malcolm McBurney discussed with the Board if a municipality can only permit a certified tree expert to work in their community, and his concerns that the CTE examination needs to be reviewed and the field examination format should be changed. The Board would take Mr. McBurney comments under advisement.

Old Business:

A. Draft Rules, Impact and Summary Statements – J. Dalia reported that the Board's subcommittee on the rules have been working with her on the suggested DEP revisions. The subcommittee hopes to complete the revisions shortly.

B. BTE Audit update – S. Chisholm reported that the Board submitted the response to the draft audit to the Auditors. S. Chisholm will get a copy of the Board's audit response to the members. L. Fleming suggested that a joint response might make it easier for implementation purposes.

C. CTE Test Subcommittee – Comments had been received from members of the Board's CTE Test subcommittee as of the deadline of June 1st and the examination is ready to be copied and assembled for the exam

D. Ethics Training for the Board – All appointed Board members have completed the required ethic training module for Special State Officers. Receipts from the completed training have been provided by all Board members and will be forwarded to DEP Deputy Advisor Ray Papperman. From the last Board meeting the Board discussed the completion of financial statements for special state officers The Board will look into if that is a requirement. The Board discussed if DEP employees must also complete the training module. It was decided that ethic training is a requirement of the employees anyway and that should suffice.

E. Other – None

New Business:

A. 2015 CTE Exam – The exam instructions were discussed with the Board. An addition to the instructions for 2015 will be the announcement of the results. Exam takers will be made aware that the Board certifies the results at the August Board meeting and once that certification occurs, then letters will be sent out to applicants notifying them of their grades and whether they had passed the exams. This will help eliminate the applicant calling or emailing the office seeking their scores before the August meeting. A hand out was provided to the Board members summarizing the numbers of individuals taking the exam, the number of incomplete applications, the numbers of field or written exams only, and how many individuals did not reapply to take the exam.

B. Database Search and web work for mobile phones – The Board was informed that the web-site had been updated with a new version of Joomla and this was done for security reasons and the web site would become more mobile-friendly making viewing easier.

B. Other – L. Fleming discussed the EAB task force, and that SPB is moving into coastal areas of Ocean and Monmouth counties. S. Chisholm discussed enforcement of insurance requirements for tree care companies working in Jackson and his discussion with NJ CRIB on data access under the workers-comp code of 0106. The Board was asked if they knew of addresses for James Blazakis and Walter Schmiede, two CTE's who had their renewals returned due to bad addresses. Mr. Papperman from DEP sent a message that Special State Officers do not have to complete the financial statement.

General Public Comments:

Malcolm McBurney asked about the web work being done to the Board's web site and whether it might be an "APP". Mr. Burney also recognized the Board for their hard work on the tree expert program.

Closed Session:

None

Next Meeting - Tuesday, August 18, 2015 at 9:30 am in Jackson at the Township Municipal Building

R. Wolowicz moved to adjourn and B. Emens seconded the motion. Motion passed
Meeting adjourned at 11:09 a.m.