

Board of Tree Experts

Minutes

June 20, 2017

The Board of Tree Experts met on this date at Jackson Township Municipal Building, 95 West Veterans Hwy, Jackson, NJ 08527, at 9:30am, to discuss the business of the Board.

Those present were:

Steve Chisholm, Sr, President	
Rich Wolowicz, V. President/Treasurer	Gary Lovallo
Joe Greipp	Kevin Downes
Mark Goggin	Pamela Zipse
Michael Schuit, DAG	Barry Emens
Michael D'Errico, Program Manager	Carrie Sargeant

Public in Attendance:

Joseph Aufiero
John Wickes
Brian Hartel, Sr

Open Public Meeting Act:

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

Minutes of Last Meeting:

R. Wolowicz made a motion to approve the minutes of the May 16, 2017 meeting with correction to spelling of Barry Emens last name. B. Emens seconded the motion. Minutes passed.

Administrative Report & Correspondence, Staff Introductions:

M. D'Errico reports that the amount of mail and phone calls has greatly increased. The average phone call is lasting 25 minutes concerning the requirements of the new law. C. Sargeant asked about the May meeting minutes starting that the Board has 1-part time staff person and 1 volunteer and was in need of another staff person. C. Sargeant questioned why the employees are not through DEP. It was explained that the Board is an independent agency and that the previous State Forester removed John Perry, Program Manager from the seasonal blanket, so the Board at that time had no choice than to develop its own agreement with J. Perry as an independent contractor. The Board had maintained that contract and a similar contract now for a total of seven years.

The lease for the new office was given to DAG, M. Schuit.

There has been a great deal of response to the brochures and success stories: Enriquez Tree Service and Tree Fellas are just two examples.

Correspondence: Bill Barlow received the brochure as part of the HIC mailing. Mr. Barlow sent an email to the DEP that the DEP website was not up to date, he wrote a letter explaining he did not know anything about the law. S. Chisholm wrote back to him explaining what he needs to do and Mr. Barlow was satisfied with the response.

LTCO applications are coming in before Business Registrations, so there is some confusion about what to do first. Staff is emphasizing that the Business Registration should be filed first as that deadline is first, then LTCO. C. Sargeant suggested bullet points on the next brochure which may help with clarity.

The State Tree Pruning contracts should go to businesses that are registered and have LTE or LTCO, the Board has notified Department of Treasury about the new law.

Each Board member was given a POP (Point of Purchase) display box with brochures to give to businesses in their area.

Mickey Riggin arranged a meeting in Egg Harbor Twp on June 8, 2017, to explain the new law to local Tree Companies. S. Chisholm and M. D'Errico spoke at the meeting and answered questions.

More meetings should be conducted in North and Central areas. P. Zipse suggested Rutgers, K. Downes suggested somewhere in Bergen County. The Board asked Mickey Riggin to arrange another meeting in Monroe Township, Gloucester County. C. Sargeant suggested Ringwood and the FREC.

Assemblyman Ron Dancer is writing a 1-page bill to transfer Board of Tree Experts to Dept. of Agriculture, as a meeting will occur with the Board's transfer committee and Agriculture on July 17th or 18th.

Treasurer Report:

The Treasurer's Reports for June 20, 2017 were provided by R. Wolowicz.

Treasurer's Report – June 20, 2017

Balance 7/01/2016.....	\$ 30,737.54
Disbursements.....	\$ 21,249.69
Receipts.....	\$ 11,015.00
Checking Account Balance.....	\$ 20,502.85
Asset Balance as of June 20, 2017.....	\$ 20,502.85

M. Goggin moved to accept Treasurer's Report for June 20, 2017 as reported, B. Emens seconded the motion. Motion was approved, with one abstention - C. Sargeant

The Board discussed revenue coming in from the implementation of the law and going to the Board. The law states that all fees and penalties will be deposited with the Board and shall be used by the Board to implement the law.

General Public Comments:

None

Old Business:

A. Appointment update – A letter was sent to Commissioner Martin regarding appointment of Pam Zipse to the Board. The Commissioner’s office asked for a copy of P. Zipse’s appointment packet and will forward to the Governor’s appointment office. The Board also received a copy of Administrative Order No. 2017-09 from the DEP Commissioner appointing Carrie Sargeant to the Board with Todd Wyckoff as her alternate. K. Downes asked for a copy of P. Zipse’s appointment packet to have Senator Sarlo reach out to the Governor’s appointment office. C. Sargeant discussed her position as the Commissioner’s designee and that she abstains from the voting for the monthly financial report due to the unresolved 2014 Board audit, the hiring of Board contractors, and the purchasing of materials that do not follow the NJ START program. President S. Chisholm asked, “I’m sorry did we finish Item A? Then President Chisholm explained that those items had been discussed in the past, including with Ray Cantor and staff and he believed those items were on hold until the Board’s transfer committee would have meetings with the Department of Agriculture, Consumer Affairs and Community Affairs”. President Chisholm also stated that the 2014 audit was not accurate as the Board’s response was never added and that the 2014 audit was done during the time of the “old” Board.

B. Other – P. Zipse reached out to the League of Municipalities to see if they are interested in an article for their magazine or a webinar on the new tree expert law. P. Zipse will follow up.

New Business:

A. Compliance with the Law/Rules - Update with Numbers - The Board members received a handout noting the following: Business Registrations Complete 185, Incomplete 80. The primary reason for being incomplete is having the correct insurance information sent by Insurance Agent/Co. CTE-LTE 2-year license fee \$150.00, for 2-year license, Complete 80, Incomplete 83 (not paid). Some CTE addresses are no longer current, 25 CTE’s still owe past fees for 1, 2 & 3 years., LTE notice to renew was mailed., Reciprocity Applications LTE 10, LTCO 3, LTCO “Grandfathering” Applications, Complete 18, Incomplete 12. M. D’Errico will ask webmaster about portals for Committees to read Reciprocity and Grandfathering Applications., LTE, LTCO Exam July 12, 2017. June 14 was deadline for applications. LTE: 56 LTCO: 5, Another exam date may be scheduled in September, before the Fall Semester begins. Also, will look into “online” exam after Business Registrations are finalized and we can see what revenue is available., Exam had to be changed for compliance with the law.

B. LTE/ LTCO Exam and Review Committee - LTE & LTCO exams; changes were made to the LTE exam to include ANSI Z133.

C. Review of Applications and Approvals:

1. CTE – LTE: 80 applications: R. Wolowicz motion to make conversion, K. Downes seconded the motion. Motion passed.
2. LTCO Grandfathering: 18 applications: K. Downes motion to approve, G. Lovallo seconded the motion. Motion passed.
3. Business Registrations: Complete 105 applications: G. Lovallo motion to approve, R. Wolowicz seconded the motion. Motion passed.

D. Insurance Clarification – Consultants - The staff discussed with the Board the difference between the insurance codes for tree work versus consulting. Consulting codes have been added to the Business Registration application and to the web site.

E. The “new” Web-Site – Date to Launch - Staff discussed with the Board that the “new” website was ready to be launched. The date of launch was set for the 30th of June. The Board discussed that the new website will have LTE, LTCO and Business Registration data base available.

F. Other - The Board discussed an extension for Business Registration for 90 days. This is reasonable for those companies that haven’t registered or learned about the law. New deadline will be September 14, 2017. K. Downes motion to extend deadline, B. Emens seconded the motion. Motions passed.

Public Comment:

None

Closed Session - Reciprocity Discussion – The Board went into close session to discuss LTE reciprocity

The Board discussed have a meeting on July 12, 2017 to approve applications to date that were complete and not wait until the regular meeting of August 15, 2017. A meeting notice will be added to the Web-Site and notices sent to the Secretary of State and three newspapers that a board meeting will occur at noon during the LTE/LTCO examinations at Rutgers in New Brunswick.

Adjournment

Meeting adjourned at 12:45pm