

Board of Tree Experts

Minutes

May 16, 2017

The Board of Tree Experts met on this date at Modern Equipment, 75 New St, Edison, NJ at 6:21pm to discuss the business of the Board.

Those present were:

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| Steve Chisholm, Sr, President | |
| Rich Wolowicz, V. President/Treasurer | Gary Lovallo |
| Joe Griep | Kevin Downes |
| Mark Goggin | Pamela Zipse |
| Jennifer Moriarty, DAG | Barry Emens |
| Michael D’Errico, Program Manager | Denise Blackburn |
| Patricia Aufiero | |

Public in Attendance:

- | | |
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| Wendy Bouma
Bouma Tree Service
Oakland, NJ 0743 | Laura Chisholm
Aspen Tree Expert Co., Inc.
Jackson, NJ 08527 |
| John Stanley
Timberwolf Tree Service
East Windsor, NJ 08520 | |

I. Open Public Meeting Act:

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

II. Minutes of Last Meeting:

R. Wolowicz made a motion to approve the minutes of the April 18, 2017 meeting. K. Downes seconded the motion.

III. Administrative Report & Correspondence, Staff Introductions:

S. Chisholm introduced the new staff; Denise Blackburn, volunteer Administrative Assistant and Patricia Aufiero, Administrative Assistant. Staff names are posted on website. M. D’Errico discussed the need for on-site staff, especially to answer phone calls, answer questions and take messages for the Board. Calls were made to CTEs that are not up to date in good standing with the Board to notify them of a past due renewal fee.

IV. Treasurer Report:

The Treasurer’s Report for May 16, 2017 was provided by R. Wolowicz.

Treasurer’s Report – May 16, 2017

Balance 7/01/2016.....	\$30,737.54
Disbursements.....	\$13,805.29
Receipts.....	\$7,590.00

Checking Account Balance.....\$24,522.25
Asset Balance as of May 16, 2017.....\$24,522.25

B. Emens moved to accept Treasurer’s Report for May 16, 2017 as reported, J. Greipp seconded the motion. Motion was approved.

The Board discussed the first deposit from the new Law it was for \$3325.00 and the first Business Application was received from Downes Tree Service.

V. General Public Comments:

None

VI. Old Business:

A) Office Update – The Board now has clerical staff at the office. Purchases of Equipment, a copier, a fax machine, file cabinets and work desks were done. The Board also received a new phone number and a new fax number. The President is currently paying rent for new office space until January 1, 2018 when new lease agreement is signed and in effect.

B) Home Improvement Registration and the LTE/LTCO Law – The Board was informed that going forward, LTE, LTCOs are exempt from Home Improvement Registration. Tree Care Companies now registered with the Division of Consumer Affairs for a Home Improvement Registration, will instead have to be registered with the Board. 400 Home Improvement Tree Contractors were mailed a brochure explaining the new rules and law.

C) Brochures – The 3 brochures developed by G. Lovallo and the Board went to print and now the board has copies to distribute. Members of the Board were provided a small bundle of each of the brochures, for municipalities, a general and one for business.

D) Appointment Update - Assemblyman Dancer apologized for the delay and is reaching out Governor’s Appointment office to have Pam Zipse appointed to the Board. The Board also discussed the DEP designee and will reach out to the State Forester, John Sacco. Importance of neutrality for the designee was discussed.

E) Committees – The Board discussed Committees, including the Reciprocity, Grandfathering and others. The Reciprocity Review Committee discussed its method of ranking a Reciprocity Application, and will present it at the next meeting. Timeline for approval/disapproval was also discussed. The Board decided that the Grandfathering (LTCO) and Reciprocity committees are to be separate.

F) Other – None

VIII. New Business:

A) Compliance with the Law/Rules Update with Numbers - The Board was informed that 76 years ago in May of 1941, Philip Alden passed the first CTE Exam and was issued CTE #001. The Board was provided with a handout noting the number of applications received from April 17th through May 15th. The Board was informed that the LTE and LTCO tests will be given on July 12, 2017, the deadline for applications is June 14, 2017. The LTCO test will be given for the first time and is 2 hours and 15

minutes long with approximately 190 questions. The Board's Exam Review Committee will receive the exams for review by the next meeting.

B) Notifications of the Law/Rules – The Board was provided with a handout that listed the notifications that the Board did to get the word out of the Law and the adoption of the Rules on April 17, 2017. The Board discussed ways to notify the office of Tree Companies that aren't registered so a brochure or email will be sent to them. The Board discussed other ways for notification to occur, including possible meetings in the north, central and southern parts of the state. The Board was told of Freehold and Bloomfield denying permits to companies that have not registered with the Board. Old Bridge is doing the same as will Jackson. Another suggestion was outreach to NJ Nurseryman's Association, and the League of Municipalities. P. Zipse suggested doing a webinar for the League and a possible article for their newsletter.

C) Insurance Clarification – The Board was provided with several handouts concerning the General Liability codes needed by the Board on submitted insurance forms by the Tree Care Businesses. The Board discussed the liability and workers compensation code and reviewed a COI example that was correctly submitted to the Board.

D) CTE to LTE - Biennial and Initial. The Board discussed the conversion of a CTE to an LTE the timing of the CTE renewals and the initial license fee found in the Rules. To save a Certified Tree Expert an initial licensing fee of \$75.00 only to be granted to the end of year, the Board discussed going straight to a two-year license for LTEs. G. Lovallo made a motion to waive the initial fee and offer the biennial license instead, R. Wolowicz seconded the motion. Motion passed.

E) The "new" Website - the Board was given a look at the new website that is waiting to be launched. The new site will be mobile friendly, easier to read from mobile phones and forms can be filled out on the website. The new site has the LTE/LTCO Directory all ready to go. Tree Care Businesses will also be listed on the new site as well.

Other Business:

None

Public Comment:

Wendy Bouma of Bouma Tree Service asked what happens at the deadlines? Will there be enforcement? How will CEUs be acquired?

John Stanley of Timberwolf Tree Service asked when he will know if his grandfather application (GF) has been approved. He was informed that he must also send a Business Registration

Next Meeting – Tuesday, June 20, 2017, 9:30am at the Jackson Township Municipal Building, 95 W Veterans Hwy, Jackson, NJ 08527.

R. Wolowicz made a motion to adjourn, K. Downes seconded the motion. Motion passed.

Meeting adjourned at 9:40pm