

**REAL ESTATE TAX CYCLE COMMITTEE
MEETING MINUTES**

March 11th 2014 at 9:00 a.m.

PRESENT: L. Trucano, T. Davis, M. Walters, S. Brazier, N. Petrillo, T. McRae.
ABSENT: J. Goggin.
OTHERS: J. Parente, D. Ming-Mendoza, J. Dauderman, V. Cassens, D. Semanisin,
J. Barlow, K. Messina, K. Miller, K. Prenzler, P. Stanley, D. Hulme,

Mr. Walters moved, with a second by Mr. Brazier to approve the minutes from February's meeting. Motion approved unanimously.

TAX YEAR REPORTS:

Mr. Prenzler reported for the Treasurer's Office. The Tax Sale is set for February 13, 2014, where 3868 Parcel to be sold. Mr. Prenzler told Committee Tax Sale went well and the weighted average was 1.5%. Mr. Prenzler said \$375.4 million has been distributed to date, which is 98.3%.

Ms. Ming-Mendoza reported for the County Clerk Office. Ms. Ming-Mendoza said County Clerk Office has completed State Assess Rail Roads and Pollution Control and need to be proofed. Ms. Ming-Mendoza said Levy and Enterprise Zone abatements are keyed and waiting to be proofed. Ms. Ming-Mendoza said next week the office will start running the first applications of extension. Ms. Ming-Mendoza said the County Clerk Office is 13 days ahead of last year's schedule.

Ms. Barlow reported for the Recorder's Office. Ms. Barlow Provided a monthly report. Ms. Barlow reported 595 Deeds of Conveyance, 75 Lis Pendens were recorded in February 2014.

Mr. Dauderman reported for the Chief County Assessment Office. Mr. Dauderman said the Assessor's Office have completed Tax maps. Mr. Dauderman told committee 2 additional employees are working 2014 Quad. Mr. Dauderman said the Assessor's Office currently working January/February transfers.

Mr. Miller reported for the Board of Review Office. Mr. Miller handed out monthly report. Mr. Miller said the BOR has 0 open complaints, 1,830 final and a total complaints. Mr. Miller shared and explained PTAX & Final Abstract of Assessment forms.

Mr. Messina reported for the Information Technology Department. Mr. Messina told committee 2013 Tax Cycle Calendar spread sheet is available upon request. Mr. Messina said I.T. Department are preparing to print the BOR final discussion.

TAX SALE DEED RESOLUTIONS (Joe Meyer):

A motion made by Mr. Brazier, second by Mr. Walters. **Motion approved unanimously.**

BILL REVIEW /APPROVAL

The bills for February were submitted and approved on a motion made by Mr. Walters, second by Mr. Brazier. **Motion approved unanimously.**

NEW BUSINESS:

None.

A motion to adjourn was made by Mr. Walters, second by Mr. Brazier. **Motion approved unanimously.**

RE-OPENING MEETING

A motion to re-open meeting was made by Mr. Walters, second by Mr. Brazier. **Motion approved unanimously.**

Mr. Prenzler presented a Purchase Request for \$9,600 to pay ClickedStudios to design a new web page for his department. A motion was made by Mr. Walters, seconded by Mr. Davis to approve the resolution. During discussion on the motion, Mr. Parente indicated the Information Technology Department has already contracted with a different firm to design a new web page for all county departments, including the Treasurer's Department. He asked that the matter not be acted upon and referred to the Finance Committee. This would allow the Treasurer's office an opportunity to meet with the IT Department to discuss the project already underway. Mr. Walters and Mr. Davis withdrew their motions.

A motion was made by Mr. Brazier to table Purchase Request pending review by Information Technology Department and Finance Committee, seconded by Mr. Davis. **Motion approved unanimously.**

A motion to adjourn was made by Mr. Brazier, second by Mr. Walters. **Motion approved unanimously.**

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