

**REAL ESTATE TAX CYCLE COMMITTEE
MEETING MINUTES**

May 13th 2014 at 9:00 a.m.

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

Mr. McRae moved, with a second by Mr. Petrillo to approve the minutes from April's meeting. Motion approved unanimously.

TAX YEAR REPORTS:

Mr. Prenzler reported for the Treasurer's Office. Mr. Prenzler reported 2013 Tax Bills are at the printer and will be mail out the end of May and the first due date will be July 9th. The first distribution is set for June 17th.

Ms. Ming-Mendoza reported for the County Clerk Office. Ms. Ming-Mendoza reported the County Clerk Office has completed 2013 extention.

Ms. Meyer reported for the Recorder's Office. Ms. Meyer Provided a monthly report. Ms. Meyer reported 756 Deeds of Conveyance, 57 Lis Pendens were recorded in April 2014. Ms. Meyer said the Recorder's Office has seen a high number of Deeds of Conveyance in April.

Mr. Dauderman reported for the Chief County Assessment Office. Mr. Dauderman said the Assessor's Office currently working April transfers. Mr. Dauderman said the Assessor's Office has field crews are working Commercial building permits. Mr. Dauderman told committee the Office is finalizing the Oil lease and update Farm value. Mr. Dauderman thanked the I.T. department for all their help in the many projects.

Mr. Miller reported for the Board of Review Office. Mr. Miller shared with Committee Former County Board Member Nick Hamilos, Diane Semanisin's Father past away. Mr. Miller said the office is working on last minute clean up before turning in the books.

Mr. Messina reported for the Information Technology Department. Mr. Messina told committee the I.T. Dept tax bill will be available for DevNet to segregate this Friday.

TAX SALE DEED RESOLUTIONS (Joe Meyer):

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

AMENDMENT TO DELIQUENT TAX PROGRAM AGREEMENT RESOLUTION:

A motion made by Mr. Petrillo, second by Mr. McRae. **Motion approved unanimously.**

BILL REVIEW /APPROVAL

The bills for April were submitted and approved on a motion made by Mr. Goggin, second by Mr. McRae. **Motion approved unanimously.**

NEW BUSINESS:

None.

A motion to adjourn was made by Mr. McRae, second by Mr. Petrillo. **Motion approved unanimously.**