

**REAL ESTATE TAX CYCLE COMMITTEE
MEETING MINUTES**

March 10th 2015 at 9:00 a.m.

PRESENT: L. Trucano, T. Davis, T. McRae, S. Brazier, N. Petrillo, R. Alons.

ABSENT: M. Walters.

OTHERS: J. Parente, D. Ming-Mendoza, V. Cassens, K. Messina, B. Powers, D. Semanisin,
A. Meyer, T. Soland, J. Dauderman, D. Hulme, K. Prenzler, L. Ogden.

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

TAX YEAR REPORTS:

Mr. Prenzler reported for the Treasurer's Office. Mr. Prenzler reported the Treasurer's Office Tax Sale began February 23 at 10:00 am where almost 2,000 parcels were sold. Mr. Prenzler reported the Treasurer's Office have made 13 distributions of Real Estate Taxes in the amount of \$377.9 million which is approximately 98%.

Mr. Prenzler presented a Request to Purchase for Contract Renewal to print and mail 2015 Tax Bills. A motion to approve Request to Purchase was made by Mr. Brazier second by Mr. McRae. **Motion approved unanimously.**

Ms. Ming-Mendoza reported for the County Clerk Office. Ms. Ming-Mendoza said the County Clerk Office has mailed the 2013 Abstract to the Department of Revenue. Ms. Ming-Mendoza said the Office have processed 50% of the Mobile Homes. Ms. Ming-Mendoza said the Office has completed Maryville Tif on approximately 184 parcels. Ms. Ming-Mendoza said the County Clerk Office is geared up for the upcoming election.

Ms. Meyer reported for the Recorder's Office. Ms. Meyer provided a monthly report. Ms Meyer reported 639 Deeds of Conveyance, 44 Judicial Deeds, 65 Lis Pendens and 4 Tax Deeds were recorded in February 2015.

Mr. Dauderman reported for the Chief County Assessment Office. Mr. Dauderman told committee the office currently working with BOR to finalize 2014. Mr. Dauderman said the field crews are working Foster Township. Mr. Dauderman said the office is working February 2013 transfers also working name change for January.

Ms. Powers reported for Board of Review Office. Ms. Powers provided a monthly report. Ms. Powers said the office has completed 2014 and multiplier hearing was last Friday. Mr. Prenzler ask Ms. Powers if possible the BOR can complete their work earlier next year.

Mr. Messina reported for Information Technology Office. Mr. Messina said the office is currently working with Treasurer's office on the 2013, 2014 tax year & working with the Assessor's Office on 2015 tax year. Mr. Messina said I.T. working with Offices as needed.

TAX SALE DEED RESOLUTIONS:

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

BILL REVIEW /APPROVAL

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

NEW BUSINESS:

None.

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

/lo