

**REAL ESTATE TAX CYCLE COMMITTEE
MEETING MINUTES**

June 7th 2016 at 9:00 a.m.

PRESENT: L. Trucano, T. McRae, N. Petrillo, M. Walters, R. Alons, B. Gushleff, S. Brazier.
ABSENT: None.
OTHERS: J. Parente, D. Ming, P. Byers, B. Powers, T. Soland, S. Rolens, T. Lack,
V. Cassens, K. Prenzler, L. Ogden.

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

TAX YEAR REPORTS:

Mr. Byers reported for Chief County Assessment Office. Mr. Byers said the office currently working on tax bill corrections.

Ms. Powers reported for the Board of Review Office. Ms. Powers said the Tax bills are out and the BOR is very busy with phone calls and questions about tax bills. Ms. Powers said the office is currently working with taxing districts on State appeals. Mr. Trucano ask Ms. Powers the effect we will have on the Power Plant closure.

Ms. Ming-Mendoza reported for the County Clerk Office. Ms. Ming-Mendoza said the the office is fielding phone calls about tax bills. Ms. Ming-Mendoza said the office is working to certify 2 TIF districts, American Port and Skeen Street.

Mr. Prenzler reported for the Treasurer's Office. Mr. Prenzler said the Treasurer's Office mailed tax bills and the installment payments will be due July 7th, Sept. 7th, Oct 7th, and Dec. 7th. Mr. Prenzler said the office also mailed the Mobile Home tax bills and June 10th will be first distribution date.

Ms. Meyer provided a monthly report for the Recorder's Office.

Ms. Cassens reported for Information Technology Office. Ms. Cassens said IT is working with departments as needed.

TAX SALE DEED RESOLUTIONS:

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

BILL REVIEW /APPROVAL

None.

NEW BUSINESS:

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