

**REAL ESTATE TAX CYCLE COMMITTEE
MEETING MINUTES**

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

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

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

TAX YEAR REPORTS:

Mr. Prenzler reported for the Treasurer's Office. Mr. Prenzler informed committee the Treasurer's Office will accept Tax payment up to February 12th. The Tax Sale is set for February 13, 2014, where 3868 Parcel to be sold. Mr. Prenzler invited Board Members to attend Tax Sale on February 13th. Mr. Prenzler said \$371.8 million has been distributed to date, which is 97.8%.

Ms. Ming-Mendoza reported for the County Clerk Office. Ms. Ming-Mendoza provided a monthly report. Ms. Ming-Mendoza said County Clerk Office has been very busy accepting delinquent Tax payments. Ms. Ming-Mendoza informed committee the County Clerk Office is also plays a small role in the Tax Sale scheduled for February 12th. Ms. Ming-Mendoza told committee Early Voting starts March 3 thru 15th and the office is very busy preparing for the Election.

Ms. Meyer reported for the Recorder's Office. Ms. Meyer said this is a slow time of year for the Recorder's Office. Ms. Meyer reported 582 Deeds of Conveyance, 74 Lis Pendens were recorded in January 2014. Ms. Meyer said Foreclosures have slowed down.

Mr. Dauderman reported for the Chief County Assessment Office. Mr. Dauderman said the Assessor's office has completed 2012 waiting for B.O.R. to send off Abstracts to the State. Mr. Dauderman said the office is assisting Township Assessor's with 2014. Mr. Dauderman said the office has sent out Senior Citizen Exemption renewals. Mr. Dauderman said the office is printing new maps for the Townships.

Mr. Miller reported for the Board of Review Office. Mr. Miller handed out monthly report. Mr. Miller said the BOR has 49 open complaints, 1,749 final and a total of 1,798 complaints. Mr. Miller said all Hospitals will have to reapply for exemption status in 2014.

Mr. Messina reported for the Information Technology Department. Mr. Messina said I.T. department is preparing to roll assessment to 2014 at end of February. Mr. Messina said the I.T. department also preparing for Tax Sale February 13.

TAX SALE DEED RESOLUTIONS (Joe Meyer):

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

BILL REVIEW /APPROVAL

The bills for January 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. Walters, second by Mr. Brazier. **Motion approved unanimously.**

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