

**REAL ESTATE TAX CYCLE COMMITTEE
MEETING MINUTES**

February 9th 2016 at 9:00 a.m.

PRESENT: L. Trucano, S. Brazier, M. Walters, R. Alons, B. Gushleff.
ABSENT: N. Petrillo, T. McRae.
OTHERS: J. Parente, D. Ming, A. Meyer, B. Davis, T. Lack, V. Cassens,
B. Powers, T. Soland, S. Rollens, D. Hulme, L. Ogden.

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

TAX YEAR REPORTS:

Mr. Hulme reported for the Treasurer's Office. Mr. Hulme reported the Treasurer's Office have made 10 distribution of Real Estate Taxes totaling 372 Million which is 96%. Mr. Hulme said February 19 will be last day taxes will be accepted before the Tax Sale on February 22.

Ms. Ming reported for the County Clerk Office. Ms. Ming said the office was certified with pollution control from the state, also shared state assessed Rail Road information with Board of Review office. Ms. Ming said the office is busy with upcoming election.

Ms. Meyer reported for the Recorder's Office. Ms. Meyer provided a monthly report. Ms Meyer reported increase of the Deeds of Conveyance. Ms. Meyer provided Property Fraud handouts and informed committee of how property fraud happens and how to clean it up.

Ms. Ming reported for Chief County Assessment Office. Ms. Ming said the office was certified with a tentative 1multiplier last week from the State. Ms. Ming said the field crew is working 2016 data and working January transfers.

Ms. Powers reported for the Board of Review Office. Ms. Powers told committee 2015 hearings are complete and have 22 State Appeals scheduled. Ms. Powers said they are waiting to complete the Enterprise Zone calculations.

Mr. Davis reported for Information Technology Office. Mr. Davis said IT is working with departments as needed.

TAX SALE DEED RESOLUTIONS:

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

BILL REVIEW /APPROVAL

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

NEW BUSINESS:

None.

A motion to adjourn was made by Mr. Alton, second by Mr. Gushleff. **Motion approved unanimously.**