

1 SOMERSET COUNTY BOARD OF TAXATION  
2 27 Warren Street, 4<sup>th</sup> Floor  
3 Somerville, NJ  
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5 MINUTES OF THE MEETING  
6 April 12<sup>th</sup>, 2016 – Regular Meeting  
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8 The April of 2016 regular monthly meeting of the Somerset County Board of Taxation was held at the  
9 Board of Taxation offices on April 12<sup>th</sup>, 2016 starting at 12:05 PM. The meeting had been advertised in  
10 accordance with State Law; upon roll call, President Lore and Commissioners Eader and Marano were  
11 present. Commissioner Pappas arrived at 12:15 PM, and Vice President Rosen was absent. Tax  
12 Administrator Robert Vance and Assistant Tax Administrator Dawn Guttschall were also present. The  
13 following matters were discussed.  
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16 MINUTES OF THE PREVIOUS MEETING  
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18 The minutes of the March 8<sup>th</sup>, 2016 Regular Meeting were submitted by the administrator to the  
19 Commissioners for their approval. Approval of the minutes was moved by Commissioner Marano and  
20 seconded by Commissioner Eader. The roll was called and the minutes for that meeting were approved  
21 by all present.  
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23 CORRESPONDENCE  
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25 CORRESPONDENCE:  
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- 27 1. A reply to a letter sent to Commissioner Marano from Nicholas Ciampa, who serves on the  
28 board of trustees of the Franklin Township Library, was discussed. Administrator Vance  
29 wrote the reply, which informed Mr. Ciampa why the library location in Franklin could not  
30 be exempt from local property taxes. The reason was that the property, part of which was  
31 rented by the library within a commercial strip mall building, was not owned by a not-for-  
32 profit enterprise.  
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35 OLD BUSINESS:  
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- 37 1. Reassessment Districts: New Annual Reassessment Applications (Form AFR-A) were  
38 received from Bernards and Branchburg Townships, and both were reviewed and approved  
39 by the commissioners. The two new submissions were approved on a motion made by  
40 Commissioner Eader and seconded by Commissioner Marano, with all commissioners voting  
41 “aye” on the motion. The administrator indicated that he would sign these AFR-A forms  
42 and submit them to the Division of Taxation for review and final approval. The final date to  
43 have AFR-A applications submitted to the Division of Taxation was confirmed to be August  
44 1<sup>st</sup> of 2016; any applications not received at the Division offices by that date would be  
45 automatically rejected.  
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47 2. The current balance In the Trust Account was reported to be \$454,602.  
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54 NEW BUSINESS:

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1. Administrator Vance reported the receipt of a court order dismissing him and all commissioners as named defendants in an appeal of a rollback judgment submitted to the Tax Court by a property owner in Bernards Township.
2. Weekly appeal counts were reviewed with the commissioners, prepared as of April 8<sup>th</sup>. The appeal counts continue to be approximately 40% below the counts as of the same point in time in the previous year. Weekly reports are to continue to be sent to the commissioners until the filing season ends for our 16 reassessment districts, on May 2<sup>nd</sup>. In further comments, the administrator informed the commissioners that the first day of hearings would be Tuesday, May 10<sup>th</sup>, when four municipalities would be addressed. Commissioner Pappas volunteered to hear these appeals, scheduled to run from 9 AM until noon.

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3. Educational offerings to be presented over the following 60 days were briefly reviewed with all present, including two courses on assessment and appraisal administration to be held at Rutgers in April, and the two day annual seminar given by AMANJ in Florham Park, scheduled for April 24<sup>th</sup> and 25<sup>th</sup>.

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4. Administrator Vance reported on a meeting held with Freeholder Mark Caliguire and the Hon. Charles McMullen, new mayor of Raritan Borough. The discussion centered on the distribution of responsibility for the Bridgewater-Raritan School budget between the two districts of Raritan and Bridgewater Township. Administrator Vance informed the commissioners that the meeting was positive and productive, and he had provided information to the mayor that he thought would be helpful, although at this point in time, nothing could be done to alter the existing formula for distribution of the school budget burden. The administrator told the mayor to contact him at any time with further questions.

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5. The administrator announced that Diane Vafides would be retiring as a Tax Analyst for the board of taxation, effective April 22<sup>nd</sup>. She has served the board for over 20 years, and all were sorry to see her go but also understood that she should begin her retirement at this time in order to enjoy some free time.

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6. A discussion was held on improving the hearing procedures at Somerset through the use of computers and large displays for images of properties. The administrator indicated that these talks had been ongoing with Vital Computer Services, which provides the tax board with access to MODIV and CAMA data systems. On a motion made by Commissioner Eader and seconded by Commissioner Pappas, up to \$10,000 was authorized for this purpose, using the trust account as the source for these funds.

94 April 12<sup>th</sup>, 2016  
95 Regular Meeting Minutes  
96 Page Three

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98 OPEN TO THE PUBLIC

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100 In general comments, the commissioners requested that the flashing fluorescent lights in the hearing  
101 room be fixed, and that the time on the hearing room clock be adjusted. Administrator Vance promised  
102 to address both issues prior to the next meeting.

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104 As there was no further comment, the meeting was adjourned by all commissioners present at 12:39  
105 PM.