

1 SOMERSET COUNTY BOARD OF TAXATION
2 27 Warren Street, 4th Floor
3 Somerville, NJ
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5 MINUTES OF THE MEETING
6 December 13th, 2016 – Regular Meeting
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8 The December of 2016 regular monthly meeting of the Somerset County Board of Taxation was held at
9 the Board of Taxation offices on December 13th, 2016 starting at 12:05 PM. The meeting had been
10 advertised in accordance with State Law; upon roll call, President Lore, Vice President Rosen, and
11 Commissioner Marano were present. Commissioners Pappas and Eader had scheduling conflicts and
12 were unable to attend. Tax Administrator Robert Vance and Assistant Tax Administrator Dawn
13 Guttschall were also present. The following matters were discussed.
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16 MINUTES OF THE PREVIOUS MEETING
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18 The minutes of the November 9th, 2016 regular meeting of the Board of Taxation were submitted by the
19 administrator to the commissioners for their approval. Approval of the minutes was moved by Vice
20 President Rosen and seconded by Commissioner Marano. The roll was called and the minutes for that
21 meeting were approved by all commissioners present.
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23 CORRESPONDENCE:
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- 25 1. Administrator Vance shared a thank-you note he had received from former Tax Analyst
26 Diane Vafides. She had been given a framed resolution acknowledging her long and
27 dedicated service to the Somerset County Board of Taxation.
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- 29 2. The administrator shared a new OPRA request submitted to the board of Taxation by a
30 Manville resident, which request had already been satisfied.
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32 OLD BUSINESS:
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- 34 1. Reassessment Districts: Monthly reports on the progress of annual reassessments had been
35 received from all active districts in the county. The administrator has reviewed these and
36 found them to be satisfactory.
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- 38 2. The current balance in the Trust Account was reported to be \$479,753.
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40 NEW BUSINESS:
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- 42 1. Administrator Vance discussed Senate Bill No. 2763 with the commissioners. This bill is
43 intended to allow the various NJ tax boards to continue to make property ownership and
44 assessment data available to the public, which may inadvertently contain the names and
45 addresses of current or former law enforcement officers. This is done in the normal course
46 of business for all counties in New Jersey. Any request for anonymity would be honored.
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52 NEW BUSINESS, cont'd:

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- 54 2. Administrator Vance updated the commissioners on his discussions with the mayor, the
55 administrator and the assessor of Manville. Manville Tax Assessor Glenn Stives was present
56 and joined in the discussion. In view of considerable obstacles to initiating an annual
57 reassessment program for Manville, Administrator Vance recommended that the start of
58 this program could be delayed until 2018. This additional time was intended to allow the
59 town officials and the assessor to come to a firm understanding of procedures and needed
60 support for the assessing office. The possibility of expanding Mr. Stives' hours for Manville
61 was noted, along with the possibility of his going full time with Manville. It was also noted
62 that an application for an annual reassessment program, on form AFR-A, can be submitted
63 as late as July, should the town and the assessor clear up all obstacles to starting the
64 program in the year 2017.
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- 66 3. Administrator Vance informed the commissioners that progress has been made on allowing
67 the tax rolls to be preserved in electronic format rather than on microfilm, which has been
68 the practice throughout New Jersey for many years. The county's vendor, Vital Computer
69 Resources, is pursuing this and expects to be able to furnish the board office with up to 7
70 years of tax roll information on CDs within the next few months.
- 71
- 72 4. A meeting of the Education Committee of the NJACTB was scheduled for December 14th, at
73 which Administrator Vance and other members of this committee will begin to assemble the
74 program for the annual educational conference in Cape May, which will occur the week of
75 August 28th, 2017. Administrator Vance asked anyone who would like to submit program
76 suggestions to do so.

77 OPEN TO THE PUBLIC

78 During the open public session, Ms. Maria Janucik of Manville Borough introduced herself and
79 addressed a number of questions to the commissioners concerning the recent reassessment in Manville
80 Borough. Her inquiries were answered by the administrator and by the commissioners present.

81 The regular public meeting was adjourned at 12:41PM, at which time the Tax Board commenced
82 hearings on added and omitted appeals for 2016 and prior years.