

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 February 9th, 2021 – Regular Meeting
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8 The February regular monthly meeting of the Somerset County Board of Taxation was held on February
9 9th, 2021 starting at 12:03 PM using the Zoom online platform due to COVID19 restrictions. All public
10 access to the building remains restricted due to COVID19, which has been the case since April of last
11 year. The meeting had been advertised in accordance with State Law and online access was advertised
12 on the tax board website for anyone who was interested; one request was received and phone access
13 was provided. Upon roll call, President Eader, Vice President Goldberg and Commissioners Jordan,
14 Linnus and Rosen were all online. Tax Administrator Robert Vance and Deputy Tax Administrator Dawn
15 Guttschall were also online for the meeting. The following matters were discussed.
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17 MINUTES OF THE PREVIOUS MEETING
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19 The minutes of the January 12th, 2021 regular meeting of the Board of Taxation were submitted by the
20 administrator to the commissioners for their approval. Approval of the minutes was moved by
21 Commissioner Jordan and seconded by Commissioner Linnus. The roll was called and the minutes for
22 that meeting were approved by all 5 commissioners.
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24 CORRESPONDENCE:
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26 None received since the last meeting.
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28 OLD BUSINESS:
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- 30 1. The current balance In the Trust Account was reported to be approximately \$471,768. No
31 significant expenditures were anticipated in the near future.
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33 NEW BUSINESS:
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- 35 1. Administrator Vance discussed the current progress reports as submitted by the districts
36 performing annual reassessments. All 16 reassessing districts continue to report satisfactory
37 progress and expect to have the 2021 tax rolls ready to close by March 1st.
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- 39 2. Administrator Vance reported that the RFP for an updated system of MODIV and CAMA data
40 processing for the county of Somerset was advertised by the Somerset County Purchasing
41 Department and that as of January 20th, only one proposal had been submitted, by BRT Data
42 Processing. The bid has been reviewed by the purchasing division and by both
43 Administrator Vance and Deputy Administrator Guttschall, and it was found to be
44 satisfactory. The next step will be to schedule a review meeting with BRT, followed by a
45 demonstration for the assessors.
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3. Administrator Vance informed the commissioners that he had obtained a quote from the ACLI for provision of technical data useful in the preparation of valuations. He informed the commissioners that he had placed the order for the full year of data publications, one for each quarter, beginning with the first quarter of 2021.
4. Educational opportunities anticipated in the next two months include the annual Monmouth Conference on Tax Appeals, tentatively set for April 14th, and the annual seminar with on tax appeals, known as the Forsgate Conference, scheduled to be held online, using the Zoom platform, on March 11th.
5. Administrator Vance indicated that he was gradually receiving the annual reports required from each assessor at the start of the year, but that progress has been slow due to the COVID19 pandemic and the lack of any personal contact. He will be pursuing this information over the next 30 days.
6. There has been progress in the search for a replacement for Tax Analyst Agnes Sobkowicz, with a good number of applicants applying. Most of these were actually looking for a position relating to income tax processing, but up to three had some experience with property tax and interviews were being conducted.
7. Administrator Vance reported that it was his intention to retire in the middle of 2021, with a target date of either June 30th or July 31st. Board President Eader stated that he would like to form a search committee with the Somerset County Commissioners represented, and that he would like Vice President Goldberg to represent Board of Taxation on this committee.

No public session was scheduled at the close business due to the on-line nature of the meeting, however one call-in attendee was permitted to ask questions of the administrator and the commissioners. She inquired as to the occurrence of two vacancies on the tax board staff in 2009, and she was informed that the vacancies ere due to the untimely passing of these two employees. She then started to discuss letters she had sent to the tax board, but Administrator Vance informed her that the matters raised in the letters were not appropriate for public discussion. The meeting was then adjourned at approximately 12:45 PM.