

1 SOMERSET COUNTY BOARD OF TAXATION  
2 27 Warren Street, 4<sup>th</sup> Floor  
3 Somerville, NJ  
4

5 MINUTES OF THE MEETING  
6 April 13<sup>th</sup>, 2021 – Regular Meeting  
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8 The April regular monthly meeting of the Somerset County Board of Taxation was held on April 13<sup>th</sup>,  
9 2021 starting at 12:00 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, Deputy Tax Administrator Dawn  
15 Guttschall and Tax Analyst Carl Radziewicz were also online for the meeting. The following matters were  
16 discussed.

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18 MINUTES OF THE PREVIOUS MEETING  
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20 The minutes of the March 9<sup>th</sup>, 2021 regular meeting of the Board of Taxation were submitted by the  
21 administrator to the commissioners for their approval. Approval of the minutes was moved by  
22 Commissioner Rosen and seconded by Vice President Goldberg. The roll was called and the minutes for  
23 that meeting were approved by all 5 commissioners.  
24

25 CORRESPONDENCE:  
26

27 Packets of correspondence and information were mailed to Deputy Administrator Guttschall  
28 and to all 5 commissioners from a resident of Manville, received the morning of the last tax  
29 board meeting. As none of the addressees had time to receive or review the information, no  
30 further discussion on this correspondence was heard.

31 Ongoing OPRAs from NJPropertyRecords and from Shawn Hopkins are yet to be  
32 resolved; the administrator is working on these matters.  
33

34 OLD BUSINESS:  
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- 36 1. The current balance in the Trust Account was reported to be approximately \$475,466. No  
37 significant expenditures were anticipated in the near future.  
38

39 NEW BUSINESS:  
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- 41 1. Administrator Vance reported that all 16 annually reassessing districts in Somerset County  
42 had completed their programs for the current tax year, and he was expecting new filings of  
43 Applications for Reassessments (form AFR) to start being received shortly. The impact of the  
44 COVID19 pandemic on the programs was discussed; all assessors have been dealing with this  
45 issue over the previous year and the situation will be ongoing into the current year for  
46 reassessments to be completed for the 2022 tax year.  
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52 NEW BUSINESS (Cont'd)

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- 54 2. Administrator Vance reported that the RFP for an updated system of MODIV and CAMA data  
55 processing for the County would be scheduled for approval at the meeting of the Somerset  
56 County Commissioners on Tuesday, April 13<sup>th</sup>.
- 57
- 58 3. Administrator Vance introduced the finalized version of the 2021 Somerset County  
59 Equalization Table. The preliminary tables had been emailed to all commissioners and  
60 assessors two weeks earlier, and had also been reviewed by the Division of Taxation. The  
61 table was approved by all five commissioners and would be circulated via email for all  
62 commissioners to sign, and then submitted to the NJ Division of Taxation, to all assessors  
63 and to the Somerset County Treasurer's office. It would also be circulate to all local boards  
64 of Education in the county of Somerset.
- 65
- 66 4. District by district weekly appeal counts, compiled by Deputy Administrator Guttschall,  
67 were discussed. To date there have only been 140 appeals filed, well below the volume  
68 reported in 2019. The numbers from last year were not useful for comparison because the  
69 filing deadline for all districts was extended into July due to the COVID19 pandemic.  
70 Administrator Vance stated that no extension of filing dates was anticipated for the current  
71 year.
- 72
- 73 5. The annual compilations of added assessments, a report prepared for the County of  
74 Somerset to accompany their 2021 budget submission for approval by the State of NJ and  
75 useful to establish an exception to the annual budget caps, was presented to the  
76 commissioners by Administrator Vance. The administrator credited diligent wok by all  
77 assessors in achieving higher overall numbers for the current year of 2021, compared to  
78 previous years, impressive in view of the difficulties presented by working under the  
79 COVID!9 state of emergency.
- 80
- 81 6. Educational opportunities anticipated in the next two months include the annual Forsgate  
82 seminar on tax appeals, scheduled as a virtual conference on April 14<sup>th</sup> which would be the  
83 following day, and the NRAAO conference, scheduled for May 23<sup>rd</sup> through 26<sup>th</sup>, also to be  
84 conducted virtually.
- 85
- 86 7. Administrator Vance reported to the commissioners that the position of Tax Analyst has  
87 been filed by the hiring of Carol Radziewicz. Carol has a strong background in both appraisal  
88 and government work, recently serving as an assistant to the assessor in Readington  
89 Township. She will be a strong addition to the tax board offices.

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91 No public session was scheduled at the close business due to the on-line nature of the  
92 meeting, however one call-in attendee was permitted to ask questions of the administrator  
93 and the commissioners, she was informed that matters discussing personnel cannot be  
94 discussed at a o[public meeting.