

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 March 8, 2022 – Regular Meeting
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8 The March 8, 2022 regular monthly meeting of the Somerset County Board of Taxation was held at 12:00
9 p.m. in the County Tax Board office at 27 Warren Street, in Somerville, NJ. The meeting had been
10 advertised in accordance with State Law; upon roll call, President Goldberg, Commissioners Jordan,
11 Linnus we in attendance in person with Commissioner Rosen present via Zoom. Tax Administrator
12 Charles Eader hosted the meeting, with Deputy Tax Administrator Dawn Gutschall also attending. The
13 following matters were discussed:
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15 MINUTES OF THE PREVIOUS MEETING
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17 The minutes of the February 8, 2022, Regular Monthly Meeting of the Board of Taxation were
18 submitted by Administrator Eader to the commissioners for approval. A motion of approval was
19 moved by Commissioner Rosen with a second by Commissioner Linnus. The roll was called and
20 the minutes for that meeting were approved by all 4 present commissioners.
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22 CORRESPONDENCE:
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- 25 • 2/18/2022 – Letter from the Division of Taxation requesting information on course completion
26 status for Commissioners Goldberg, Jordan and Linnus. Due to scheduling issues and the
27 redraft of the RPA1 and RPA2 classes, extensions have been requested so the
commissioners can complete the courses.
 - 28 • 3/1/2022 – BRT proposal to replace the search engine for public records search of the MOD
29 IV and sales data. Links to the search engine on the Tax Board website refer to an outdated
30 link to VITAL records and the NJACTB website data is needing to be refreshed
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32 OLD BUSINESS:
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- 35 1. The current balance In the Trust Account was reported to be \$466,519.19
 - 36 2. Documentation on record storage format requirements from the State of NJ was provided to
37 James Sawyer of the IT Department to continue discussions on the processes to create a
38 digital repository for the master files of the County Tax Board.

39 NEW BUSINESS:
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- 41 1. Status of Progress Reports for annual reassessment program. All 16 municipal tax assessors for
42 towns participating in the program have submitted their February Reports.
- 43 2. Status update on final Book Close for 2022 assessments
- 44 3. Welcome Brittney Werts, Tax Analyst / Administrative Assistant to the Somerset County Board of
45 Taxation
- 46 4. A capital budget request for office painting and maintenance in the amount of \$13,865 from the
47 County Tax Board was submitted to the Somerset County Finance department for inclusion in the
48 2022 county capital plan. This will be presented in the upcoming months with the work to
49 commence sometime after May, 2022.
- 50 5. Deputy Administrator, Dawn Gutschall, was recognized as Somerset County Employee of the
51 month for February 2022 for her assistance in staffing transitions and leading / moderating the
USPAP class for assessors.

52 EDUCATION

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- 54 1. The annual NJ chapter of the IAAO annual seminar on Tax Appeals will be held at the
55 Forsgate Country Club on Thursday, March 10, 2022
56 2. The annual Tax Board Commissioners education conference, "The Challenge of Today's Tax
57 Commissioner," will be held at Mercer College on March 23rd at 9:00 a.m.
58 3. The Northeast Region Association of Assessing Officers (NRAAO) annual education
59 conference will be the week of May 1-8, 2022. There is a total of 64 continuing education
60 credits available.

61 PUBLIC SESSION

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63 No comments were made

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65 ADJOURMENT

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67 The meeting was adjourned at 12:45 p.m. with an "All in Favor" vote on a motion made by
68 Commissioner Linnus and a second by Commissioner Jordan.