

**OPEN PUBLIC MEETING  
MINUTES  
January 8, 2013**

Attending from the Passaic County Board of Taxation:

(JS) Jay Schwartz, Tax Administrator  
(LB) Louis Batelli, President/Commissioner  
(ES) Ernest Scheidemann, Commissioner  
(VDP) Vilmo DiPaolo, Commissioner  
(PM) Patricia Meola, Administrative Secretary

Attending from the City of Paterson:

Charles Parmelli, Deputy Assessor  
Richard Marra, Assessor

Meeting was called to order at 9:05 a.m. Adm. JS read the Sunshine Law, Pledge of Allegiance was recited, and roll call was taken. A motion to accept the minutes of the December 18, 2012 meeting was made by Commissioner VDP and seconded by Commissioner ES. All voted in the affirmative and the motion carried unanimously.

There was a discussion regarding President LB's inquiry about using two rooms again for hearings because of the possible high volume of tax appeals; and the new Form A-1 Petition of Appeal that is accessible online.

Adm. JS stated Denise Siegel will be conducting a Chapter 123 seminar in March 2013 and he will apply to the state for attendees to get credits for attending. Scheduling information will follow.

Several discussions following which included but were not limited to use of a worksheet for each tax appeal hearing; general Chapter 123 corridor; the assessors' responsibility to state at hearing if assessment is within corridor; Guide to Tax Appeal Hearings booklet; judgment codes; seven-day rule for submitting evidence; comparable sales; incomplete applications filed by petitioners and attorneys.

City of Paterson assessors gave an update report on the City's Board-ordered revaluation and Paterson Council's actions. Update reports on revaluation of Wanaque and Prospect Park and reassessment of Little Falls and Ringwood were included in the commissioners' meeting packets.

A motion was made by Commissioner VDP and seconded by Commissioner ES for Adm. JS to sign the NOTICE pursuant to the Open Public Meetings Act for the dates of the Special Meetings of the Board. All voted in the affirmative and the motion carried unanimously.

A motion was made by Commissioner ES and seconded by President LB to sign the Resolution authorizing Adm. JS and Commissioner ES attendance at the annual IAAO GIS/CAMA Technologies Conference in March 2013. All voted in the affirmative and the motion carried unanimously.

A motion was made by Commissioner VDP and seconded by President LB to go into Executive Session to discuss personnel and litigation matters. All voted in the affirmative, the motion carried unanimously, and the meeting went into Executive Session at 10:10 a.m.

A motion was made by Commissioner ES and seconded by Commissioner VDP to come out of Executive Session and end the Open Public Meeting. All voted in the affirmative, the motion carried unanimously, and the meeting came out of Executive Session and the Open Public Meeting ended at 10:15 a.m.

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