

**OPEN PUBLIC MEETING
MINUTES
FEBRUARY 5, 2013**

Attending from the Passaic County Board of Taxation:

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

Attending from the City of Paterson:

Charles Parmelli, Deputy Assessor
Richard Marra, Assessor

The meeting was called to order at 9:05 a.m. Tax Administrator JS read the Sunshine Law, the Pledge of Allegiance was recited, and roll call was taken. Commissioner VDP has an excused absence. A motion to accept the minutes of the January 8, 2013 meeting was made by President LB and seconded by Commissioner ES. All voted in the affirmative, and the motion carried unanimously.

In his president's report, President LB started the discussion on using two rooms for tax appeal hearings and Stipulations of Settlement.

In his administrator's report, Tax Administrator JS stated there were several items in the commissioners' packets that included but was not limited to the 2013 Work calendar; a newspaper article on West Milford lakefront property; statistics on the total number of tax appeals in 2010, 2011, and 2012; and a proposed work order for a Board of Taxation seal. The upcoming February 20, 2013 GIS seminar and the March 13, 2013 Chapter 123 review (3 credits) was discussed.

A motion was made by Commissioner ES and seconded by President LB to approve the purchase of a graphic design for the seal for the Passaic County Board of Taxation that is required by law. All voted in the affirmative, and the motion carried unanimously.

Tax Administrator JS gave revaluation updates for Haledon Borough and Prospect Park Borough, and assessors CP and MR gave an update for Paterson City. Discussions included but were not limited to Paterson council voting to reject the revaluation at their last meeting; staffing in the assessors' office; Vital/Microsystems/KVS systems; and unpaid taxes and the effect on a petitioner's tax appeal hearing.

A Resolution regarding Transportation for Conferences, Seminars and Educational Meetings and Tax Appeal Matters was tabled until the next meeting.

A motion was made by President LB and seconded by Commissioner ES to go into closed executive session. All voted in the affirmative, the motion carried unanimously, and the executive session began at 9:55 a.m.

A motion had been made to end the closed executive session at 10:10 a.m. A motion was made and seconded to go back into the open public meeting, all voted in the affirmative. As there was no further business to discuss, a motion was made by President LB and seconded by Commissioner ES to adjourn the meeting. All voted in the affirmative, the motion carried unanimously, and the meeting was adjourned at 10:11 a.m.
