

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2016-173

Council Meeting Date: 05-23-2016

Date Adopted: 05-23-2016

TITLE RESOLUTION AUTHORIZING TAX ASSESSMENT SERVICES OF
DANEIL KEOUGH

Councilperson Madden submitted the following resolution, which was duly seconded by Councilperson Muñoz.

WHEREAS, the Borough of New Providence has a need to acquire Tax Assessment Services to assist in added assessment inspections; and

WHEREAS, Daniel Keough, has submitted a proposal indicating he will provide inspection services for 2016 added assessments at the rates of \$ 15.00 per inspection and \$ 5.00 if completion requires call-back or multiple visits, for an total amount not to exceed \$10,000.00; and

WHEREAS the Tax Assessor recommends acquiring the inspection services of Daniel Keough, to perform the fieldwork for 2016 added assessment for an amount not to exceed \$10,000.0

WHEREAS, the Chief Financial Officer has certified the availability of funds in an amount not to exceed \$10,000.00; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Borough Council of the Borough of New Providence they approve and authorize the inspection services of Daniel Keough in an amount not to exceed \$10,000.00, to perform added assessment field inspections.

APPROVED, this 23rd day of May, 2016.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GALLUCCIO	X			
GENNARO	X			
KAPNER	X			
MADDEN	X			
MUÑOZ	X			
ROBINSON	X			
MORGAN			TO BREAK COUNCIL TIE VOTE	

I hereby certify that the above resolution was adopted at a meeting of the Borough Council held on the 23rd day of May, 2016.

Wendi B. Barry, Borough Clerk

MEMORANDUM

To: Doug Marvin, Administrator
Wendi Barry, Borough Clerk
Mike Gennaro, Finance
From: Bryan Flynn, CTA
Date: May 17, 2016
RE: *Approval for Part-Time Field Inspector*

Please place this item on the May 23, 2016 Agenda requesting Mayor and Council approval for a Part-Time Field Inspector to assist with Added Assessment inspections.

Mr. Daniel Keough Jr. has had past experience in Municipal Revaluations, and is currently a full-time employee of Wayne Township's Tax Assessor's Office. In addition to having just recently received his CTA designation, Mr. Keough comes highly recommended from his associates.

As the rate of development continues to progress from year to year within the Borough, so does volume of permits to be processed for valuation; thus, it is best to continue the practice of employing a part-time inspector to aid the office up through the October deadline. Mr. Keough has offered 5-10 hours a week to assist with Added-Assessment inspections at the rate of fifteen dollars per inspection, or twenty dollars for any inspections that require multiple visits. He has also offered availability for office valuation at a rate of twenty-five dollars per hour if the need may arise.

Please find attached Daniel Keough Jr's credentials.

Should you have any questions or concerns, please don't hesitate to contact. Your consideration on this matter is greatly appreciated.

/bf

I am writing to request employment in the New Providence tax assessment office. I have taken and passed the Certified Tax Assessors examination. I received a BA in Economics from the University of Richmond in 2006. I hold a valid driving license with a good driving history. I have never been convicted of or charged with a crime.

I understand that work in your municipality requires a high degree of ethics and good time management skills. I believe a well-functioning tax assessment office is vital to the functioning of a town. Thereby maintaining accurate and up to date assessed values and records is imperative. I am highly organized and good at evaluating property record cards and construction permits efficiently.

My flexibility allows me to work into the evening hours to accommodate owners' busy schedules. Assessment inspections of ongoing construction fill an important role, while also allowing me to meet with taxpayers and communicate the importance of assessment to the functioning of local government.

I am able to independently work with minimal supervision. I have applied for the independent contractor certification relative to the regulations of the state of NJ. I would expect to inspect properties and be compensated on a per inspection basis:

\$15/inspection (+\$5 if completion requires call-back/multiple visits)

I am also willing to provide assistance on an hourly basis if additional clerical work be needed. An initial wage of 25 dollars per hour is consistent with compensation I have received working in other towns.

I hope this proposal finds me in good standing for a position within the tax assessment office of your municipality.

Sincerely,

Daniel Keough Jr.

DANIEL G. KEOUGH

One Melrose Lane, Mendham, NJ 07945; home: 973-543-0807; cell: 201-323-2885
danielgeorgekeough@mac.com

OBJECTIVE: Position in real estate related business in which prior employment experience and undergraduate economics degree can be applied and advanced.

PROFILE: Bright, well rounded, energetic, early-riser; hard-working, professional and trustworthy.

EDUCATION and ACCREDITATION

2002-2006: University of Richmond, Richmond, Va.: Bachelor of Arts; Major-Econ.

2016: Gained certification in tax assessment in NJ by passing the CTA exam

RELEVANT EXPERIENCE

Research, Writing, and Communication Skills

- ❖ Draft reports re: property tax reassessment progress
- ❖ Explain process to taxpayers
- ❖ Confer with assessors & appraisers learning property tax

Management/Project Coordination

- ❖ Organized/developed photo journals of ten separate municipalities for tax assessment
- ❖ Supervision, including orientation, of three assistants during three-year period in property tax reassessment/appraisal process.
- ❖ Manage entry of field data into property tax assessment program, including analysis tax maps, lot dimensions, and property identification.

Appraisal Experience

- ❖ Calculation of land areas in updating of property tax maps.
- ❖ Structure inspection and measurement; replacement cost & effective age calculation.
- ❖ Studying and applying tax map configuration.
- ❖ Participated in professional appraisal analysis of neighborhood, county and regional markets.

WORK HISTORY

Field Representative/ Property Inspector- Have been working full time in Wayne assessor's office from April 2015 through the present. Prior to that, I worked part time in the Wayne assessor's office while at the same time working part time in the Hillsborough assessor's office.

Primary Duties: Inspect and measure real estate. **Secondary Duties:** calculate effective age & cost of construction of structures; calculate land areas; interface with taxpayers, municipal assessors and county tax boards implementing real estate tax revaluations. Work included field operations, local travel and office. Also working with Certified Valuations, Inc., Randolph, NJ/ Appraisal Systems, Inc., East Hanover, NJ, Part Time: 2002-2005, Full Time: 2006-2011.

Server- Harvest Restaurant Group, c/o Urban Table 665 Martinsville Rd., Basking Ridge, NJ; 2008-Present (part time).

COMPUTER SKILLS

Experience with Mac, and
Mobile operating systems
Acrobat, Word, Excel, PowerPoint, Photoshop

INTERESTS

Real Estate
Film
Sports, Hospitality