

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2018-140

Council Meeting Date: 05-21-2018

Date Adopted: 05-21-2018

TITLE RESOLUTION AUTHORIZING TAX ASSESSMENT SERVICES OF
DANIEL KEOUGH AND JONATHON FLYNN

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 Jr., CTA, and Jonathan Flynn have submitted proposals indicating they will provide inspection services for 2018 added assessments at the rates of \$25.00 per residential inspection and \$25.00 an hour for data entry and valuation services, for an total amount not to exceed \$5,000.00; and

WHEREAS the Tax Assessor recommends acquiring the inspection services of Daniel Keough Jr., CTA, and Jonathan Flynn to perform the fieldwork for 2018 added assessment; and

WHEREAS, the maximum amount of the contract is not to exceed \$5,000.00 and said funds are available from the following account:

8-01-20-150-281-000000

and the availability of funds has been certified by the Chief Financial Officer; 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 Jr., CTA and Jonathan Flynn, in an amount not to exceed \$5,000.00, to perform added assessment field inspections.

APPROVED, this 21st day of May, 2018.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GENNARO	X			
GEOFFROY	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 21st day of May, 2018.

Wendi B. Barry, Borough Clerk

MEMORANDUM

To: Doug Marvin, Administrator
Wendi Barry, Borough Clerk
Mike Gennaro, Finance
Nadine Geoffroy, Finance
From: Bryan Flynn, CTA
Date: May 3, 2018
RE: *Added-Assessment Field Inspection*

As 2018 County Tax Board Appeals have just come to an end, it is that time of year to adjust focus more particularly towards Added-Assessments. As quite deserved, Daniel Keough Jr. has been offered and accepted a full-time position as the Tax Assessor for Hopewell Township; however, he now can no longer offer the 10-15hrs/wk to assist with inspections. The Assessor's Office processes and average of 300-400 *residential* permits per year for valuation, attributing to 14,662,600 of the Added-Assessments in 2017; thus, I am requesting approval to contract an 'as-needed' hire to assist with the remainder of 2018 Added-Assessment field inspection.

Thus far, it has been difficult to find someone as reliable and qualified who is able and willing to allot the hours needed; however, Jonathon Flynn has offered 8-10hrs/wk at the same rate Daniel Keough has proposed in his request for continued services for the work he has produced in 2018 (\$25/Permit Flat Rate - including multiple visits). Jonathon currently works for Appraisal Systems, Inc. (Reval Firm), and is currently on track for a Certified Residential Appraisal License. I am confident in his character and quality of work, as I had personally trained Jonathon when he worked for me at Certified Valuations, Inc. Please find attached proposal for services, as well as proposal for continued services that Daniel Keough has submitted for 2018 assistance. Thank you for your consideration on this matter.

Should you have any questions, please don't hesitate to contact.

/bf

360 Elkwood Ave • New Providence • New Jersey • 07974
908.665.8271 • 908.665.9272 (f)
bflynn@newprov.org

PROPOSAL FOR CONTINUED SERVICES:

2018 TAX ASSESSOR'S OFFICE

I am writing to request continued 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 have worked in this office since June 2016.

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 the independent contractor certification relative to the regulations of the state of NJ. I would expect to inspect properties and be compensated on a piece basis. A flat payment of 25 dollars per assigned permit is consistent with compensation I receive working in other towns.

I hope this proposal finds me in good standing to continue my position within the tax assessment office of your municipality.

Sincerely,

Daniel Keough Jr.

May 2018

Borough of New Providence

360 Elkwood Avenue
New Providence, NJ 07974

PROPOSAL

Inspection Services for 2018:

Assessor's Office

Jonathon Flynn

May 2018

Jonathon Flynn

THE BOROUGH OF NEW PROVIDENCE: Assessor's Office Services 2018

I am submitting my proposal for services for the purpose of assisting the Tax Assessor's office in 2018. For all assigned work, my consideration for services rendered will be as follows:

Residential Inspections - \$25.00 per piece (including 2 visits, as needed)
Data Entry and Valuation Services - \$25.00/hr

For your convenience, I've attached an overview of my Qualifications and Experience. .

Thank you.

Jonathon Flynn

78 Spring Lake Blvd. Waretown, NJ, 08758

609-202-6998

flynnj15@gmail.com

QUALIFICATIONS

EDUCATION

Rowan University (September 2006 – May 2012)
Major: Business Marketing, Business Entrepreneurship

McKissock (2018)
Basic Appraisal Principles and Procedures
Residential Appraiser Site Valuation and Cost Approach
USPAP

EXPERIENCE

Appraisal Systems Inc. (December 2015 – present)
Field Inspector

Certified Valuations, Inc. (March 2015 – November 2015)
Field Inspector

Residential Field Inspector Revaluations/Reassessments:

Kinnelon, Randolph, Dover, Paterson, Hackensack, New Brunswick, Bridgewater, North
Arlington, Middletown, Cresskill, Roxbury

Jonathon Flynn

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Waretown, NJ 08758

Flynnj15@gmail.com
609-202-6998