



State of Illinois  
**PROPERTY TAX APPEAL BOARD**

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**Minutes of the  
Property Tax Appeal Board  
May 19, 2020 – 10:00 a.m.  
Springfield & Des Plaines, Illinois**

- 1. Roll Call:** Chairman Kevin L. Freeman, Jim Bilotta, Sarah Buckley, Dana D. Kinion, and Robert J. Steffen.

**Staff:** Mauro Glorioso, Executive Director and General Counsel, Steven Waggoner, Chief Administrative Law Judge, James J. Moffat, Chief Fiscal Officer & Human Resources Manager, David Suarez, Chief Information Officer, Michael Bullock, Public Service Administrator, Dianne Lerman, Recording Secretary.

Chairman Freeman convened the meeting at 10:00 a.m. and welcomed the Board Members and the PTAB Management Team to the Property Tax Appeal Board Meeting via electronic means.

- 2. Approval of Minutes from Previous Meeting**

Mrs. Kinion moved to approve the Board Minutes of April 14, 2020. Mr. Steffen seconded the Motion and it carried 5-0.

Mrs. Kinion moved to approve the Board Minutes of May 12, 2020. Mr. Steffen seconded the Motion and it carried 5-0.

- 3. Adoption or Amendments to the Agenda**

Chairman Freeman moved to Amend the Agenda allowing Mr. Glorioso to provide a brief update of the Agency during these unprecedented times. Mr. Steffen seconded the Motion and it carried 5-0.

**BOARD MEMBERS**

**Jim Bilotta**  
*Frankfort*

**Robert J. Steffen**  
*South Barrington*

**Dana D. Kinion**  
*Springfield*

**Sarah Buckley**  
*Chicago*

Mr. Glorioso reported the Covid-19 virus has affected our agency as well as all other State agencies. He reported this is the third virtual meeting since the Governor instituted the Stay at Home Executive Order 2020-07 on 3/16/20 and more recently Executive Order 2020-33 instituted on 4/30/20 mandating all non-essential employees stay at home and work remotely.

Mr. Glorioso reported he and Mr. Steve Waggoner are the only individuals physically in the offices daily. Mr. Glorioso communicates with the Governor's Office every morning keeping them abreast of the PTAB's activities via a daily report. He advised the Governor's Office of the Board's vote at the last Board meeting to send mass emails statewide and updating the website granting automatic extensions for any pending deadlines. Mr. Glorioso further reported Mr. Waggoner transmits work to the Administrative Law Judges (ALJs) via the Springfield office. Other staffers are occasionally in the office from time to time for administrative work, scanning, and printing.

Mr. Glorioso reported productivity is steady despite the unusual set of circumstances. We are still able to get our work done and the phone lines are open and answered by our office staff to respond to taxpayers and attorneys.

Mr. Glorioso reported PTAB purchased computer supplies, monitors, and a scanner, costing under \$1,000.

Mr. Glorioso reported Mr. J.J. Moffat is the designated person from PTAB to communicate with CMS. Mr. Moffat communicates with CMS almost every day regarding the budgets and other matters.

Mr. Glorioso asked Mr. Moffat to report on staffing and the budgets. Mr. Moffat reported there are plans to slowly and gradually bring staff back to the offices upon meeting certain criteria. Most likely scanners and clerical staff will be first to return and the ALJs will be the last. Mr. Moffat stated discussions are still ongoing regarding when and how to bring staff back.

Mr. Moffat reported the proposed budget for 2021 looks favorable at this time. We do not anticipate cuts to our proposed budget as presented however it still needs to be approved by the Administration.

Mr. Suarez reported as of this date we have 15,000 cases upon which correspondence is pending, which includes 7,300 new cases to notify the Board of Review. The remaining are extension requests and letters not sent because new deadlines would be created.

A discussion followed regarding notices to the public.

Chairman Freeman moved to direct staff to distribute all pending notices held up due to the pandemic virus as soon as possible following the Memorial Day holiday. Notices will include language that extensions will be granted for good cause due to the pandemic. Mr. Bilotta seconded the Motion and it carried 5-0.

Mr. Suarez informed the Board that when correspondence is sent, Attorney represented appeals and county notices are sent by electronic means. Pro-Se appellant correspondence are mailed via the U.S. Postal Service. Also, intervenor correspondence is sent via USPS as we do not have electronic transmission for such documents to date

Chairman Freeman congratulated Mr. Glorioso and senior staff on a great job managing a very difficult situation. Chairman Freeman moved to accept the Director's report. Mr. Bilotta seconded the Motion and it carried 5-0.

#### **4. Discussion of Motions**

- a. Michele A. Sirena: #18-05301-R-1 (Franklin)

Mr. Bilotta moved to deny the request to reinstate. Mrs. Kinion seconded the Motion and it carried 5-0.

- b. Bunge: #18-01389-I-3 (Will)

Mrs. Kinion moved to grant the Motion to Stay the Filing Deadlines for 120-days or the date the records are re-acquired by Will County assessment officials. Mr. Steffen seconded the Motion and it carried 5-0.

- c. Dawn Blustain: #03-29434-C-1 (Cook - Jefferson)  
Peter England: #03-27653-R-1 (Cook - Niles)  
Catherine Gibson Fay: #06-31087-R-1 (Cook - North Chicago)  
Nydia Hohf: #08-30531-R-1 (Cook - New Trier)  
John Joyce: #04-28831-R-1 (Cook - North Chicago)  
John Joyce: #05-28199-R-1 (Cook - North Chicago)  
Jane Mc Clelland: #02-20358-R-1 (Cook - Oak Park)  
Marc Realty: #00-26482-C-2 (Cook - South Chicago)  
Hiroshi Ono: #06-22725-R-1 (Cook - Palatine)  
Richard Petraitis: #02-24324-R-1 (Cook - Palatine)  
Judith Pollin: #04-24065-C-1 (Cook - Wheeling)  
April Reece: #08-30424-R-1 (Cook - Hanover)  
Paul Wan: #04-21148-R-1 (Cook - Barrington)  
Schopf & Weiss: #04-27478-C-3 (Cook - South Chicago)

Bahram Yarmahmoudi: #07-26507-R-1 (Cook - Niles)

Chairman Freeman moved to grant the Petition to Revive Judgment in each of the appeals listed. Mr. Steffen seconded the Motion and it carried 5-0.

## **5. Attachments**

As to Attachment A, Mr. Steffen moved to approve the amended attachment. Chairman Freeman seconded the Motion and it carried 5-0.

As to Attachment B, Chairman Freeman moved to approve the attachment. Mrs. Kinion seconded the Motion and it carried 5-0.

As to Attachment C, Mr. Bilotta moved to approve the attachment. Mrs. Kinion seconded the Motion and it carried 4-0 with Chairman Freeman recusing.

As to Attachment D, Chairman Freeman moved to approve the attachment. Mrs. Kinion seconded the Motion and it carried 4-0 with Mr. Bilotta recusing.

As to Attachment E, Chairman Freeman moved to approve the attachment. Mrs. Kinion seconded the Motion and it carried 4-0 with Mr. Steffen recusing.

As to Attachment F, Chairman Freeman moved to approve the attachment. Mr. Steffen seconded the Motion and it carried 4-0 with Ms. Buckley recusing.

As to Attachment G, Mr. Steffen moved to approve the attachment. Mrs. Kinion seconded the Motion and it carried 4-0 with Ms. Buckley recusing.

As to Attachment Z, Mr. Steffen moved to approve the attachment. Mrs. Kinion seconded the Motion and it carried 5-0.

## **6. Other Business:**

Following up from the April 14, 2020 Board Meeting, Ms. Buckley reported she sent inquiries to various other states regarding property tax filing fees. Ms. Buckley stated she has not received responses as of this date. Chairman Freeman and the Board Members thanked Ms. Buckley for her efforts and for contacting them.

Mrs. Kinion advised the Board that she may not be present for the August Board Meeting.

Mr. Glorioso notified the Board that the next meeting will be June 9, 2020.

Chairman Freeman thanked the Board Members for their input, ideas and support. He also thanked Mr. Glorioso, Mr. Waggoner, Mr. Moffat, Mr. Suarez for managing during this difficult time.

## **7. Adjournment**

Mrs. Kinion moved to adjourn the meeting at 11:00 a.m. Mr. Bilotta seconded the Motion and it carried 5-0.

Respectfully Submitted,

Mauro Glorioso  
Executive Director and General Counsel

MG/dl