



# Memorandum

**To:** Borough Assembly, Debra Thompson, Borough Clerk  
**CC:** Borough Manager Steve Giesbrecht  
**From:** Jody Tow, Finance Director  
**Date:** 2/7/2018  
**Re:** Upcoming Assembly Meetings

Property assessments will be mailed out on March 1<sup>st</sup>. Property owners will have 30 days to appeal their assessment. The Borough Assembly will sit as the Board of Equalization to resolve any appeals that have not been resolved prior to the BOE with the Borough's contract Assessor. This year we are fortunate to have the State Assistant Assessor visit Petersburg on March 22<sup>nd</sup> to conduct training for the Board prior to the BOE hearing on April 9<sup>th</sup>.

Below is a schedule of the Assembly's next two months of meetings. I ask that at today's meeting on February 26<sup>th</sup>, you schedule times to conduct the training on March 22<sup>nd</sup> and the BOE hearing on April 9<sup>th</sup>. Thank you.

March 5th, noon	Assembly Meeting
March 19th, 6pm	Assembly Meeting
March 22nd, Need to Schedule a Time (preferably 4pm or later)	Board of Equalization Training
April 2nd, noon	Assembly Meeting
April 9th, Need to schedule a Time	Board of Equalization
April 16th, 6pm	Assembly Meeting